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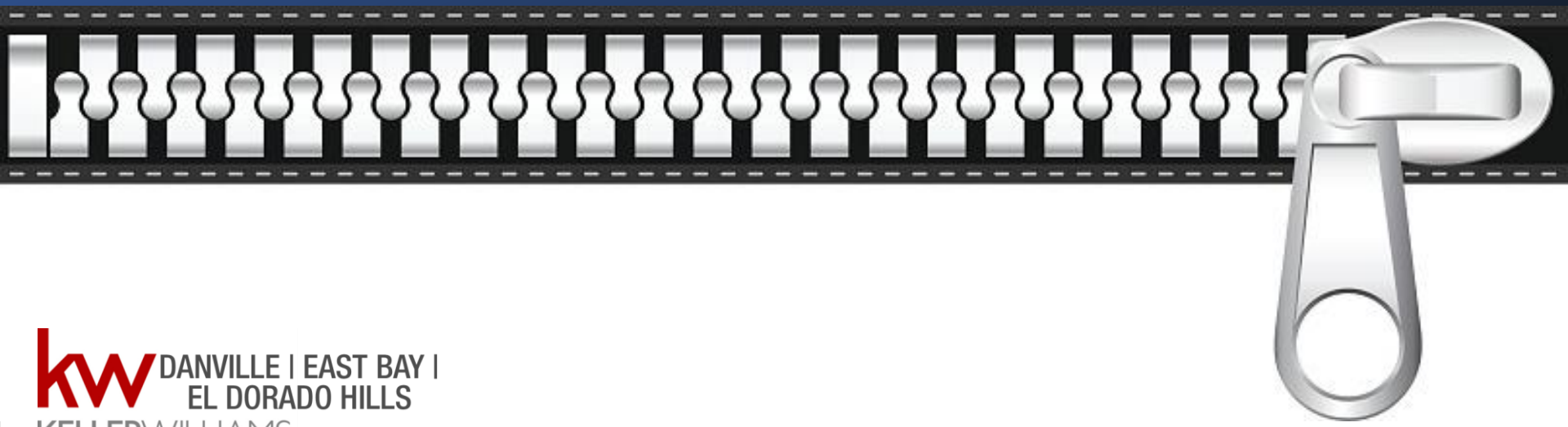
KELLERWILLIAMS

# HOW TO ZIP A FILE TO SEND IN AN EMAIL

AN EASY QUICK TUTORIAL

To reduce the size of a file for emailing, you need to "compress" the file, or create a "zip" file. The receiver will need to be able to "unzip" the file.



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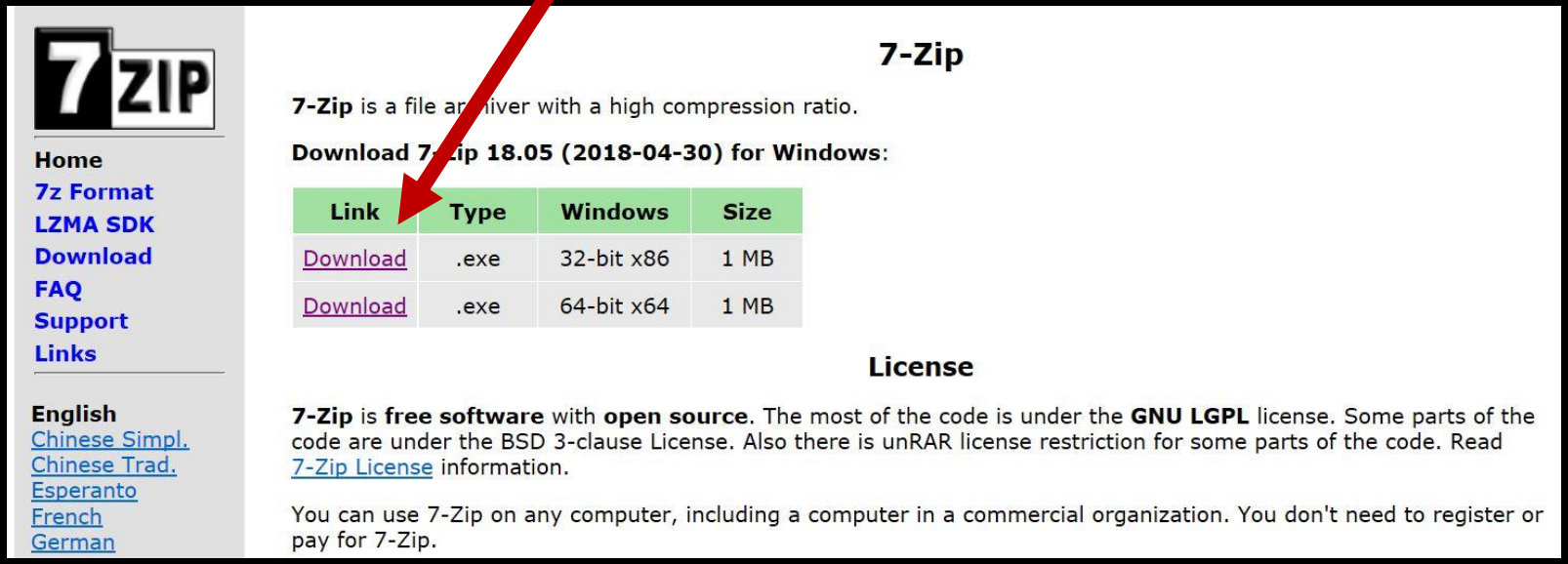
To Zip a file, you need a program that can do that. The best "free" program is called 7-Zip. You can download the program here:

https://www.7-zip.org/

# Download the program for 32 or 64 Bit operating systems.

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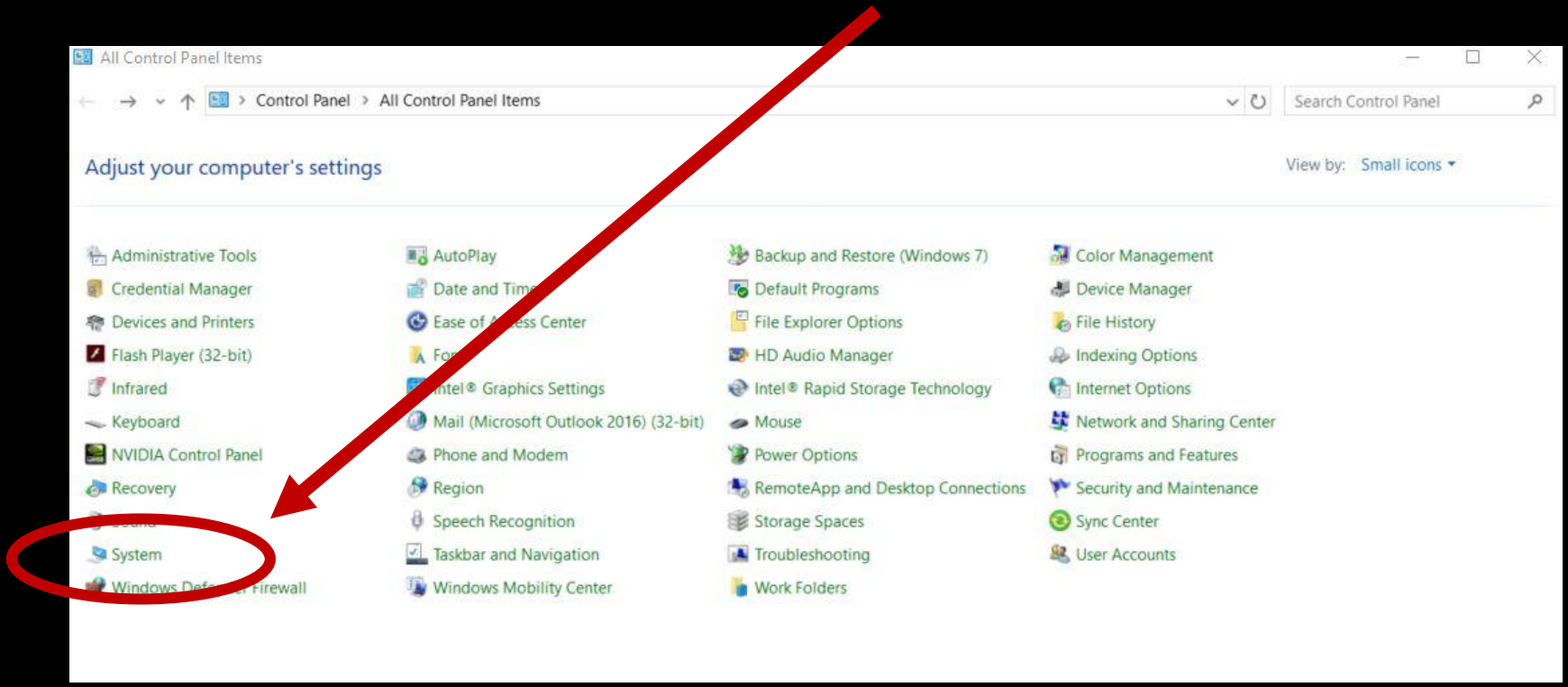
# If you don't know which one, here's how you know… Open your Control Panel and Select "System"

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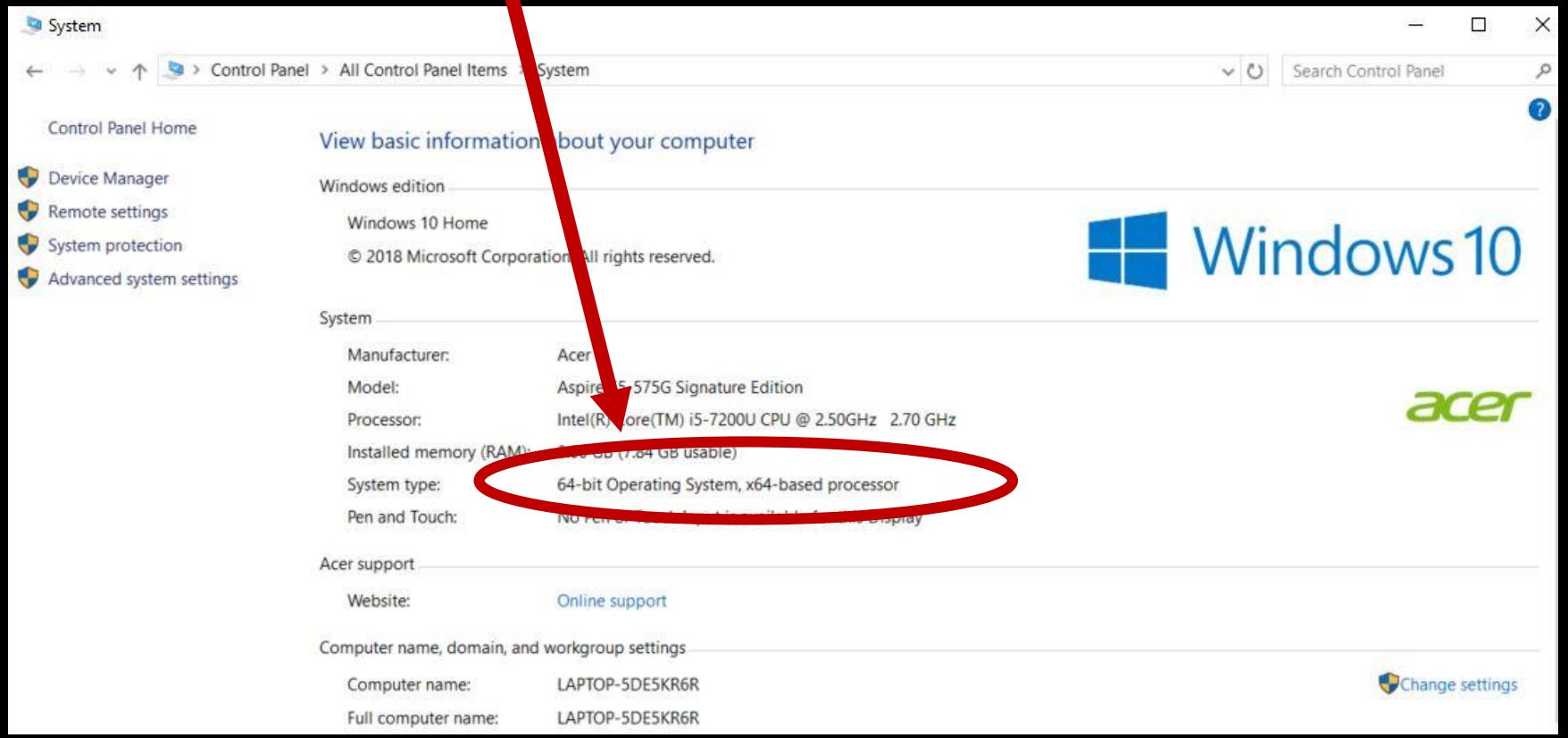
# The system page will open and you will see which operating system you have here:

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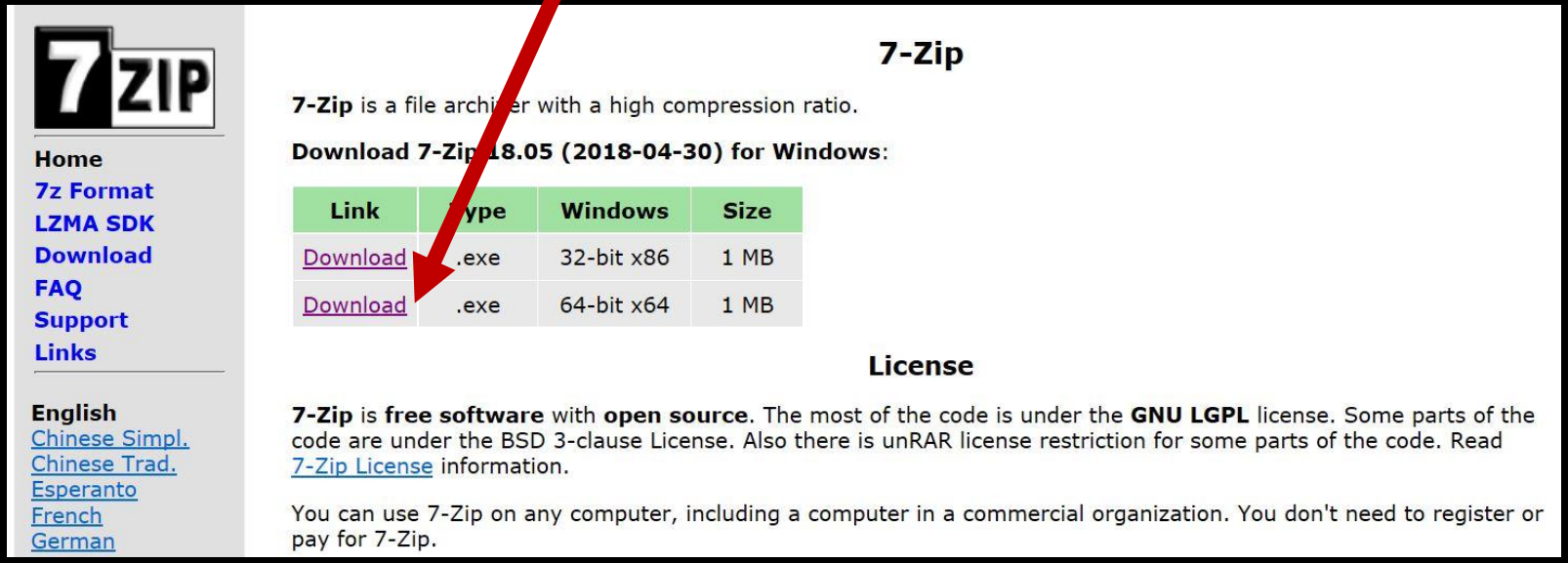
# Download whichever one you need. Select Run and then Install.

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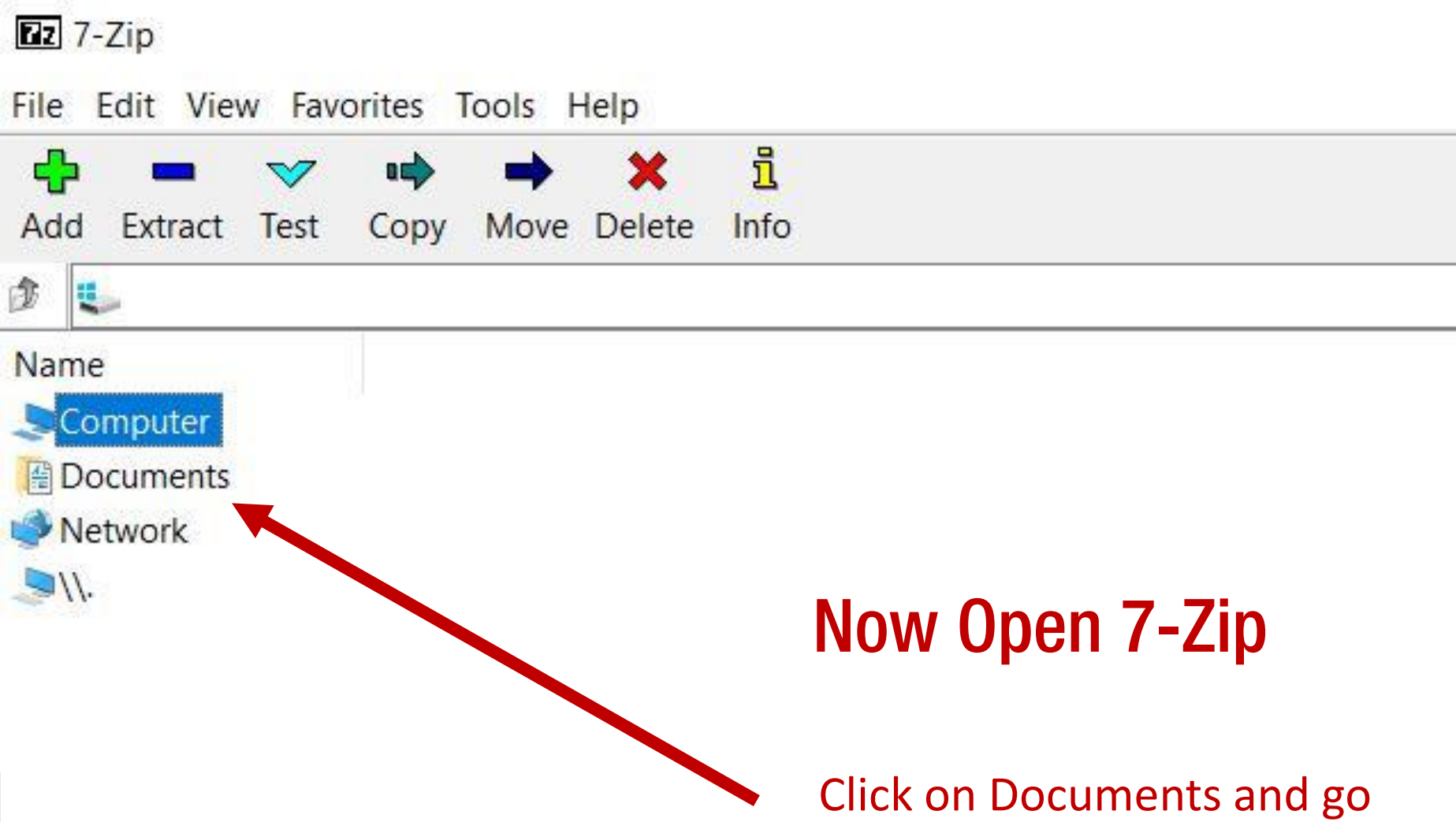


# Now Open 7-Zip

Click on Documents and go to the folder where the document you want to zip is located.

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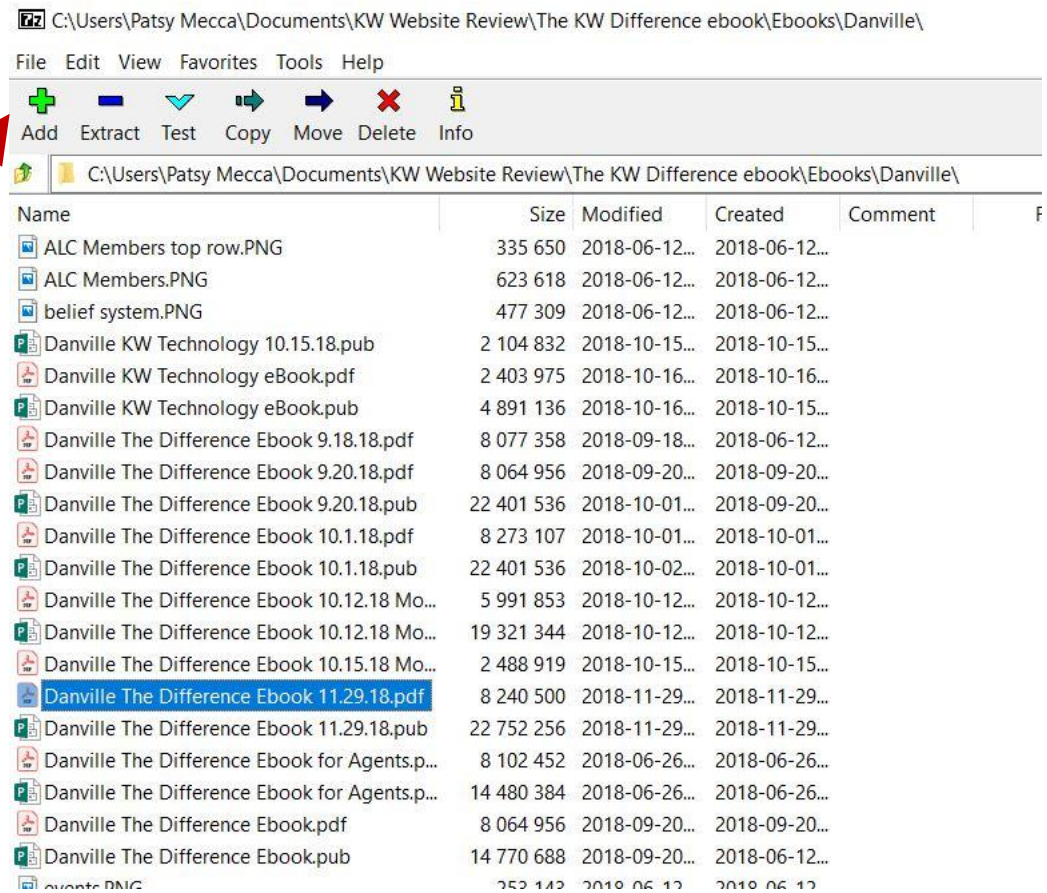
# Highlight your file and click Add

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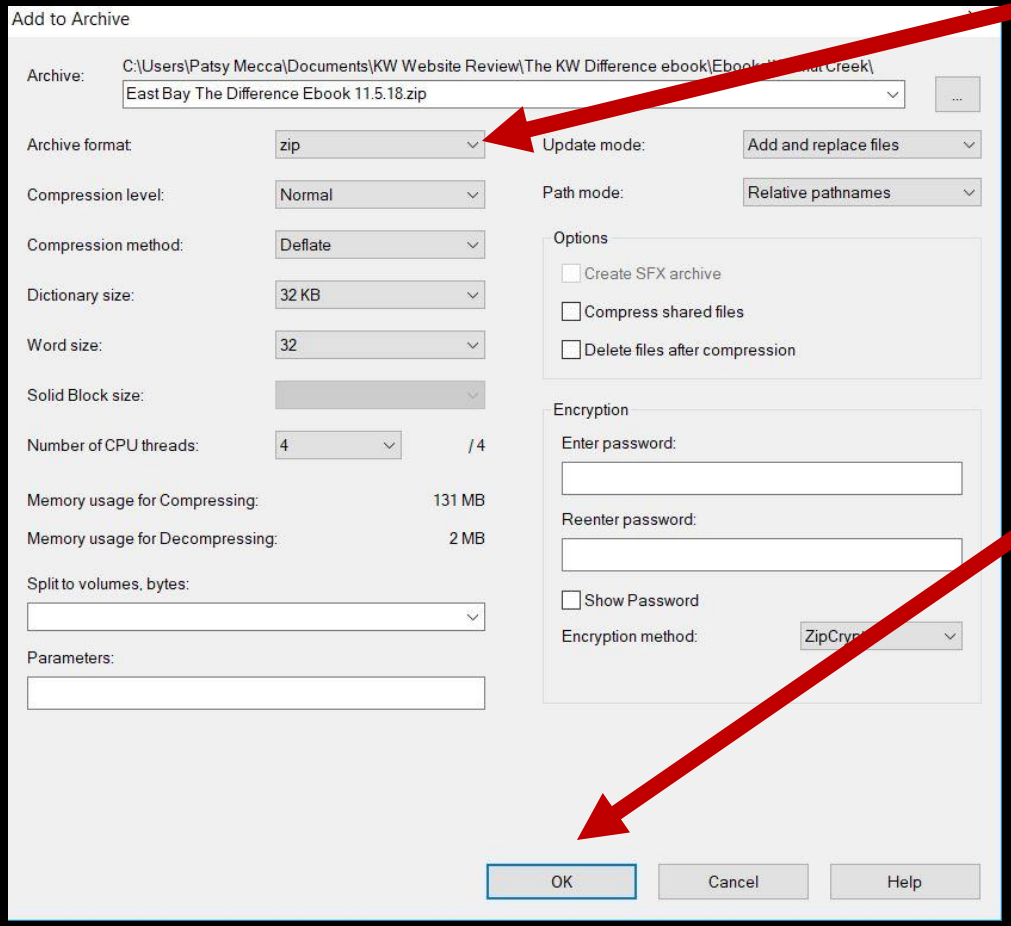
# Now select “zip” as your format




Select OK

Your new zip file will be saved in the same folder your original file was in. The original file will be unchanged, but you will see the same file name with a .zip extension.

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There is a MAC version!

# You are ready to ZIP IT!

Send the .zip file as an attachment in your email.

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