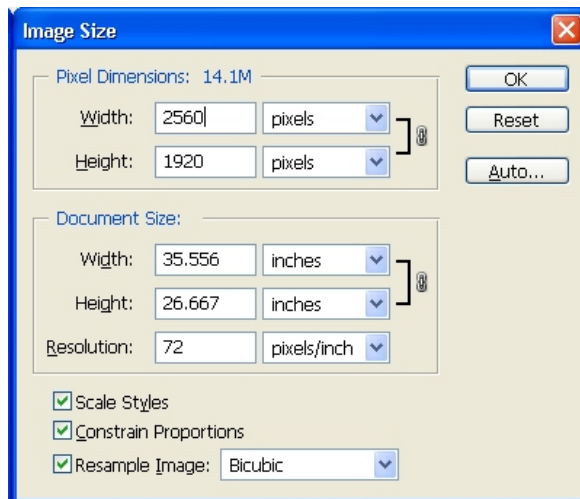


# *Emailing Photos and Photo Sizing*

Have you ever received a photo in the mail and you could not see the whole picture? Well that is because the person sending the photo did not change the Pixel Dimension. When emailing photos you need to make sure that they are small enough in size that the person receiving them can see the whole picture without having to scroll up or down or sideways.



These instructions are for Photoshop products but all most all programs can do the same kinds of things. You will just have to find in your program where to change the image size.

With Photoshop you can right click on the top blue bar of the photo and then select "Image Size." Or click on Image and then Image Size. You then need to change the Pixel Dimensions to 600 x 400. When you change one, either the width or the height, it changes the other one automatically. Just make sure that they are at least the 600 x 400 dimensions. Then click OK to save your size. You will then need to re-save your photo. I

usually save it as the same name with the word "small" after it so I can differentiate between the two photos. Then you are ready to send the picture as an attachment in your email. Most emails have a paper clip that you click on to attach your file. You will then need to find the file on your computer and click OK or Attach and your file will then be attached to the email.

When scanning a photo, use 300 as your resolution. This will give you a good copy of your picture. I have experimented with different resolutions and for files size and quality the 300 resolution works really good. Remember the higher the resolution the larger the file size. Resolution is also know as dpi (dots per inch).

Make sure that you constrain proportions or your picture could be skewed.

You can also change the size of the picture from this Image Size screen by typing in the width that you want to be the finished size.

Just a side note: With your computer mouse, the left click is for action and the right click is for menus. That is unless you have changed your mouse to be used with your left hand and have reversed the actions.

Next news letter we will cover photo touch ups. In the mean time if you have any questions or need help please feel free to contact me.

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