

Attachment D

SOUTHWEST FLORIDA YACHT CLUB

PHOTO GUIDELINES USING WINDOWS EXPLORER

First and **MOST IMPORTANT** - Select someone on your cruise to be the **Event / Cruise Photographer**.

After the cruise, the photographer should select the photographs to be submitted to the Webmaster to be put on the SFYC Website. **The following instructions apply to Window's based computers using Windows 7 and AOL.**

1. Open your Email Program and minimize it(Left click on – on upper right hand corner)
2. Download the photos to your computer.
3. Right Click on the start button in lower left hand corner to open windows explorer
4. Left click on the Folder containing your photos that you want to send.
5. Select the photos you want to send. Left click on first photo, hold down shift key, left click on the last photo you want to send. Release shift key. You will see a blue border around the photos you want to send.
6. Place cursor on the 1st photo you want to send and right click
7. Left click on "Send To"
8. Left click on "Mail Recipient"
9. Left click on "Attach"
10. Exit out of Pictures
11. Enter **richwai@aol.com** in the *send to* box.
12. Left click Send.
13. You're done!!! You've sent the reduced size photos to be uploaded onto the SFYC Website.
14. If you have any questions, or if this doesn't work, or if you are using an email provider other than AOL or Gmail, or if you have an Apple computer, give me a call or send me an email and we can discuss Plan B.

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