



# **How To Use The Internet To Find Out How To Email Compliant Images To The Club For The Monthly Slide Show Using Your Computer and Software**

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**Recipe for relieving aggravation and frustration !**

**These charts are available on the Events and  
Information Page on the FHPC Website**

**[www.fhphotoclub.org](http://www.fhphotoclub.org)**

# How To Find The Way To attach Renamed Image Files To An Email To FHPC

## Step 1 – Resize your image file

Google Search – “How do I resize an image file using (using your image processing program)

Example = “How to Resize an Image using Adobe Photoshop”

### Google Answer

- Open an image you need to resize.
- Go to Image → Image Size. At this point, a screen will pop up indicating your image's current size (set size to pixels).
- Type the new dimensions to the Width and Height box. Or just type in a new height (1200 pixels), if there is a locked padlock displayed (if locked padlock is shown, aspect ratio is preserved)

## Step 2 – Save your resized image(s) on your disk with unique name(s) for the club



Key - Do not hit “SAVE” – use “SAVE AS”, using a new filename for the club that includes your name first, then whatever else you want to say (subject, or just 1, 2, 3, ...)

# How To Find The Way To attach Renamed Image Files To An Email To FHPC

## Step 3 – Attach your image(s) file to an email

Google Search – “How do I attach an image file using (your email program)

Example = “How do I attach an image file in Microsoft Outlook”

Google Answer  
For Outlook :

What would you like to do?

Yes



Attach a file to an email message


Upload a locally saved file to your OneDrive

No



Insert a picture into the body of an email message

Google Answer  
For GMAIL :

1. On your computer, go to [Gmail](#) .
2. Click **Compose**.
3. Click **Attach**  .
4. Choose the files you want to upload.



**Key – you are not attaching an image, you are attaching a named file, so the program will not think it has to help you manage your image**