Attachments To Email

Q: Is it possible to attach two (or more) pages of text to an e-mail?

Most ISPs limit the amount of space that can be attached to an email. For instance, I AOL allows a maximum of 16 to be attached. It doesn't matter how many pages, only the space required. So if you have a huge file of text that you wish to send attached to an email and it's presently 8 pages, you can reduce it to probably 6 page by increasing the size of the margins and reducing the size of the fonts to get more on each page. IF this is an official document of some sort you probably would not want to do this. Also, you can compress (.zip) it which will reduce the overall size. Or if you're sending several documents you can zip them into one document which compresses them.   And of course, you may send several documents attached to the same email just so long as the total size of the combined documents do not exceed that allowed. If you attempt to send a larger document or documents, it will stop and tell you that it could not send the email because the attachment exceeded the limit allowed.

 If using AOL,
a. Click Write to bring up an email form. Address the email, write any message and then click the ATTACH FILE button at the bottom left of the email form.
b. A screen of your Explore list will pop up allowing you to locate the particular file or files you wish to attach.
c. Double click the file and you will see it's name appear beside ATTACH FILE. If you attach more than one file, all will be listed.
d. Click SEND NOW.

If you are using Outlook Express,
a. Address the email, type in a subject, write any message you wish to send.
b. Click the ATTACH button on the OE top menu bar beside the paperclip icon. The Explore screen will pop up to allow you to locate the particular file or files you wish to send.
c. Click the file you wish to send and click Attach. The file will be shown in the ATTACH box beneath the Subject line of the email.
You may attach more than one file to the email, just so long as the total space required for those files does not exceed the limits set by OE.
d. Click SEND.

If using Comcast email or Embarqmail or other webmail, it is done very much the same as with Outlook Express.

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