

Computer Tips

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Sending Photos by Email

Have you ever sat in front of your computer, waiting for a seemingly endless email to arrive? When it finally arrives, you curse the sender, because you found the email contains a number of large photos. Not that you mind the photos so much, but you wish they had been sent to you smaller.

Resizing photos to send by email is not as difficult as it might seem. To do this, we use a free program called Irfanview. Irfanview is simple to use, and is available for download from our website. In this column, we will be using Irfanview to resize our photos, so you will need it installed on your PC to follow along. Just go to www.mcsit.com.au, and click on the Downloads link. Click on Irfanview 4.25, go through the free check-out, and you will get the link to download the program. Double click the downloaded file to install the program.

You should resize your photos for sending by email for a number of reasons. This goes for both digital pics and print photos you have scanned using a scanner. One of these reasons is simple: the larger the photo, the longer it takes to send over the Internet. The larger size also means the receiver has to wait longer to receive it, and this uses up more of their download quota in getting it. Another reason is some Internet providers have a limit on the size of the email account on their server. If you send a large photo to one of these email accounts, the chances are that the email will not fit, and therefore be bounced back to you.

So lets now get to the resizing. To resize your photo, go to where you have the photo stored on your PC. This might be either My Pictures or My Documents, or maybe even on your Desktop. Once you have the photo you want to resize, double click it, and if Irfanview is installed correctly, the photo will open up in that program. You will only see part of the photo, because of its large size.

Now click on the Image menu at the top, and then click Resize/Resample. This will open another window with different picture sizes already set. Select the 640 x 480 preset size, and simply click OK. Your selected photo will now be resized.

Next, click the File menu, then Save As. Clicking Save As is very important. If you were to click Save, you will overwrite your original photo. What you want is to create another name for your resized photo. Typing 'small' or 'sml' in front of the original name is a suggestion. Once you have typed your new name, click Save in that window. Now you have your photo a smaller size with a new name.

Now open your email program, and click Create Mail (depending on your email program, this might be called New Mail, or similar). Type the receivers email address, a subject, and what you want to tell the receiver. Now click Insert (it might say Attach in other email programs) and then Attach File. Click Browse to locate the newly name photo file (it will be alphabetically listed), and click Insert (or Attach). Your photo name will now show below the Subject. All you need do now is click Send, and your small photo will be on its way.

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