

Resizing Photos for E-Mail with Picasa

From the Picasa Menu

Select **Tools** (it's towards the right side of the menu bar). Then select the **E-Mail** tab and change the settings to match these options in the screen shot to the right and then click **OK**. Select the photos you want to e-mail and click the – **e-mail button** on the bottom of the Picasa screen (it looks like an envelope.) When you do, the **Select Email** window will open (sample below).

If you use Windows Mail, Outlook, or Outlook Express as your default e-mail program, you can send the photos from this window. If you don't use the forgoing programs, no worries – just sign-up for a free Google E-mail account. Gmail is a handy webmail account you can use to access many of Google's free applications including Picasa web albums.

If you don't choose to use Gmail or Windows Mail, Outlook, or Outlook Express as your default e-mail program, you can send the photos with your regular e-mail program by exporting the photos first using Picasa's export feature which will also allow you to resize the photos and add a watermark (sample window bottom right side of this page.)

