

## Chapter 6 Attaching Files and Photos To Your Messages

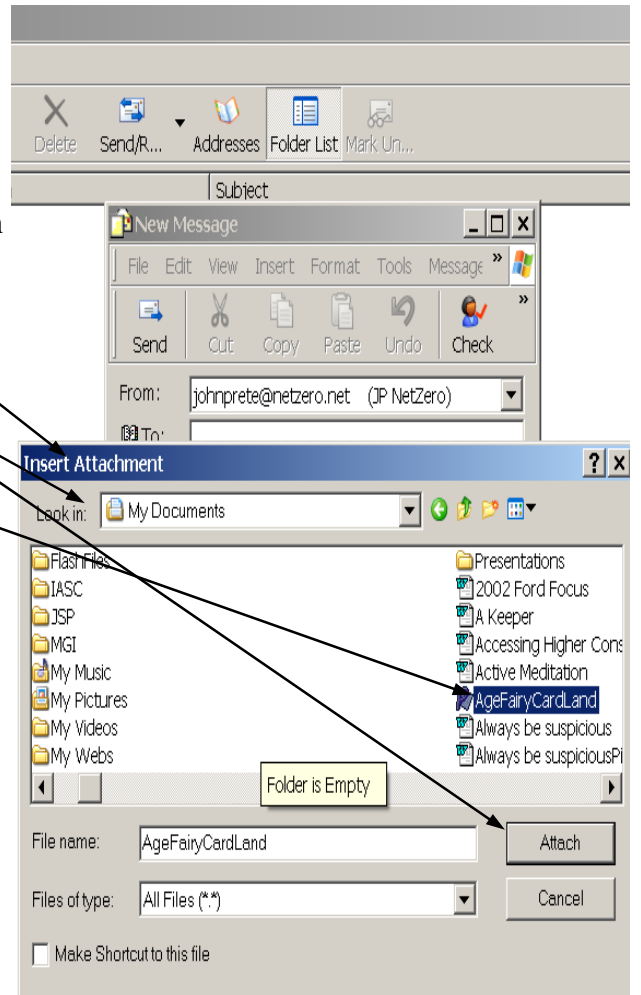
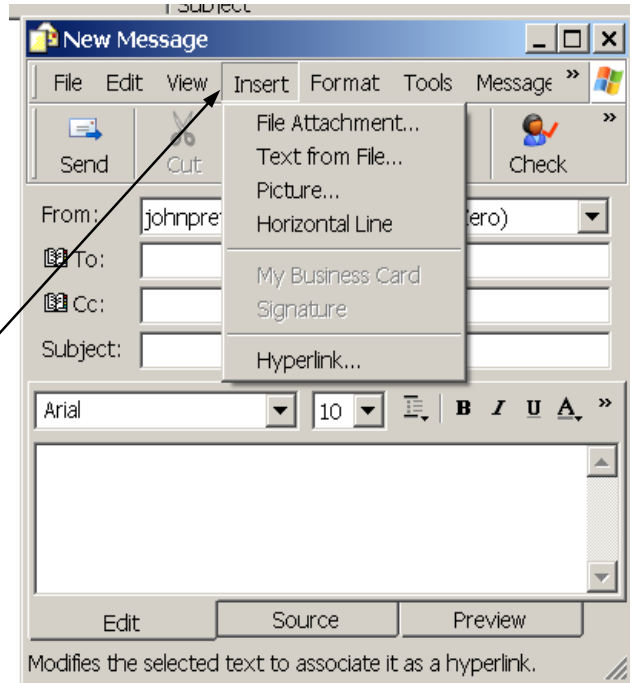
When you are in the process of creating a new message and you want to attach an item ( photo, another message, any file) to your message with the purpose of your recipient receiving a usable file you must keep in mind that the attachment is just that, a file attachment. Your recipient must open it up using a matching program that they have on their computer. If you send a MS Word file, your recipient must have the MS Word compatible program in order to open it. MS Word files end with the extension “.doc” The extension of a file name indicate the type of file. Most photos have the extension of .jpg indicating the file format and the recipient’s computer must be able to read the file with an appropriate program. Attached files are not the same as photos inserted in the body of your message.

In order to attach a file to your message you must know where the file is located on your computer and how to find it. You begin the file attachment process by clicking on “Insert” on the menu bar and the on “File Attachment” from the drop down menu. This will begin a series of smaller windows that lead you to the file on your computer.

The “Look in” window will locate the folder in which the file is located. and the large window will list the files in the folder or sub-folders. You must click on or highlight the file you will be attaching. You might have to click on another sub-folder to locate the file you want. Once highlighted then click on attach. You must develop this ability to locate files on your computer.

If you have problems locating the file using this method and are more familiar with another method such as with the “My Documents” folder directly, you can start the attachment from the file itself. This method can only be used if the file attaching is the first step you are taking to creating a message as it creates and starts with a new message.

Starting from the attachment file itself, right click the mouse on the highlighted file. A menu will appear that list “Send To.” Click on it and then choose and click on “Mail Recipient.” A new message will appear with the file attached. Again this is a new message.



The message will now have an added box "Attach." All attached files will be listed in this box. Your recipient will only have to double click on the file and it will open up automatically provided they have the program to open it.

Almost all computers have the ability to open (.jpeg) or common picture file formats. Picture files should have a size limit of under 100K. When attaching picture files learn to reduce their size for for e-mail messaging. Most often the size the camera creates is to large for practical e-mail messages.

The attached file in the picture is a MS Publisher file (.pub). Your recipient must have MS Publisher on their computer to open it.

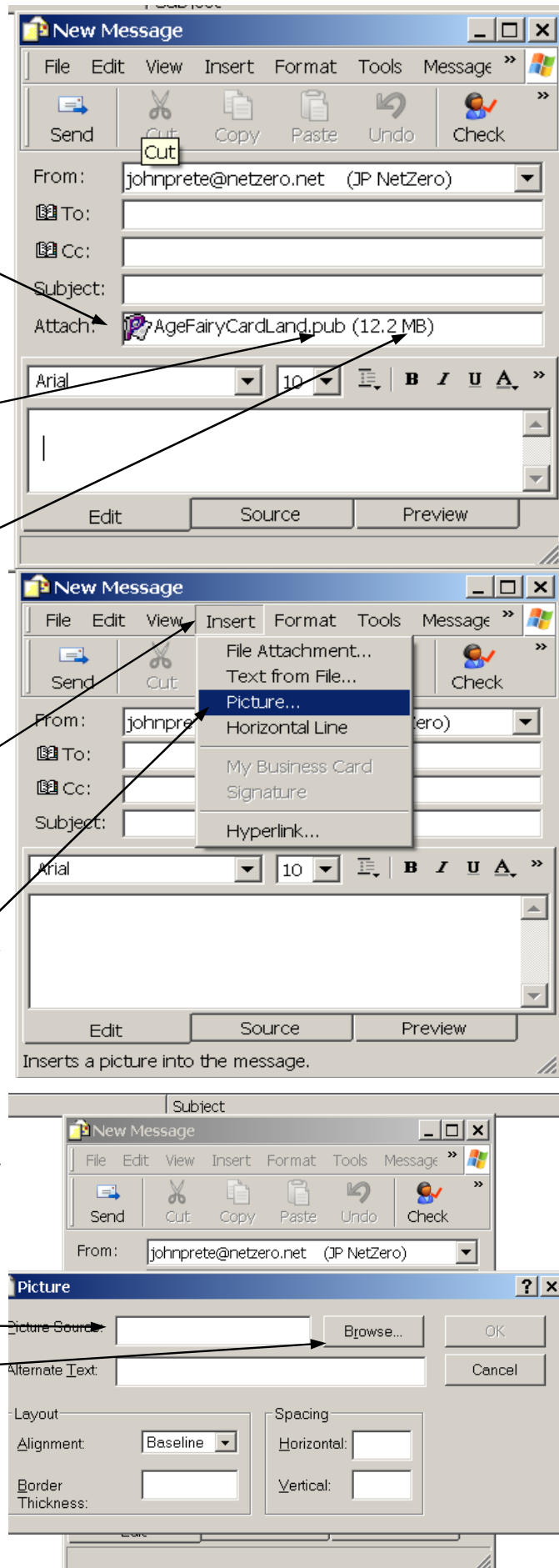
Also this is a very large file (12.2MB) and will take 10 to 20 minutes to upload and download. Large files are not practical to send unless one has DSL or HighSpeed internet connections. It is inconsiderate to send files or files totaling over 500KB or half a MB, unless a recipient is expecting the large file. Some mail servers have a 1 MB limit.

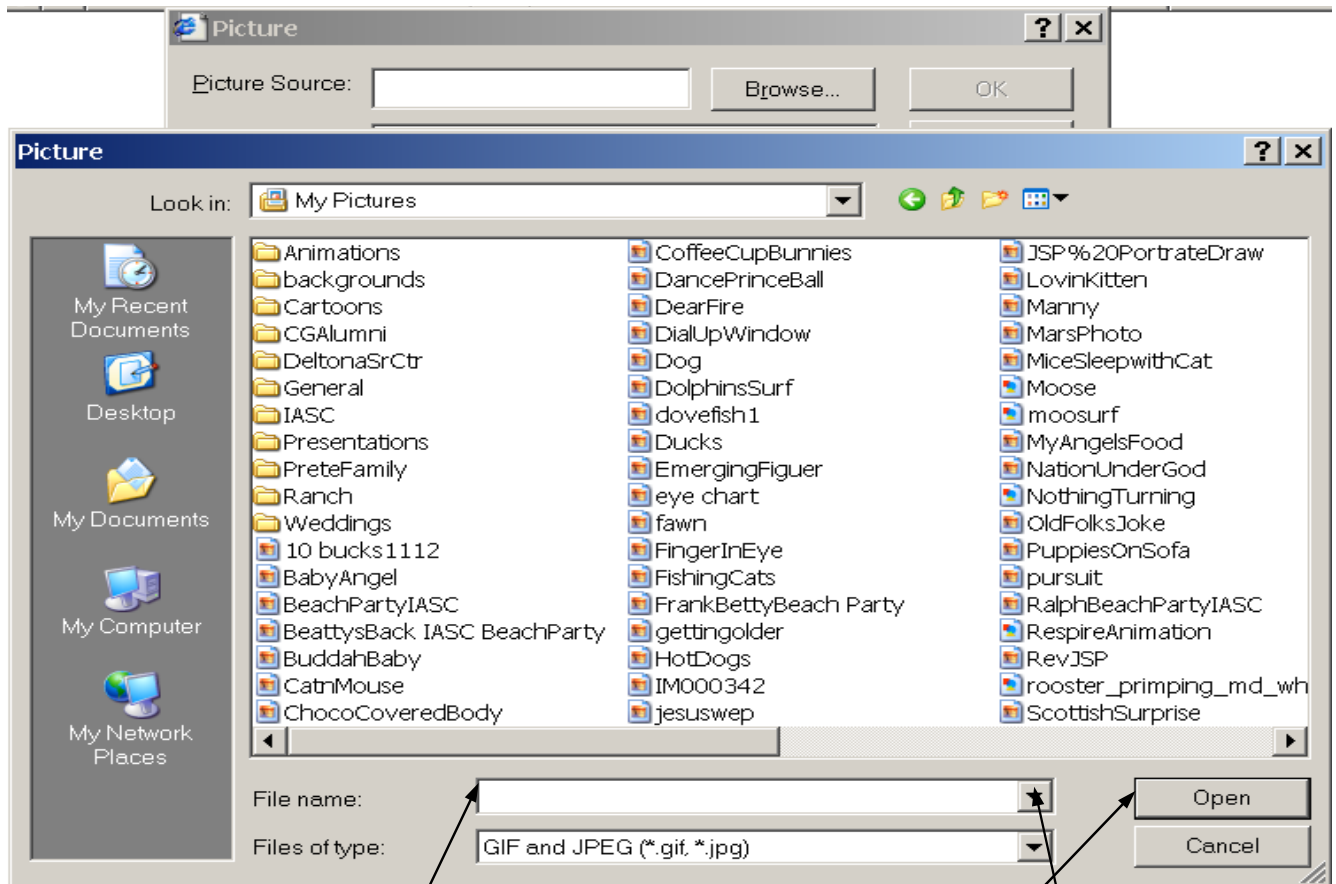
## Inserting Pictures

In order to insert a picture, the body of the message by active, the cursor flashing within it. Again keeping in mind that you must know the location and name of the inserting picture file. Click "insert" on the menu bar then "picture" on the drop down menu.

The picture menu form is different than the file insert window although the file and location information will be the same. The difference is the location of the picture on the message body. If you ignore this information the picture will locate itself according to where the cursor is located on the message. In the "picture source" you can type the path to the picture if you know it, otherwise click on "browse" and you can locate the picture using this easier method.

Clicking on Browse will get you another window menu to locate the picture file.





Picture inserts allows many different types of formats from photos, animated graphics, movies, sounds and a growing number of fancy inserts. The above window used for you to locate your insert picture is more specific than file attachments.

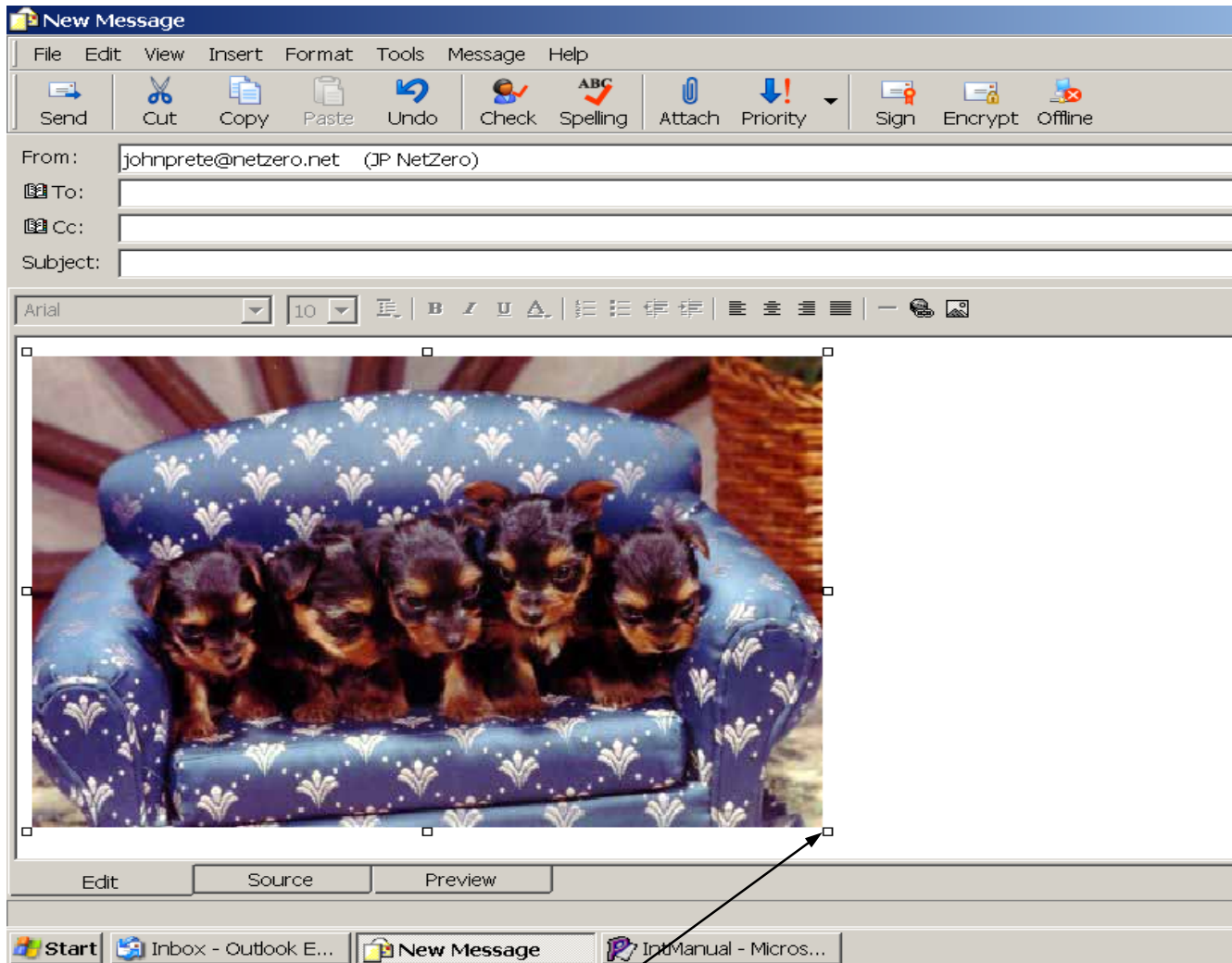
At the top “Look in” box allows you to locate the folder or specific locations for the insert file.

The “File name” allows you to insert the file name or use the drop down (arrow to right) for previous list of files used. Locate the file that you will be inserting. When you click on it or highlight it it will appear in the “File Name” Box automatically. The “Files of type” is important in that it controls the type of file displayed. If you will click on the drop down arrow on the right of the box you will see a list of file types that are related. If you are not sure of the type of file you are looking to insert, then choose “all files.”

Once the file is determined click on “open” This will insert the file and location into previous picture menu. Click on “OK.” Your picture will now be installed in the body of your message.

Once it is in the message body you are able to manipulate its size and location by first (click on the picture, highlighting it) and then grabbing the corner marks (click and hold the left mouse button) and drag it to the size and location. You will probably have to practice this mouse manipulation to become more adept at it.

Again, the picture file size is very important. If the files size (Picture resolution) is large (over 100K) the picture will be to large for the message body and its download - upload time will be unnecessarily long. You will need to learn to create and adjust file sizes. This is covered in another chapter.



The picture in the above message is only 24KB. If it were 100K it would be twice as wide and twice as high. . . and probably beyond your picture frame limits. This is (at 24KB) (100 x 240) usually most sufficient. When sending pictures it is important to understand the numbers of picture size. It will come to you as you play with adjusting the picture sizes by just dragging it with your mouse.

Graphics programs such as the one that came with your camera is what you use to control the picture sizes and resolution. You can not control it within the e-mail program. Making the picture smaller within your e-mail program (message body) does not change the file size of the picture. You are only stretching or compressing it. If you alter its dimensions within the message you may be either distorting or altering the clarity.

The location of the picture within the body is controlled by the position of your cursor. To move the picture up and down within the body make sure your cursor is above the picture. Moving left and right the cursor needs to be to the left of the picture. You can also use the alignment tabs on the format bar at the top of your body window.