

## How to Email a Picture

Most pictures will be located in the folder "My Pictures"

1. Compose a message in your email software, such as Outlook.
2. Find the button for attachments on your email software. It may look like a paper clip and it will probably say "attach files".
3. Click on that button. An explorer window will open.
4. Navigate to the folder where the file you want to send is located. For example, My Pictures/2012Jan/0123.jpg
5. Click on the name of the picture.
6. If you want to send more than one file, hold down the "control" key and click on the additional file names.
7. The display of the email message you're sending will have changed. It will now say something like "attachments (1) 0123.jpg"
8. The message will probably also tell you the size of the file(s) you have attached - "140KB" for example.
9. Press "send"

Email with attachments takes longer to upload than plain text. If your photos are large, it may take a minute or more.

## How to Rename a File

One way to rename a file is to open the program that was used to create the file, open the file, and then save it with a different name. However, there's a quicker way:

1. Right-click the file that you want to rename, and then click Rename.
2. Type the new name, and then press Enter.