

Compress your files

When you email a large file or a group of files to a service provider or coworker, it is a good idea to compress the files first. The files are then decompressed by the recipient. File compression provides three important benefits.

- 1) Compressed files have a smaller file size, so they are sent and received more quickly through the Internet.
- 2) Assurance of file integrity. If a file is damaged en route, the recipient will

not be able to decompress the file. This is better than unknowingly working with corrupt data files.

- 3) Most email software will not let you attach an entire folder of files. However, if you compress the folder, the single file that results can easily be attached to an email message.

The compression standard on Windows computers is *zip* compression. There are dozens of freeware and shareware

programs on the Web for compressing and decompressing zip files. The compression standard on Macintosh computers is *Stuffit* compression. Purchase *Stuffit Deluxe* software (www.aladdinsys.com) to create compressed Stuffit files. To “unstuff”, or decompress stuffed files, you can download free *Stuffit Expander* software.

See the following Web sites for compression software for Windows computers: www.winzip.com, www.pkware.com, www.powerarchiver.com

Keith Gilbert provides training & support services to help graphic designers and communicators convey print and Web messages effectively. Gilbert Consulting, 651 633-7148 www.gilbertconsulting.com