Tips for Attaching or Inserting Pictures in Emails

• As cameras get more Megapixels, the file sizes of the jpegs are increasing dramatically.

• A 10 Megapixel camera generates pictures over 5 Megabytes.

• If you want to share pictures with your friends, you have several options:

  • Copy pictures to a CD and give it to them

  • Upload them to a gallery such as Kodak, Costco, Shutterfly, etc and notify them of the link so they can view them and order prints

  • Email them copies of the pictures

Tips for Attaching or Inserting Pictures in Emails

- When emailing a picture, think about your audience

  - If they only want to view the picture on the computer screen then a resized (or fixed pixel dimension) version is best

    - Send a fixed pixel size that is easily viewed on the computer screen (640x480, 800x600, etc)

    - File size is normally less than 100kb.

  - If they want to edit the picture or make prints, you may want to send them the uncompressed file or a slightly compressed file

    - For prints, compress the file to 200-300 ppi.

Do I want to Email an Uncompressed or Fixed Pixel Jpeg?

Emailing Uncompressed or Somewhat Compressed Files

Pros	Cons
Best Quality Possible	Large files, slow to transmit
Can be viewed on screen or made into prints	Not practical for large numbers of prints
	Not good for inserting into messages

Emailing Fixed Pixel Dimension Files

Pros	Cons
Small file size, transmits quickly	Sender has to first resize the jpeg
Can send many at one time	Not good for making prints
Can be attached or inserted into the message itself	

Attaching Pictures to Emails

• The Default for all email programs is to *Attach* a picture -- not *Insert* it into the message portion of the email. **You can Attach an Uncompressed or Compressed Image.**

• Most email programs work the same. Create a new email, click on *Attach File,* and then select the file (picture) from your hard drive.

   • Compose a message telling the recipient that a picture is attached.

   • Some email programs, i.e. Outlook Express, will automatically show the attachment in the message. Yahoo shows a thumbnail at the bottom of the message.

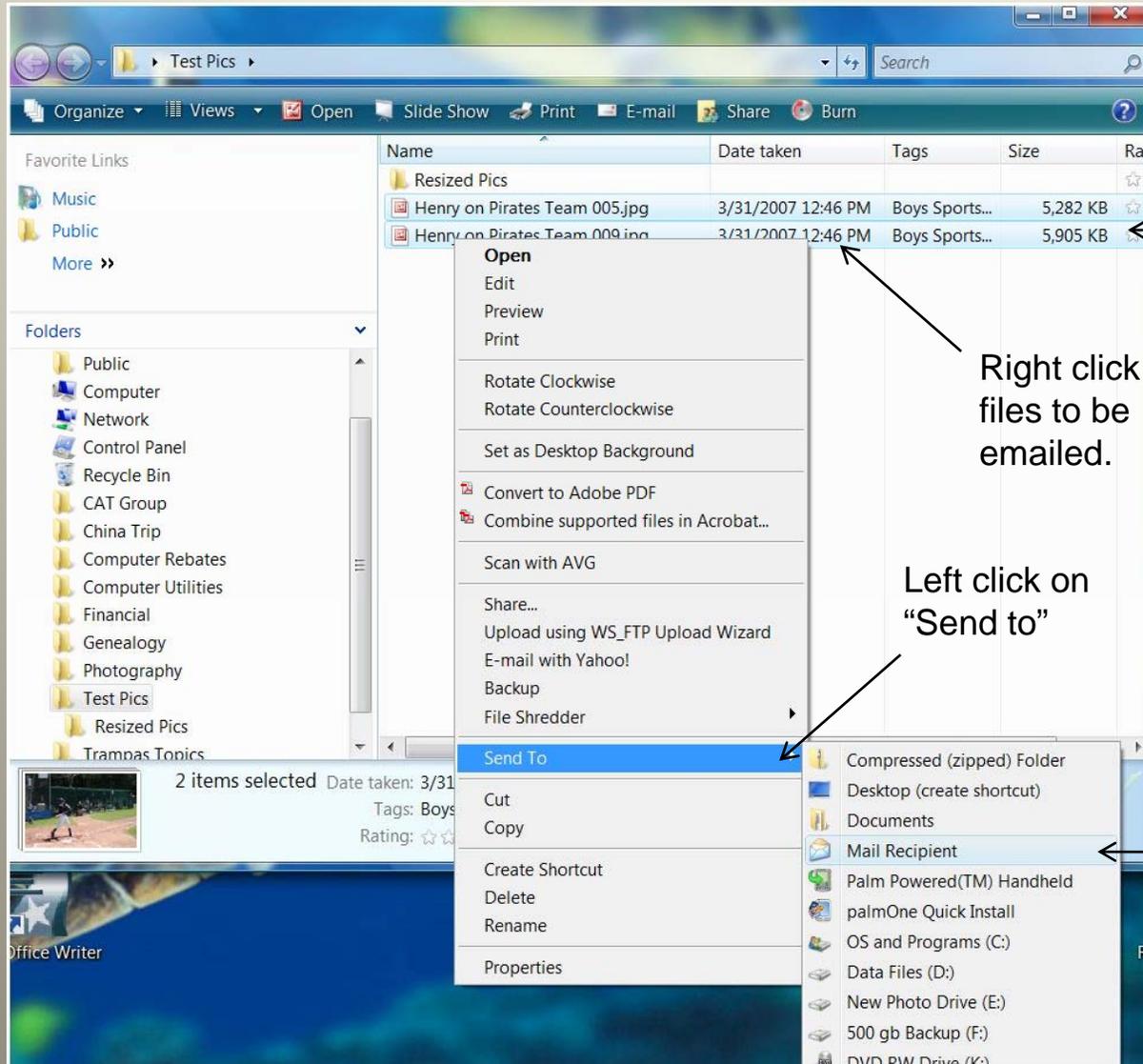   • The recipient can click on the attachment to view it or save to their hard drive.

How to Resize a Jpeg for Emailing to Others

There are many ways to resize a Jpeg for screen viewing – We'll try to identify the easiest ways.

Use Windows Explorer for Email Programs on your computer, i.e. Outlook Express, Outlook, Windows Email, etc.

• Select and Right Click on the list of files you wish to send, and select "Send To" and then left click on "Mail Recipient"

• A pop-up screen will appear giving you the option to select one of several pixel dimensions for the compressed pictures. Select the one you want (800x600 is good), and click OK.

• An unsent email will pop up with the picture(s) attached at the selected pixel dimensions

• Note: the compressed file is not saved to your hard disk. It is just attached to the email.

Using Windows Explorer to Attach Pictures to Outlook, Outlook Express or Windows Mail

Select all the files you wish to email using the Ctrl or Shift keys
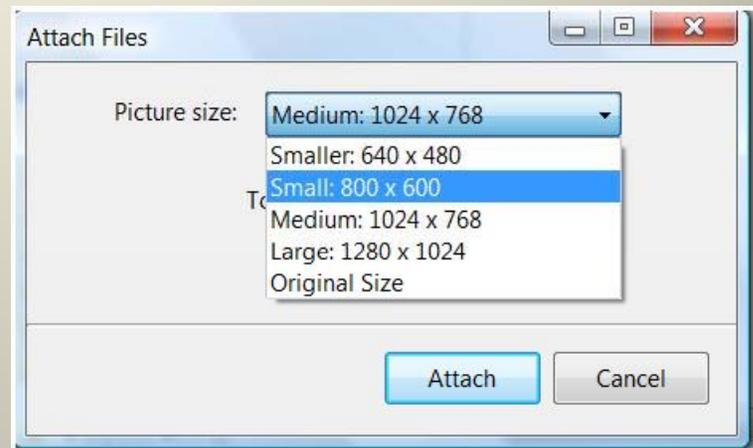
Right click on files to be emailed.

Left click on "Send to"

Left click on "Mail Recipient"
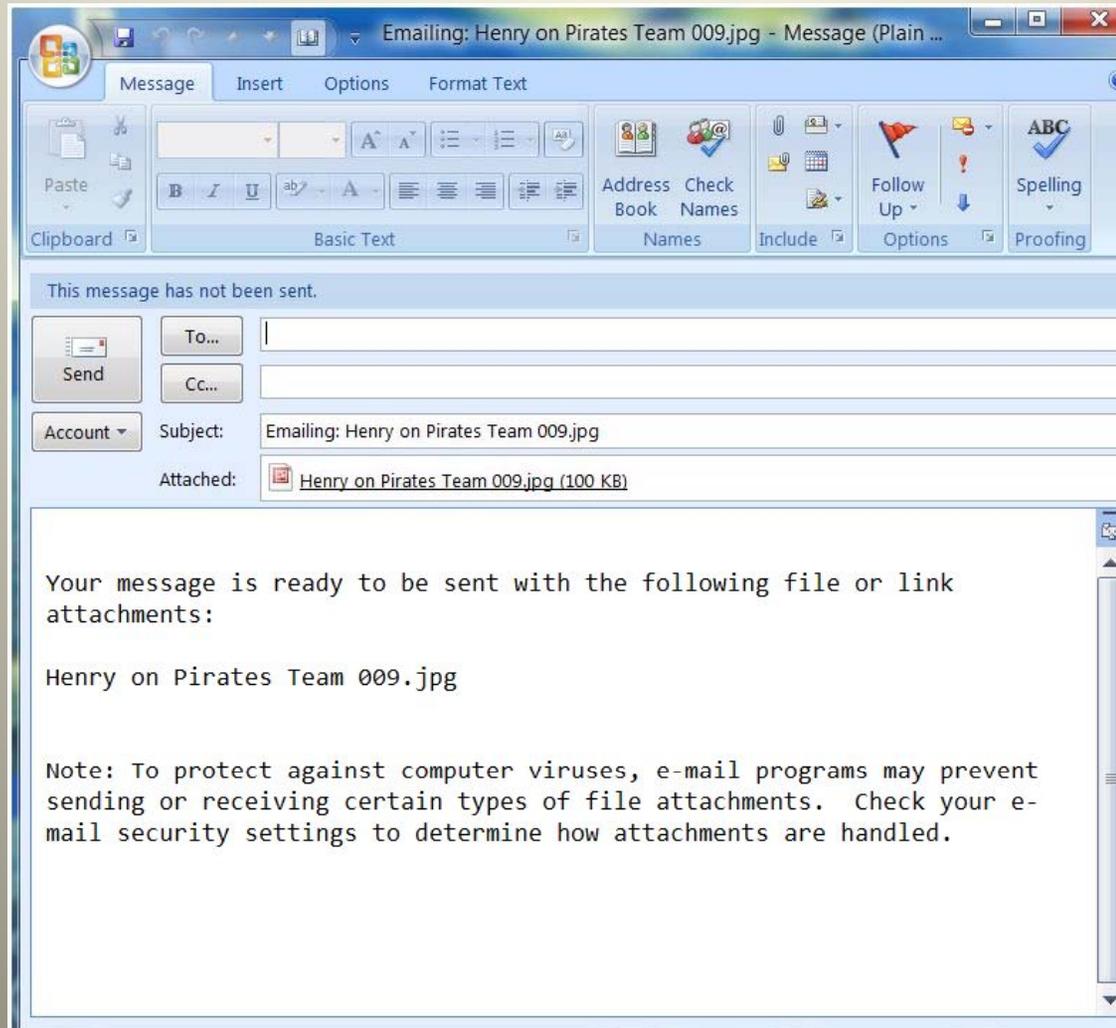
Resizing Option Boxes for Win XP and Vista

Vista resizing options

Win XP -- Be sure to left click the "option" link to get the full window

Email is Ready to be Addressed and Sent

Another Quick Way to Resize Photos

If you have Office 2003 or later, just click on a Jpeg file and Microsoft Office Picture Manager opens.

- Click on **Edit** in the Toolbar and it will allow you to resize the photo to any pixel dimension.

- You may save the resized picture to your hard drive.

- Click on **File, Send to, Mail Recipient** to create a mail message with the picture attached or inserted (for Outlook, Outlook Express or Windows Email)

9

Other Ways to Resize Jpegs before Emailing Them

If you do email directly on the Server (Yahoo, Gmail, AOL, etc) then you have to first resize or compress the file and save it on your Hard Drive. Here are some alternatives.

You can use **Photoshop Elements Editor** to resize or compress as many files as you wish. Select "**File**", and "**Process Multiple Files**"

Free image resizer can be downloaded at:
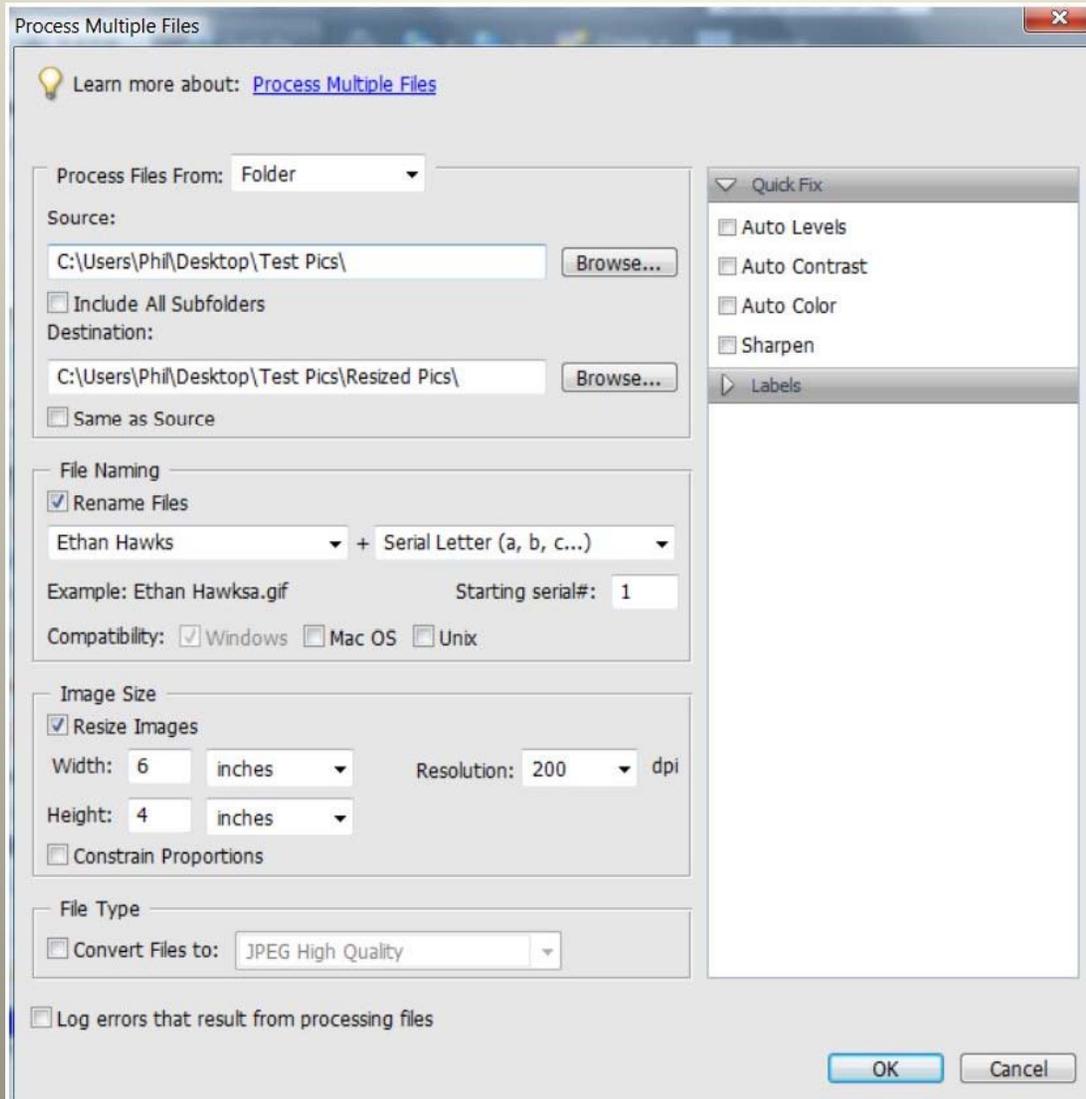http://www.vso-software.fr/products/image_resizer/

An image resizer from Microsoft for Win XP is one of their Power Toys. It can be downloaded at:
http://www.microsoft.com/windowsxp/downloads/powertoys/xppowertoys.mspx

Compressing Jpegs to Make Smaller File Sizes that are Good for Prints

- If a picture is cropped to 4"x6", and compressed to 200-300 ppi, the file size will be ~150-200kb

- Any of the Utility programs on the prior slide will allow you to specify the amount of compression.

- I prefer to use PS Elements since it offers the most flexibility
    - Open PS Editor, click on **File**, and click on **Process Multiple Files.**

PS Editor Enables You to Resize Multiple Files at Once

Inserting Pictures in Emails

• Remember, some users have high security settings and an inserted picture may show up as the "dreaded red x" in a small box.

• If you do wish to insert pictures, you must resize them so the recipient can see the whole picture on his screen. 640x480 or 800x600 are normal sizes. (If you insert too large a file it will more than fill the screen)

• If you do your email directly on the Mail Server, i.e. Yahoo, Gmail, AOL, etc., then you cannot insert jpegs into the body of the message.

• If you use Outlook Express, Windows Mail or Outlook you can insert pictures, but the files must first be stored on your hard drive.

Inserting Pictures into the Email Message

• Open your Email Client (Outlook, Outlook Express or Windows Mail) and open a new email

• Select **Insert, Picture** from Toolbar and then point to the compressed file on your hard disk.

• You may resize the picture within the email by dragging the corners in or out.

Options for Creating and Saving Resized Pictures in WIN XP

• You can use one of the Utility programs listed earlier. All work just fine.

• You can use Windows Explorer to create a resized file that is attached to an email
    • Before you send the email, click on the attachment.
    • If MS Picture and Fax Viewer opens, click on the icon at the bottom to edit the picture.
    • This will open MS Paint and you can save the compressed file to your hard drive.
    • Alternatively, you can always email the picture to yourself and save the attachments.

• If you have Microsoft Office (2003 or later) it includes Microsoft Office Picture Manager which helps you resize, save, attach or insert pictures into emails.

Options for Creating and Saving Resized Pictures in WIN XP

• You may use the same process as with Win XP, or …

• Select the file(s) to resize, right click, left click on "**Send To**", "**Mail Recipient**"

• Select the pixel dimensions you want

• Windows Mail or Outlook opens with the files attached. Right Click on the Attachments and select "Save As"

• Save the resized file to your hard disk

• Open a new email and click on **Insert**, **Picture** and select the resized files from your hard drive.

Inserting Pictures in Emails

<u>After Thoughts</u>

When you attach jpegs to **Outlook Express**, a copy of the pictures may appear in the message. You can turn this feature on or off through the **Format** command.

Outlook will not insert pictures unless you purposely insert them.

If you have too many files to Email, consider using a file transfer program like Mediafire (discussed in September).

Also, don't forget about uploading photos to Kodak or Costco and sharing with others.