

Tips for emailing Site Steward Photos and Reports

All site steward submissions should be sent as attachments via email to Hayley.Elsken@parks.ca.gov and pdsnewmail@gmail.com (Pat Downing) Please do not use Dropbox or zip files. Email with attachments should not exceed 20Mb.

Please rename all photos to reflect the photo station number. ie: PS01, PS02
All photos should be in JPEG format.

Tips for resizing photos (these are just a few suggestions to help)

You may use any process or app to resize and email the photos, but these are additional tips to assist you if needed.

Windows PC running Windows 7 thru Windows 11

In File Manager

- Select all photos and reports to email
- Right Click
 - Select Send To
 - Mail Recipient
- Picture Size
 - Select Large (1280 x 1024)
 - Attach

This prepares an email in your Outlook email account with all files attached.

Address this email to Hayley.Elsken@parks.ca.gov and pdsnewmail@gmail.com (Pat Downing).

- In **subject line**, include the name of your report and date and send.

Example: **Clark Dry Lake 01-16-2024 Site Monitor Report**

If you have Office programs but don't use Outlook for email

- There is a good chance that the above process will create an email in Outlook with the resized files attached, but you cannot send the email. You can easily copy the resized photos from there and attach to your email

For Macs

- Create a new email addressed to Hayley.Elsken@parks.ca.gov and pdsnewmail@gmail.com (Pat Downing)
- In **subject line**, include the name of your report and date

Example: **Clark Dry Lake 01-16-2024 Site Monitor Report**

Mailing photos:

- In Mail, before sending the photos, make sure that “Always send Windows-friendly attachments” is selected. To do this, select Edit in the menu bar, scroll down to “attachments,” then select the “Always send Windows-friendly attachment” option.
- Attach your renamed photos and reports by dragging them into the body of the email. This method prevents photos and documents from being embedded in the email. (Attaching images by clicking on the “paperclip” embeds the images in the email, at least for Windows users, and we don’t want that. We want the content we receive to arrive as individual units.)
- Before you send the email, select “Image Size” on the right. Select **LARGE** image size (1280 x 960 pixels)
- Make sure email size does not exceed 20 MG. If it does, change image size to **MEDIUM** (640 x 480 pixels)
- Hit send.