

## How To Compress Documents On Mac

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### How To Compress Documents On

To use Windows' built-in ZIP compression in Windows 7, right-click the file or folder, hover the mouse over "Send to," and then select "Compressed (zipped) folder" from the resulting drop-down menu. For Windows 8, select the file and click "Share," followed by "Zip."

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You can also select multiple files or folders in Explorer, and then follow the same steps above to compress them simultaneously. Windows compresses the files or folders, and a new ZIP file appears in the same location as the files you're working with. The ZIP file icon looks like a standard Windows folder with a zipper on it.

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Press the "Compress" button and press the "Download" button to export the compressed PDF document when the process is done. If your PDF document has many pictures, the compression effect will be more obvious. On the contrary, if your PDF document only has characters, the effect will not. Method 3

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Right click the file, select Send to, and then select Compressed (zipped) folder. Most files, once compressed into a ZIP file, will reduce in size from anything like 10 to 75%, depending how much available space there is within the file data for the compression algorithm to do its magic.

### **6 Ways to Send Large Files as Email Attachments**

Follow these steps to compress a file or files: 1. In Windows Explorer or My Computer, select the file or files you want to compress. Files of different types can be compressed into the same Zip file. 2. Right-click one of the files and choose Send To -> Compressed (Zipped) Folder.

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