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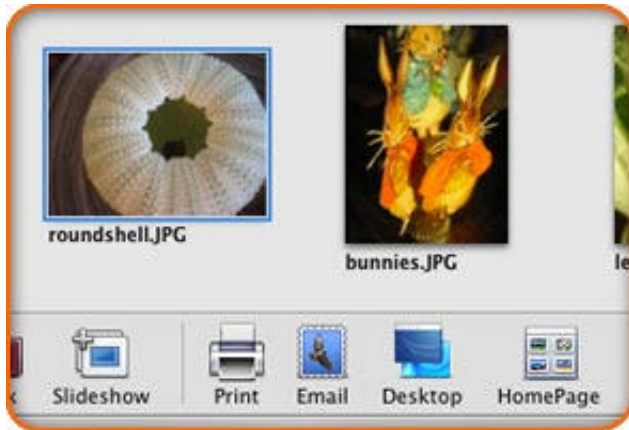
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tech tip



Resizing Pictures for Email

Why resize pictures?

Today's digital cameras take beautiful pictures that can be blown up to poster size and still look great. But that kind of quality means big computer files, which take a long time to send and receive (especially over a dial-up connection). Some image files are so big that email services won't even allow them through!

The solution is to resize your pictures to be more manageable. Resizing a picture's dimensions is the fastest way to reduce the file size without losing quality. Your pics will still look great, but they won't take nearly as long to travel through the Net. And don't worry, this all may sound technical, but it's as easy as point-and-shoot.

How small is small enough?

When sending pictures over email, you want to try for a nice medium size. Something that's big enough for your family to enjoy, but not so big that the file clogs up their Inbox. (If they're planning to print out the picture rather than just view it on-screen, you may want to leave the picture close to the original size and quality. Check your imaging software or printer's user guide for details.)

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The default size for many imaging programs is 640 X 480 pixels (a pixel is the smallest dot of light on an image). The picture below is actually slightly smaller than that, but is similar enough to give you a good idea of what it would look like at 640x480. If you like this size, then you may not have to change any settings at all when you follow the instructions below.

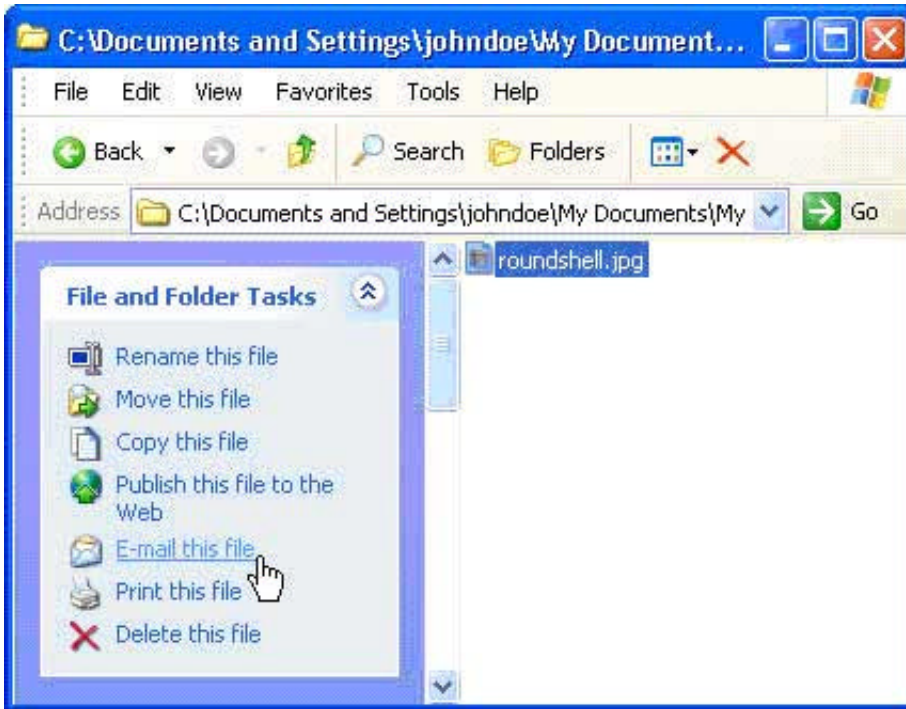
On the other hand, if this picture is too big or small for your taste, it's a snap to change the size to whatever you like better.





Resizing Pictures with Windows: Windows XP

1. Open the folder containing the picture you want to email and select the picture.
2. From the **File and Folder Tasks** list, click **E-mail this file**.



3. From the **Send Pictures via E-mail** window, click **OK** to resize your picture to 640 X 480 pixels. If you want to choose a different size, click **Show more options** and select the size you want.

Note: If the picture you want to send is on your desktop and not in a folder, right-click the picture and choose **Send To** then choose **Mail Recipient**. Then go on to the step below.



4. A new email message window will open, with your resized picture attached. Just write and send the email as usual and you're finished!

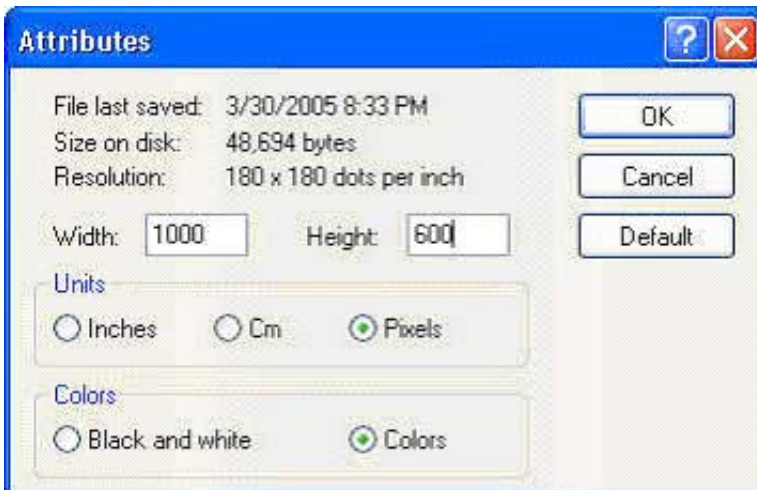
Windows 98, Me, and 2000

Windows 98, Me, and 2000 don't come with an automatic resizing tool. But if you have a digital camera, the odds are that it came with software to do the job for you. Check out the CD that came with your camera for more details about the best way to send pictures through email.

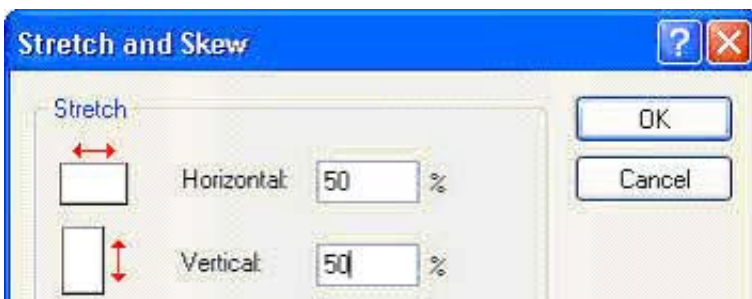
But even without any special software at all, you can still resize your pictures by using Paint, a free program that comes with Windows.

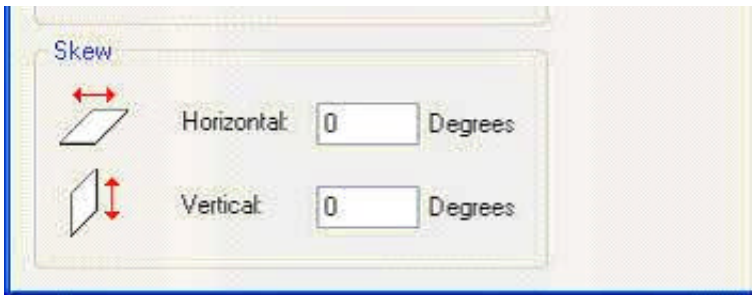
To use Paint to resize pictures:

1. Right-click the picture you want to email and choose **Open With**, then choose **Paint**.
2. When Paint has opened your picture, choose **Attributes** from the **Image** menu. The attributes will show you how big the picture is before resizing.
3. Take a look at the width and height of your picture, then figure out the percentage that you want to reduce it. (That is, if the picture is 1000 X 600 pixels, and you want it to be 500 X 300, then you want the new image to be 50% of the original.)



4. Close the **Attributes** screen and choose **Stretch/Skew** from the **Image** menu
5. In both the **Horizontal** and the **Vertical** boxes, enter the percentage that you decided you want the resized picture to be. (In our example, we chose 50%.)

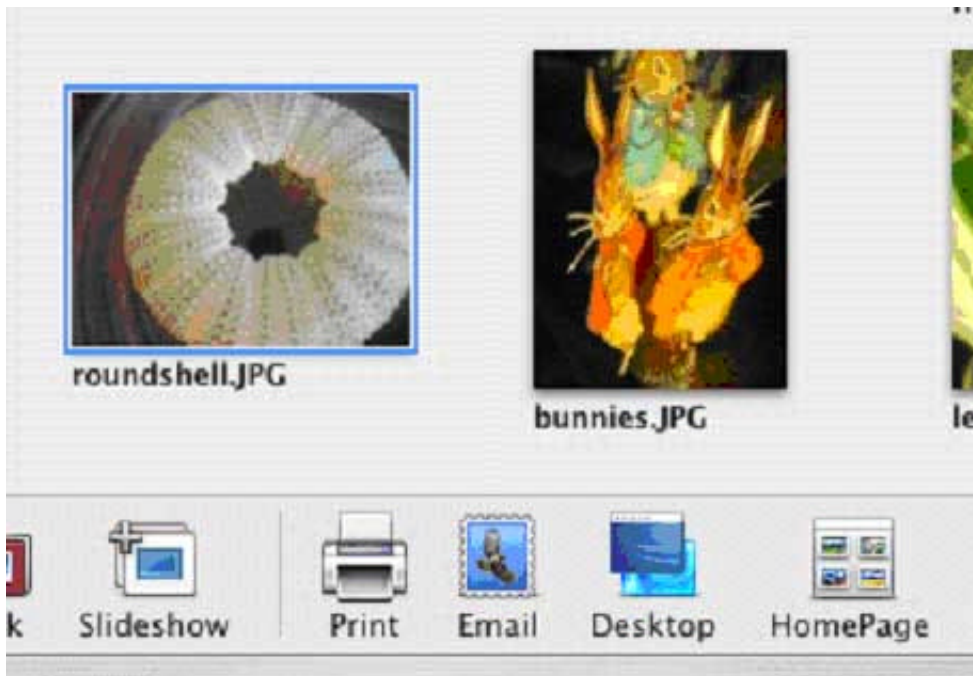




6. Click **OK** to reduce your picture.
7. From the **File** menu, choose **Save As**, then save the resized picture with a new name (this way, you'll have the small version for email and the large one for yourself).
8. Attach the new picture to an email message, then write and send the email as usual and you're finished!

Resizing Pictures with Mac OS X:

1. Open iPhoto and select the picture you want to email.
2. At the bottom of the screen, click the **Email** button to open the **Mail Photo** screen.



3. From the **Mail Photo** screen, choose the size you want your picture to be, then click **Compose**.





4. A new email message window will open with your resized picture attached. Just write and send the email as usual and you're finished!

Mac OS 9 and earlier:

Mac OS 9 and earlier didn't come with a program that allows you to resize your pictures. There are third-party programs that you can download to do the job. One commonly used and inexpensive imaging program is GraphicConverter. [Click here to download a free trial!](#)

Advanced Resizing Tips:

If you have an imaging program, you may be able to reduce file sizes without reducing a picture's dimensions. Each program works a little differently, but here are some tips you may want to try (before trying any of these, be sure to save a copy of your original picture so that you can change back to it if you don't like how these work):

1. **Lower the resolution.** If you can afford to lose a little image quality, lowering the resolution without changing the pixel dimensions is a fast way to reduce the file size. Experiment with the resolution that works best for you, noting the change in the file size as you go.
2. **Save as a lower quality JPEG file.** Saving as a JPEG "compresses" the data of a picture in order to save file space. Many imaging programs allow you to save an image at varying degrees of compression (and quality). The more you compress a picture, the lower its quality will be.
3. **Blur your JPEG files.** Believe it or not, the blurrier your images (when stored as JPEGs), the smaller their file size. Blurring the less important parts of a picture (like the background) can be a fast way to pare down the file to a manageable size. (Of course, if the parts are REALLY unimportant, you could crop them out completely, saving even more file space.)

Now that you can email your pictures (without waiting forever for the files to load), staying in touch with friends and family will be even more personal and easy than ever.

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