

Show and Tell

In this session, you learn how to share your cruise photos with friends and family by email and over the Internet. It is easy and creative! Let's recap

»» **To get the programs we are using in class**

In the Digital Workshop, we use *Windows Live Photo Gallery* for photo-editing, printing and management. We use *Windows Live Mail* to send and receive email, and *Windows Live Spaces* for personal websites. At home, to get a free copy of all these *Windows Live* features, go to <http://download.live.com>.

»» **To create your own Windows Live Spaces page**

To create a Spaces page, you first have to sign up for a Windows Live ID as follows

1. Open the Internet
 - a. Click on Windows Start button
 - b. Click *Internet: Internet Explorer*
 - c. From a Digital Workshop computer, you will be directed to the Windows Live Spaces sign up page automatically. From any other computer, please go to <http://home.spaces.live.com> to sign up.
2. Request to sign up
 - a. Click *sign up*
 - b. Enter basic information
 - c. Follow prompts to choose ID and password (write these down!)
 - d. Click *I accept*
 - e. You will be automatically directed to your new site to begin customizing it
3. Choose a web address
 - a. Make choices on initial "Getting Started" page. Click *Save*.
 - b. Click *Create your space*
 - c. Click *choose web address*
 - d. Enter user-friendly address – i.e., "SusanSmithAlaska"
 - e. Check availability
 - f. Click *save* and write down complete URL

»» **To email photos from Windows Live Photo Gallery**

1. Hold down the *CTRL* while you left-click on the images you want to include
2. Click *Email* from top toolbar. An email will open with photos embedded.
3. Get creative!
 - Layout the photos the way you want and add text
 - Use *Matting* or other framework for photos
 - *Autocorrect* or other photo edits
 - Choose *high, medium or low* size of images in email. This only affects images viewed in email; receiver can always download full images for printing.
 - *Format* the stationary background, text, etc.
4. Address and send

»» **Email photos from Windows Live Mail**

1. Open a *new* email from top toolbar
2. *Add photos* one at a time
3. Get creative!
 - *Layout* the photos the way you want and add text
 - Use *Matting* or other framework for photos
 - *Autocorrect* or other photo edits
 - Choose *high, medium or low* size of images in email. This only affects images viewed in email; receiver can always download full images for printing.
 - *Format* the stationary background, text, etc.
4. Address and send



»» **Uploading photos to Windows Live Spaces**

To upload photos to a Spaces site you must, of course, first have created the site following the easy steps above. Then, from *Windows Live Photo Gallery* . . .

1. Hold down the *CTRL* while you left-click on the images you want to upload
2. Click *Publish* from top toolbar, then *Online album*
3. Select album to create a new one by typing in title; click *Publish*. Watch the upload progress!
4. You can *View album* on Spaces right away

»» **Downloading photos from Windows Live Spaces**

Anyone can go to your Spaces site by typing the URL into the internet browser. Then, from a Spaces site . . .

1. Click *Photos*
2. Choose the album
3. Click *Download with Photo Gallery*
4. Select photos and click *Download*
5. *Windows Live Photo Gallery* will automatically create a Downloaded Album folder, organized by Spaces page and individual album within it!

»» **Online photo printing from Windows Live Spaces**

Anyone can go to your Spaces site by typing the URL into the internet browser. Then, from a Spaces site . . .

1. Click *Photos*
2. Choose the album
3. Click *Order Prints*
4. Click *Continue* to go to Snapfish, the Spaces online print partner
5. Follow the easy Snapfish instructions!