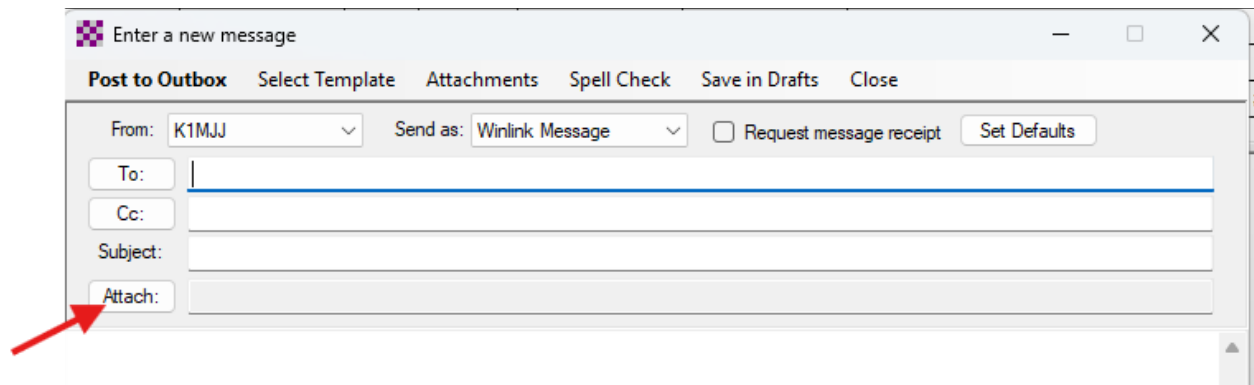


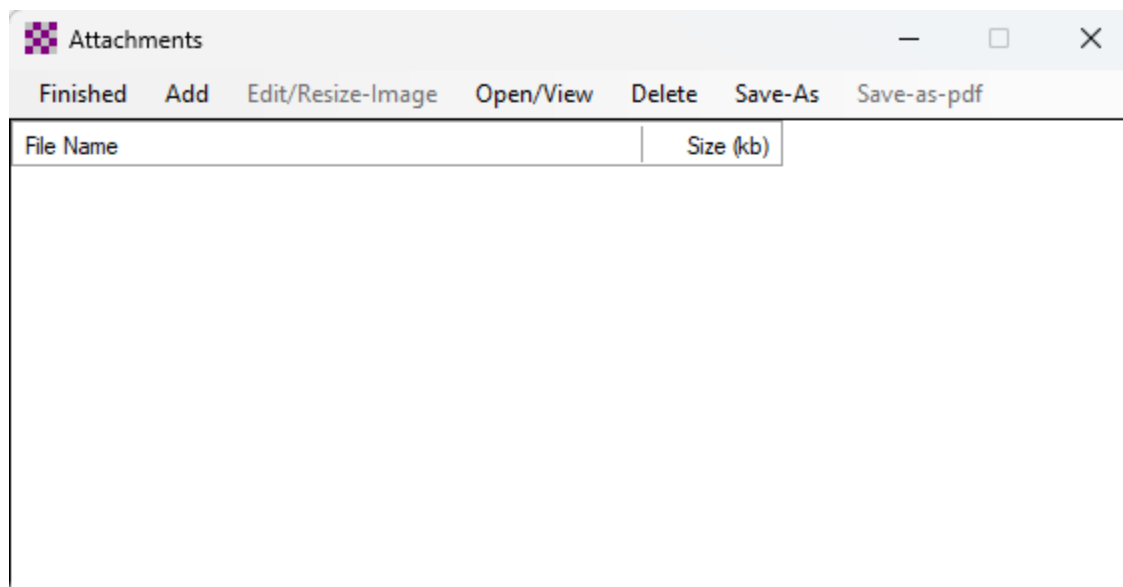
Winlink file attachments

How to add an attachment:

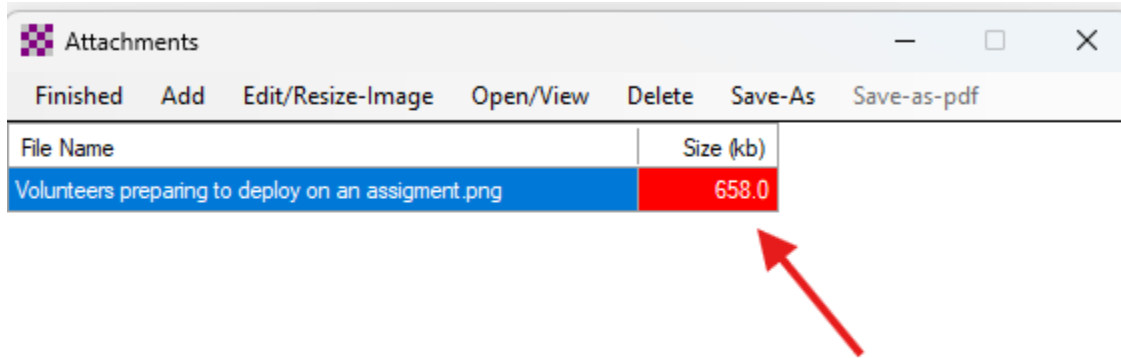
- Every Winlink message you create, **to the best of my knowledge and experience**, has the ability to have attachments. That includes messages created with templates.
- The attachment can be any type of document or photo. It can be a Word document, it can be an Excel spreadsheet, it can be a PDF, it can be a photo of type .png or .jpeg so on and so forth.
- You add the attachment to your Winlink message by clicking the attachment button that is found below the message subject line.



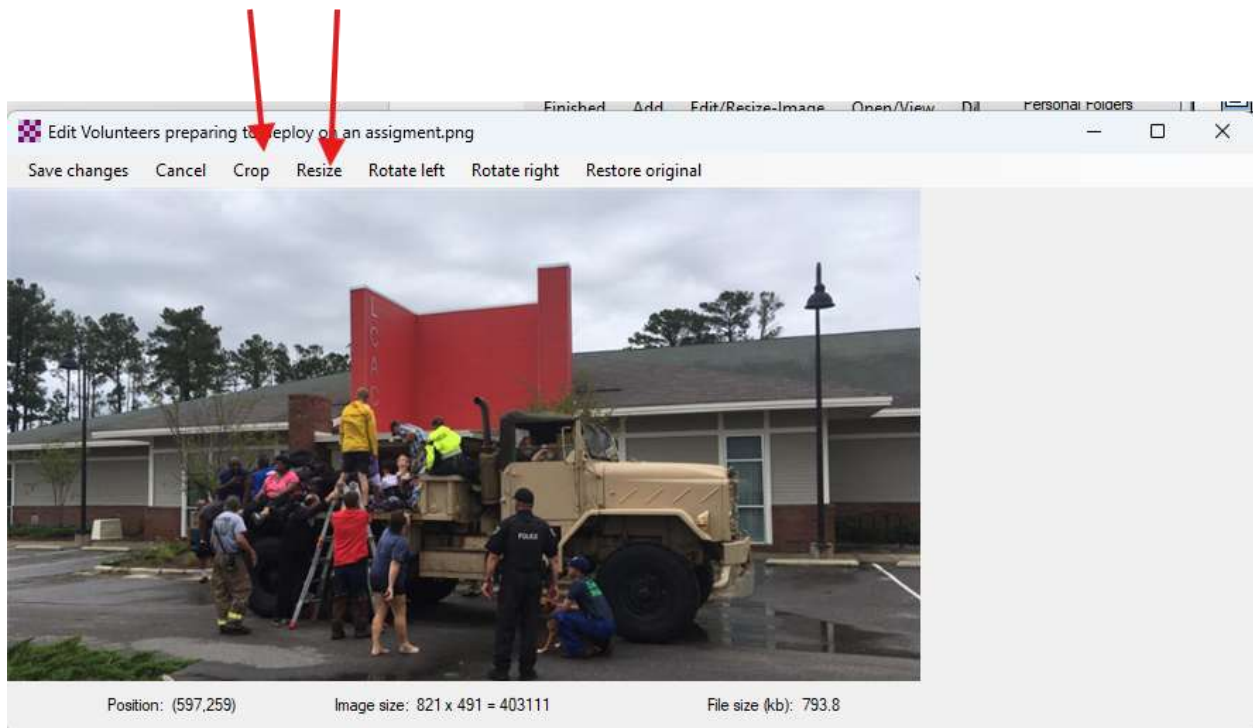
- Here is what the attachment window looks like:



- **IMPORTANT: The attachment cannot place more bytes onto the message that will cause the message to be bigger than 120 Kbytes!!!**
 - Please refer to the documentation I sent you “Reason for Winlink file size limitation
- Let’s add the photo that I sent you. This is what you will see in the attachment window. This is the red block I was referring to. You must bring that size down so that the entire message will be at or below 120 Kbytes. You will do that by clicking on the Edit/Resize-Image button on the menu bar.



-
- When you click on the Edit/Resize-Image button you can then crop the photo or reduce the file size (which shrinks the image) to bring down the file size.



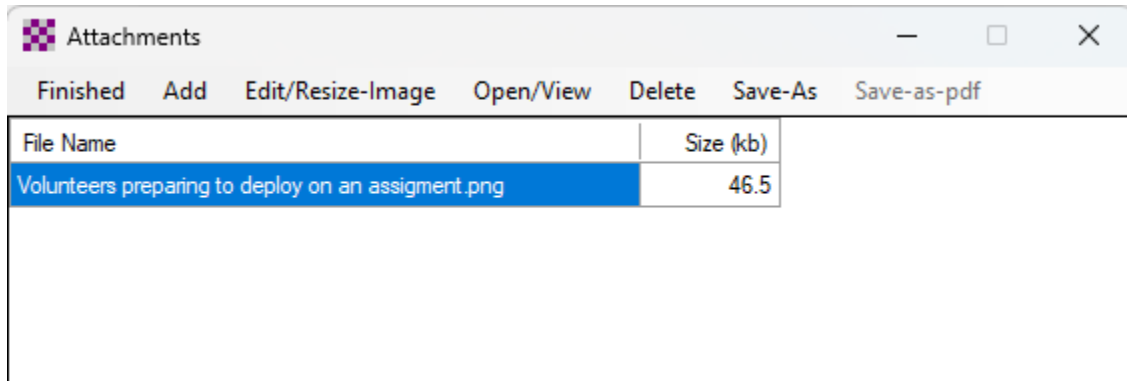
- Here I have reduced the file size but not enough.

Attachments

Finished Add Edit/Resize-Image Open/View Delete Save-As Save-as-pdf

File Name	Size (kb)
Volunteers preparing to deploy on an assignment.png	100.2

- Here I crop the photo to get the file size just enough to get the message out.
 - Cropping a photo is a good way to keep the photo resolution and send only the important information to your served agency.



The image shows a window titled "Attachments" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a menu bar with the following options: "Finished", "Add", "Edit/Resize-Image", "Open/View", "Delete", "Save-As", and "Save-as-pdf". The main content area contains a table with two columns: "File Name" and "Size (kb)". The table has one data row where the file name is "Volunteers preparing to deploy on an assignment.png" and the size is "46.5". The row is highlighted with a blue background.

File Name	Size (kb)
Volunteers preparing to deploy on an assignment.png	46.5

I hope this document helps you with reducing the file size of a photo. We will later work on reducing the file size of documents and spreadsheets.

Thank you.