

SENDING COMPRESSED DATA FILES AS EMAIL ATTACHMENTS WHEN NECESSARY

If you download many programs and files off the Internet, you've probably encountered ZIP files. This compression system is a very handy invention, especially for Web users, because it lets you reduce the overall number of bits and bytes in a file so it can be transmitted faster over slower Internet connections or take up less space on a disk. Once you download the file, your computer uses a built-in program to expand the file back to its original size. The expanded file is identical to the original file before it was compressed.

If an email message with several large data attachments will not be accepted by the addressee's Internet Service Provider, you may be successful in resending the attachments as compressed files. If you don't want to download or purchase a file compression program, you may want to compress your files using the plain vanilla program that comes with Windows.

To compress a file using Windows:

1. Right-click on a blank space on your **Desktop**.
2. Choose **New**.
3. Select **Compressed (Zipped) Folder**.
4. Drag **any** files you want to compress to this folder and Windows will compress them automatically. (Note: it is **not** good at compressing picture files.)
5. Now send this compressed file as an attachment to your email message that you plan to send out.
6. The person at the receiving end of the message will be able to unzip the files and expand them to their original size.