

Brighton & Hove U3A – Computer Beginners

E-mail – Receiving an Attached File

Here we will look at how to **download** and **save** a picture or a document that is **attached** to an e-mail message. **Download** means bring a document "down" to your computer from a **server** on the Internet.

Exercise 1 – Receiving photos or other images

1. Sign in to your e-mail and open my message headed: "**Attachments – small picture files**"
2. *If it says images are not displayed*, find and tap appropriate place eg **Display all images**

Question: What happens if you simply tap on the photo? **Write** the answer here:

3. Go back and find the whole message (ask if you can't see how to)
4. Choose an image and **Write its name** here:
5. Examine the possibilities ... **Hover** over likely-looking places, such as any paper-clip - and the photo
6. Where and how can you **download** or **save** the image?
7. **Write** the answer here:
8. Now **Save** (or **download**) the photo whose name you recorded.

Those images were very small, just a few **K** (Kilobytes). I have sent you some bigger files ...

Exercise 2 – Examining the attached file

1. Look in your **INBOX** and open my message headed **Attachments - photos at 250K "**

Questions: How big is the file?

How can you tell ?

2. Remember: **1 KB** is 1000 characters, **1 MB** is 1000 KB, **1 GB** is 1000 MB
File size depends on resolution (pixels per inch) as well as dimensions.
Larger files take longer to download.

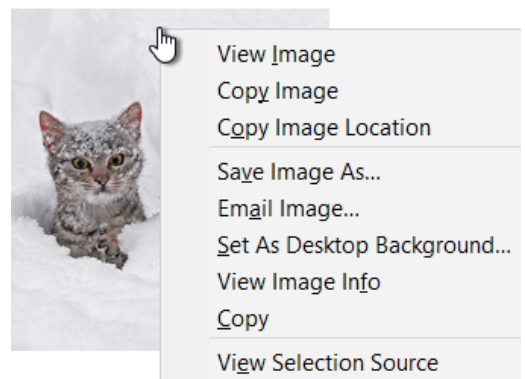
Question: How do you make a little menu appear?

Right-tap? Tap-and-hold? Two-finger-tap?

3. **Circle your answer.**
4. Use the appropriate technique to make the little menu appear over the image.
5. What can you do with this photo?

.....

6. Use your notes above, or otherwise, save this image.
Write down its name!



Exercise 3 – Receiving a pdf document

1. Look at your INBOX and open the message from me headed: **"Attachment – pdf document"**
2. Read the message before you look the attached pdf document.
Different e-mail clients will be different, it could be a paper-clip, the red Adobe symbol, the name of the document or even a little picture of the document's first page...
3. **Hover** over whatever represents the pdf document. How can you download it?
4. If you are not invited to open or save the document, try getting the little menu to appear as it gives you better control of the situation.



You will see a dialogue box as shown here ...

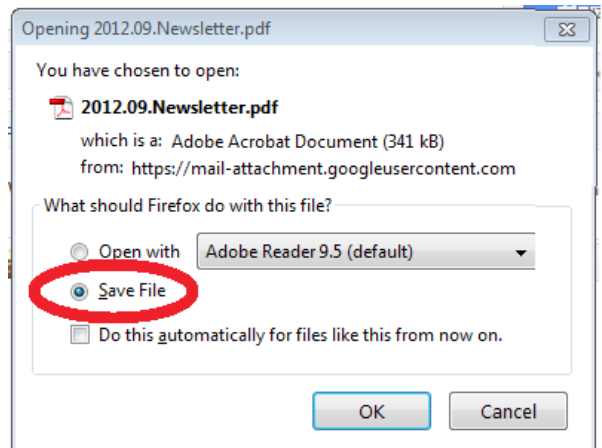
5. Choose **Save File** by tapping the round button

What happens next depends on your browser settings. Ideally it will ask where you want the file saved

6. Tap **[OK]** and **watch carefully** for when the computer tells you name of the folder the file has gone into

The file may go by default into a folder called **Downloads**.

7. We will pause to consider what happened.
8. **Sign out** of your email, close your browser and if necessary, close Downloads.



Important - Where has your document gone?

There are many ways to find the file again. Here are just three examples

<p><i>If we know it's in Downloads folder</i></p> <ol style="list-style-type: none"> 1. Open the Start menu 2. in Windows 10: after File Explorer select > as shown. 2. or 3. Select Downloads 	<p><i>If we know the folder it's in ...</i></p> <ol style="list-style-type: none"> 1. Open a new Folder Window (eg select File Explorer) 2. Using the folder list(left), open the folder you need. 	<p><i>If we know the document name ...</i></p> <ol style="list-style-type: none"> 1. Open Start menu 2, Type the document name <p>When a list appears, tap on your file's name</p>
