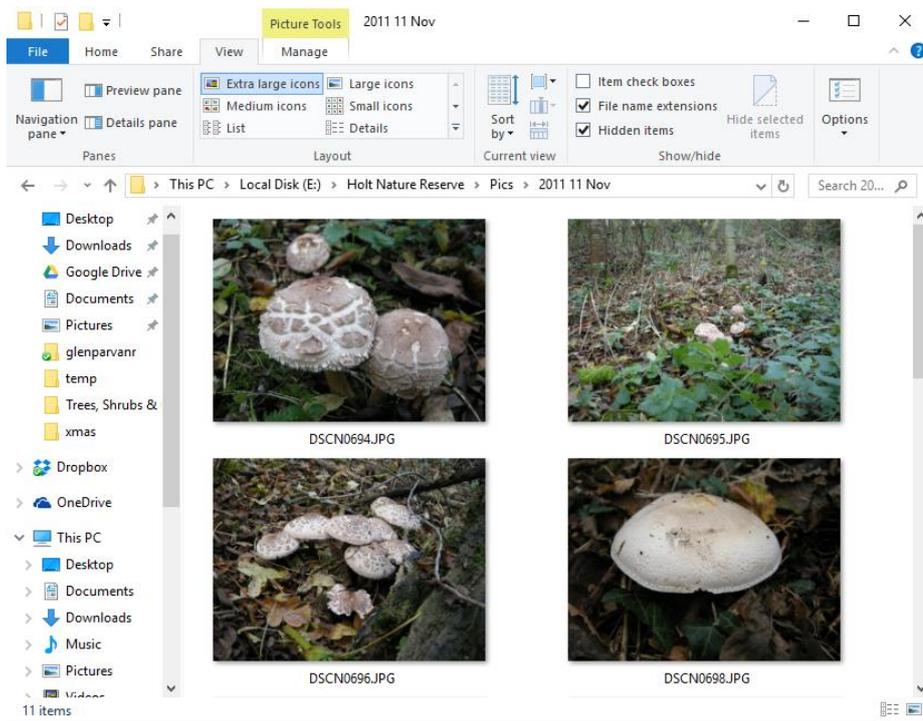# How to send me a picture of Flora & Fauna

First of all make a note of the pictures you want to send using pencil and paper. I personally would use the Windows Notepad which I will describe later.
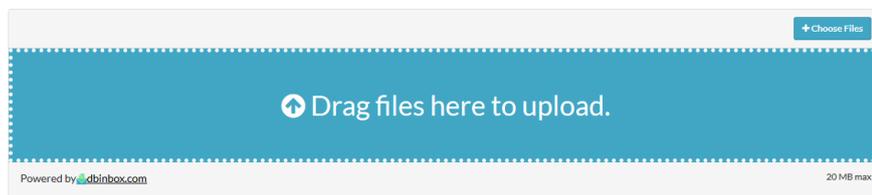

So go to the folder where the pictures are stored and click 'View' on the top menu bar and choose 'Extra large icons'.

Make a quick note of all the pictures you want to send me plus any info about the item in the picture.

When you have selected between 5 and 10 pictures you can then move onto the next stage – **SENDING TO ME**.
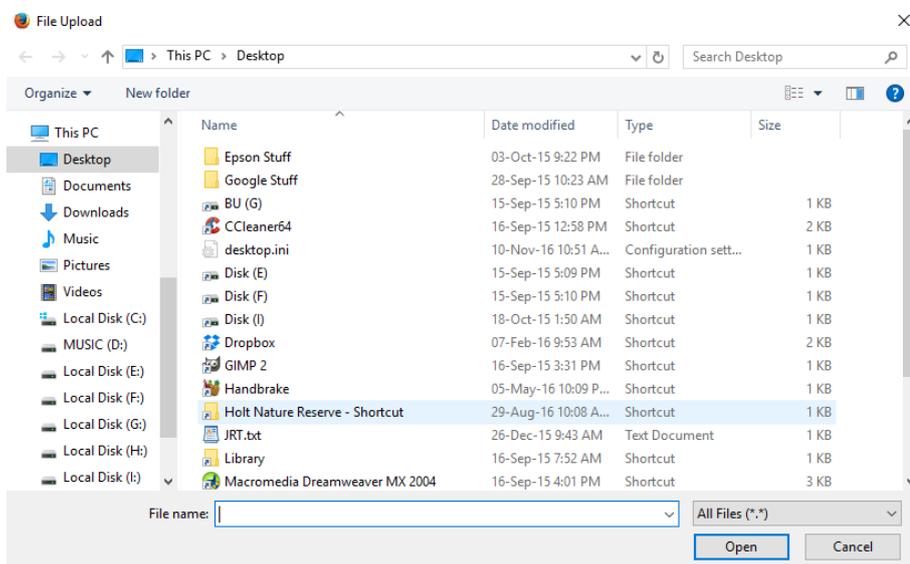
If you contact me and I will give you a link that will allow you to send a picture or document to my Dropbox account.

When you type the link into your browser you will see this screen.

Click the blue '+Choose Files' box and this will open a 'File Upload' window like the one below.

Find the folder where your pictures are stored and choose the picture you want to send me then click 'Open' and the upload will start.
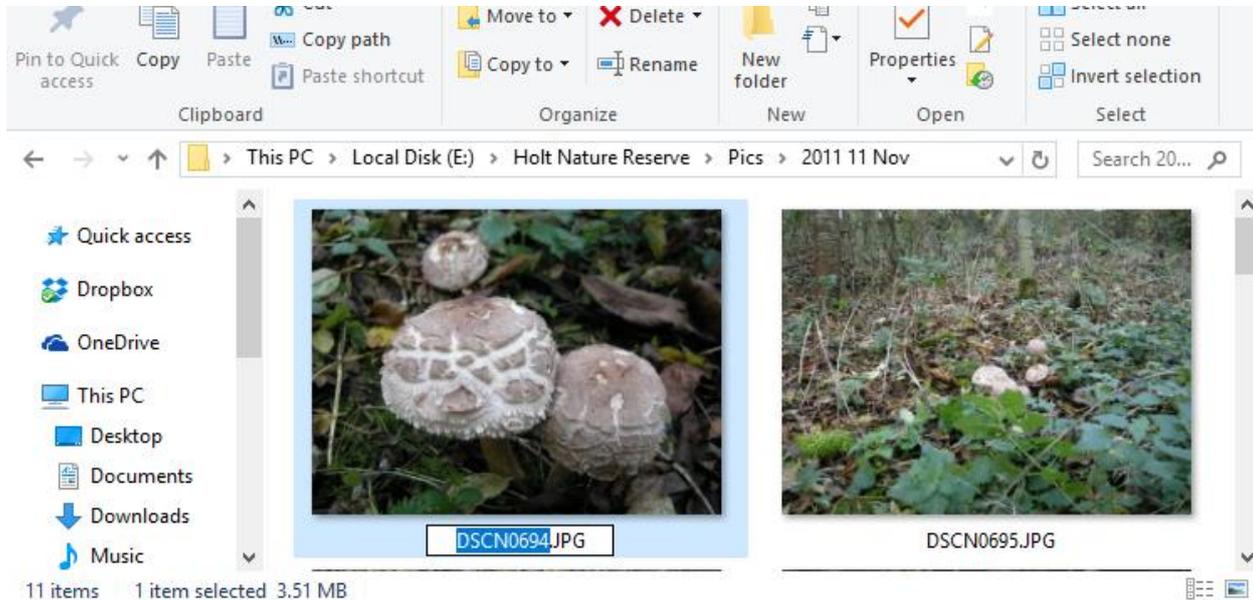
Whilst that is uploading you can select another picture or document to send until you have finished.
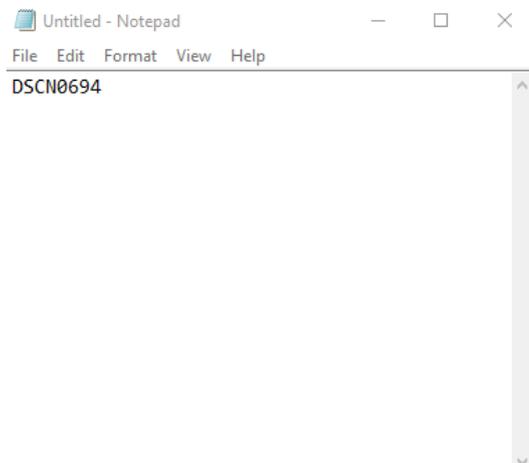
Why do I use Windows Notepad

Because I find it one of the most useful tools for making quick notes – let me explain.

First start Notepad which is in Windows Accessories.
Next start File Manager to find your photo left click the photo name, wait a second and left click again and the name should turn blue.

Now RIGHT click and select COPY then go to Notepad RIGHT click and select PASTE the picture name should appear.

You can now type in the picture information.

Do this for all the photos you want to send me then SAVE the file in your Document folder.

You can then send this file the same way as your photos, save emailing me.

SAVES PAPER

For the experienced

Most cameras will create a very large but high quality image this causes problems online for storage and the time taken to upload or download the file.
For website I use a low quality image to save on space so I use the following utility to create a smaller image.
The follow the instruction will show you how I create a re-sized picture.

STEP ! – Install the free Image Resizer

Resize your digital pictures for free Windows XP & Windows 7/8/10
First watch this YouTube video

The Image Resizer will create a new image and leave the original alone – e.g. **mypicture.jpg** resized as a small image will create **mypicture(small).jpg**.
Results: Original picture 7.41Mb - Small 0.13Mb - Medium 0.29Mb - Large 0.53Mb

Windows 7, 8 and 10

Download the latest software from the following website:-
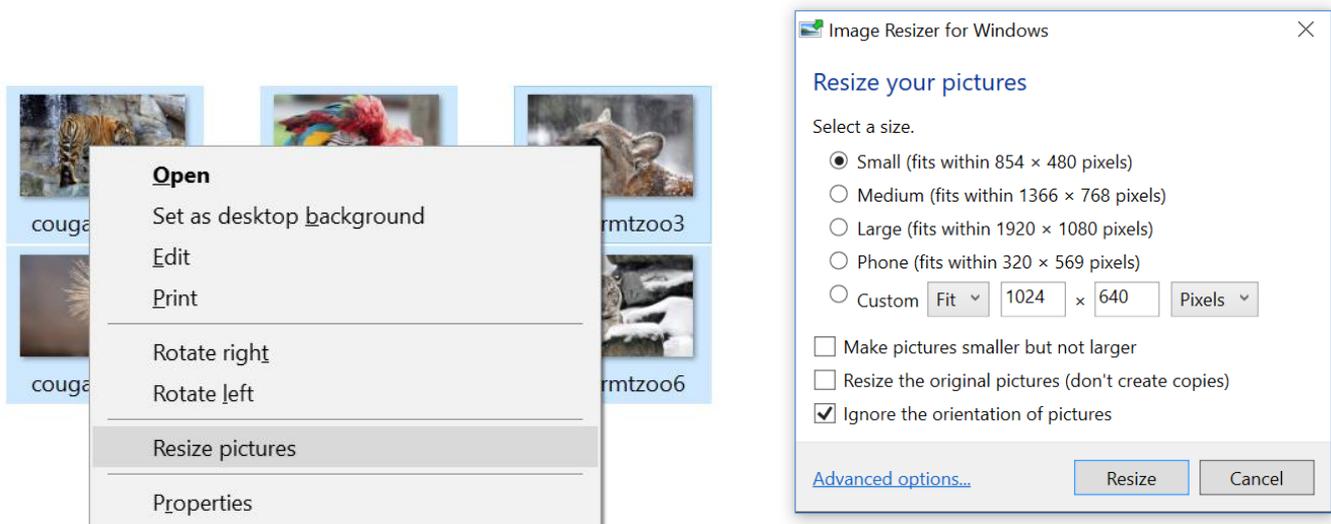
http://bricelam.net/ImageResizer

Installation:-

Double click the downloaded file ** then click 'I Agree' followed by Install *when it displays 'Setup Successful' click Close*

That's the job done.

How to use:-

1. Open the folder that contains the pictures you want to resize.
2. In Thumbnail view, right-click any picture you want to resize, and then click 'Resize Picture'.

To resize a sequence of photos at once, click the first photo, hold down the SHIFT key, and then click the last photo in the sequence. To resize non-sequential photos, click the first photo, and then hold down the CTRL key while you click the other pictures you want to resize.

3. In the Resize Pictures dialog box, click the size you want your photo to be, and then click OK. Typically, Small is a good selection for uploading to a cell phone, e‑mailing pictures, or posting them to a website.
4. The original image file will remain, but a new, resized file will appear in the same folder with the original-name(Small). This is the one you send in email.

Image Resizer also includes some additional advanced features. Click the Advanced tab to show the following options:

Custom. This option lets you manually set the size you want for your photos.
Make pictures smaller but not larger. This option constrains resizing to only sizes smaller than the original photo.
Resize the original pictures (does not create copies). This option permanently applies resizing to your original photo.