



When submitting an order for Photo IDs, you will need to provide the photos of each individual. One of the best ways to submit multiple files, or large files, is to “zip” them using a file compression software package. Most operating systems include a zipping utility with the operating system. Zipping a file or files has three major benefits:

- The file size is generally reduced (results vary). This is because zipping is a type of file compression. The file is less likely to be too large to send and will transfer faster.
- Files with the *.zip* extension are not executable, so nearly all spam filters will not block a file if it is zipped.
- You can send multiple files by attaching a single file to your email (which usually takes less time to send and receive).

There are a few different ways you can group your photos to send them to us. A good maximum limit for an email attachment is 1MB - choose one of the following methods to arrive at zipped files that are 1MB or smaller:

- If you have small image files, or not very many of them, then you may choose to zip all of them into a single zipped file and send all at once. Depending on size, you might also be able to fit your list of names and your company logo in there as well.
- If you have larger image files, or a lot of them, you may need to create smaller groups of them to zip. Try for 3 to 10 images in each zipped file. When emailing them to us, only send one zipped file at a time. It is helpful if you can let us know how many total files we can expect, so we will know if one doesn't go through for some reason.
- If your images are SO large that a single image is still over 1MB even after being zipped by itself, please consider using whatever image editing software you might have access to, and re-size the image to be smaller.

For instructions on how to zip a file, please refer to the appropriate operating system below.

Windows XP

1. Open the folder where you want the zipped folder to be.
2. On the *File* menu, point to *New*, and then click *Compressed (zipped) Folder*.
3. Type a name for the new zipped folder, and then press *ENTER*. Your new zipped folder is displayed as a folder icon with a zipper. Depending on which folder options that you have set, a *.zip* file name extension may also appear.
4. Now you can drag files or folders into the zipped folder. When you move a file or a folder to a zipped folder, that file is automatically compressed.

Windows Vista or Windows 7

1. Locate the file or folder that you want to compress.
2. *Right-click* the file or folder, point to *Send To*, and then click *Compressed (zipped) Folder*. A new zipped folder is created. To rename it, *right-click* the folder, click *Rename*, and then type the new name.
3. If you need to add more files to your new zipped folder you can drag files or folders into the zipped folder. When you move a file or a folder to a zipped folder, that file is automatically compressed.

Mac OS

1. Group into a folder only the files you will be including in the zipped file. Select this folder (click on it once).
2. Go to *File* and choose *Compress*.
3. Once a zipped folder has been created, you will not be able to add files to it.