

SENDING PHOTOS AND MEDIA FILES IN E-MAIL



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Click on any blue, underlined text to go to its linked reference.¹

Photoshop Elements eases sharing photos in e-mail. You can either attach photos to an e-mail or embed a photo in an e-mail with Photo Mail.

You can share files in e-mail in these ways (regardless of the format, all tags and metadata are preserved in your e-mailed file):

- ❶ **Photo Mail.** You use a wizard to embed your photos in the body of an e-mail message with colorful custom layouts. You can choose from a list of stationery themes, a variety of backgrounds, frames, and borders. Using a wizard, you select photo size, stationery colors, text color and effects, and layouts. After you select your options, Photoshop Elements automatically converts all images to JPEG, then generates the e-mail. You can send Photo Mail through Outlook, Outlook Express, or Adobe E-mail Service.
- ❷ **Simple Slide Show (PDF).** Combines image and media (music and video) files into a single PDF file. Your recipients can view the PDF file as a slide show by using the free Adobe Reader software.
- ❸ **Flash File.** This combines image and media files into a single Flash file (.swf). To view these files, the e-mail recipient must have a Flash-compatible device (computer or mobile phone).
- ❹ **Individual Attachments.** Send image or media files as individual e-mail attachments. You specify the size of the photo. Elements converts images to JPEG format if they are in a different format.

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Before sending your files, it's best to set up these:

❶ **Set your e-mail preferences.** Adjust the image size and compression setting so that photos download quickly yet retain sufficient detail for online viewing. Also you can choose to save files to a designated folder so you can attach them to e-mails. This option is useful if your e-mail application doesn't support the automatic e-mail attachment features.

❷ **Set up your Contact Book.** Pre-address e-mail messages and keep track of with whom you've shared photos. Using the contact book is optional. You can always address the e-mail from within your e-mail client.

After you're set up and have created an e-mail, all you have to do is send the e-mail to share your photos and videos with friends and family.

Options: Do one of these:

1 Select a photo in the Photo Browser or Date view, click the Share tab, and then click the E mail Attachments button.

2 In the Full Edit or Quick Fix, open the photo that you want to e-mail. Click the Share tab, then click the e-mail Attachments button. If you are e-mailing a photo for the first time, you are asked to confirm the e-mail service you want to use. Confirm your choice and click OK.

A. To add more items to the e-mail, click the Add button. In the Add Photos dialog box, select a location in the Add Photos From section, and then click the square next to each thumbnail to select it. Click the Add Selected Photos button and click OK. You can also remove items by selecting them in the Items list, and then clicking the Remove button .

B. Select recipients of the e-mail by clicking a name in the Select Recipients list (the names you see are from your contact book). You also have the option of not selecting any recipients and later entering the addresses when the e-mail message appears.

C. If tags are attached to your photos, they are included when you e-mail your photos. Recipients who use Photoshop Elements can import the photos with tags attached to their catalogs. The Favorites and Hidden tags are never included when photos are e-mailed.

D. Specify a file format for the attachment:

► Simple Slide Show (PDF) Combines the images into one slide show and creates a PDF file. Type a name in the File Name text box.

3 You can send as individual attachments. Usually, all non-JPG files are converted to JPGs. If you want to keep photos in their current file format, deselect “Convert Photos To JPEGs.” That option is deactivated if the selected photos are already in JPEG format.

A. Choose an option from the Maximum Photo Size menu, and use the Quality slider to adjust image clarity.

B. Type a message in the Message text box.

C. Click Next.

Elements generates the message and then opens the e-mail application specified in the Sharing Preferences. If Elements doesn't support your preferred e-mail application, attach the file manually.