

Instructions for Reducing the Total Size of Your File Attachments

If the total size of your files for one course is greater than 20 megabytes (MB), you will have to compress (or zip) the files.

Follow the steps below when compressing the files:

1. First compress (or zip) all the files for one course into one zip file. If this zip file is no greater than 20 megabytes (MB), attach it to a single email.
2. If the zip file in the previous step is greater than 20 megabytes (MB),
 - Sort the original files into smaller groups of files and compress (or zip) these smaller groups so that each resulting zip file is no greater than 20 megabytes (MB).
 - Attach each zip file to a separate email.
 - Add an appropriate notation in each email subject line (i.e., 1 of 4, 2 of 4, etc.)
3. If the zip file for any single file is still greater than 20 megabytes (MB) (This will most often but not always happen with videos and/or the Instructor's Guides with slides for the 4 and 8 hour courses),
 - Use a utility such as Winzip to split the zip file into separate zip files that are no greater than 20 megabytes (MB)
 - Send each zip in a separate email, adding the appropriate notation in the email subject line as in step 2.