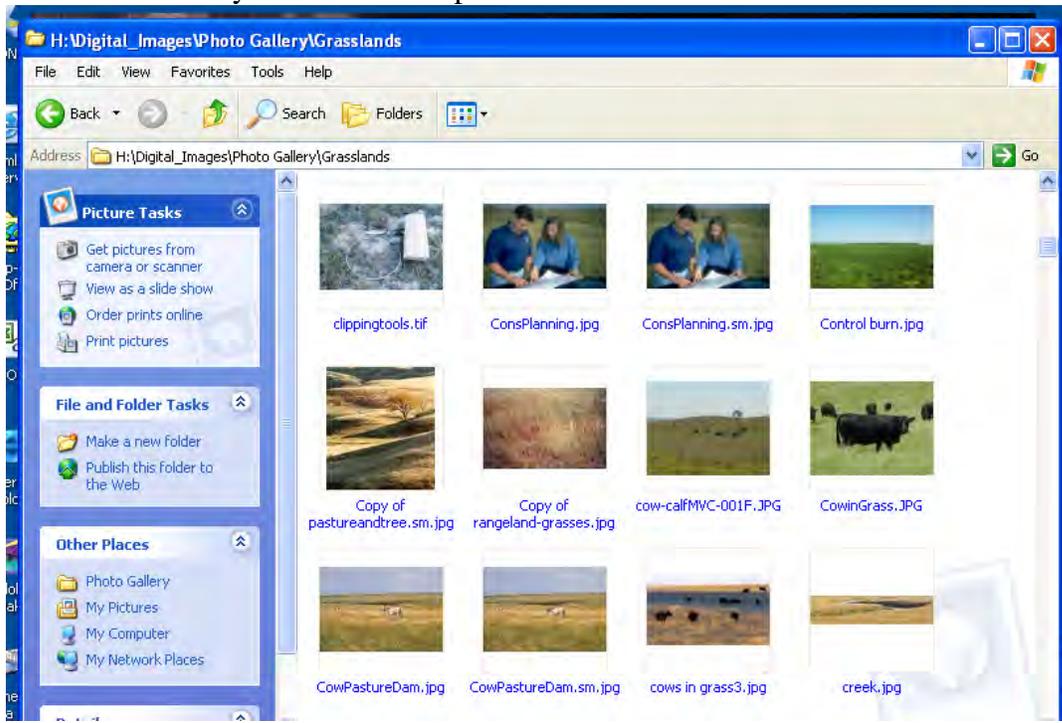


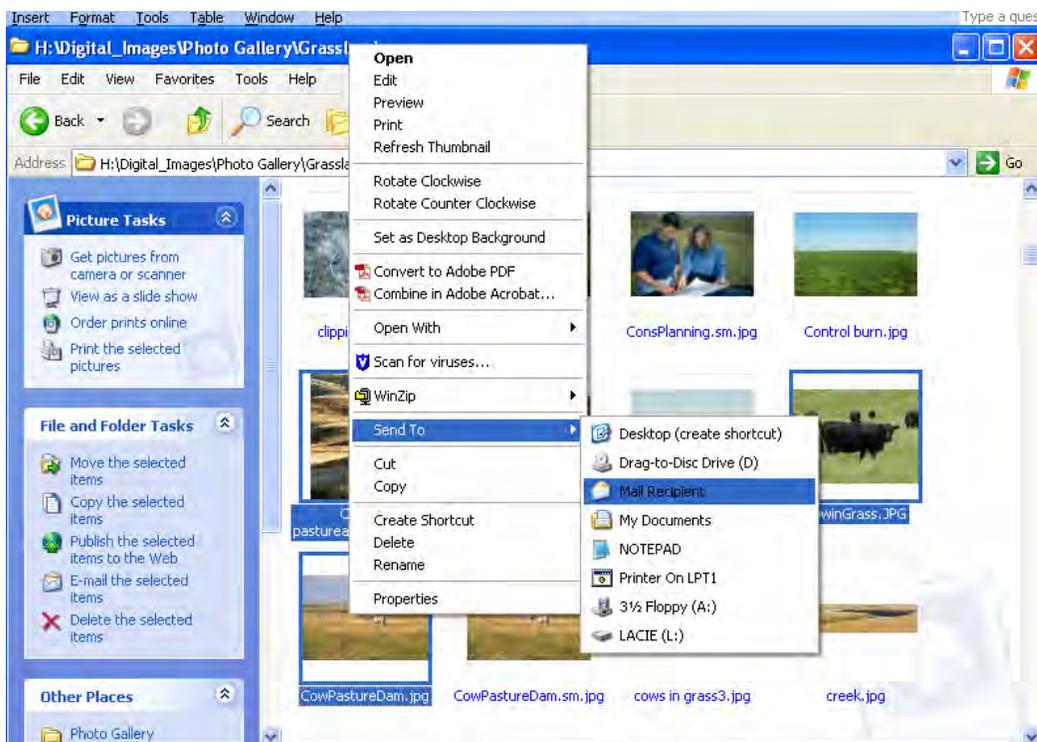
## How to Email a Low Resolution Version of Digital Images

Outlook has a nice feature for automatically resizing groups of digital images into a low resolution file suitable for emailing or web use.

1. Go to the directory in Windows Explorer.



2. Click on the images that you want to email. (Use “control key+click” to select multiple images - doesn’t have to be in order.) Next, right-click with the mouse; scroll down to “Send to.” On the sub-menu, select “Mail Recipient.”



- The system will ask you if you want to leave the images at original (high resolution) or make them smaller. The smaller option will use a “macro” to resize the large files into a default small size suitable for sending through email.



Keep in mind that the macro converts the images however, it keeps their same file name. Be careful not to overwrite your original images. Try making a subdirectory under your originals called “emailresolution” or something.

These new low resolution images can be saved to a folder. Go to Outlook and either your draft email message or your “sent” message will have the images as an attachment. Click on the image attachments and use “drag and drop” or “Copy/Cut and Paste” transfer the small digital images from your outgoing email message to a folder on your computer. Again, be careful not to overwrite your originals.

- Now you can address and send your message with small photographic images.

