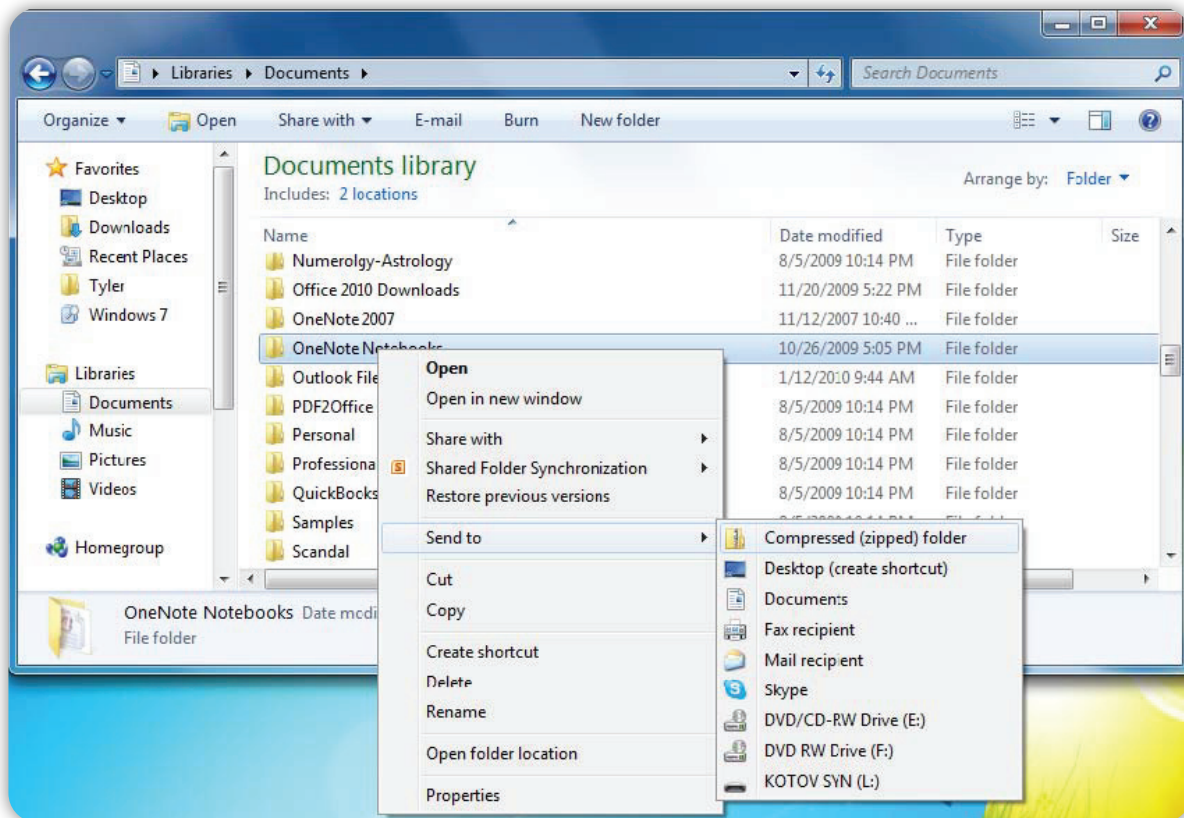


Creating a Compressed Folder

Compressing Files

Compressing files reduces file size. So they take up less storage space on your computer. This makes it easier to share your files without exceeding mail storage and transfer limits.



Essentially, a compressed file combines multiple files and folders into one single file. Windows 7 includes a built-in compressed folder option. To compress a file, or series of files:

1. Select the file (or files) that you want to compress.
2. Right-click the file or folder, point to Send to, and then click Compressed (zipped) folder

This creates a compressed folder, usually with the same name as the original file. But, if you look closely at the icon, you'll notice it differs slightly. You can rename the folder by right-clicking the compressed folder and choosing **Rename** from the shortcut menu. These compressed files can be attached to an email in the same way you would attach any file.

Now, what if you created your compressed folder and realized that you forgot to include just one file? You don't need to start again. Simply **drag** the files you want to add to the compressed file right on top of the folder name. The file you dragged will be added to the compressed folder.