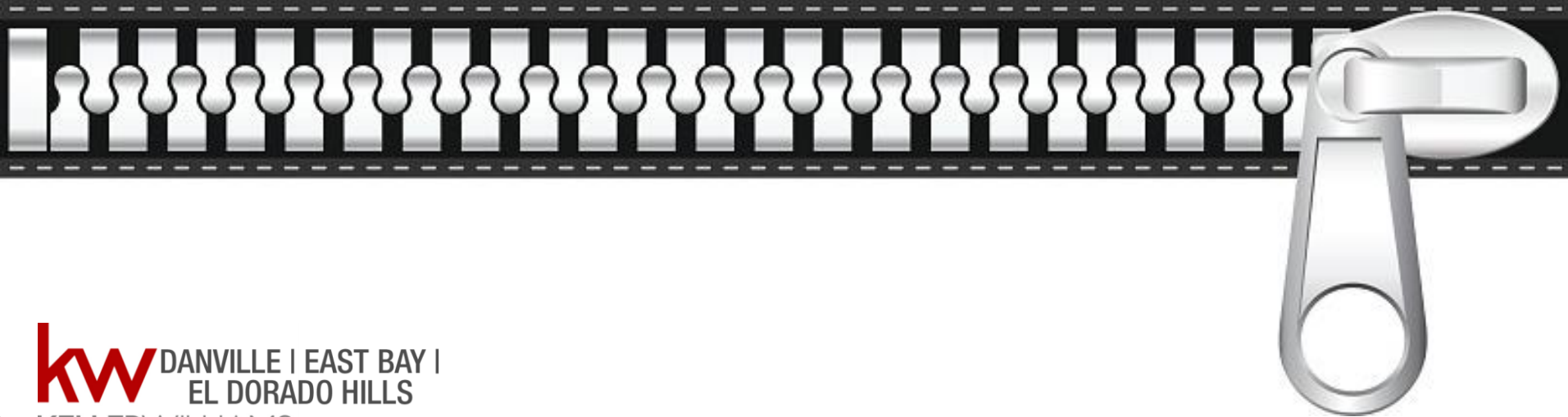




# HOW TO ZIP A FILE TO SEND IN AN EMAIL

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.

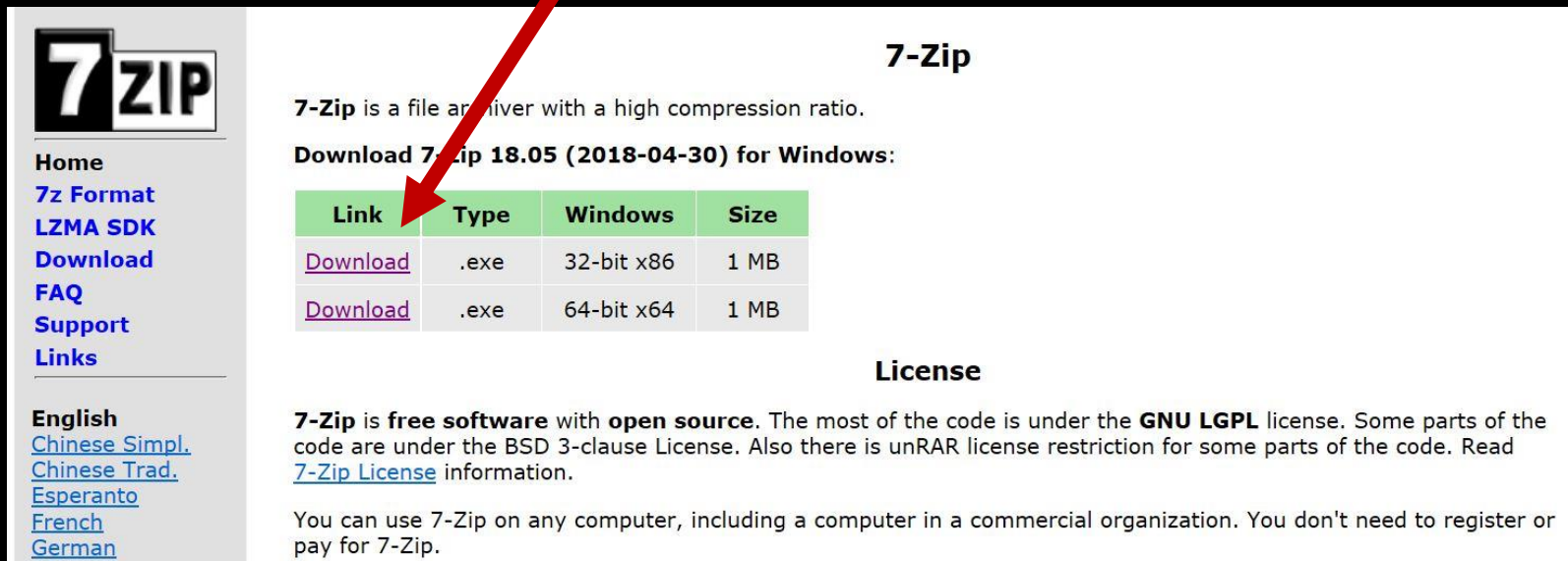




To Zip a file, you need a program that can do that. The best "free" program is called 7-Zip. You can download the program here:

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

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



**7-ZIP**

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7z Format  
LZMA SDK  
Download  
FAQ  
Support  
Links

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## 7-Zip

7-Zip is a file archiver with a high compression ratio.

Download 7-Zip 18.05 (2018-04-30) for Windows:

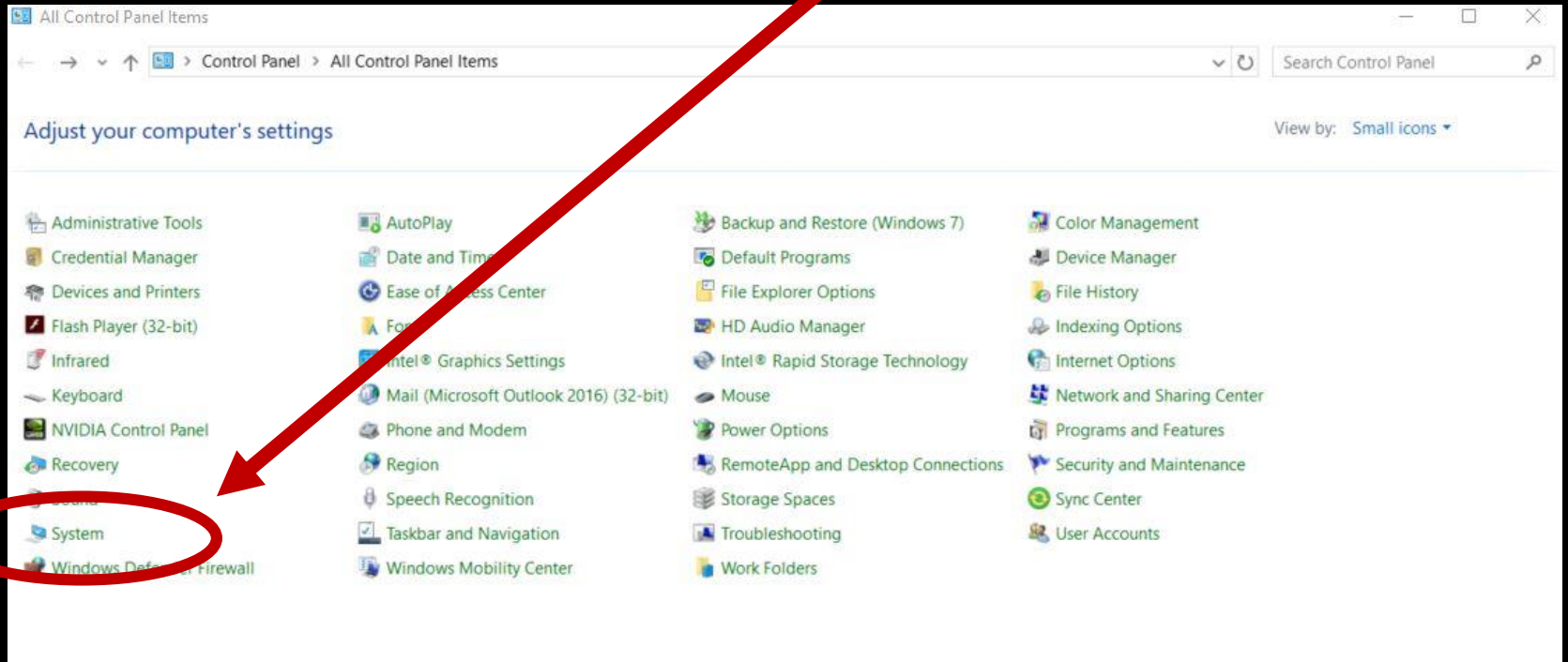
Link	Type	Windows	Size
<a href="#">Download</a>	.exe	32-bit x86	1 MB
<a href="#">Download</a>	.exe	64-bit x64	1 MB

## License

7-Zip is **free software** with **open source**. The most of the code is under the **GNU LGPL** license. Some parts of the code are under the BSD 3-clause License. Also there is unRAR license restriction for some parts of the code. Read [7-Zip License](#) information.

You can use 7-Zip on any computer, including a computer in a commercial organization. You don't need to register or pay for 7-Zip.

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



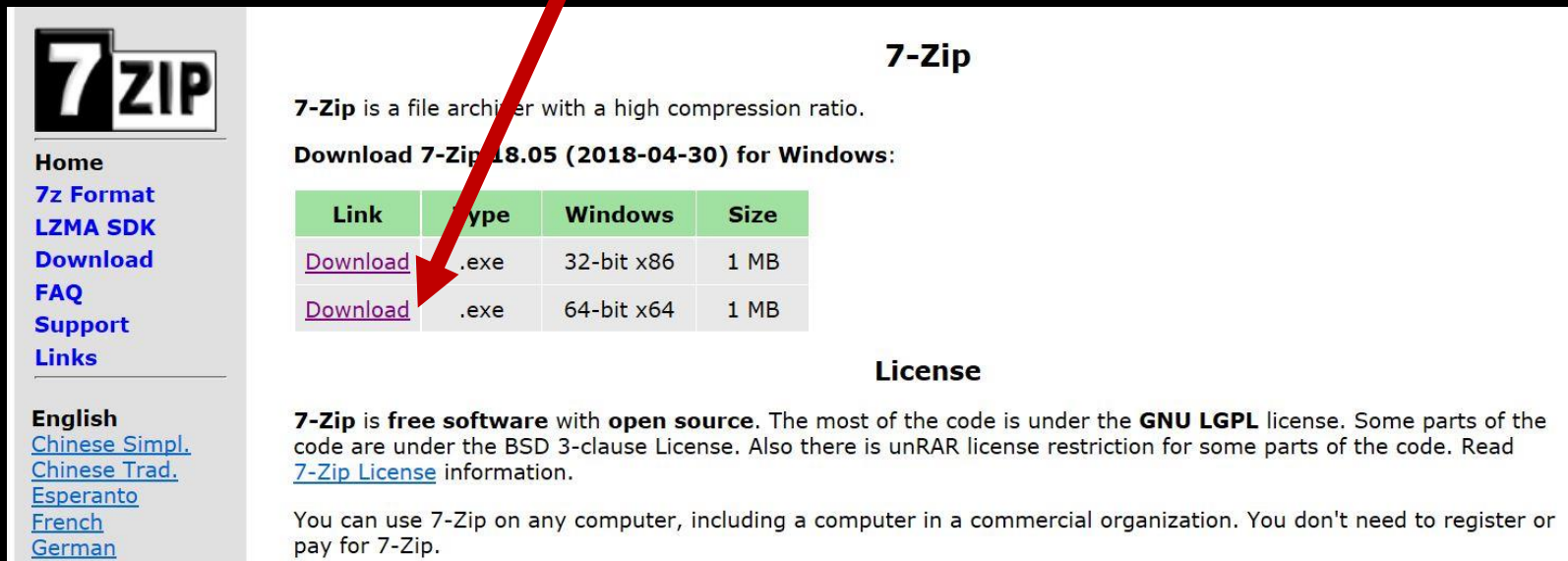
The system page will open and you will see which operating system you have here:

The screenshot shows the Windows System page in the Control Panel. The page title is "System" and the breadcrumb is "Control Panel > All Control Panel Items > System". The main heading is "View basic information about your computer". The page displays the following information:

- Windows edition: Windows 10 Home
- © 2018 Microsoft Corporation. All rights reserved.
- System information:
  - Manufacturer: Acer
  - Model: Aspire 5-575G Signature Edition
  - Processor: Intel(R) Core(TM) i5-7200U CPU @ 2.50GHz 2.70 GHz
  - Installed memory (RAM): 8.00 GB (7.84 GB usable)
  - System type: **64-bit Operating System, x64-based processor**
  - Pen and Touch: No pen or touch input support for this display
- Acer support:
  - Website: [Online support](#)
- Computer name, domain, and workgroup settings:
  - Computer name: LAPTOP-5DESKR6R
  - Full computer name: LAPTOP-5DESKR6R

The "System type" field is circled in red, and a red arrow points to it from the text above. The "Change settings" link is visible in the bottom right corner.

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



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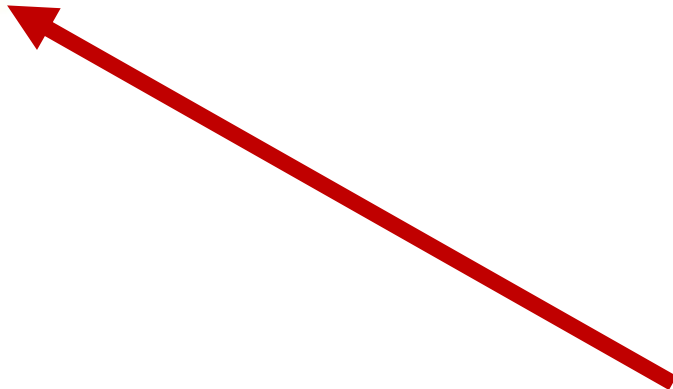
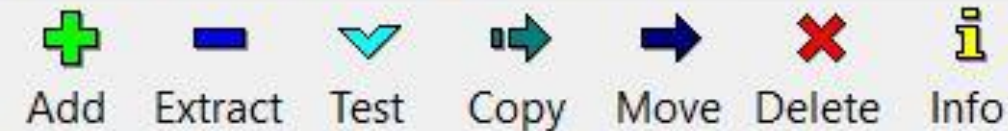
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## Now Open 7-Zip

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



Highlight  
your file  
and click  
Add



# Now select “zip” as your format

The screenshot shows the 'Add to Archive' dialog box. The 'Archive:' field contains the path 'C:\Users\Patsy Mecca\Documents\KW Website Review\The KW Difference ebook\Ebook\The KW Difference Ebook 11.5.18.zip'. The 'Archive format' dropdown is set to 'zip'. The 'Update mode' is 'Add and replace files', and the 'Path mode' is 'Relative pathnames'. The 'Options' section has three unchecked checkboxes: 'Create SFX archive', 'Compress shared files', and 'Delete files after compression'. The 'Encryption' section has two empty password fields, an unchecked 'Show Password' checkbox, and an 'Encryption method' dropdown set to 'ZipCrypt'. The 'OK' button is highlighted with a red border, and a red arrow points to it from the text 'Select OK'. Another red arrow points from the text 'Now select “zip” as your format' to the 'zip' dropdown menu.

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.



There is a MAC version!

You are  
ready to  
**ZIP IT!**

---

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

