

Guide - Sending Files and Photographs by Email

(Last updated 25/8/2013)

This is a basic skill, but can be confusing to those who have not done it before so here is a very step by step guide.

1 Assumptions

In some other guides for undertaking research you were asked to 'save' or 'export and save' resulting files. This guide assumes that you have already produced and saved a file or files to a known location on your computer. If not please email jontywild@hertsatwar.co.uk explaining your requirement or problem.

2 Sending Files and Photographs

This guide gives several methods of sending photographs:

1. Emails: see 2.1 Attaching Files and Photographs to Emails (two methods).
2. Emailing direct from File Explorer: see 2.2 Sending the file direct from File Explorer.
3. Website Method for files less than 4Mb: 2.3 Website Method of Sending Photographs and files.
4. Sending large files: 2.4 Sending large files.

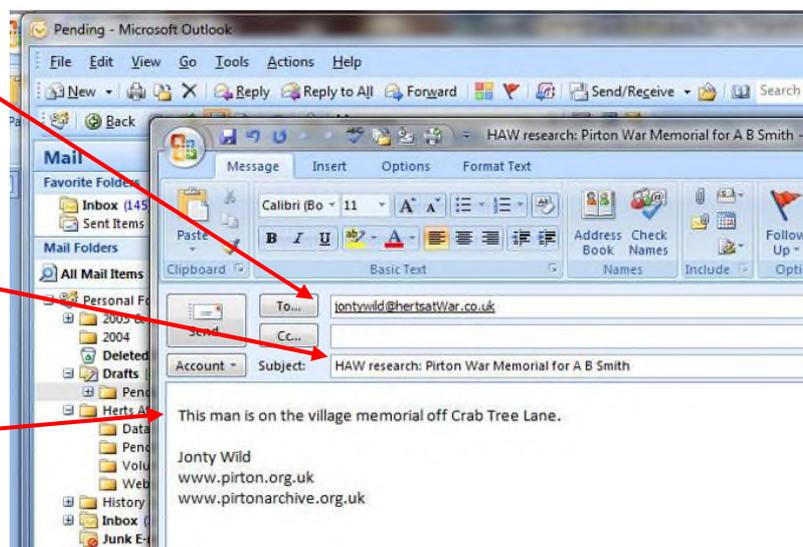
two methods of sending files or photographs Please note if file size is greater than 8Mb see :

2.1 Attaching Files and Photographs to Emails

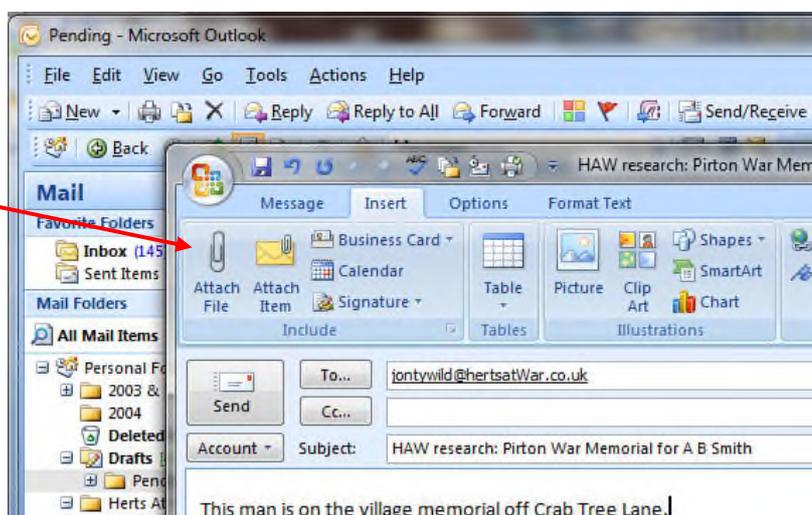
Create a new email add the 'To' email address, i.e.: jontywild@hertsatwar.co.uk.

Add the other information requested e. g. include the town or village name in the subject line and if the research is only for one name include that as well.

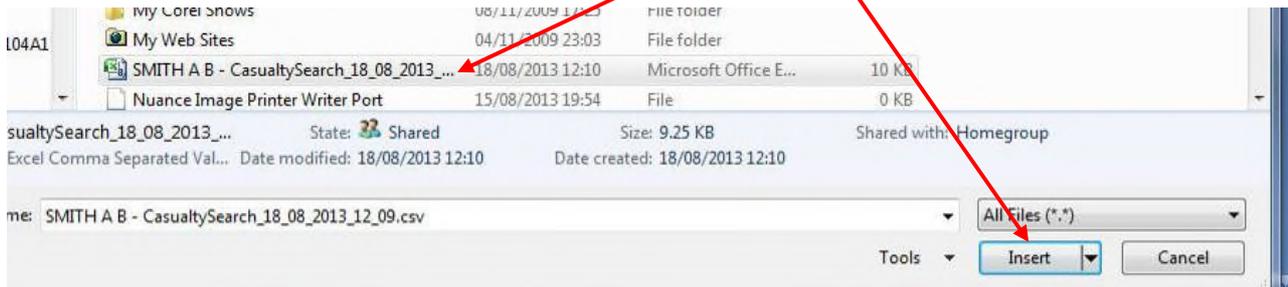
In the body of the email add the name or location description of the memorial and any message or other relevant information.



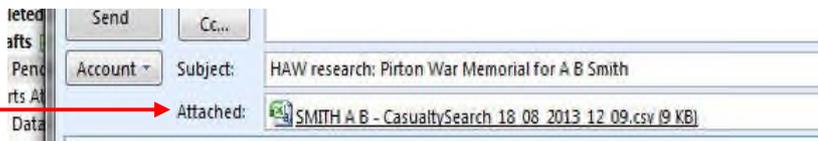
In this version of Outlook select 'Insert' in earlier versions and then select the 'paper clip'. In earlier versions just look for the 'paper clip':



Browse to find the file you wish to attach, select it and then 'insert'



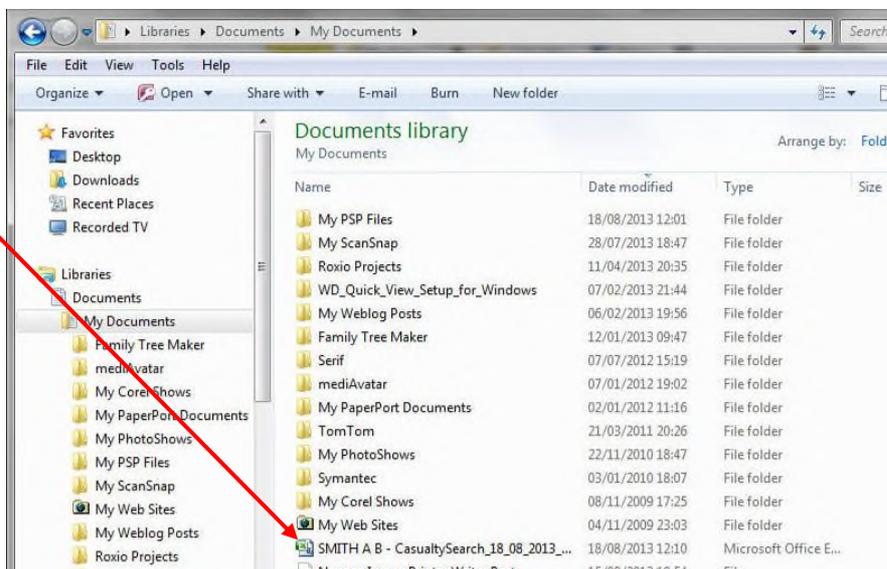
The file will then appear below the subject line proving that it has been attached.



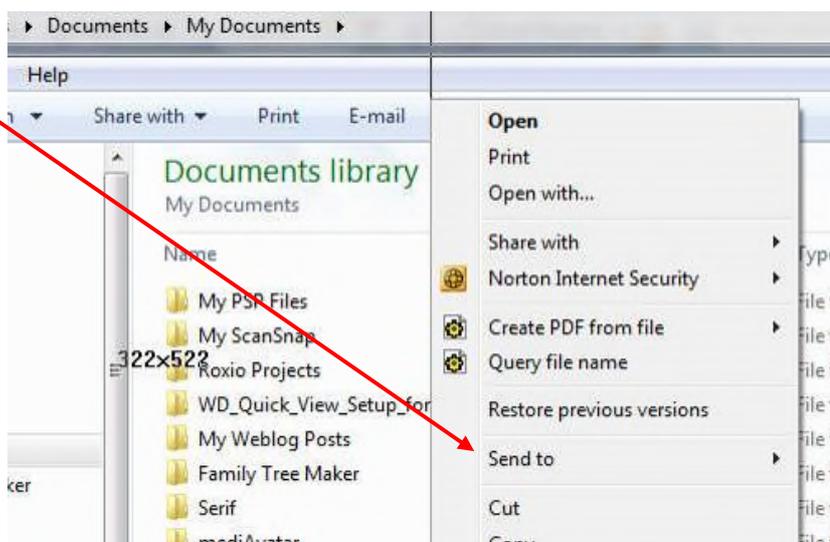
Repeat this for any more files you wish to attach and send the email.

2.2 Sending the file direct from File Explorer

Locate the file



With the mouse right click on the file. The following options will appear. Select 'Send To'.



This will open Outlook if not already open and create a new email.

Add the 'To' email address, i.e.: jontywild@hertsatwar.co.uk.

Add the other information requested, e.g. include the town or village name in the subject line and if the research is only for one name include that as well.

In the body of the email add the name or location description of the memorial and any message or other relevant information.

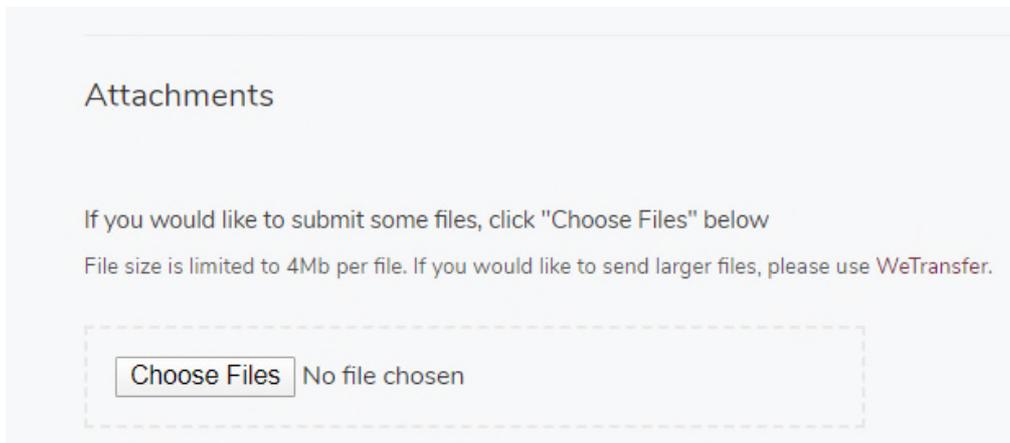
Check and then send.

2.3 Website Method of Sending Photographs and files

For files of less than 4Mb, Go to www.hertsatwat.co.uk , then "Want to Help?" then "Submit Photographs or Documents or Media".

Additional instructions are provide there.

Complete the form then attach the photograph/file using:



The screenshot shows a web form titled "Attachments". Below the title, there is a text instruction: "If you would like to submit some files, click 'Choose Files' below". Below this, a note states: "File size is limited to 4Mb per file. If you would like to send larger files, please use WeTransfer." At the bottom of the form, there is a dashed rectangular box containing a "Choose Files" button and the text "No file chosen".

2.4 Sending large files

For files of greater than 4Mb Transfer – WeTransfer is free to use and can be used to transfer up to 2GB. See WeTransfer via <https://wetransfer.com/?to=jontywild@hertsatwar.co.uk>.

More information and WeTransfer terms can be seen at . <http://www.hertsatwar.co.uk/want-to-help/submit-photographs-or-documents-or-media/>.