### **DANVILLE I EAST BAY I EL DORADO HILLS KELLER**WILLIAMS.

## 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.



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7-Zip

**7-Zip** is a file ar fiver with a high compression ratio.

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

Link	Туре	Windows	Size
Download	.exe	32-bit x86	1 MB
Download	.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:

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



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English Chinese Simpl. Chinese Trad. Esperanto French German 7-Zip

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## Now select "zip" as your format

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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.



