

# CREATIVE JUICES COMPUTING

## **Ways to send photos in emails (including the 'resize' popup)**

The ways of sending photos has changed. You can send photos using Windows Live Mail, Windows Live Photo Gallery or Windows Explorer.

The 3 of ways of sending photos are:

- 1 Using Windows Live Photo Gallery and sending a 'Photo Email' or 'Attach' email
- 2 Using Windows Live Mail and either 'inserting or 'attaching' a photo or Photo Email
- 3 Using Windows Explorer, by selecting photos and then clicking Email at the top of the window.

There are two types of photo email – the method that sends the photo as an insert or attachment and the new method that sends the photo in an album.

### **The new feature called 'Photo Email' that's causing all the confusion**

What's the difference between a regular email with a photo attached and a Photo Email? Read on.....

Microsoft's reasoning is that more people are taking photos with large file sizes that clog up email storage and require long download times for each recipient. Also, many email servers limit the size of uploaded emails. This is especially problematic for people still on dialup.

So, the idea of photo email is that it will automatically send a mini image called a 'thumbnail' in the body of the email and at the same time create a photo album with the full resolution images on Microsoft's Skydrive (now called Onedrive). The recipient gets to see the thumbnails in the email they receive, and if he/she wants a better view of the photos or need the full resolution photo, they just click on them and download those images from Microsoft's Onedrive.

That is why when you send a Photo Email (using any program), the 'Windows Live Mail' login box (not to be confused with the Windows Live Mail email program) appears on your screen. You can use the Photo Email system but you will need to create a Windows Live login or Microsoft ID first.

While some people may not have a problem with this, I certainly do. I want my emails (and photos) to go to the person I intended them for, NOT for Microsoft to circumvent them and spirit them away to their own servers (computers that hold data) in Uzbekistan or wherever!!

### **To send a photo as an insert or attachment...**

#### **Method 1 Use Windows Live Mail**

- 1 Open a new email (Click Email Message not Photo Email)
- 2 Click 'Insert' Tab
- 3 Click > Single Photo
- 4 Select your photo/s & click Open.
- 5 Resize your photos by clicking on the photo & then the Format Tab and use the Picture Tools to change the size from original, to small, medium or large
- 6 Complete email as usual

NOTE Clicking 'Attach' to attach a photo as a file will not give any resize options

## **Method 2 Use Windows Live Photo Gallery**

**Different versions of Windows Live Photo Gallery have different buttons but the concept remains the same. You may have to adjust these instructions to suit the software version you are using.**

- 1 In Windows Live Photo Gallery, select the photos. Click 'Email'.
- 2 The photo will be attached to a new email
- 3 Next you will see the 'Resize' popup which gives the different sizes the image can be reduced to. You can select Original size or several other sizes.
- 4 After you have clicked the size you want, click Attach.
- 5 Your default mail program will open a "new message" window with the photos already attached.
- 6 You can change your 'attach' email to a Photo Email by clicking on one of the 'album styles' on the Format tab (next to the paperclip). You will then need to login in with your Microsoft ID to send it.

OR

### **Windows Photo Gallery 2012 (Windows 8)**

- 1 Open Windows Photo Gallery 2012
- 2 Select the photos
- 3 Click the black arrow on the Photo Email button
- 4 Click 'send photo as attachment' – resize the photo, attach the photo & send email as usual
- 5 OR Click 'photo email' and login with your Microsoft ID to send as an album

## **Method 3 To send a photo directly from a file or folder (using Windows Explorer)**

- 1 Find the photo you wish to send from within a Folder or Windows Explorer
- 2 Click the photo once (to highlight it)
- 3 Click the Share tab
- 4 Click the email button
- 5 Choose the size on the popup Resize window
- 6 Click Attach
- 7 Send as usual (this will require you to login with a Microsoft ID)

## **There you have it.....**

These are the basic ways to send a photo in an email. The 'insert' or 'attach' methods seem to be the easiest, but the type of email can be changed to a Photo Email by clicking on the 'album styles' next to the paperclip. Doing this requires you to log into the Microsoft Server that manages the Photo Albums.

Similarly, should you create a Photo Email and change your mind and want to 'insert' or 'attach' the photo instead, you can change the type of email from within the email window (depending on what version software you are running).

From my testing, if you use the Windows Explorer or the "Right-Click/Send To/Mail Recipient" methods then the photo will be sent using Microsoft's Onedrive. They don't appear to be suitable if you want to send a photo directly to your recipient and will require logging in with a Microsoft ID.

My Preference? It seems the two best ways, is to use the 'single photo' method through Windows Live Mail or the 'send as attachment' method using Windows Photo Gallery.

Of course, as soon as we get one new layout sorted, Microsoft will go and change it again and we'll have to figure it out all over again. Your software may be different (possibly an earlier version) than the instructions above but the general rules still apply when making changes.

As a user, you will need to choose the method, through trial and error, that works best for you.