

How to Zip and Unzip a File

Situation:

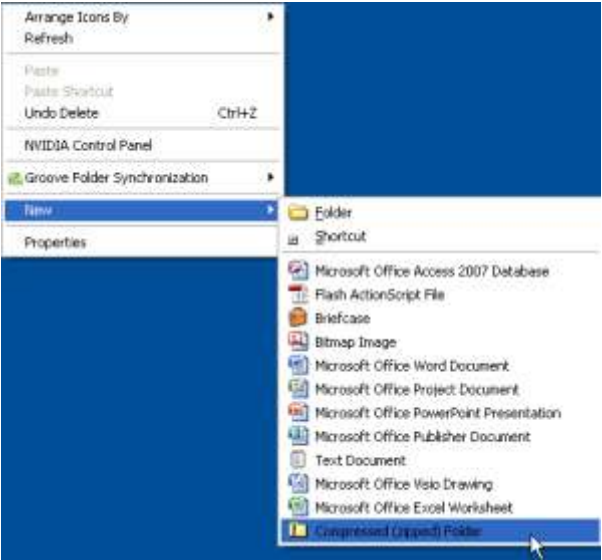
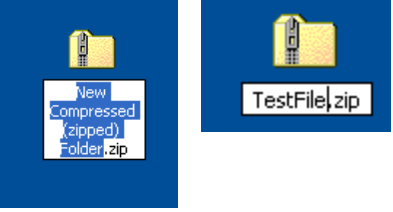
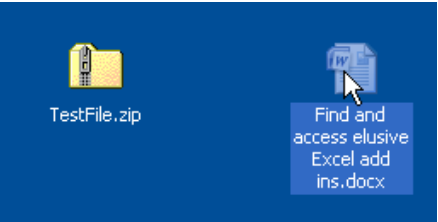
You need to send a file by email, but it is too large (10 mg or larger). You would like to compress it so the file size is smaller

Overview:

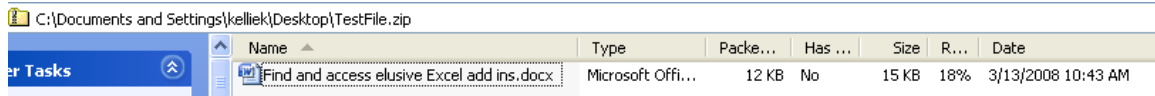
Make a zip folder and drag files into it. The files placed there are automatically zipped. Then you send the folder by email. The recipient double clicks to folder to open it and double clicks any file inside.

Step by Step Instructions:

Compress (Zip) the file

1.	Right mouse click the desktop (or open My Documents and right mouse click there)		
2.	Point to New Click Compressed (zipped folder)		
3.	Rename the folder to match the file name you want to Make sure to keep .zip at the end of the folder name		zip
4.	Drag and drop the file that you want to zip onto the zip folder		
5.	The file is zipped		

6. If you double click the zip folder, you can see the file(s) inside along with related size information



Open the zipped file

7. Double click the zip folder

8. Double click the file(s) contained within



9. The file opens

