

## Digital Doctor

## Sending and Receiving Photos Through E-mail

By Stu Gershon

The mission statement on my Website states, "My objective is to help grandparents (or parents) who get e-mails from their grandchildren (or children) and don't know what to do with these files!" E-mails are the focus of this month's column.

First, you must understand that there are two types of email programs: computer based programs such as Outlook and Outlook Express (which come included with Windows), and Web-based programs such as AOL, Netzero, Hotmail, MSN, etc. Let me explain the difference.

In a computer-based program, the information is received *directly* to your computer and is physically *on your computer*. When you receive e-mail through Outlook or Outlook Express (i.e. Optimum Online) the files come to your computer. Therefore, if you receive photos as "attachments" they are on your computer. You own them. You have possession of them and you can do what you want with them. This is *only* if you use Outlook, Outlook Express or

some other dedicated e-mail program. If you go to Optimum Online and use Web Mail, then read below.

In a Web-based program, the e-mail is received by your account on the server of the company (AOL, NetZero, etc.) and you can read the e-mails. However, to take possession of the photos (and other attachments) you have to "right-click" on the attachments and a menu will appear — one of the choices will be "Save As" or something like that and you have to tell the computer where to place the photo files on your computer. Then, after you are sure you have possession of the files, you should delete them from your account on the server so they are no longer available to other people who can "hack in" (get access) to your information. You do not want your photos or personal information getting into the hands of some unscrupulous stranger.

Once you physically have the photo files on your computer, you can print them or create other projects with them.

If you take photos and want to share them with others, there are many ways to send them. The easiest way is to use the

photo-editing program, which often has a share button or mode, and follow the instructions. In most cases, the size of your photo file will have to be reduced (made smaller in size) so that it can travel through the extensive information pipeline that we call the Internet. If you both have dial-up connections, then you must reduce the size of the photo file so it will not clog up the pipeline. Even if you have DSL or a cable modem, you must reduce the size of the file if your recipient has a dial-up connection. If you have cable or DSL and your recipient has the same, then the reduction of the file size should still be done, but not as extensively as with a dial-up connection.

If you use Picasa (which I previously recommended), you can control the size of your e-mail files automatically by going to <Tools>, <Options>, <E-mail> and moving the file size slide to 320 mega pixels (for dial-up) and 800 mega pixels (for DSL or cable). This will ensure smooth transfer of your photo files. If you don't have a photo editing program and still want to e-mail photographs, just go to Windows Explorer,

right-click the photo file you want to send, go to <Send To>, <Mail Recipient>, and a dialog box appears titled <Send Pictures via E-Mail> which will give you two choices: one, to make the pictures smaller, and the other to keep them the original size. Your selection will be based upon the type connections involved. Then, type in the e-mail address of the person to whom you want to send the photo. If you use Outlook or Outlook Express, you type your message and click the paper clip icon located somewhere at the top line of choices and select the file you want to attach (send). Then you click on <Send> and the information is on its way. If you use a Web-based program you must follow the individual service's instructions.

Next month we will explore "Hot Cameras to Buy for the Holidays."

*Stuart Gershon is known as "The Digital Doctor". He has given over 200 classes at 45 different libraries in Nassau and Suffolk. You can get more information and the schedule of his classes at: [www.DigitalDocOnline.com](http://www.DigitalDocOnline.com).*