

Photoshop Elements 6, Lesson 5-3

SENDING PHOTOS IN EMAIL

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***Note:** I **never** recommend sending more than **two** photos at one time. If you know your recipient has only **dial-up** only send **one** photo at a time.

From the Desktop, Left-click **Start** ► **My Pictures**. If your photos are stored in a folder outside of the “My Pictures” folder, from the Desktop, select **Start** ► **My Computer**.

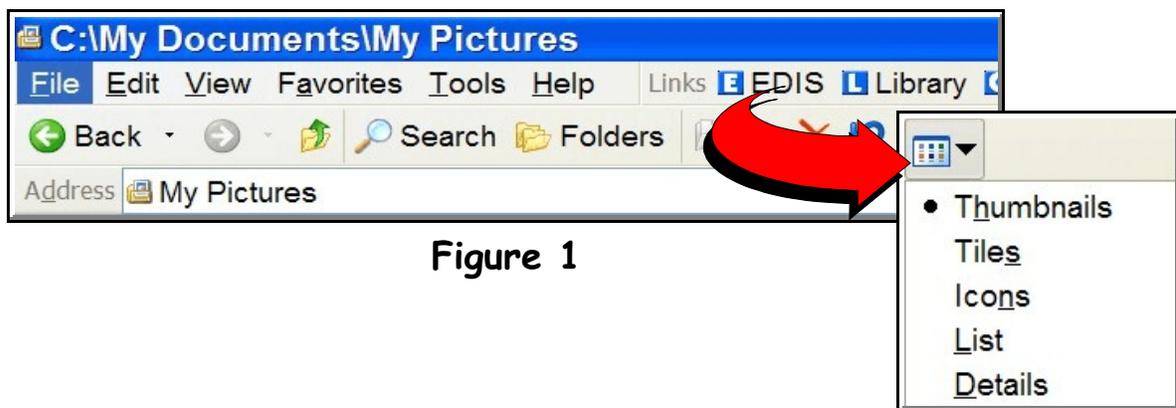


Figure 1

Go to the ToolBar and Left-Click on the “**View**” and Left-Click “**Thumbnails**” (Figure 1) to show all photos. That makes it easy to select the right photos. Choose the photo(s) you want to send ► Right-Click on **Photo** ► Left-Click **Send To** ► **Mail Recipient**. A popup “**Send Photos via E-Mail**” will appear. If you are only sending the photo to be viewed on the computer screen, then check the “**Make all my photos smaller.**” If you are sending the photo to be printed or for genealogy, then click to check the “**Keep the original size.**” Left-Click on **OK** to send.

The E-Mail will open up automatically. Address as usual.

- ① To: Your Favorite Friends and Family
- ② Subject: You can keep photo number or change subject
- ③ Delete the message in body of e-mail and write your own message. I always tell what the photo is, when it was taken, or who’s in it. (How many photos have you received that you have no idea who that person is or what is that landmark?)
- ④ Sign your e-mail and send. (**Always sign** your email with your name — especially if you have an email address that isn’t anything close to your name. (How many emails have you received that you have no idea who sent it?)

In Photoshop Elements 6.0: Double, Left-Click on Photoshop Elements 6.0 to open up. Left-Click on Organize. To bring photos into the organizer: Left-Click **File** ► **Get Photos & Videos** ► From Files & Folders. Left-Click on Folder containing photos you want to send. Left-Click **Get Photos**. Once the photos are in the Organizer, simply Left-Click on the photo(s) (if you do not highlight a specific photo it will send all photos).

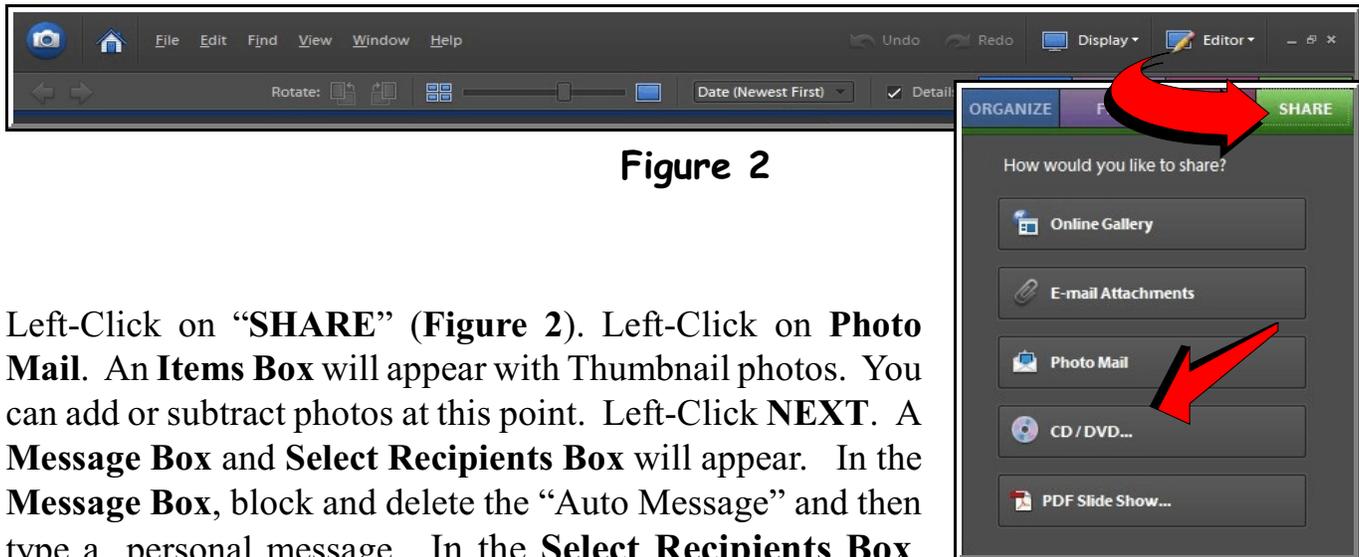


Figure 2

Left-Click on “**SHARE**” (Figure 2). Left-Click on **Photo Mail**. An **Items Box** will appear with Thumbnail photos. You can add or subtract photos at this point. Left-Click **NEXT**. A **Message Box** and **Select Recipients Box** will appear. In the **Message Box**, block and delete the “Auto Message” and then type a personal message. In the **Select Recipients Box**, Left-Click on a recipient (a ✓ will appear). (**PEGEGG TIP:**

I only have about half a dozen addresses in this list. If I am going to send to someone not on the list, I just check myself, and I wait until I get into the actual E-Mail and add the recipients. This saves a lot of time.) Left-Click **NEXT**. The **Stationary & Layouts Wizard** window will open. In Step 1: Choose a Stationary, you can select a frame. (I have a really good time choosing the color and style of frame or background to go with the photos I send!) Then Left-Click on **NEXT STEP**. Step 2: **Customize the Layout**. (**PEGEGG TIP:** This window allows you to do a lot of specializing of the frames and backgrounds — unless I have lots of time I just move on.) Left-click on **NEXT**.

Your E-Mail will open up automatically. (It is already addressed — you can add additional recipients at this time.)

Subject: Change or Keep the Auto Subject: Here are the photos that I want to share with you. (I usually change this to: Photos, Subject, Date Photo Taken)

Photo(s) will appear in the body of the E-Mail within a Frame. I type in my message and sign. (**PEGEGG TIP:** Be sure and tell what the photo is, when it was taken, or who’s in it.) Then send as usual.