Mac...resizing with a newer Apple program

1. Create a New Folder and Save it to the Desktop. To do this:
	1. Click on the FINDER icon in the LL corner of the screen.
	2. The ALL MY FILES window appears.
	3. Close that window but stay in FINDER
	4. Go to FILE and bring down that menu; click on New Folder. There is now a new folder on the Desktop

2.    Move all of the digital images to send to the desktop

1. Double click on one of the images to open Preview, the image will appear on the left side of the screen

2. In the Menu Bar across the top of the page (in Preview), click on Tools

3. Go to Adjust Size and click, a window will come up and this is where the digital size is manipulated.

4. Change the Resolution from 72 to 300

5. Change either the Height ***OR*** the Width, (I keep the Scale Proportionately box checked.) The other will automatically fill

3.    Here is the tricky part, while still in Preview,

1. Go to File, then Duplicate, you now have two of the same digital images

2. Name the new, duplicated copy according to AWA specifications and Save to the Desktop

3. Repeat steps 3.1 and 3.2 for as many images as you intend to send

4.    Open the new folder you created that is on the desktop and move all of the images to be sent into the folder, then close it. I close  Preview at this point to de-clutter the desktop.

5.    Get the new email ready

1. **DO NOT** drag the folder with the images to be sent into the email page directly from the desktop. Instead, go to the paper clip  along the top edge of the new email and click

2. A window will appear and at the top, in the center, there is a pull down menu, open it and click on Desktop

3. Find the folder with your images in it and click on it, it is now blue.

4. Go to the lower right corner of the same window and click on Choose File.

5. Your folder with your images is now in the email

6. Add all necessary information to the email and send it on it's way.