Emailing from the Image Organizer

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Overview

TDO Software provides a simple and effective way to email images directly through the **Image Organizer**. Below is a step-by-step guide on how to use this feature efficiently, followed by an instructional video

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Loading and Selecting Images

Open the **Image Organizer**.

Select the images you want to email (e.g., 8 pictures).

Click the **Email** icon to proceed.

Configuring the Image Layout

By default, all images load on a single page.

To improve visibility, you can choose to display (under Pictures/Page):

- **4 images per page** (2 pages total for 8 images).
- **1 image per page** (8 pages total), which significantly increases email size (e.g., over 600 KB).

You can **scroll through pages** to review the layout.

Adjusting Image Display Settings

Images are outlined in a black box, which may not fill the screen.

Use the **"Photo Click"** option to enlarge the image to fit the box.

If important details are clipped, switch back to **"Size to Fit"** to view the entire image within the black frame.

Optimizing Email Size and Layout

Choose the number of **pictures per page** to balance image size and email load time.

Horizontal layouts are standard.

Image **quality is set to Medium** by default, which offers excellent compression and rarely requires a high-quality setting.

Preview and Send the Email

Click **Preview Before Sending** to review your email layout.

Add recipient(s) using addresses stored within TDO.

Include a **subject line** and any **notes** as needed.

Click **Send** to launch your email client (e.g., Outlook).

In your client, click **Send** again to deliver the email.

Receiving and Viewing the Email

Upon sending, open your email client, perform **Send/Receive**, and locate the email.

Open it to verify that the image layout and quality match your configuration in TDO.

Conclusion

TDO's image emailing feature is highly customizable, offering flexibility in layout, size, and quality to suit different recipients and needs.

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