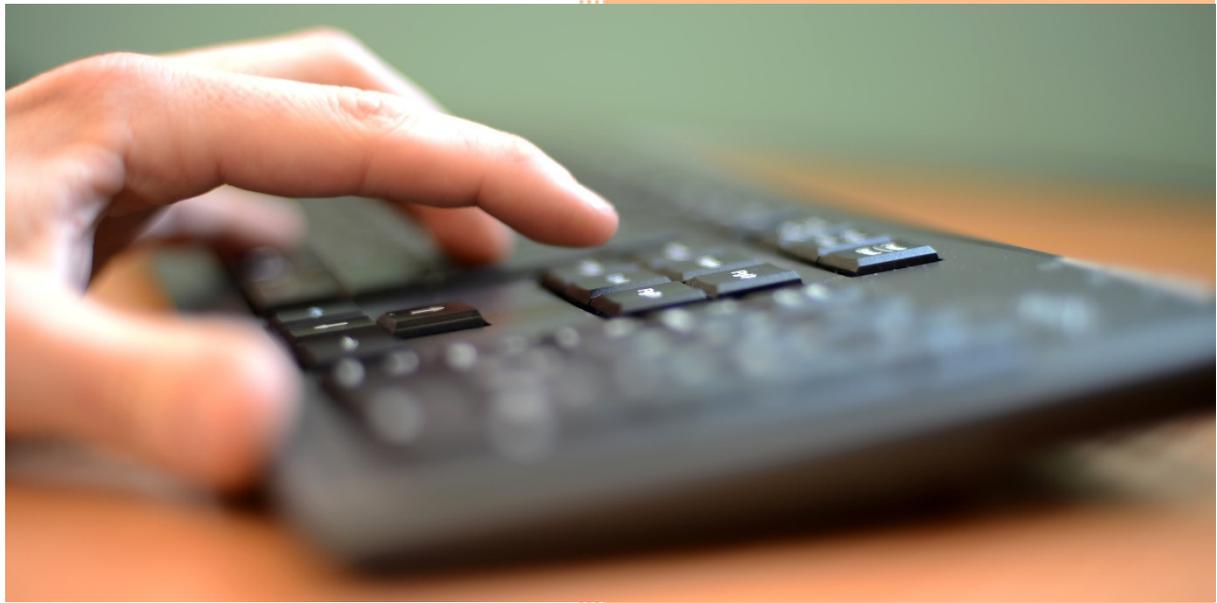


2020

How to Automatically Resize and eMail a Large Picture in Windows 10



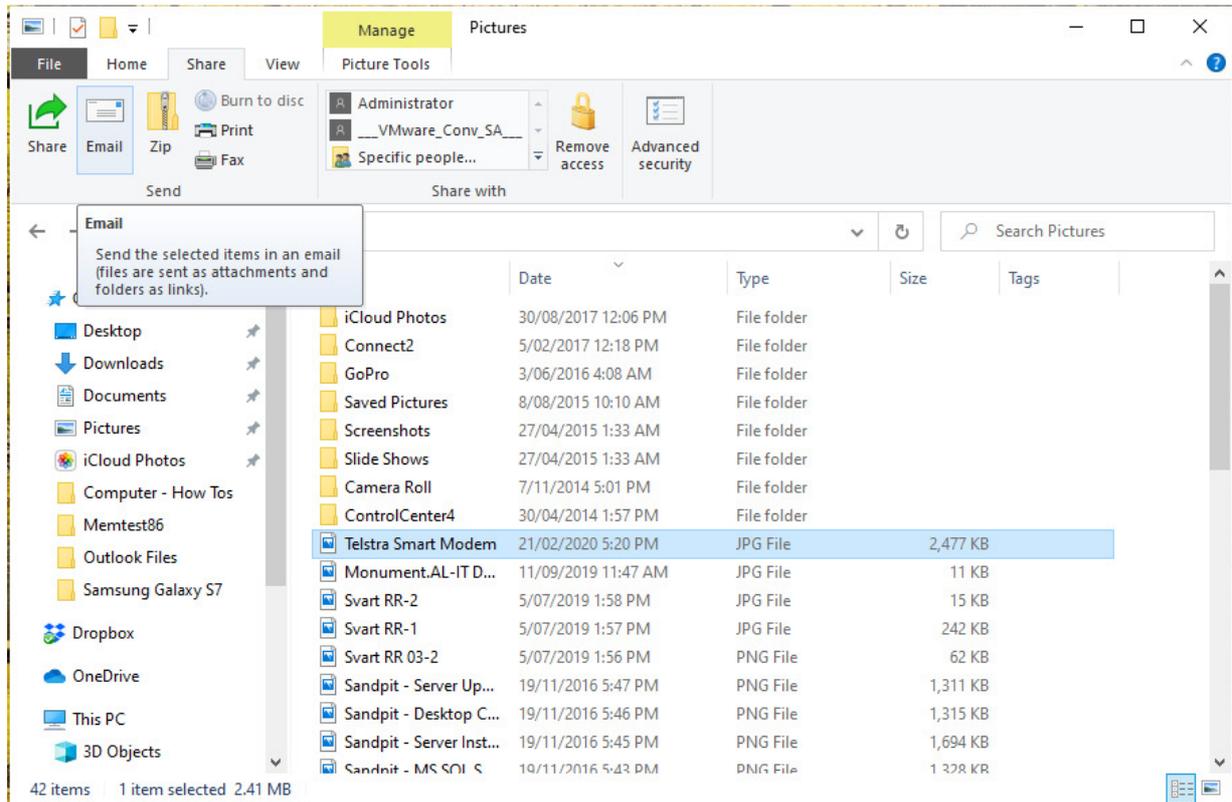
Alan D. Monument

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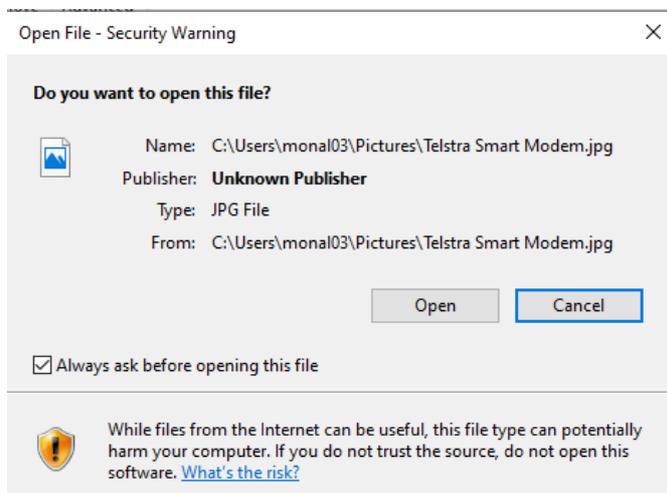
2/21/2020

Sometimes you need to email a large graphical file such as a photograph that may be too big to be received and gets rejected by the email system used by your recipient. This topic explains how your Windows 10 operating system can automatically shrink a picture file and attach it to an email for you.

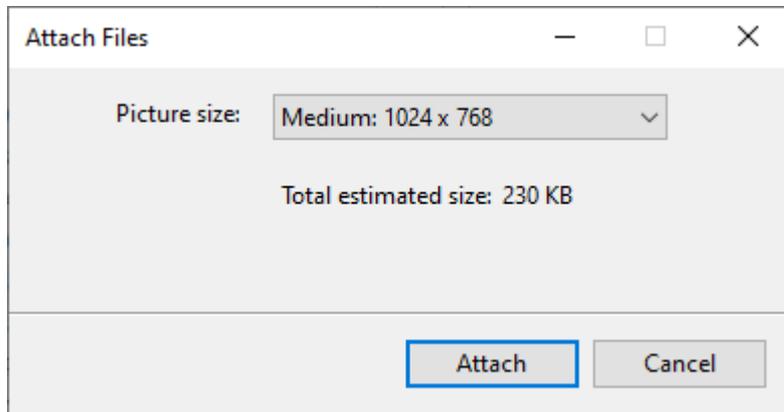
First locate the picture file you want to send using the Windows File Explorer and click on it once to select and highlight it. Then on the Explorer's menu bar at the top of the window, click on the **Share** tab. This will present some new options from which you can choose how you want to share your file.



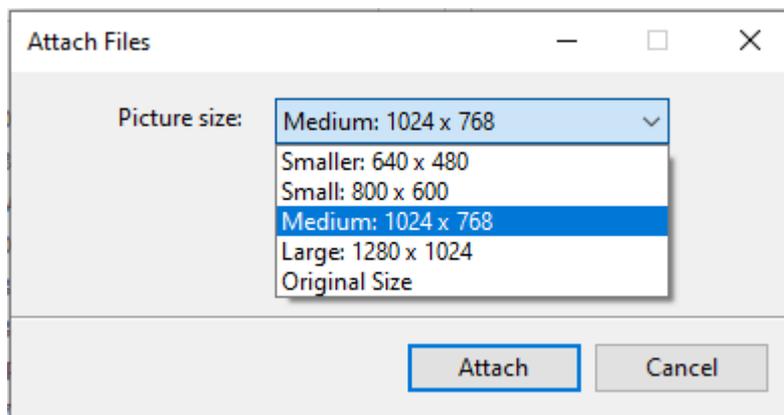
When you hover the mouse pointer over these options an informational window will pop up to explain what these options do. With your desired file highlighted, click on the **Email** icon. The following *Open File – Security Warning* dialog box will appear and if you are happy you have selected the correct file, click on the **Open** button.



A new *Attach Files* dialog box will replace the previous one. This is where the magic happens. From this new dialog box you can choose how big or small you want the attached graphical file to be. By default the attached file will be compressed and the estimated size of the resultant file is displayed in the bottom of this dialog window.



Be aware that file's quality/resolution will be impacted by this compression process. You can experiment with the amount of compression that occurs by selecting the down arrow on the *Picture size* drop down field and trying each setting out, and then look at the resultant estimated file size. Bigger files will be clearer and have better resolution, but this needs to be balanced with the larger file size taking longer to send/receive and may be too big for the recipient. Compromises will need to be made between image quality versus file size; so you will need to experiment a bit here.



When satisfied with your selection, simply click the **Attach** button and the file will be shrunk to the desired file size and then attached as an attachment to a new email created by this process; which you then have the opportunity to modify and send to your desired recipient.

Hint: before sending this email it is worth opening the attached file and checking that you are satisfied with the quality of the compression process. If not satisfied, simply close the email without sending it and go through the above process again, but this time selecting a larger file size.

[Cover photo: MoD/MOD](#)