

ACDSee 12 tutorials: Emailing images

1 Selecting images

2 Opening Send Email Wizard

3 Adding and Removing images in Send Email Wizard

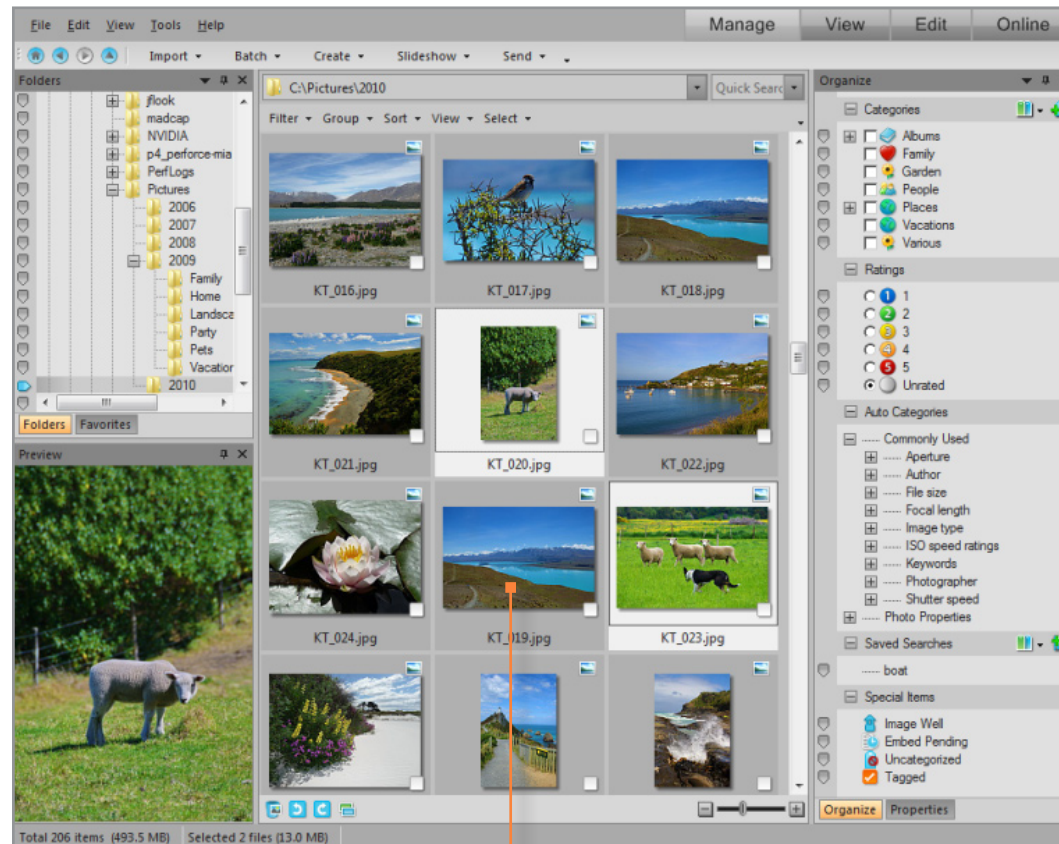
4 Setting email and image options

5 Selecting default or SMTP email

6 Sending email

7 Key concepts

The **Send Email Wizard** lets you send images directly from ACDSee 12 without opening an external email application. To use the **Send Email Wizard**, you will need a default email application set up on your computer, or have access to an SMTP server (for example Gmail).



In Manage mode, select images to email:

- **CTRL + A** to select all images.
- **CTRL + SHIFT + click** to select a group of images.
- **CTRL + click** to select specific images.

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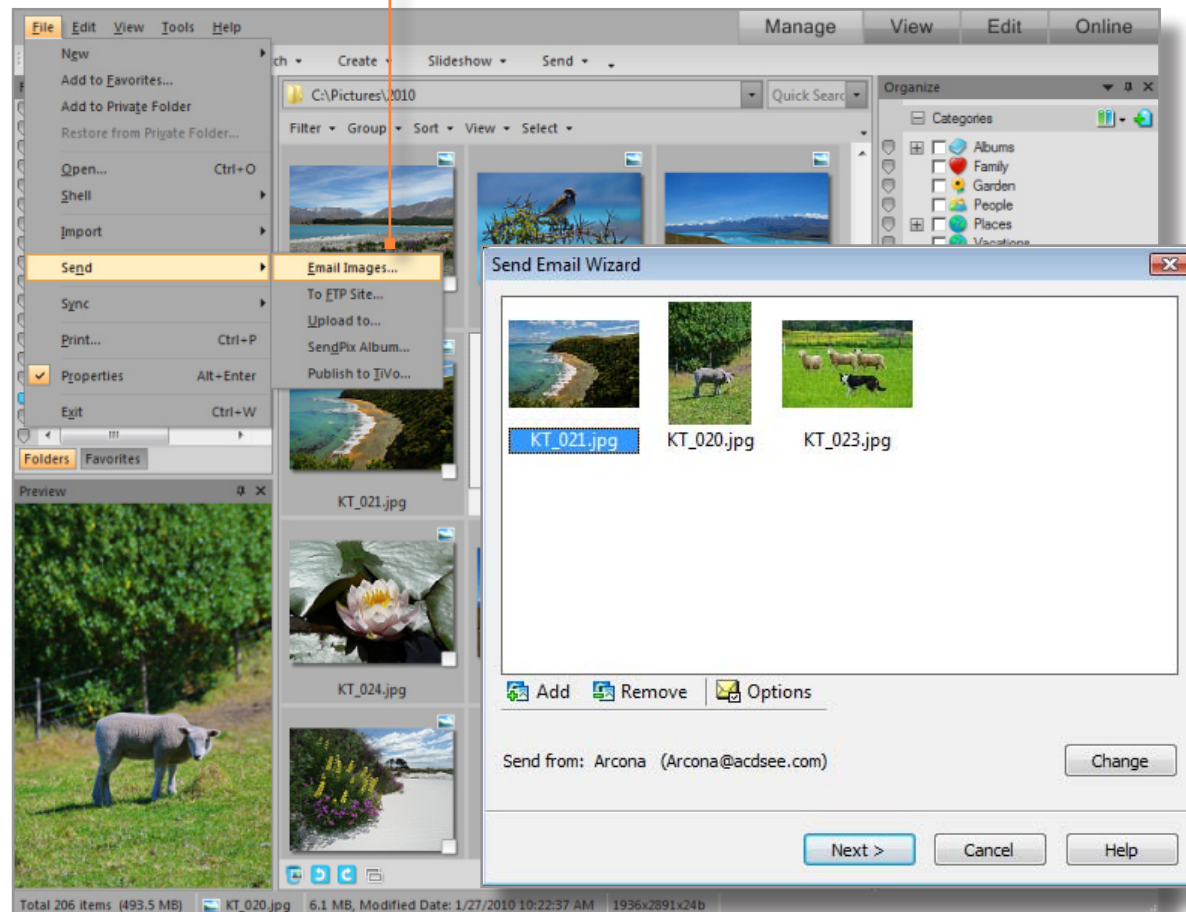
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Select **File** | **Send** | **Email Images**.



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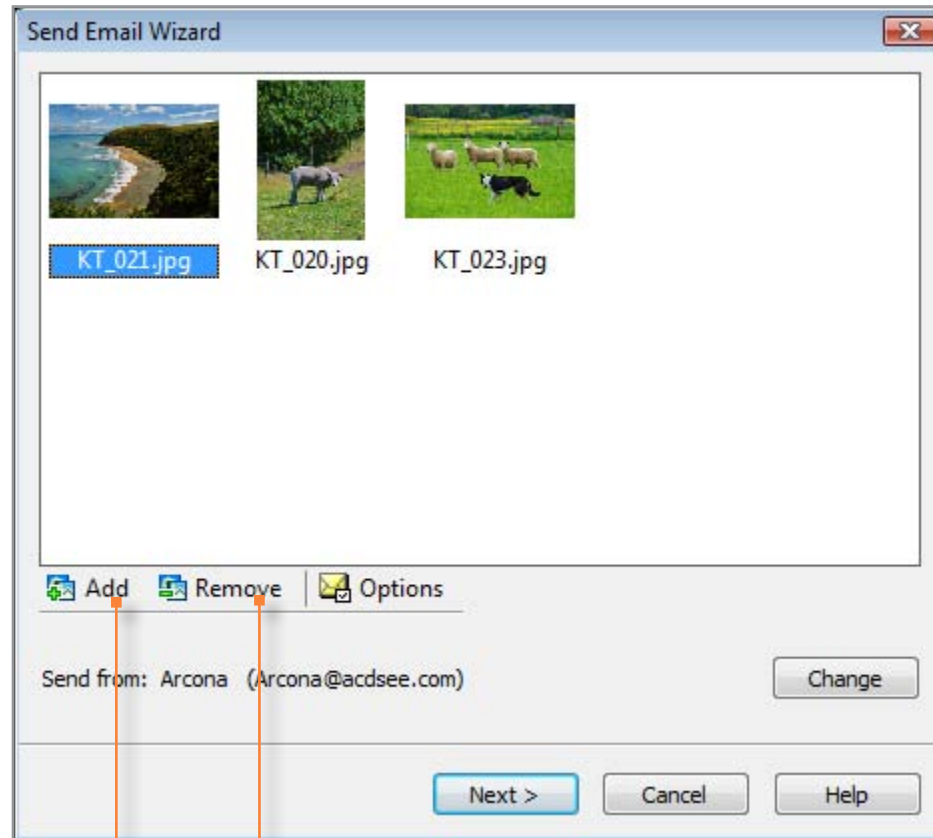
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To add more photos to email, click **Add** and select additional images. Click **OK** to add the images to your email.

To remove photos, select the images in the Send Email Wizard, and click **Remove**.

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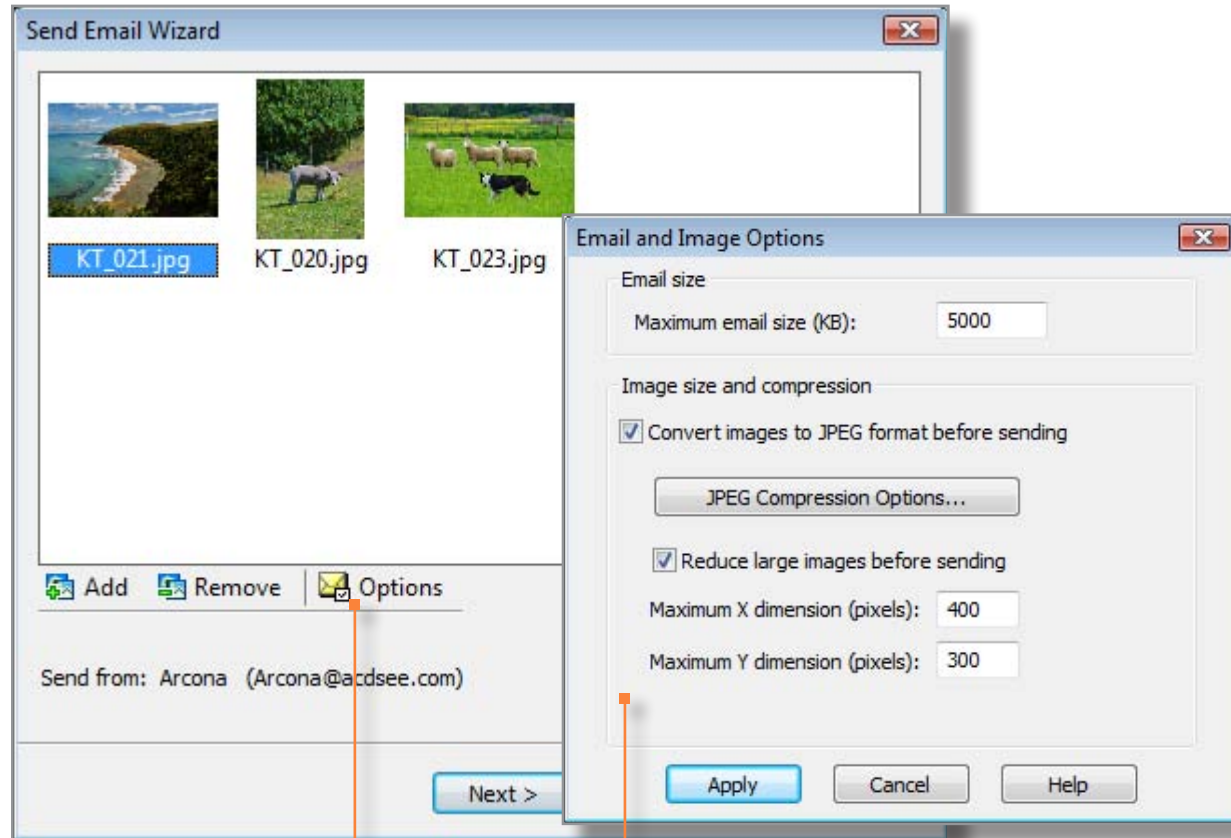
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Click **Options**.

Select options such as image sizes and converting images to JPEG.

Click **Apply** to apply the settings.

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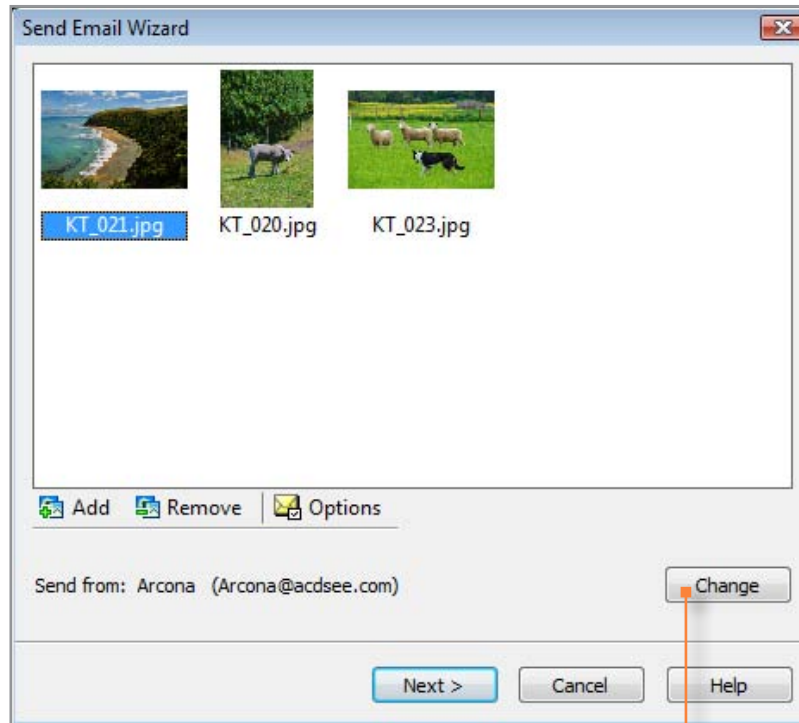
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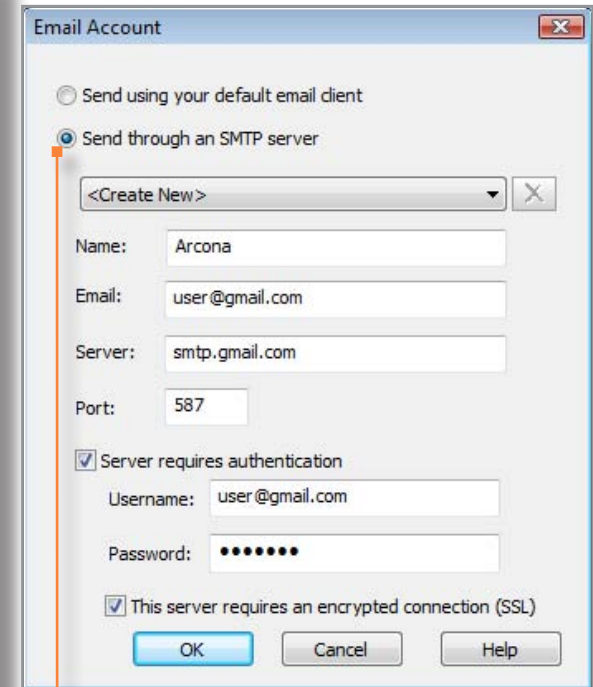
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You can send your images using your default email client, or send through an SMTP server such as Gmail.



Click **Change** to set your email options.



If you choose to send through an SMTP server, enter your **Name**, **Email**, **Server**, and **Port** information into the fields. Then click **OK**.

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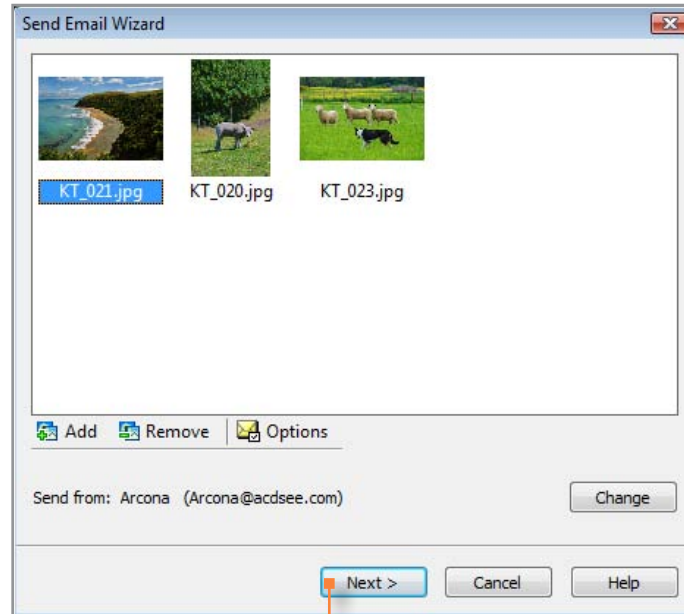
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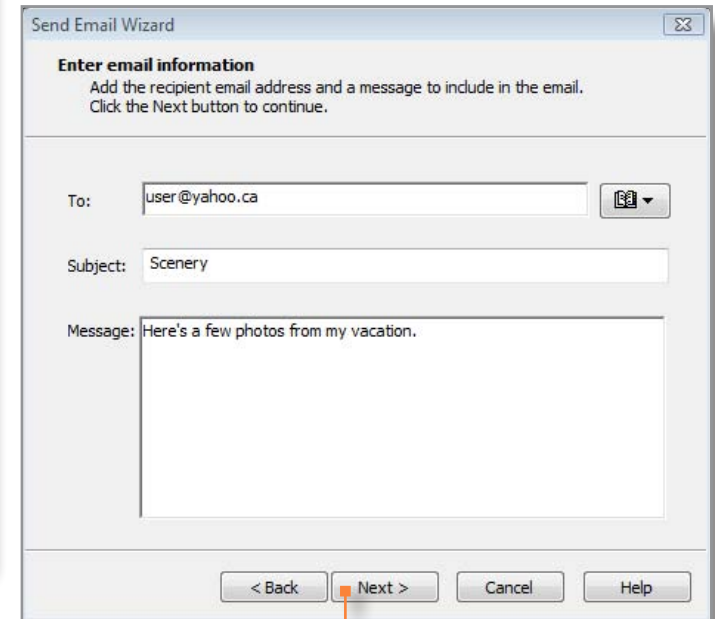
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Click **Next**.

If you select **Send using your default email client**, the wizard opens a new email message and adds your images and email information. You can edit the message and then send it as you would normally.



If you select **Send through an SMTP server**, a dialog will prompt you to enter the recipient's email address, a subject for the email, and a message. Click **Next** to send the email.

A dialog box will notify you if your email has been sent successfully.

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Check to see if you learned these key concepts:

- » Use the Send Email Wizard to send images directly from ACDSee 12 without opening an external email application.
- » Email your images using your default email client, or through an SMTP server such as Gmail.
- » Add or remove images in the Send Email Wizard.
- » Set email and image options to convert images to JPEG or to reduce the size of the images before sending.