

## Emailing Photos

### From within iPhoto:

- > iPhoto (menu bar along the top > Preferences > General
- > choose the email program you use in the dropdown menu called *Email photos using* > close window
- > select the photos you want to email
  - > to select consecutive photos, click one and then hold down the shift key and click the last one in the series you want to send
  - > to select more than one, not consecutive, click one and then hold down the apple key as you click the other photos you want to email
- > Click the Email button along the bottom of the iPhoto window
- > Select size (small is really small; Medium is the size I prefer to email)
- > Check the *Titles* and *Comments* boxes if you want those pieces to go with the photos
- > *Compose*

Your email program will open a New Message window with the selected emails already attached. Address, type, send.

You can also **export photos from iPhoto** with a little more control of their size and information:

- > use the methods above to select the desired photo(s)
- > File > Export > File Export
- > choose Format (if photo is not already a JPEG, you may want to select JPEG here)
- > select size
  - > if you select *Full-size images*, be aware that the higher the quality of photo, the larger the file will be. Many full-size images are hard to view in an email because you have to scroll over, up, and down to see the whole picture
  - > for emails, consider choosing *Scale images no larger than* and type in 640 x 480 (although you won't have to type in 480 because the program will preserve the ratio)
- > Choose the *Name* you want to accompany the photo; the program will take whatever information you choose from the information with the photo in iPhoto
- > Export; be sure to notice where the file is being exported (saved) to
- > open your email program
- > start a new message and attach the file (photo) you just exported

### Things to remember:

- \*the numbers, such as 2272x1704, 640x480, indicate the number of pixels and the quality of photo
- \*the larger the numbers, the better quality
- \*photos to be printed should be as high a number as possible
- \*photos to view on a computer need be no higher than 640x480
- \*the higher the quality of photo, the larger the file
- \*the larger the file, the longer it will take to transfer (send and load)
- \*the larger the file, the more space is needed to view the whole photo