

COMPRESSING FILES

Before sending digital documents as email attachments, make sure all file components are archived or compressed in a single file. This will help prevent files from becoming damaged over the Internet. The following example uses WinZip 7.0, a popular compression and archiving utility for Windows 95/98. Please download and install this program before beginning this tutorial.

Step 1

Create an empty folder on your desktop and place all the file elements (fonts, graphics, text, native document) into the folder. Be sure and name the folder.

Step 2

Right click on the folder and choose Add to Zip from the pop-up menu.

Step 3

When the Add dialog box appears, click Add.

Step 5

Before sending your digital file, make sure it is smaller than 2 MB. Right click on the archived file and choose Properties. If the size is smaller than 2,000 KB, send the file as an attachment.

Step 6

Launch your favorite e-mail program and send your newly archived digital file to your local service provider.