

SENDING COMPRESSED FILES AS EMAIL ATTACHMENTS WHEN NECESSARY

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If you download many programs and files off the Internet, you've probably encountered ZIP files before. 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 program such as WinZip or Stuffit to expand the file back to its original size. If everything works correctly, the expanded file is identical to the original file before it was compressed.

If an email message with 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 such as Winzip or Stuffit, you may want to compress your files using the plain vanilla program that comes with Windows XP.

To compress a file using Windows:

1. Right-click on a blank space on your Desktop (or any folder window).
2. Choose New.
3. Select Compressed (Zipped) Folder.
4. Drag any file you want to compress to this folder and Windows will compress it.
5. Now send this compressed file as an attachment to your email message.