

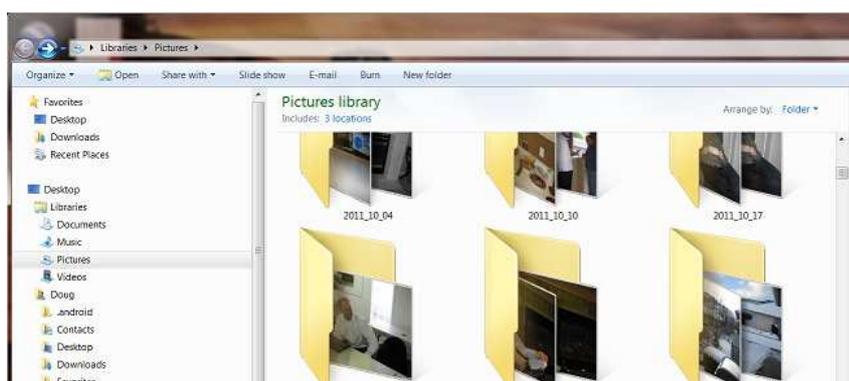
# Sending Picture with an Email Message

## Selecting and Preparing Pictures

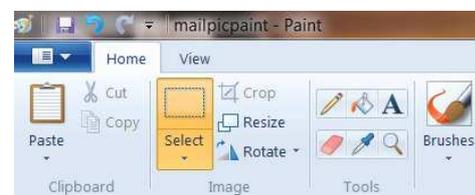
One should not send pictures with an email message that are too large to view on the screen. The following steps can be taken to reduce pictures to an appropriate size (such as 500 pixels wide or high) for viewing in a message.



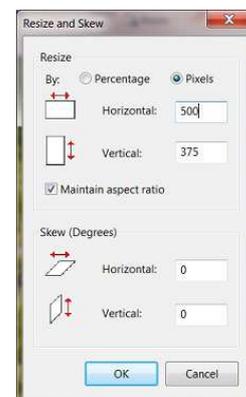
1. Find and select the picture you wish to attach to your message by clicking on **Start**, , then on **Pictures**. Browse to find the folder then the picture you wish to use.



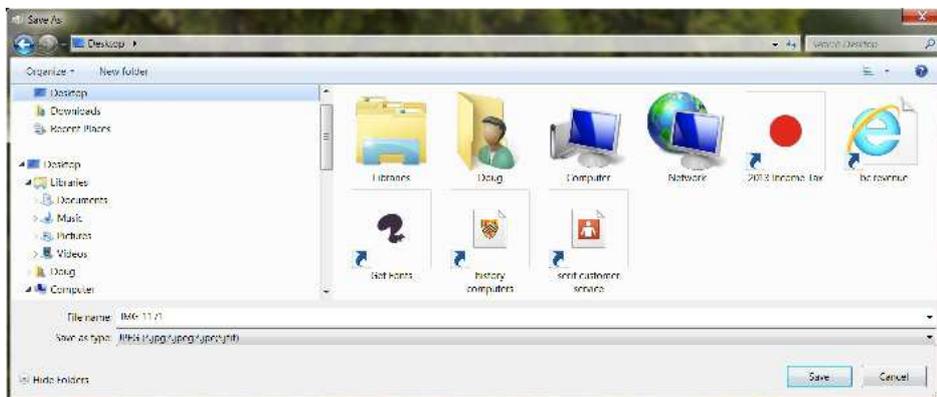
2. Once you have found the picture, right-click on it and then select from the dropdown menu **Open with...** and then left-click on **Paint**. This will open the Paint program showing the picture you have chosen to use. Since the picture is likely very large, perhaps only the top, left corner of it will show.



3. Since you wish to reduce the size of this picture, click on **Resize** in the menu at the top, left of the Paint window. A window will appear which will let you specify the size you wish to change the picture to. Click on **Pixels** to select it. Then if the picture is a landscape picture (wider than high), change the horizontal size to be 500 (or whatever size you wish). If the picture is portrait (higher than wide) change the vertical size to be 500. Click on **OK**. The picture will be reduced to the size you selected.



- Now save the picture to the desktop of your computer as follows. Click on the **File** button, , and from the dropdown menu click on **Save as**, then click on **JPEG picture**. A window will appear which will let you choose where you wish to store the picture and what file name you want to use for it.



- Click on **Desktop** (near the top, left). Leave the **File name** to be unchanged since you are not putting the reduced size picture in the same folder as the original. (If you wish to select the folder of the original picture to store the picture in, you must change the file name to be something new or else you will replace the original large picture with the new smaller one.) Click on **Save** then close the **Paint** program window and the **Windows Explorer** window. The picture will now be on your desktop.
- If you will want to add more than just the one picture as an attachment to messages, repeat steps 1 to 5 for all the other pictures.

## Adding Pictures to an Email Message

Once you have one or more pictures selected, reduced in size and stored temporarily on your computer desktop, you can attach one or more of them to email messages as follows.

- Start up **Windows Live Mail** by clicking on its icon,  either on the desktop or at the bottom in the taskbar. Then click on **Email message** in the top, left of the menu bar, to start a new message.
- Add a picture from the desktop as attachments as follows. Click on the paper clip at the top, centre of the new message window. Then in the browse window that appears, click on **Desktop**. All the icons and pictures currently on the desktop will show. Click on the picture you wish to attach and then on **Open**. The name of the picture that is now attached will appear just below the **Subject** box. Repeat this for any other pictures you wish to attach to this message.
- Continue with the message as usual by typing in the **To** address and the **Subject** and write the message. Then click on **Send** to send the message with the attachments.

