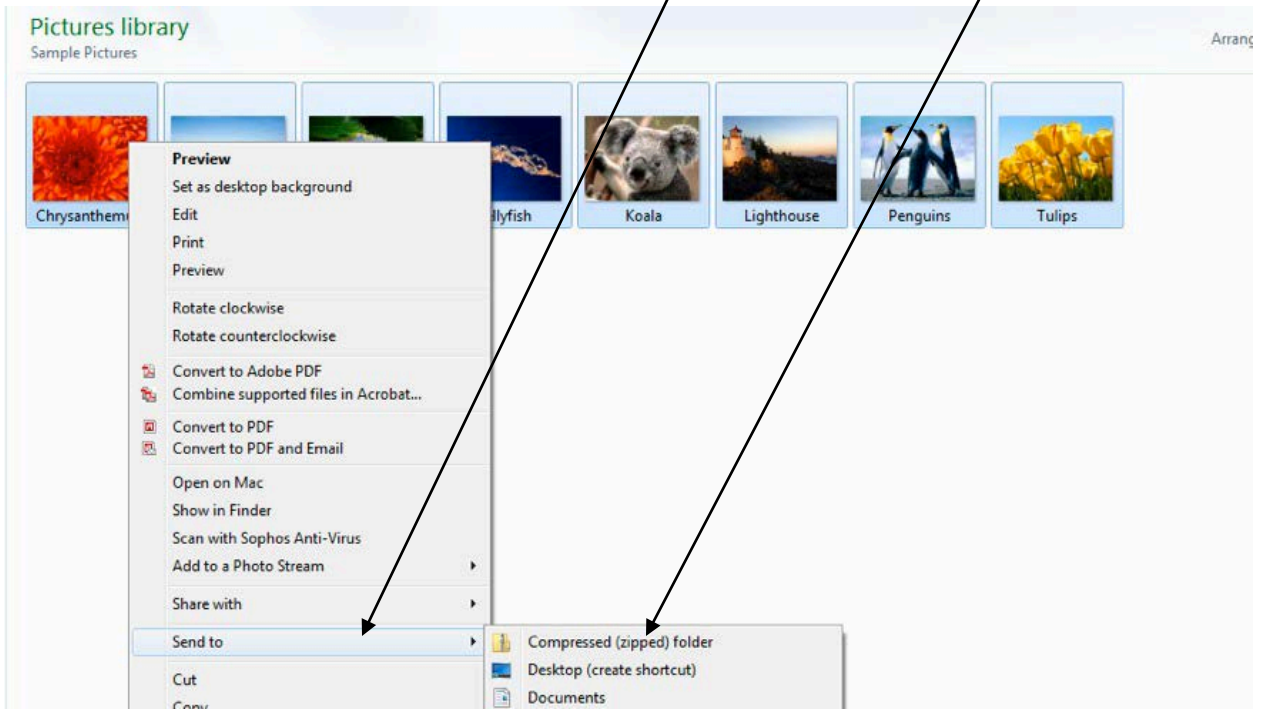


Make a Compressed (zipped) Folder

1. Highlight your items.



2. After items are highlighted, right click and choose "Send to Compressed (zipped) folder."



3. Your files will zip into a new Compressed (zipped) folder. This is convenient. This process alleviates the repetition of sending multiple email attachments.

