

SENDING MANY PHOTOS

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A note from Darry D: I don't recommend sending a lot of photos in a single email, but sometimes circumstances demand it.

QUESTION: I have 31 pictures in the folder. I clicked on the folder to send it as a folder. Apparently nothing happened. If I had opened the folder and highlighted all the pictures, then sent them, you would have been able to open the attachment with 31 entries as the attachment instead of one, plus 31 pictures in the drop-down menu. The problem is: the photos in the drop-down do not have identities as they do in the small pictures in the folder. How can I solve this dilemma?

ANSWER: Instead of sending the photos separately, compress them into a single group. Here's how.

1. Open the folder that contains the photos by double, left-clicking on it (**Figure 1**).

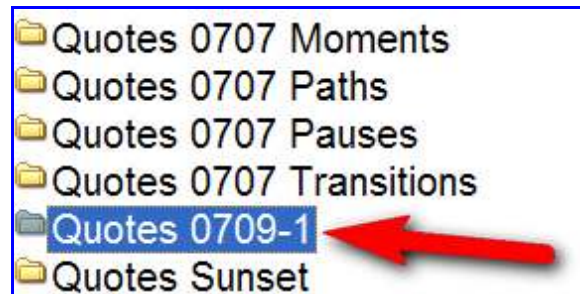


Figure 2

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2. Select the photos you want to include (**Figure 2**).

To select files:

- ★ To select *one file*, left-click on it.
- ★ To select *all the files*, either use the Edit > Select > All (from the MenuBar) or use *Ctrl+A* (hold down the Ctrl key — lower-left on the keyboard — and touch the A key, releasing both immediately or drag your cursor to select a specific amount of text. All will be selected (highlighted).
- ★ To select multiple files that are *contiguous* (one-after-the-other), click on the first one and use Shift+Click (hold down the Shift key and click — releasing both keys quickly) on the last one of the files you want. ALL the files between the first one clicked and the last one clicked are selected (highlighted).
- ★ To select multiple files that are *non-contiguous*, single, left-click on the first file. Use *Ctrl+Click* (hold down the Ctrl key and click) on any other files you want included. All will be selected (highlighted).

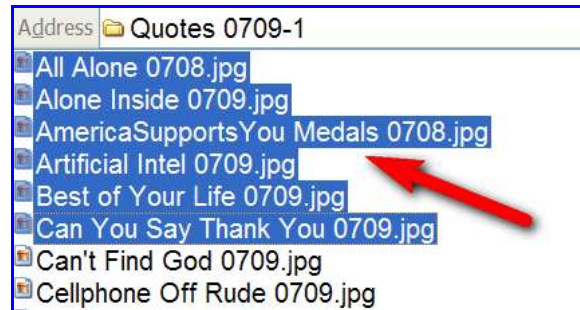


Figure 2

3. To compress the photos (Figure 3):

- ➊ RIGHT-click on the selected files.
- ➋ Left-click on “Send to” in drop-down menu.
- ➌ Left-click on “Compress (zipped) Folder.”

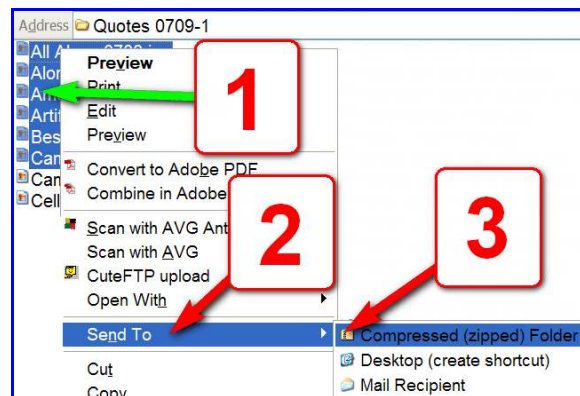


Figure 3

4. The newly compressed file appears as the last file in the folder (**Figure 4**).

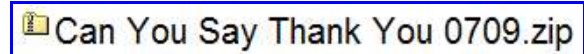


Figure 4

5. To send it via email (**Figure 5**):

- ❶ RIGHT-click on the compressed (zip) file.
- ❷ Left-click on “Send to” in the pop-up menu.
- ❸ Left-click on “Mail Recipient” in the drop-down menu.

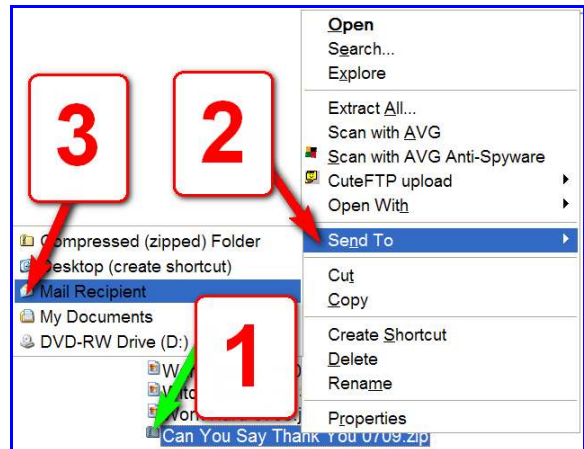


Figure 5

6. An email appears (**Figure 6**):

- ❶ Type the name of the recipient.
- ❷ The Subject was automatically entered although you can change it.
- ❸ The zipped file is shown as an attachment.
- ❹ Left-click, hold, and drag to select all the automatically entered text and touch the Delete key, on the keyboard, to remove it. That is where you can type any message you want to include.
- ❺ Left-click on the “Send” button.

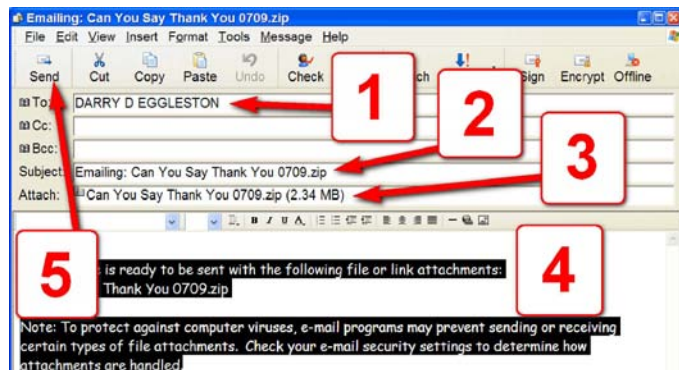


Figure 6

7. The recipient will receive your email (**Figure 7**) which the recipient can open by Double, left-clicking on it. The paperclip to the left of the recipient's name shows the recipient that an attachment is included in that email.



Figure 7

8. The recipient will receive the email with the subject and attachment as you sent it. To save the compressed file (**Figure 8**), the recipient:

- ❶ RIGHT-clicks on the attachment.
- ❷ Left-clicks on "Save As..." in the drop-down menu.

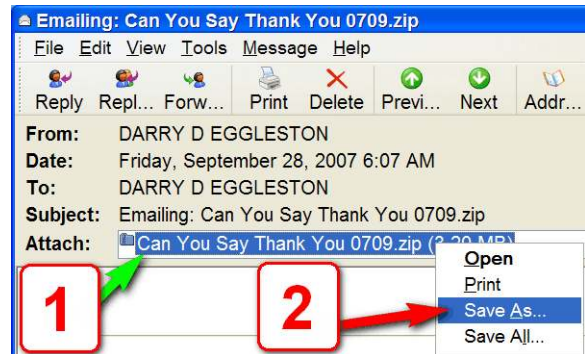


Figure 8

9. The "Save Attachment As" window appears (**Figure 9**).

- ❶ The recipient must ensure that it will be saved into the desired folder.
- ❷ The file name appears as you created it. The recipient can change the name.
- ❸ Left-click on "Save" button.



Figure 9

10. To open (extract) the files, have him view the lesson "File Compressed (Zipped) Open" at <http://darryd.com/Windows>.