14 Sending files over the Internet

Before you start

1 Work in pairs and discuss the questions.

1 Have you used e-mail? Which program have you used?

2 Have you ever sent an attachment? What have you sent?

Reading

2 Read this information on attaching files in two different e-mail programs. <u>Underline</u> each action the user makes to send one attachment in each one. Write the number.

E-post Express ☐

Mega Mail ☐

● E-POST EXPRESS

You can attach a file while you are online or offline. Open the program and click Create a new mail message to go to your compose window. Click on the paperclip icon with the word Attach below it. An Insert Attachment dialog box appears, which shows your computer directory. Click on the file you want to send and then click the Attach button. The file and an icon appear in the Attach field. Send multiple files by repeating the procedure. The files can be any size but some servers will not accept files of more than one megabyte. To remove a file, click on the attachment with the right mouse button then click Remove. When you are finished, click Send.

● MEGA MAIL

Connect to the Internet to open your program and go to the compose screen. Click on Attach Files. A screen opens showing three Browse buttons. You can only send three attachments up to three megabytes in total. Click on the first Browse button. A Choose File dialog box appears, which shows your computer directory. Click on the file you want to send. The file name appears in the File <u>n</u>ame drop-down list box. Click Open. The Choose File dialog box disappears and the file appears in the file field of the Attach Files screen. Click Attach files. A screen appears telling you that the file is being attached and then another screen appears when the program has attached the file. To add more files, click Attach More Files and the Attach Files screen will reappear. When you have finished, click Done. Your compose screen reappears, listing the name of the attached file with an icon next to it. Click Send.

3 Which information (1–6) is the same for E-post Express and Mega Mail, and which is different? Write S (same) or D (different).

1 You can send up to three megabytes of data. ☐

2 A dialog box appears, showing the computer directory. ☐

3 You can attach and send up to three files. ☐

4 You have to be online to attach files. ☐

5 Click Send when you want to send your e-mail. ☐

6 The program shows an icon next to the attached file. ☐

Vocabulary

4 Find the words in the text that mean:

1 a series of steps (E-post Express) _____

2 take off or take away (E-post Express) _____

3 something you click to start an action (E-post Express) _____

4 goes away suddenly (Mega Mail) _____

5 come back into view (Mega Mail) _____

6 finished (Mega Mail) _____

5 Match the prefixes (1–4) with their meanings in the box. Two prefixes have the same meaning.

| again ■ not/negative ■ before |

1 *re-* means _____

2 *pre-* means _____

3 *dis-* means _____

4 *un-* means _____

6 The words below can take the prefixes *dis-*, *pre-*, *re-* or *un-*. Write a prefix in front of each word. (Some can take more than one prefix.)

1 _re_ write   6 ____titled

2 ____do   7 ____appear

3 ____like   8 ____format

4 ____agree   9 ____finished

5 ____view   10 ____start

Writing

7 Write a description of another method of sending a document or a picture to someone, e.g. by post, by fax, by picture messaging on a mobile phone. Use the texts in Exercise 2 to help you.

▶ ### Get real

Attach three files from your computer to an e-mail. Report back to the class on how long it took you to attach and send the files, and whether anything went wrong.