

# Editing and Emailing Pictures

## Part I

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# Editing and Emailing Pictures

- Many of my friends and acquaintances approach me as to how to edit and email “Pictures” clicked or scanned by them;
- I have thought of preparing the Slideshow as a sort of tutorial, so that others may also benefit;
- If you find any problem in the delineations in the guidelines in the next few Slides, kindly approach me without hesitation;
- Suggestions in this behalf would also be welcome:

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# Editing Pictures

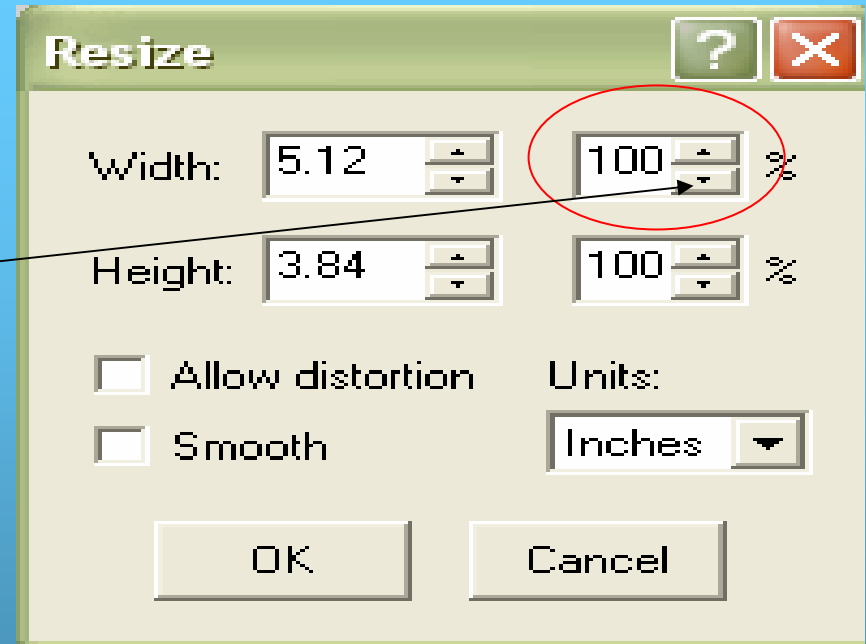
- The first step is to edit a picture so as to reduce it in size and volume;
- This can be achieved by a number of methods;
  1. You can do it in Microsoft Picture Editor by “Right-clicking” on the Picture and selecting the Software;

See Pane alongside.



# Editing Pictures

- When you click on Menu “Image”, and Sub-menu “Resize”, a small Box appears, as in the Panel alongside;
- Then Click on the “Down Arrow” button as indicated to obtain the desired size;
- This way the proportion of “height” and “width” of the Picture is maintained.



# Editing Pictures

- You will find that this way there is a vast difference in the file size; it gets reduced to almost one-third of the original if the picture is resized to say “50%” of the original;
- There are other methods also, that of “compressing” a Picture but for that you will require to have some other software.



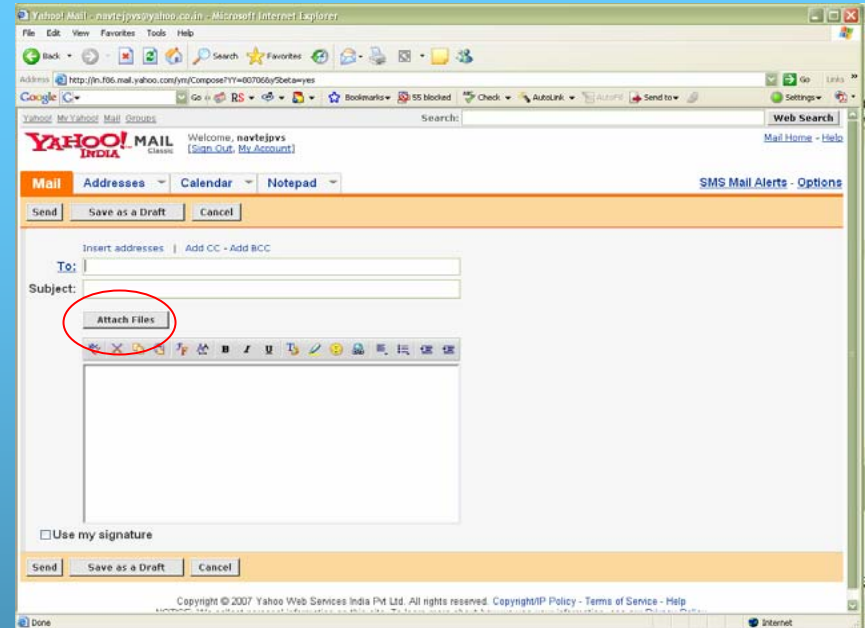
# Editing Pictures

- There is an other way also that of converting the Picture into PDF (i.e. Portable Document Format);
- It is really very simple:  
Just “right click” on the picture and Select “Convert to Adobe PDF”;
- The rest will be done by the software, provided you have Adobe Acrobat Professional installed on your system;
- This way the same image size can be sent to someone by E-mail but in PDF file;
- The choice would be yours.



# Emailing Pictures

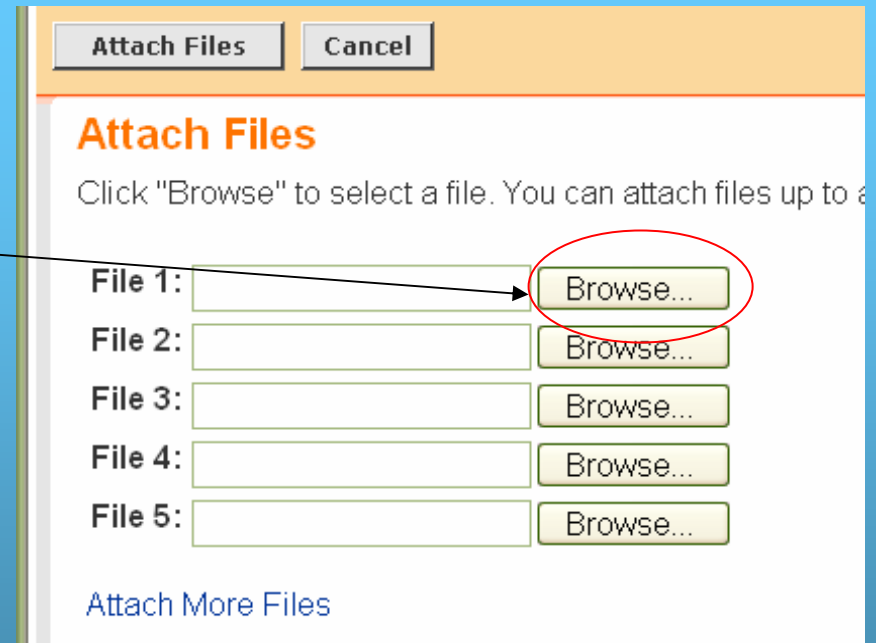
- It is really quite simple:
- Supposing you are working in “Yahoo Mail”
- After you have written the “Message” and filled in the “recipients” address, Click on “Attach Files” button (*Shown in red circle*).



(Continued)

# Emailing Pictures

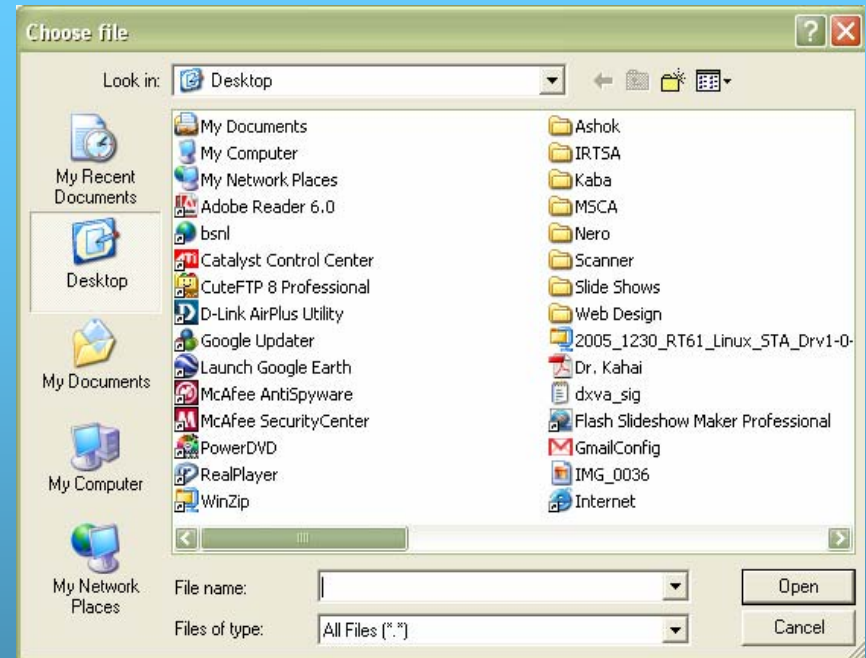
- Another window as in the Panel alongside will appear before you; Don't panic;
- It is really quite simple:
- Just Click on the topmost "Browse" Button, again shown in "red circle" (*It appears as if red in my favorite color.* Anyhow!)
- Clicking on "Browse" will result in opening of an other Box "Choose File";
- See next Slide.



(Continued)

# Emailing Pictures

- As stated in the previous Slide, Clicking on “Browse” will result in opening of an other Box “Choose File”;
- From here, you will select the Folder and the File in which the Picture you wish to attach, has been stored;
- Just click on the File; and it will get added into the Box on left of the Browse label;



*(Continued)*

# Emailing Pictures

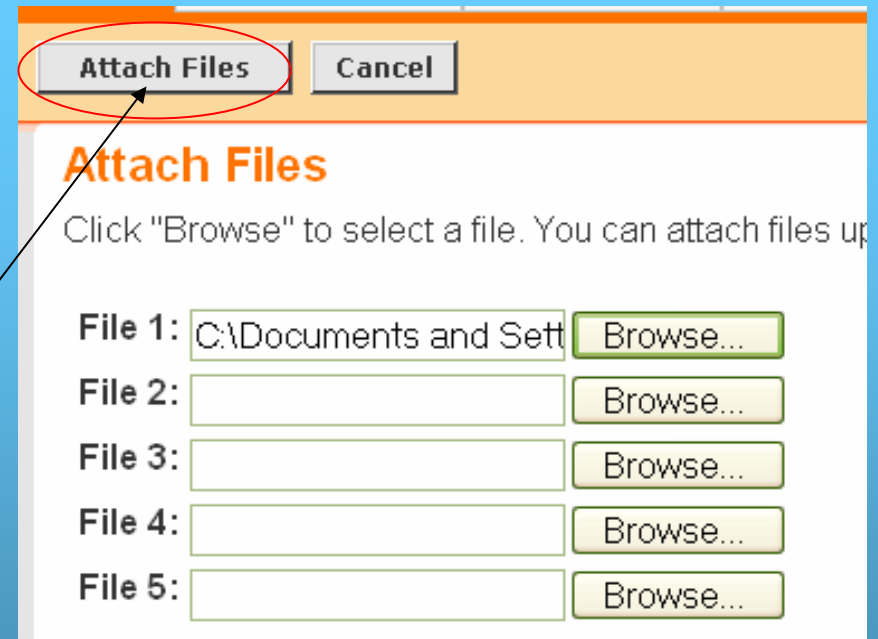
- See the Close-up of the “Attach Files” and you will notice that more files can be attached;

- The method is the same as delineated earlier;

## Important Note:

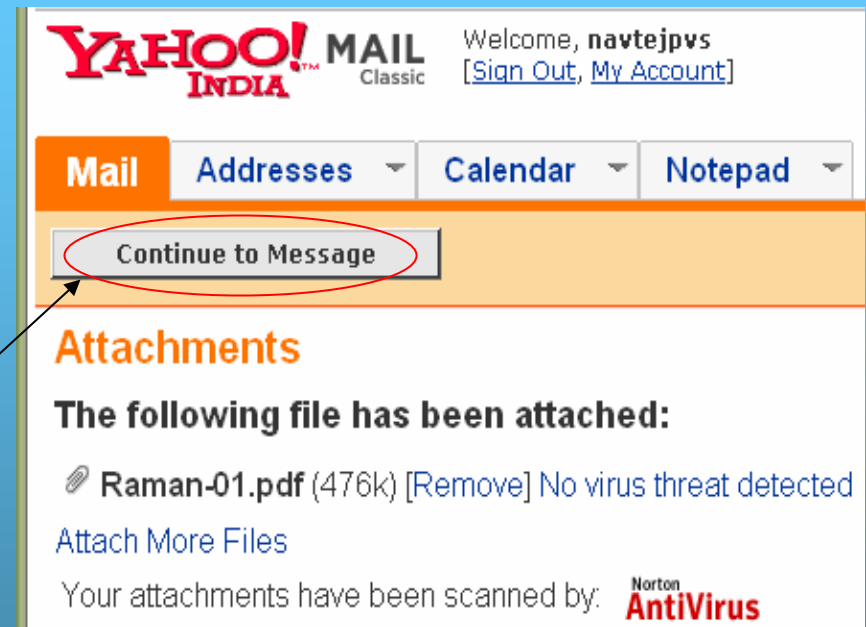
It will be better if you send lesser number of files in one mail, so that the “Attachment” does not become too heavy to open; if the recipient does not have a Broadband connection;

- After you have selected the files/pictures you wish to transmit; just click on the button “Attach Files” (Encircled in by now familiar red circle).



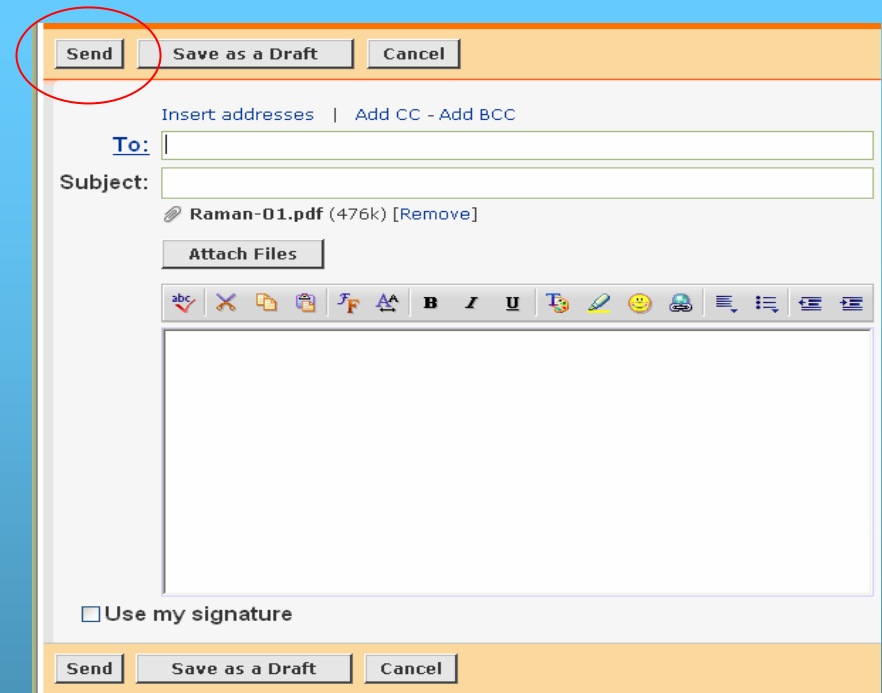
# Emailing Pictures

- Once the Files selected by you, have been attached (the span will depend upon the size of the file/ files); the faithful “Yahoo! Mail will” declare that “The following file (or files) has been or have been attached, as the case may be;
- The next step is to click on the Button “Continue to Message”, Placed in red circle);



# Emailing Pictures

- You will be redirected to the Main “Window Pane” containing your original Message;
- Here you’ll find that the File(s) have been neatly attached with you Mail, which you just have to send by clicking on the now familiar Button “Send”;
- And lo and behold your mail has been sent and happily received by the addressee.
- Happy emailing!



You may visit our Website and see some nice things posted therein:

[www.jogbir.com](http://www.jogbir.com)