

How to make files smaller for uploading evidence and personal document



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Please follow instructions on Windows 7 PC

Option 1 - To compress a file:

- Open my computer
- The location where your files are stored on your PC/Device
- Browse to find the file you wish to compress
- Right click on the file
- A menu appears on the screen
- Select Send to from the menu
- A sub menu appears listing locations to send to
- Select Compressed (zipped) Folder from the list of options
- A compressed file is created
- The file is ready to be uploaded

Uncompressing a file

- Open my computer
- The location where your files are stored on your PC/Device
- Browse to find the file you wish to uncompress
- Right click on the file
- A menu appears on the screen
- Select Extract All from the menu
- A compressed file is created
- The file has been reverted back to an uncompressed file

Option 2 Optimising Word and Powerpoint files

- Open Program which contains image(Microsoft Word or Powerpoint)
- Click on the image in document you want to compress
- The Picture tools option appears in the toolbar
- Click Format
- Click Compress Picture
- Select to compress all pictures in the document
- Save the document
- All images in the document have been compressed

Need help? Contact the RCPI Helpdesk, Monday to Friday 09:00 – 17:00 GMT on Freephone 1800 303 574 (ROI Only) / +353 1 863 9721 or helpdesk@rcpi.ie.