

Compress (zip) a File

Sometimes when you wish to send a large file attached to an email, it is advisable to first compress that file to make it smaller.

1. Rightclick START...click Explore and locate the particular large file.
2. Rightclick the file and Click SEND TO: Compressed (zipped) folder.
3. You will know the file has been compressed because it will now show a folder with a zipper on the front.
4. Write your email and attach the zipped file.
5. Click Send Now.

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