

Dealing With Attachments

Palm Creek RV & Golf Resort – January 2011



"To cut back on traveling expenses, we're going to start sending you out as an e-mail attachment."

What is an ATTACHMENT?

- A **file** attached to an **email** message
- **Virtually any file can be attached**
 - **Picture**
 - **JPEG, GIF, TIFF**
 - **Document**
 - **DOC, PDF, XLS**
 - **Program**



Create an Inbox and an Outbox

On the desktop create two folders:

- Call one **"Inbox"**
- Call the other **"Outbox"**



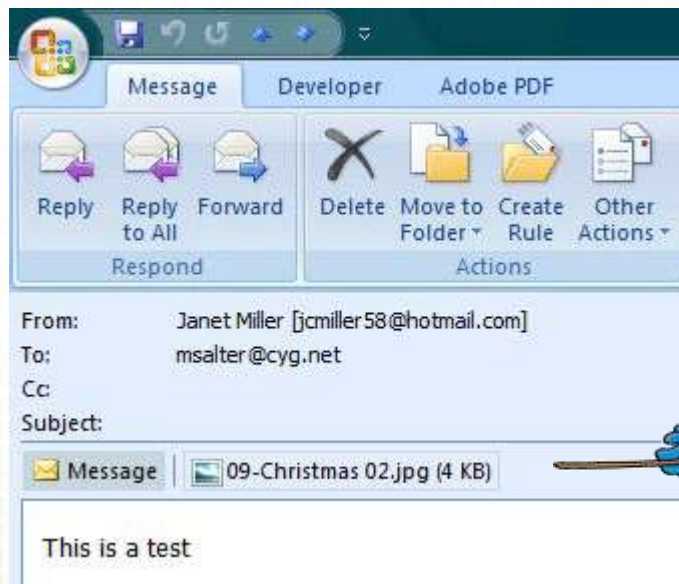


SAVING ATTACHMENTS



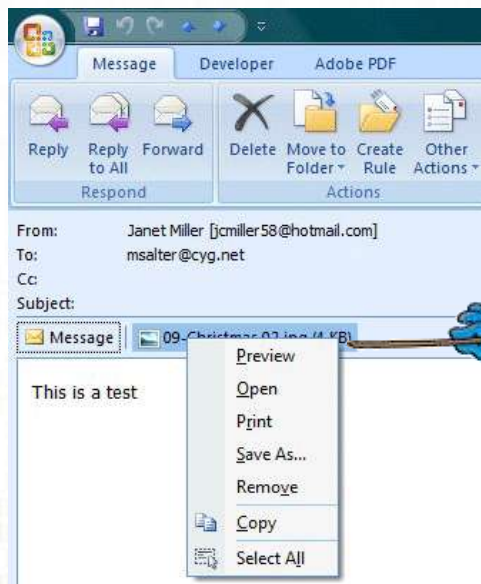
Saving an Attachment

This email has an attachment



Saving an Attachment – cont'd

“Right Click” on attachment



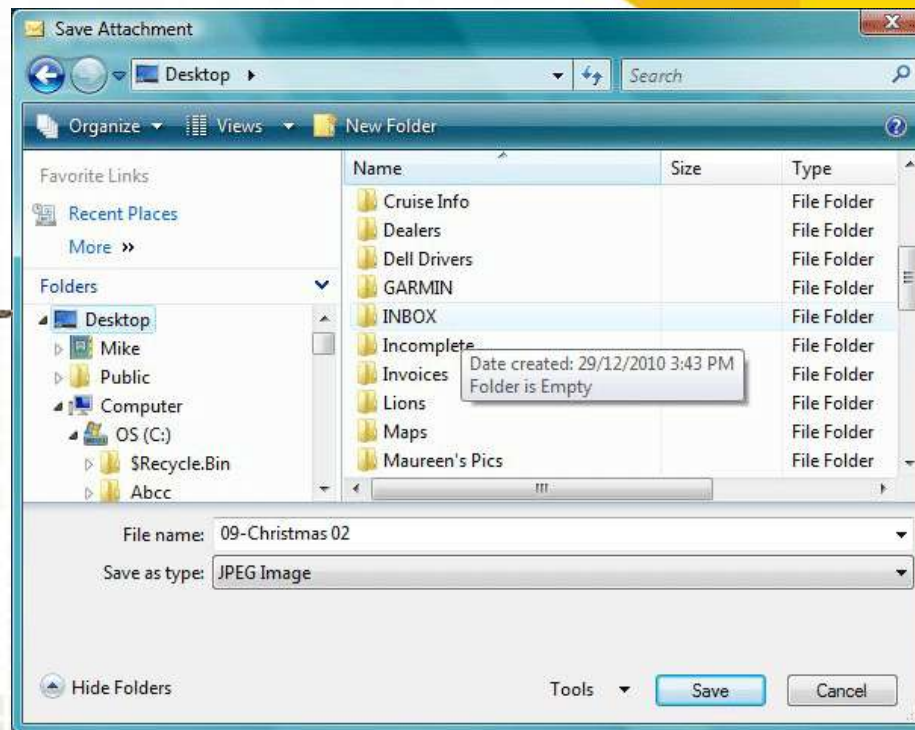
Saving an Attachment – cont'd

Choose “Save As...”



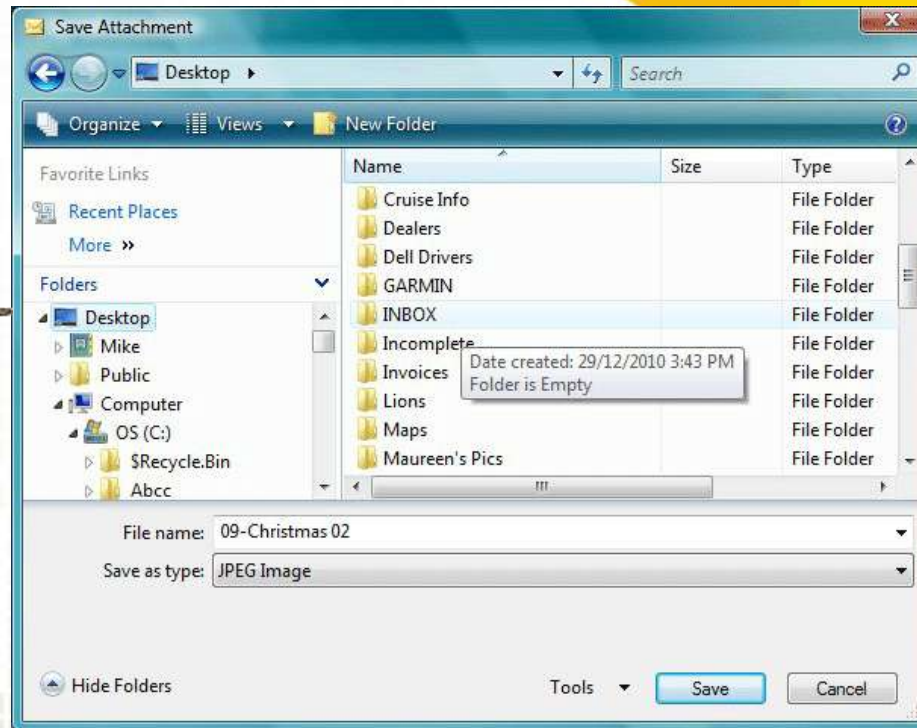
Saving an Attachment – cont'd

Choose the **“Desktop”**



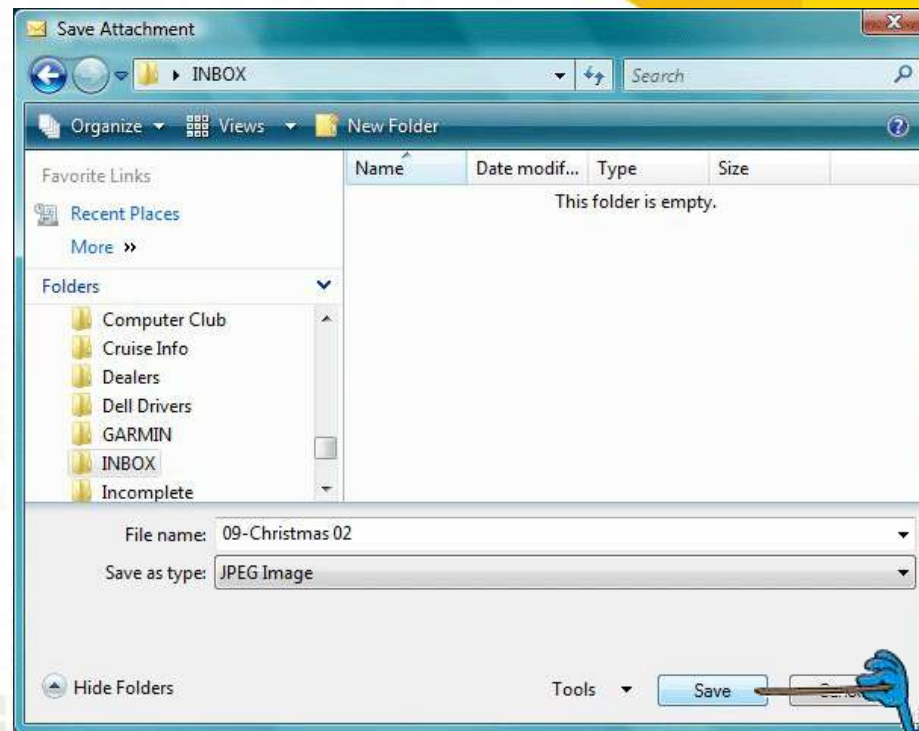
Saving an Attachment – cont'd

Now - Choose the **"INBOX"** Folder



Saving an Attachment – cont'd

Choose **“Save”**





SENDING AN ATTACHMENT



Sending an Attachment

➤ Create the email

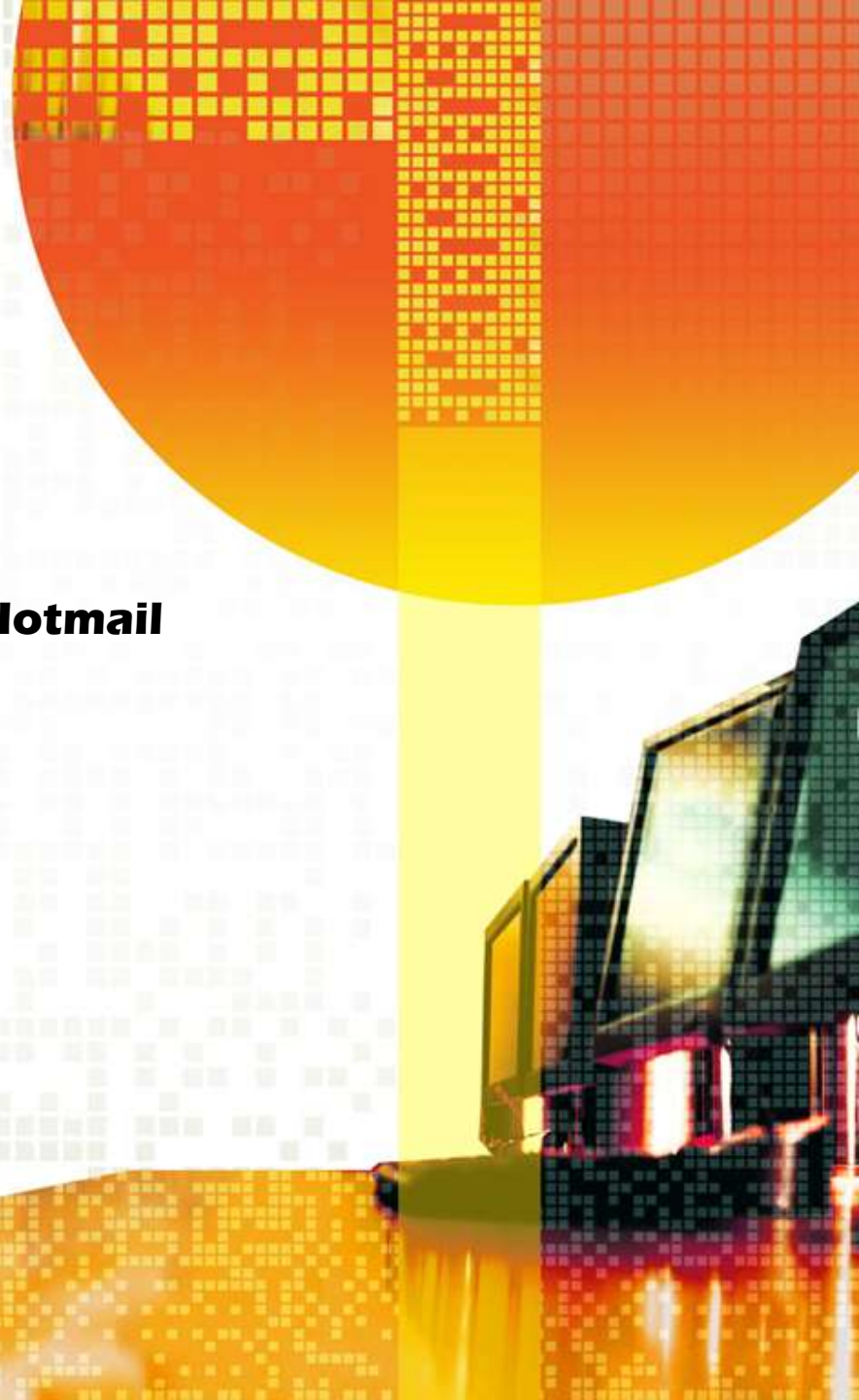
➤ Use the email program

➤ Outlook, Outlook Express, Hotmail

➤ Use a Word Processor

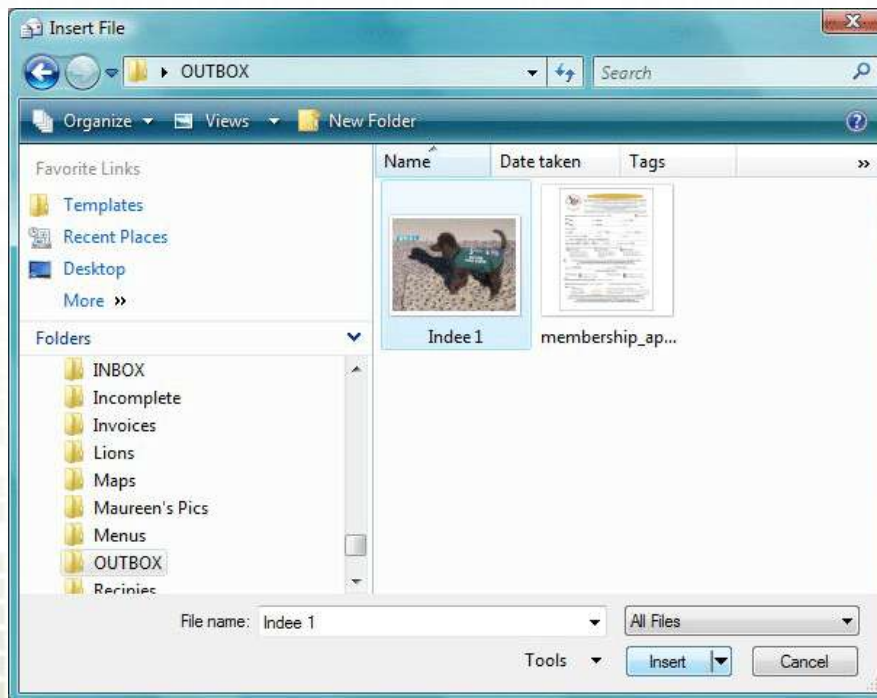
➤ Word, WordPad

➤ Copy and Paste into Email



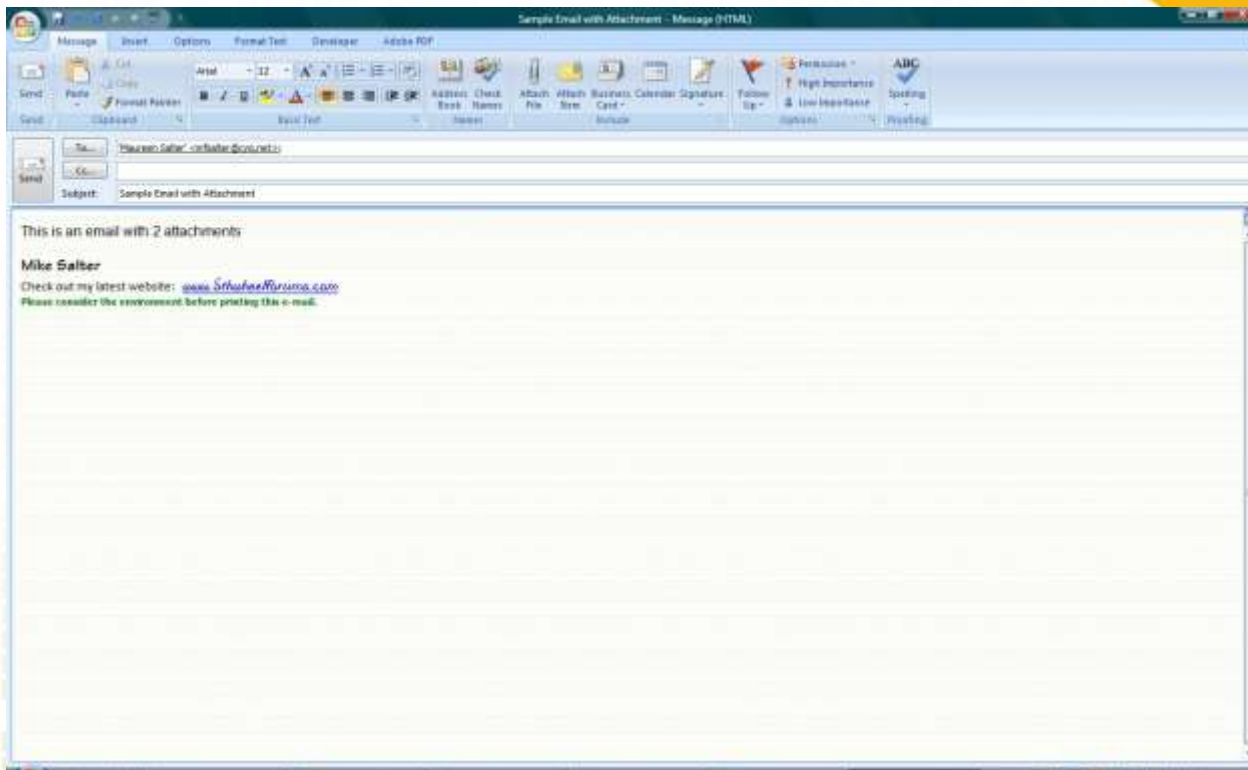
Sending an Attachment – cont'd

- **Copy and Paste the files you want to send into the OUTBOX Folder**



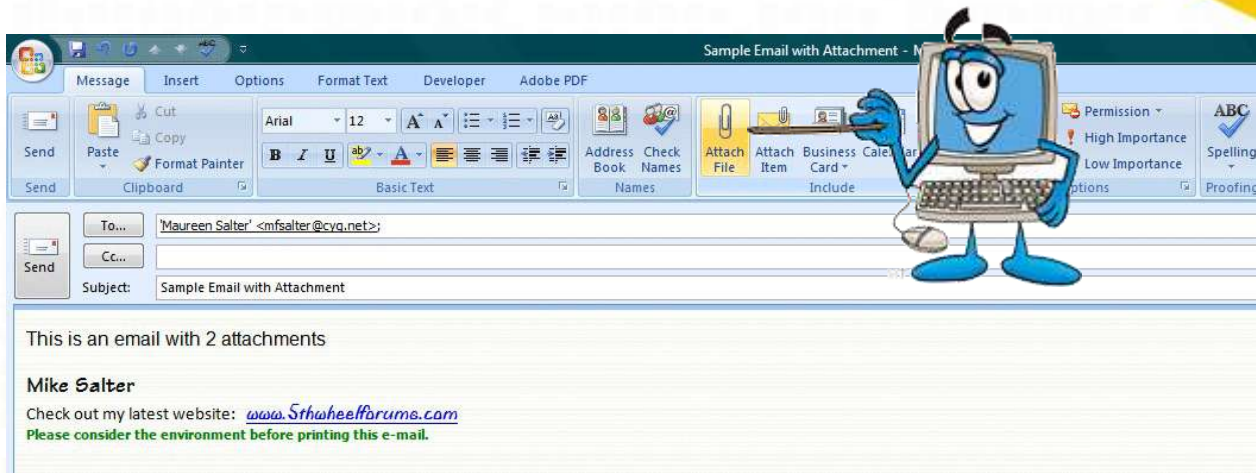
Sending an Attachment – cont'd

Email created in Outlook



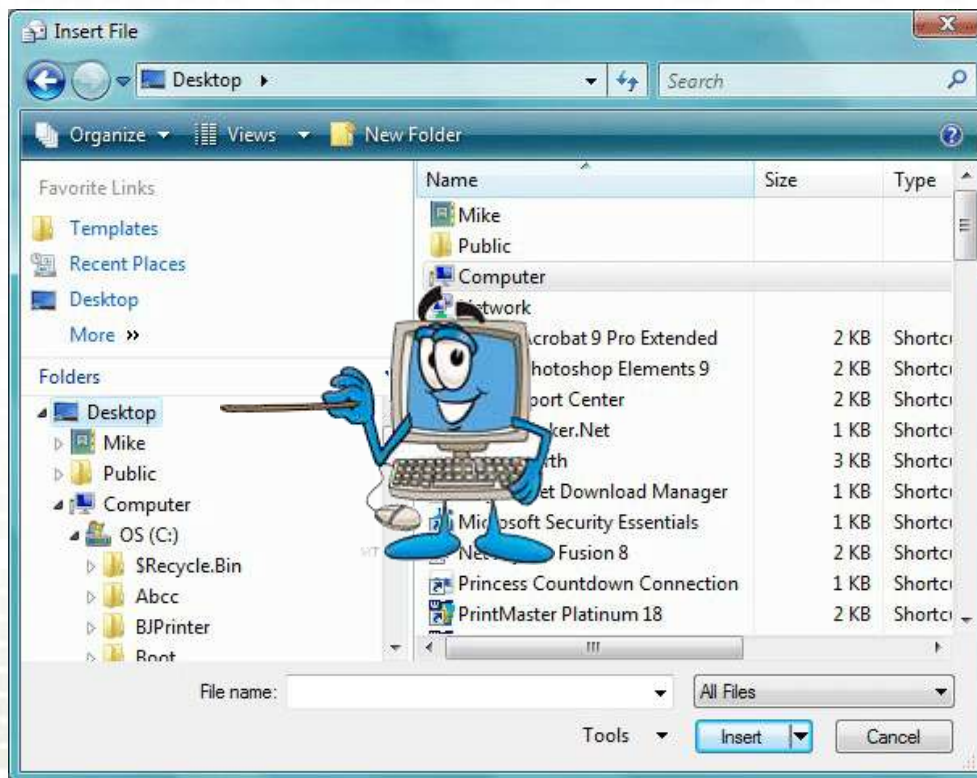
Sending an Attachment – cont'd

Choose to “Attach File”



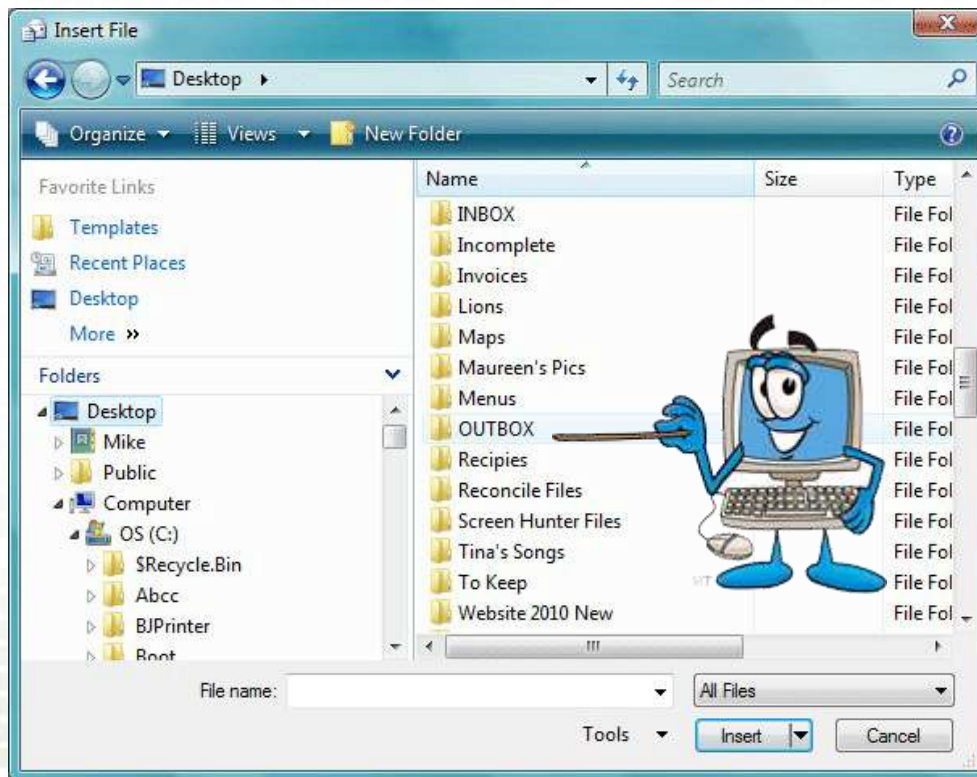
Sending an Attachment – cont'd

Go to the “Desktop”



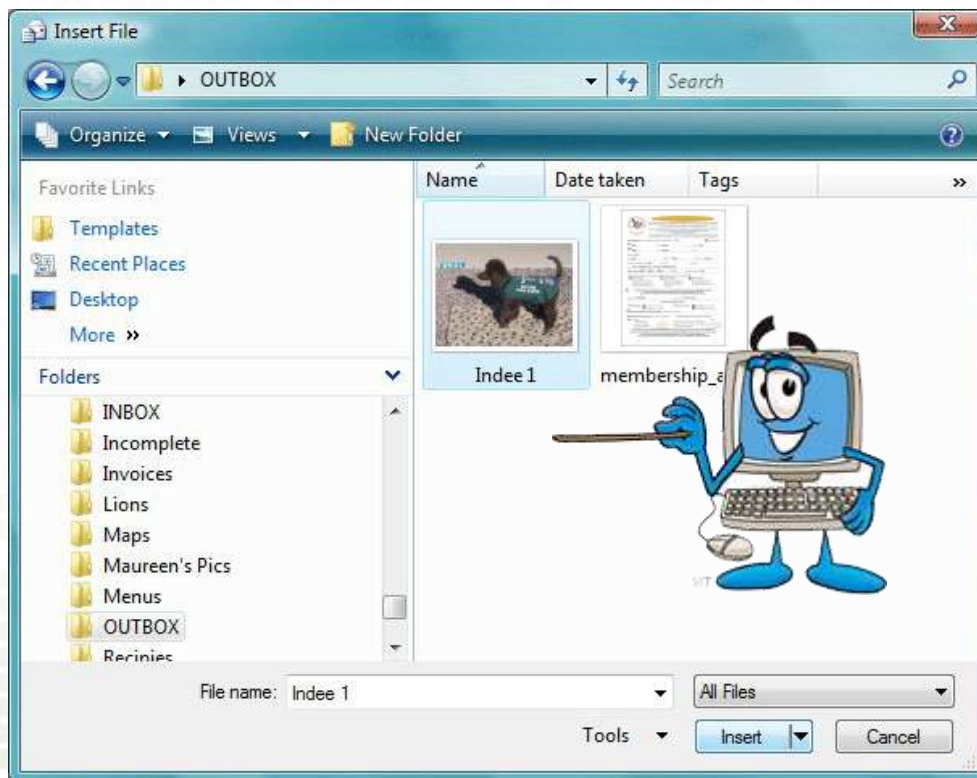
Sending an Attachment – cont'd

Go to the “OUTBOX” Folder



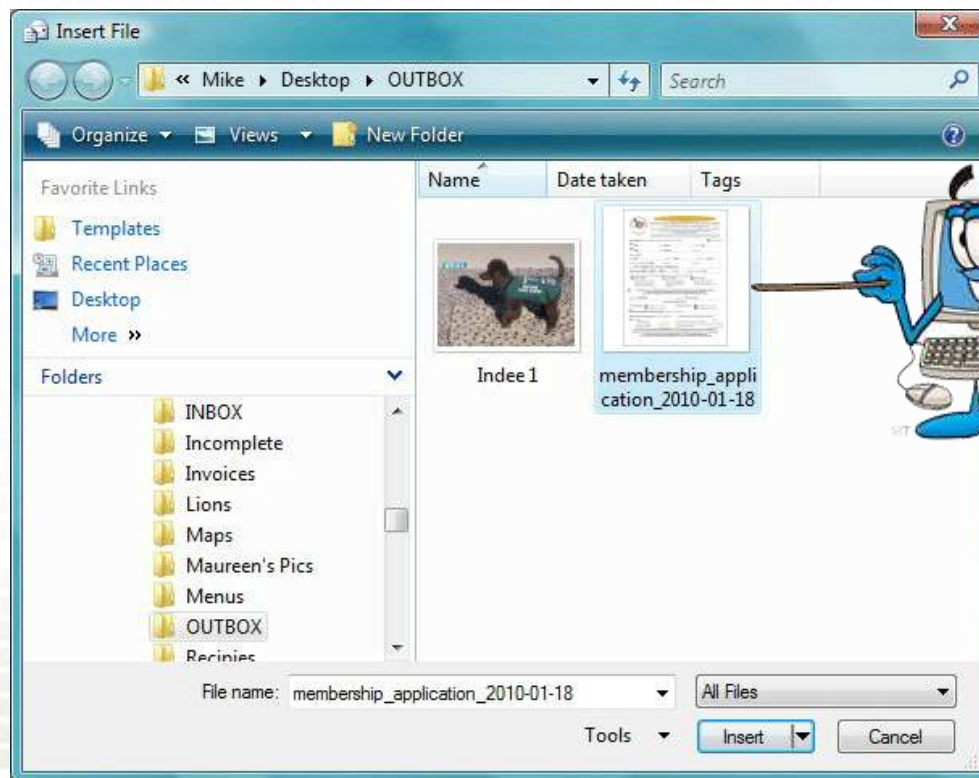
Sending an Attachment – cont'd

Choose the first File – Then “Click” Insert



Sending an Attachment – cont'd

Choose the second File – Then “Click” Insert



Sending an Attachment – cont'd

Send the email!



Inbox and Outbox Maintenance

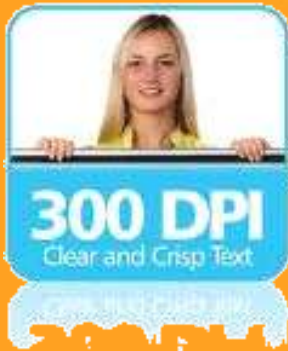
➤ **"Inbox"**

- **Move files to another location (if desired)**
 - **Copy, Paste, Delete**
 - **Cut, Paste**

➤ **"Outbox"**

- **Delete files (if desired)**





DPI - WHAT'S THAT?

- DOES SIZE REALLY MATTER?



Attachment Size

➤ **DPI**

- **Dots per Inch – sometimes called a “pixel”**
- **Screen Resolution – 72 dpi**
- **Printed Photo**
 - **72 dpi – poor resolution**
 - **180 dpi – not bad**
 - **300 dpi – really good**
 - **600 dpi - excellent**

Attachment Size- cont'd

➤ DPI

- **3 X 3 pixels – 9 dpi**
- **6 X 6 pixels – 36 dpi (4 times!)**
- **9 X 9 pixels – 81 dpi (9 times!)**



**Someone
Needs
A
Diet**

Attachment Size- cont'd

➤ DPI – 5 x 7 photo

➤ 72 DPI = 72 X 72 X 5 X 7 = 181,440 pixels

➤ 180 DPI = 180 X 180 X 5 X 7 = 1,134,000 pixels

➤ 300 DPI = 300 X 300 X 5 X 7 = 3,150,000 pixels

➤ 600 DPI = 600 X 600 X 5 X 7 = 12,600,000 pixels

Attachment Size- cont'd

➤ **DPI – 5 x 7 photo – resized to 4 x 6**

➤ **72 DPI = 72 X 72 X 5 X 7 = 181,440 pixels**

➤ **72 DPI = 72 X 72 X 4 X 6 = 103,680 pixels**

➤ **File Size is reduced by 43%**

