

Email Attachments - Coming & Going

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Coming...

Opening Windows attachments

.doc -Microsoft Word documents

TextEdit (built-in)	Microsoft Word (\$200)
NeoOffice (free)	Microsoft Office (\$350)
AbiWord (free)	iWork/Pages (\$79)
Appleworks (free with some Macs)	
OpenOffice (free)	

.xls -Microsoft Excel spreadsheets (note- translation may not be perfect as some Excel functions may be different from or not available in other applications.)

Appleworks (free with some Macs)	Microsoft Office (\$350)
NeoOffice (free)	Microsoft Excel (\$206)
OpenOffice (free)	icExcel (\$20)

.pps -PowerPoint presentations

TonicPoint viewer (free) [view slides only]	iWork/Keynote (\$79) [the full sound and fury]
	PowerPoint (\$215) [ditto]

.wmv -Windows Media viewer (audio and video)

Flip-4-Mac (free)

.ra, .rm, .rv -RealPlayer audio and video

RealPlayer (free)

.jpg, .pct, .gif, .tif, .psd and other image formats If your Mail application doesn't open them, Save them [Control-click on image] or double click on them and then open them with

Preview (free)

... and Going

Make attachments easy to open by Windows users

Windows Friendly Attachments

In Mail Menu, *File/Attach File* -or- click *Attach* Button then select attachment(s) click *Send Windows Friendly Attachments* checkbox.

If you *always* want to send Windows friendly attachments in Mail click on *Edit/Attachments* then click on *Always Send Windows Friendly Attachments*

3 character filename extension

Some versions of Windows only understand 3 character extensions.
Change .jpeg to .jpg, .tiff to .tif, .pict to .pct

Size

Some versions of Windows display only the center portion of large images.
Reduce image size (dimensions and file size) See the next page.

MS Word (Mac) Files

Save Word files in Word for Windows file format. Word for Win has more trouble opening Word for Mac files than Word for Mac has opening Word for Win files.

Another option is to save the Word document as an .rtf file (Can do this from just about any application that can open or create a Word file.)

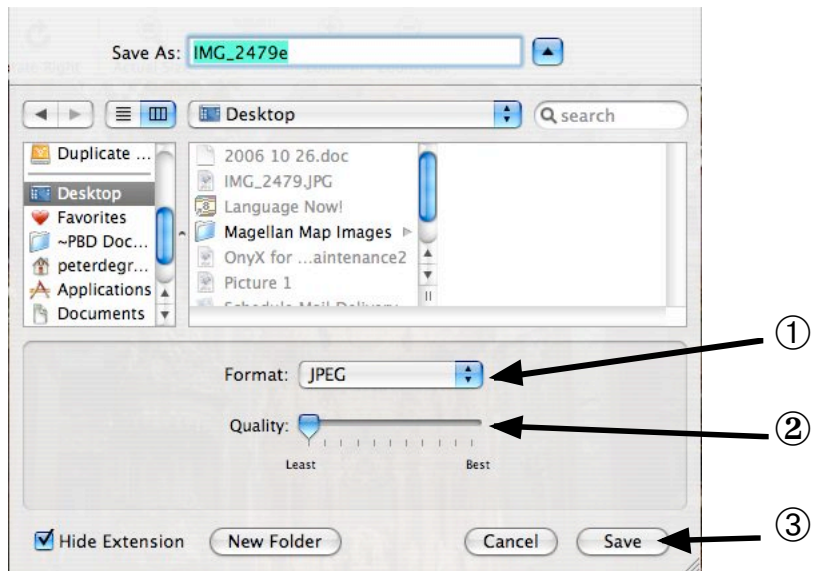
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Slim down those humongous files

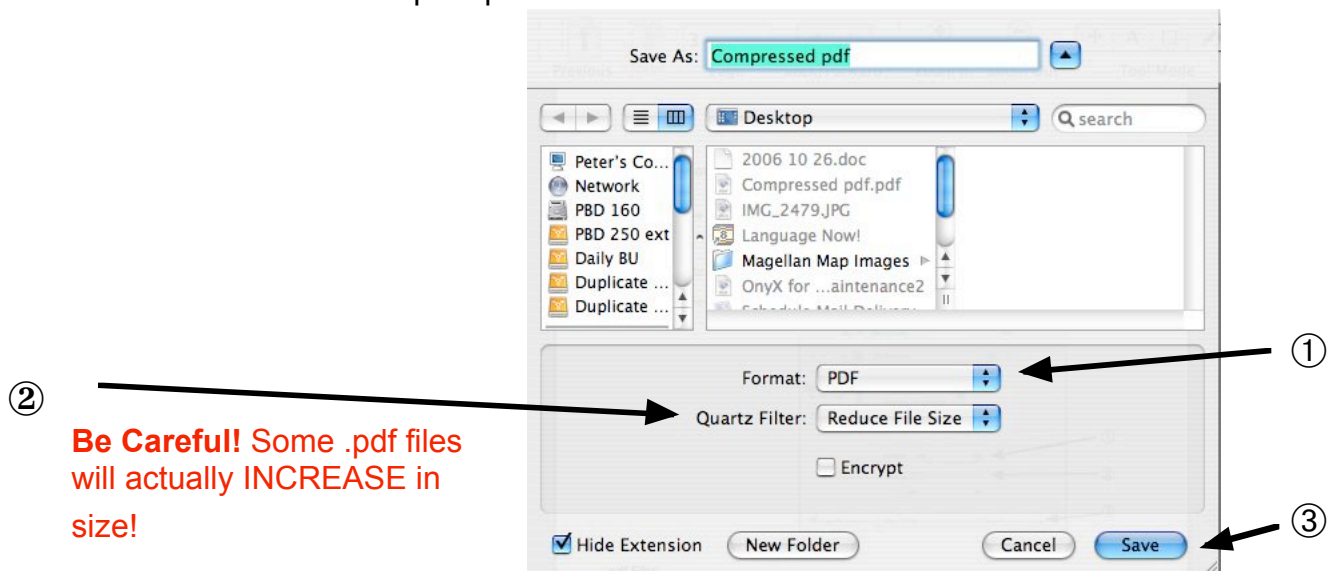
Photos/Images (source file can be almost any format; .pict, .gif, .pds, etc.)

- iPhoto Select photos, then Share/Email -select size- /Compose
- Preview Open photo(s) with Preview then File/Save As...



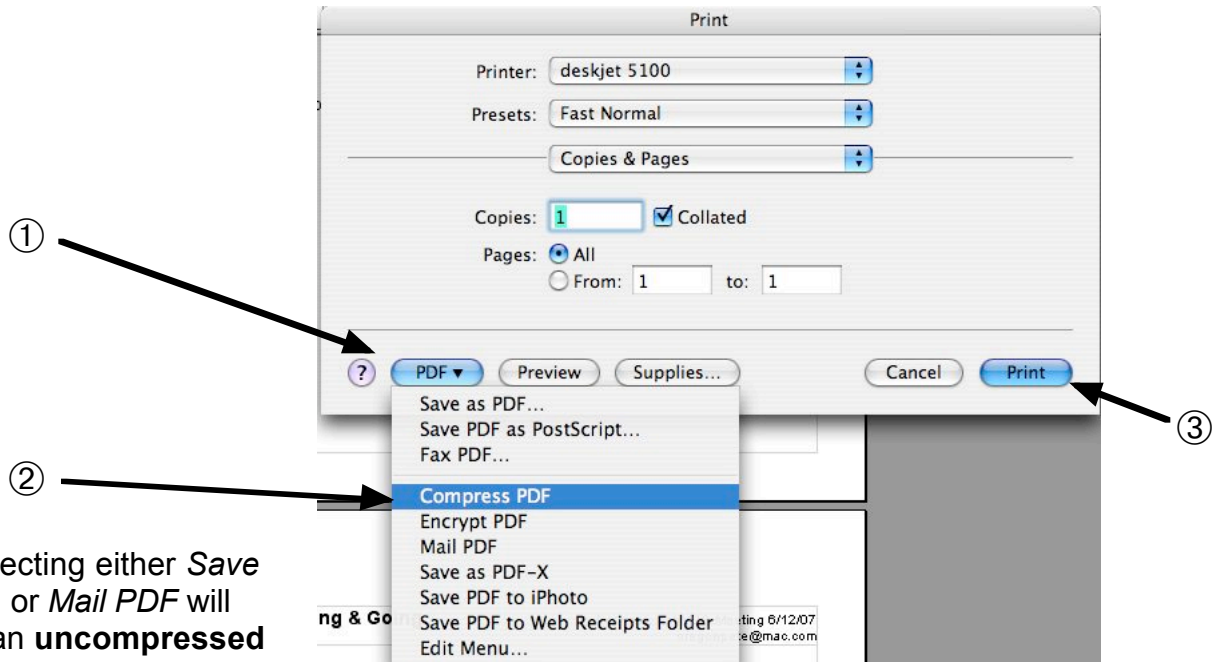
Existing .pdf Files

- Preview Open .pdf with Preview then File/Save As...



Creating .pdf Files

from Print Menu File/Print then..



Note: Selecting either *Save As PDF...* or *Mail PDF* will result in an **uncompressed** .pdf file

Other Solutions

Videos

Send link

If the video is on the Web (MySpace, etc.) send the URL instead of the actual video file. TinyURL (tinyurl.com) can compress long URLs to a small convenient size.

Other big files

ZipIt (\$20)

Zip is the most popular compression for Windows documents. ZipIt is a Mac program that allows you to create compressed files that are self-extracting on either a Mac or Windows machine.

Stuffit Deluxe (\$80)

Primarily a Mac program but also allows you to create compressed files that are self-extracting on either a Mac or Windows machine. Lots of other bells and whistles.