

## **LESSON 68**

### **EMAIL ATTACHMENTS**

### **MANAGING DESKTOP ICONS**

You can send digital photographs, documents and program files with your mail messages as attachments. Here are some of the ways to attach files to outbound e-mail messages.

If you use Outlook Express to compose and send e-mail, click on Compose New Message. When you are ready to attach a file, click on the Attachment Icon (the paperclip) on the toolbar. Browse and scroll to find the right file, and then click on Attach. When you send the message, the file you selected will go out with it as an attachment.

Most e-mail programs have a system that lets you attach files to outgoing e-mail. Click on Help in the e-mail program you use and then type ATTACHMENTS to find the Attachments help screen. An easier way to attach files is to use Windows Explorer. When you are ready to attach a file to the e-mail message you are composing, click on the box in the upper right corner of the current window to resize and make the window smaller. Now just right-click on My Computer and select Explore. Go to My Documents or any folder that contains the file you wish to attach. Click on the file to be attached and while holding down the left Mouse button, drag the file to the window in which you are composing the e-mail. Release the Mouse button and that file will be "attached" to the e-mail.

Windows can manage the placement and spacing of the icons on your Desktop. When the Auto Arrange Icons feature is enabled, Desktop icons are neatly arranged in rows and columns on the left side of your Desktop. You can turn the Auto Arrange Icons feature on or off by Right-clicking on the Desktop, clicking on Arrange Icons, then selecting Auto Arrange. From there you can arrange your Desktop icons by Name, Type, Size or Date. You can also select Auto Arrange and let Windows do it for you. If you want to keep control over Desktop icon placements, disable the Auto Arrange Icons feature. Once you have placed Desktop icons where you want them, right-click on the Desktop and select Line Up Icons to line up icons in neat, evenly spaced rows.

Remember that when Auto Arrange is enabled, Desktop icons will line up on the left side of the Desktop no matter where you create them.

