

Easy Method to Send Files to Anyone:

There is an easy method of sending large numbers of files, including pictures, to anyone. It is called "zipping" files. The process involves taking any number of files and putting them into one "zipped" file, and then sending the zipped file as an attachment to an E-Mail. This will work with any type of file from MS Word files to pictures.

Note: Some E-Mail programs have a limit on the maximum file size that can be sent using their system. If the zipped file is larger than that, you will usually get an error message that the E-Mail won't be sent. If that happens, the "work around" is to make more than one "Transfer File" (you can call them "Transfer File 1", "Transfer File 2", etc. and put some of the files you plan to send in each of the smaller transfer files. You would then send "Transfer File 1" attached to one E-Mail, "Transfer File 2" attached to a second E-Mail, etc. If you are sending a large number of files, this is still easier than attaching all those file to an E-Mail, one at a time.

The maximum that my E-Mail program will allow as attachments is 50 MB. This will allow a very large number of MS Word files or pdf files, but only 10 to 20 pictures.

This procedure is for Windows:

1. Using Windows Explorer (Not Internet Explorer) or My Computer, make a new folder. Call it something like "File Transfer".
2. Locate & put all the files you want to send into the folder "File Transfer". The files can be any format. ie. pictures, word files, etc.
3. Right click on the folder name "File Transfer", and click on "Send to" and then on "compressed (zipped) folder".
4. A new zipped folder will be created in the same folder as the folder you just zipped. It will have the same name as the folder you just zipped but will have ".zip" at the end of it - "File Transfer.zip". The icon to the left of the zipped folder name will look like the icons to the left of other folders except that it will have a vertical stripe through it. Your computer will automatically zip all the files that were in "File Transfer" into one zipped folder "File Transfer.zip".
5. Send the zipped file, "File Transfer.zip", as an attachment to an E-Mail. The person receiving the E-Mail can download the attachment, double click on it, and will see all the files you put in it.

This procedure is for a MAC:

1. In the Mac Finder (file system) make a new folder. Call it something like "File Transfer".
2. Locate & put all the files you want to send into the folder "File Transfer". The files can be any format. ie. pictures, word files, etc.
3. Right click on the folder, "File Transfer", you want to zip.
4. Select "Compress Items".
5. Find the newly created .zip archive, "File Transfer", in the same directory.
6. Send the zipped file, "File Transfer", as an attachment to an E-Mail. The person receiving the E-Mail can download the attachment, double click on it, and will see all the files you put in it.