

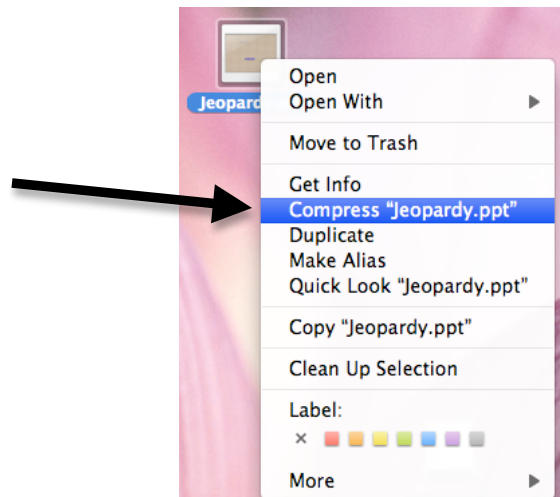
## Compressing a Document or Powerpoint

Some files are too large to be sent through email. If you compress them before you send them, sometimes they will go through. Follow the steps below to compress a file. (I'll use a Powerpoint file saved to my desktop in this example.)

1. Move your mouse to the file on your desktop.



2. Hold down the **control key** (or **ctrl key**) on your keyboard and click on the file with your mouse. When you see the drop down window appear, let go of the control or ctrl key.
3. In the window that appears, click on **Compress**.



4. You'll notice that a 'zip' file appears on your desktop. (See my example below.) This is the file that you should attach to your email message and try to send.

