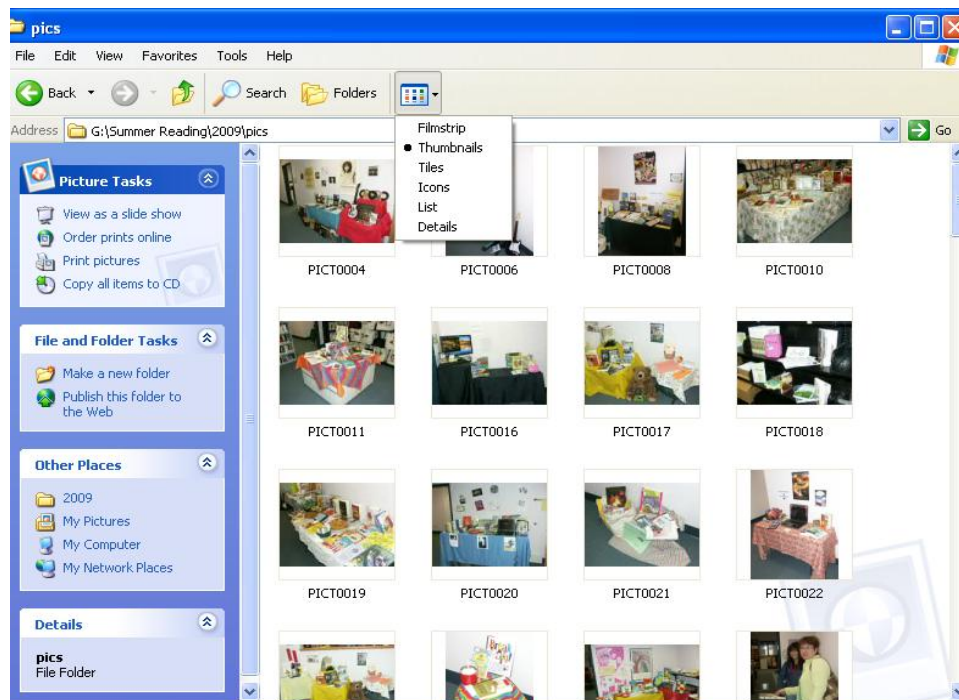


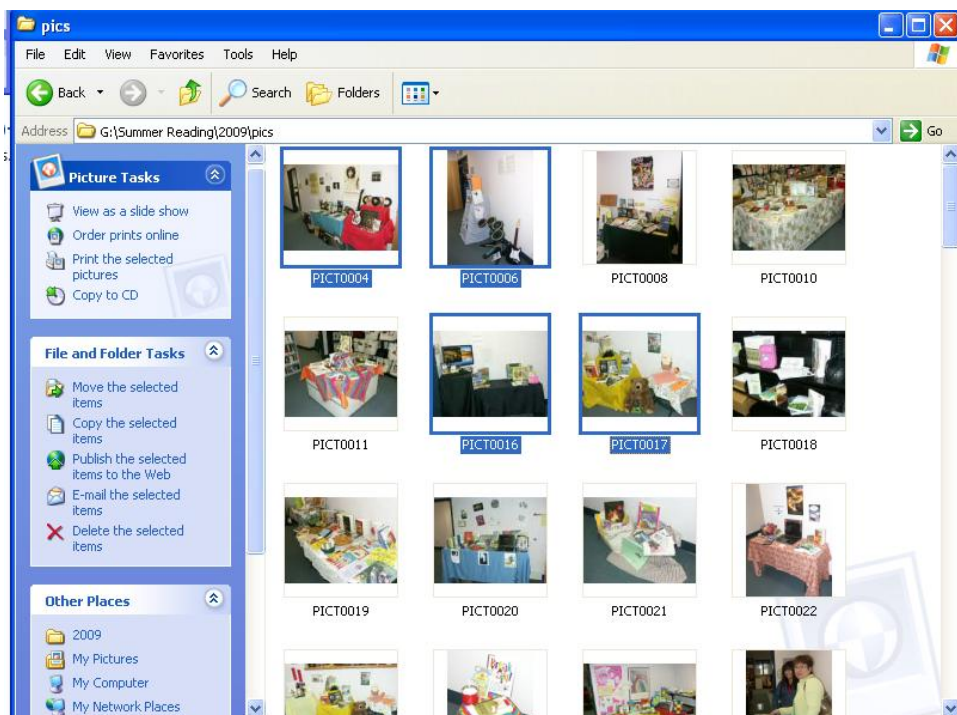
# Resizing Pictures for Email

## Using File and Folder Tasks

1. Navigate to the folder that contains your picture(s). Note: Select **Thumbnails** view to see thumbnail images of the picture(s) in the folder.

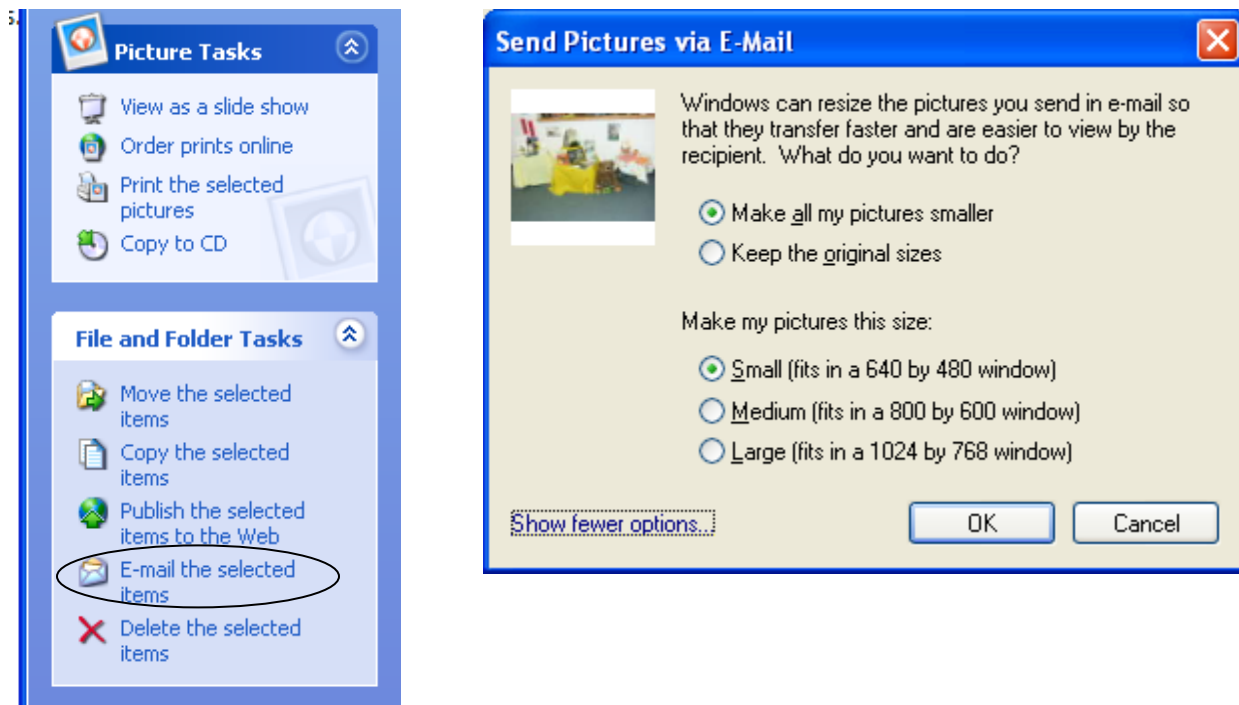


2. Click on the picture(s) you would like to send through email. Note: Hold down shift key (for adjacent pictures) or ctrl key (for non adjacent pictures) to select multiple pictures.



# Resizing Pictures for Email

3. Click **E-mail the selected items** (will be **E-mail this file** if only one picture is selected) under the **File and Folder Tasks**. The **Send Pictures via Email** dialog box will then appear. By default the picture will be resized to 640x480. Note: You can click on **Show more options** to choose a different picture resolution (recommend 1024x768).



4. Click OK. Your default e-mail program opens, creates a new message window, and attaches your pictures to the e-mail message. Add the recipient's e-mail address, type your message and then send the e-mail.

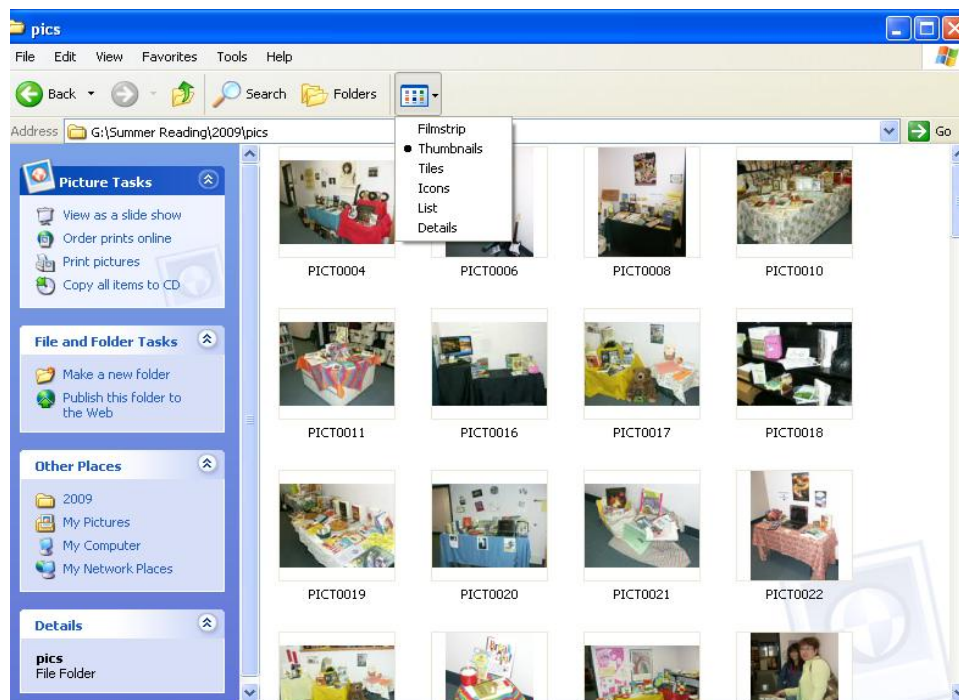
**NOTE:** If Microsoft Office Outlook is your default e-mail program, the **Send Pictures via E-Mail** dialogue box as shown above may not appear. Instead, Outlook may immediately open a new e-mail message with your images inserted as attachments. You can still modify the size of your pictures before sending your e-mail by following above instructions.

# Resizing Pictures for Email

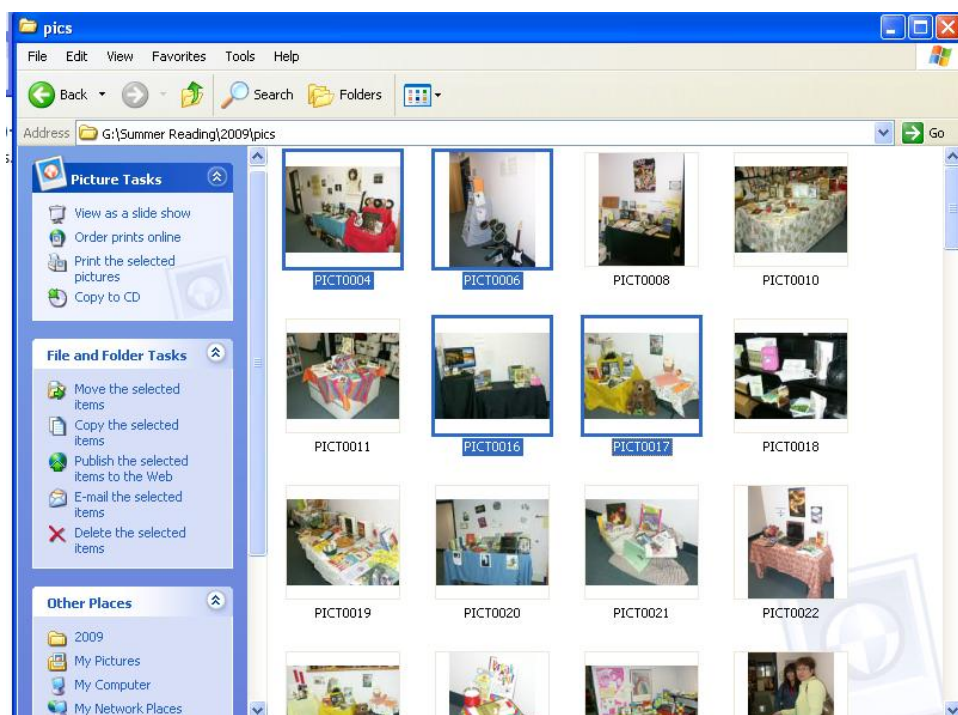
## Using Microsoft Office Picture Manager

**Note: Before resizing pictures you may want to create a backup copy of the original sized pics.**

1. Navigate to the folder that contains your picture(s). Note: Select **Thumbnails** view to see thumbnail images of the picture(s) in the folder.

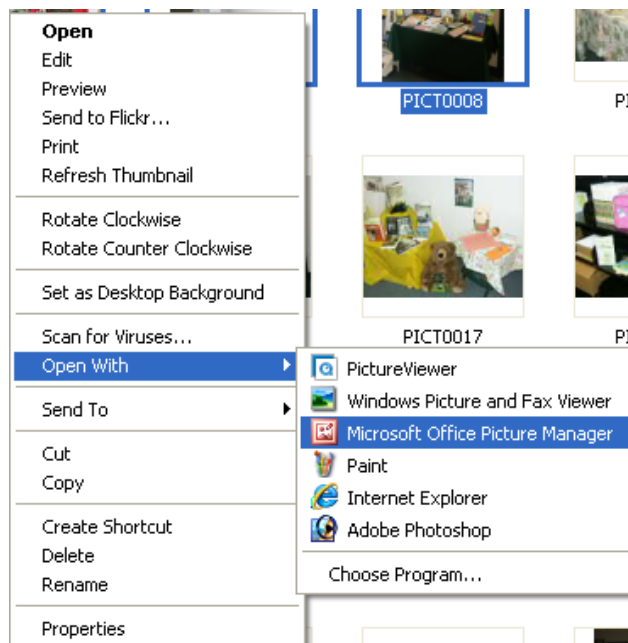


2. Click on the picture(s) you would like to resize. Note: Hold down shift key (for adjacent pictures) or ctrl key (for non adjacent pictures) to select multiple pictures.



# Resizing Pictures for Email

3. Right-click and select **Open With** and then **Microsoft Office Picture Manager**.



4. In the menu go to **Picture** and then **Resize**.
5. Click the radio button before **Predefined width x height:**, make a selection from the dropdown list and click OK (recommend 1024x768). If multiple pictures were selected, click the forward arrow and repeat this step for remaining pictures.
6. Click on Save icon to save changes.

