

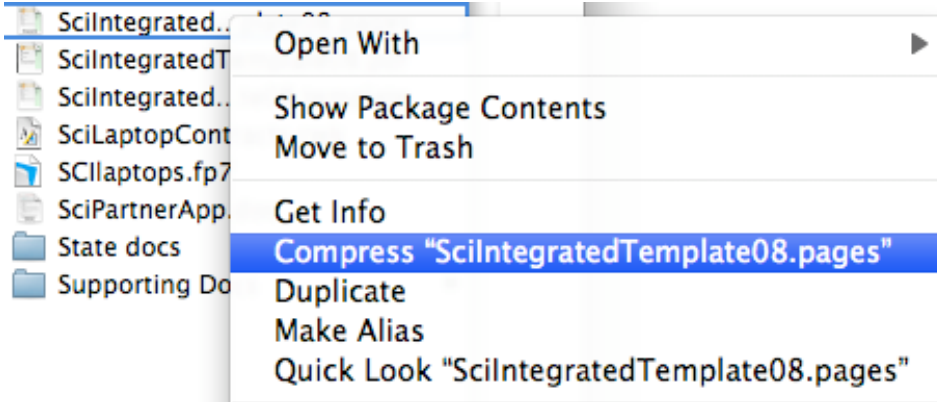


Zip Large Files in OSX.5 (Leopard)

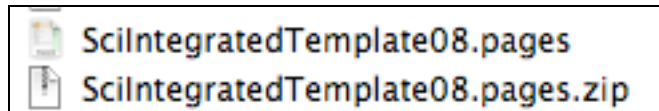
It is a good practice to "zip" or compress file size when sharing large files. Keynote and Pages files must be "zipped" prior to emailing or they won't attach.

To Zip


- Navigate to the file in the Finder.
- Hold down the Control Key (or right click) on the file to be zipped.



- A menu will appear. Select Compress "file name"
- The compressed file will appear in the Finder with the extension .zip and the original file will remain there too.



To UnZip

1. Simply double click on the zipped file to open it in the correct application. The file icon looks like a zipper. 
2. If you have received a zipped file via Groupwise, you have to save it to the desktop prior to opening it.
 - Hold down the Control key and click on the attached zipped file icon in Groupwise.
 - From the pulldown menu, select SAVE AS.
 - The file will download (usually to the desktop) and simply double click to open it.

