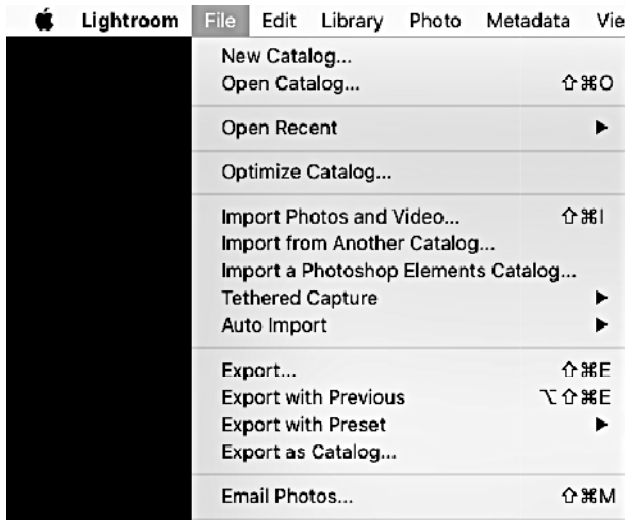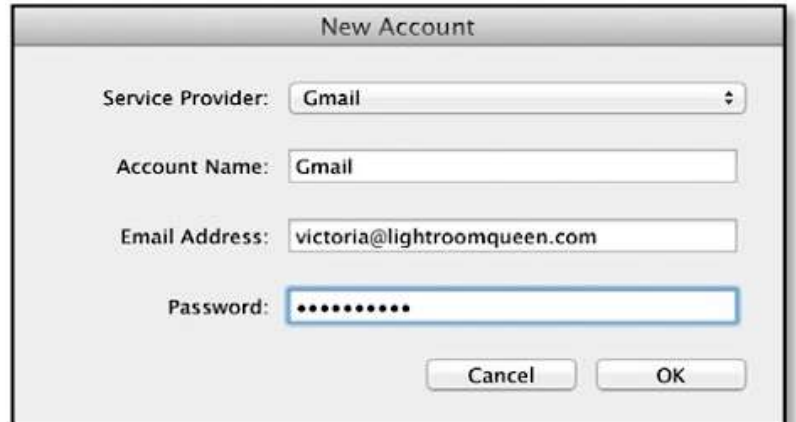# Image Resizing Using "Email Photos"

- In Lightroom, select the photos to be emailed, then click on **"File", -> "Email Photos..."** (see left below)
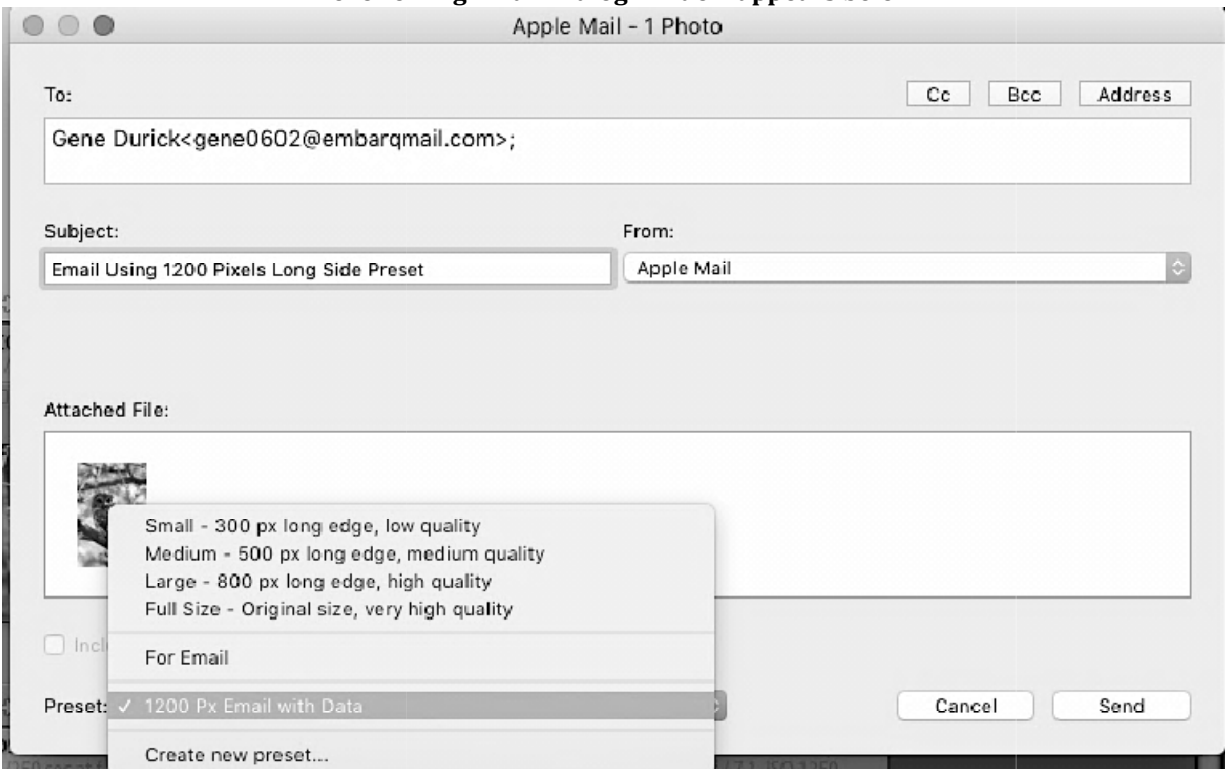

File -> Email Photos...

If you use webmail or an unsupported email client, LR first asks for your email account settings (see above)
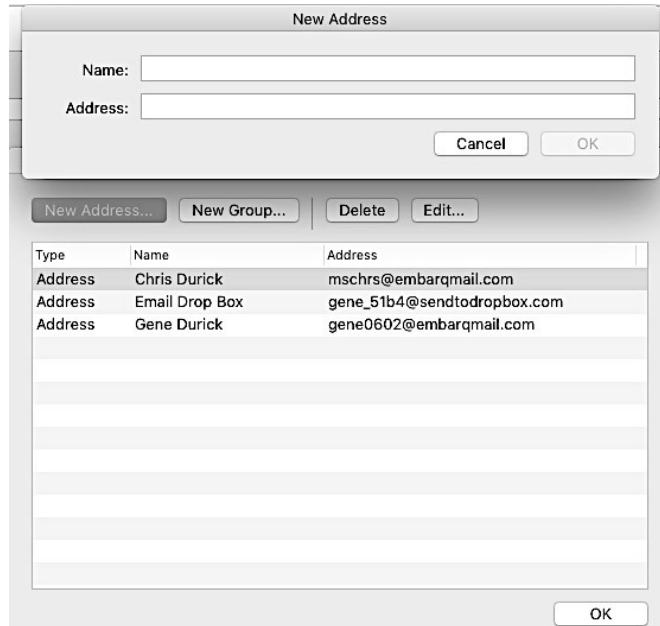
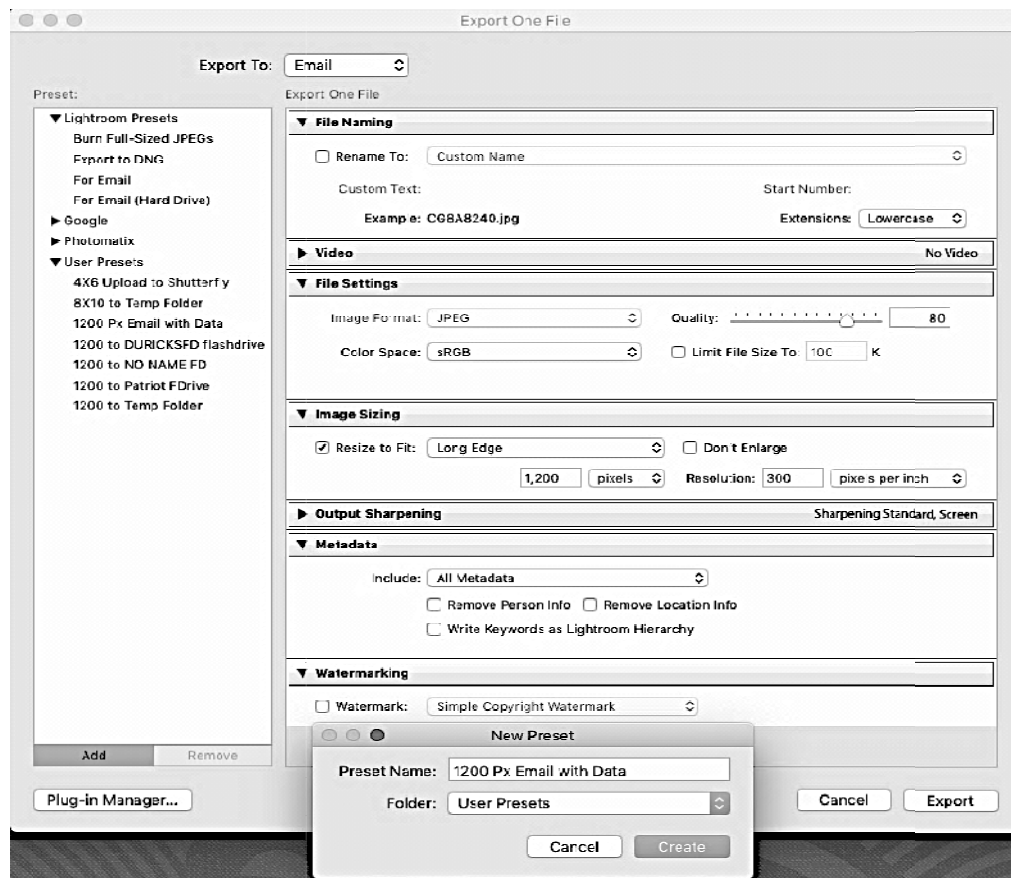**The following Email Dialog window appears below:**

This email dialog allows you to create an email with the photos automatically attached. Set the image size using pop-up

- If you leave the **address and the rest of the email blank** and press **"Send",** it will open the email message into your email software so you can access your address book.

- Alternatively, you can type your email into the email dialog and send it directly.

- Click on "Address" then "New Address" to add someone's email address. For CIPC purposes, in "New Address" window, enter "Gene Durick" and his email address: "gene0602@embarqmail.com" then click on OK (need to do once to add)

- Lightroom presets exist for "Small", "Medium", & "Large" (see Email Dialog above) but **they do not include Metadata** so you have to create a new preset.

- In Preset dropdown, click on "Create new preset…" and the following screen appears. Revise the screen to look like the screen below.

- After the screen has been modified, click on "Add", enter a memorable preset name, then click on "Create".

- The new preset will appear in the "User Presets" section of the Export to Email window.

- Click on "Send" to send Email.