

WINDOWS ME & XP

EMAIL PHOTOS FROM WINDOWS



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How would you like to quickly email photos to your friends — including reducing the dimensions of the photo?

These procedures are only available in *Windows Me & XP*.

NOTE: This method only works when a user has a POP3 or other type of email program (for example, Outlook Express, Outlook, Eudora, etc.). If you use AOL, HotMail or Yahoo, you will not be able to send reduced images using these procedures. Likewise, if one uses EarthLink or Road Runner and accesses his email through a Web browser, such as when traveling, this will not work.

To check whether or not you can use this method is to look at what the default email program is for your Windows computer.

❶ Open the Control Panel:

★ In Windows Me, from the Desktop, select Start > Settings > Control Panel.

★ In Windows XP, from the Desktop, select Start > Control Panel.

❷ Double, left-click on “Internet Options.”

❸ Click on the “Programs” tab to see what email program is listed next to E-Mail. If Outlook Express, Outlook or Eudora is not your default email program, the “send images to a mail recipient” won’t work.

1. Open *Windows Explorer*, by selecting Start > My Pictures. If your photos are stored in a folder outside of the “My Pictures” folder, from the Desktop, select All Programs > My Computer and find the photo.

2. Select Mail Recipient (**Figure 1**) by:

❶ RIGHT-click on photo to be sent.

❷ Left-click on “Send to ►”.

❸ Left-click on “Mail Recipient”

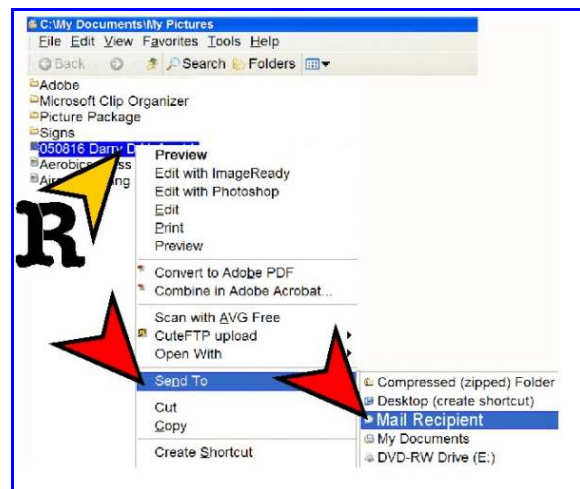


Figure 1



Figure 2

3. Select the size you want (**Figure 2**) — NOT available in Windows Me.

☆ If you are just sending a photo to admire or to print at reduced size, select “Make all my pictures smaller.”

☆ If you are sending a photo that is to be used in genealogy or printed in a larger size (i.e., 5"x7" or 8"x10"), select “Keep the original sizes.”

4. IF you're using Windows XP, the e-mail window — from your default email program — appears (**Figure 3**).

There is a warning inserted into the email text area. You can left-click, hold and drag to select that text. RIGHT-click on the highlighted area and left-click on “Delete” to remove it.

IF you're using Windows Me, you'll see a similar window, but with less text.

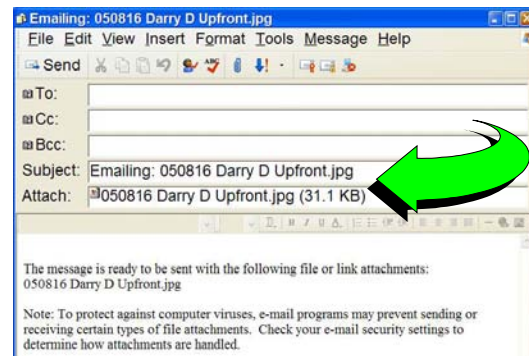


Figure 3

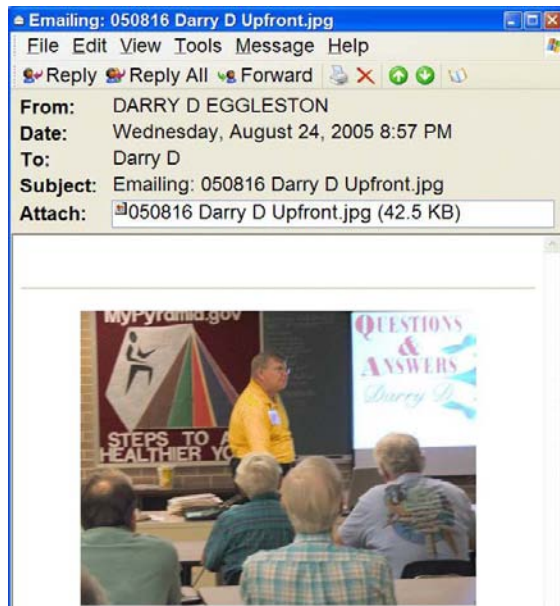


Figure 4

IF you are offline or are going to send a lot of photos, do not click on the “Send” button. Rather, select File > Send Later from the MenuBar. It will be sent the next time you open Outlook Express online.

5. When the recipient opens the email, the photo is included as both an attachment and as an inserted photo (**Figure 4**).