

Basics help to send your bio and pictures via email

We don't want to make this any harder or stressful than it needs to be! Below are directions to send documents and pictures from your desktop computer and pictures from your iPad.

1. On your **desktop computer**

- 1.1. Open your email and select compose a new message; address to ThePapaGalleryWebsite@gmail.com Subject: PAPA Website
- 1.2. In the body of the message, make sure I know who is sending the email in case the return email address doesn't tell me!
- 1.3. Somewhere in your message window (probably down at the bottom) is a paperclip symbol and/or the word Attach. Click this and another window should open showing your files.
 - 1.3.1. Look for the file containing your bio/statement and select it (it might say open). If it doesn't have an identifying file name (such as Charles Bio.doc) don't stress, just tell me in the body of your message what you've attached in plain language.
- 1.4. Click attach again
 - 1.4.1. Look for the files of your pictures. If they are not already in .jpg format and you aren't sure how to change them, don't panic. Just attach them in whatever format they are in and if I have trouble converting them, we'll figure it out later. Again, if they're not named whatever the painting is named, just tell me what they are in plain language in the body of the message. (for example, the picture with the house is called Homeplace, 16x20, acrylic)
- 1.5. Click attach again as many times as necessary to send what you want to send. It's possible that you might end up trying to send more data than your mail server will allow. If you get a reject, simply delete files until it will send. Then you'll need to compose a new message so you can send the rest. If it takes several messages to send them all, that's fine.

2. From your **iPad**
 - 2.1. Select your picture
 - 2.2. Look for the symbol that looks like a box with an arrow pointing up out of it and select it.
 - 2.3. Scroll through the symbols at the bottom until you find your email account. Select it.
 - 2.4. Put ThePapaGalleryWebsite@gmail.com in the To: line and PAPA Website in the Subject: line
 - 2.5. In the body of the message, type in the name of the painting, the unframed size and the medium. It would help if you also add your name as I may not recognize your email return address.
 - 2.6. Tap the paper airplane symbol to send your message. Repeat as necessary!
3. For other devices, (smart phone, Kindle tablet, etc) the procedure should be similar. Select your photo, look for the symbol that indicates sharing and select your email. Follow directions above.
4. Go drink something relaxing - you're done! Now wait for me to get back to you and let you know you have a web page to review