

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

ARCHIVE – HOW TO ARCHIVE IN NON-ZIP FORMAT SO THAT THE FILE CAN BE EMAILED

Purpose

A lot of viruses are now in the .ZIP archive format and SASD blocks this type of file to protect our network from virus attacks.

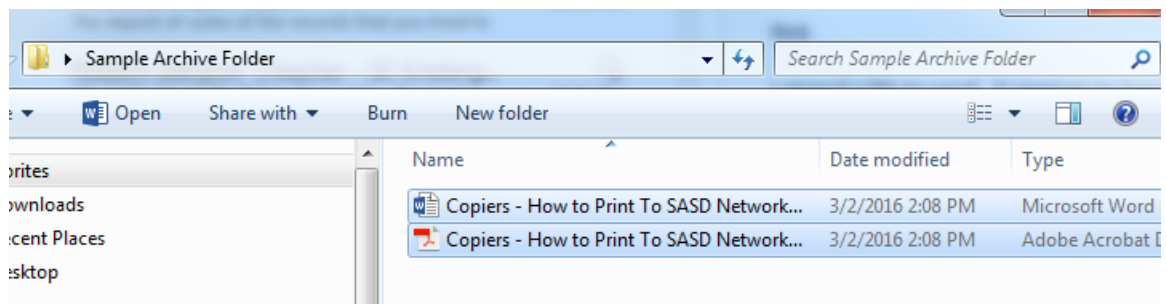
To get around this limitation, you can archive files in a Non-ZIP format so that the File can be Emailed.

Non-ZIP Archive

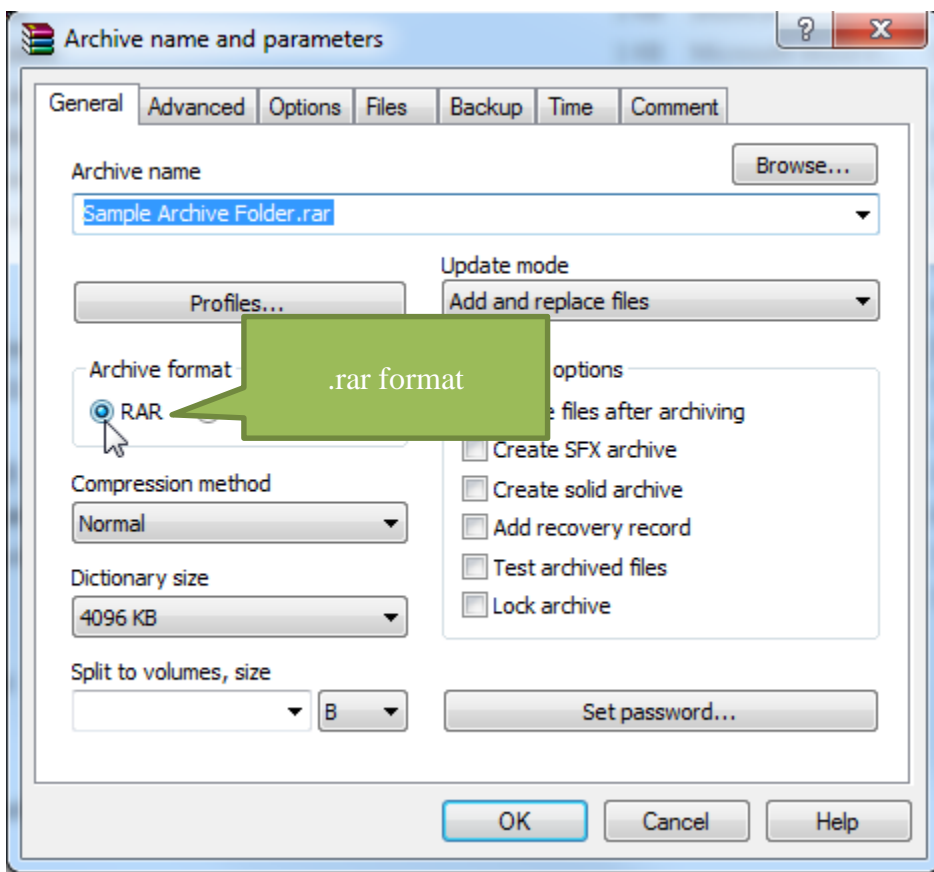
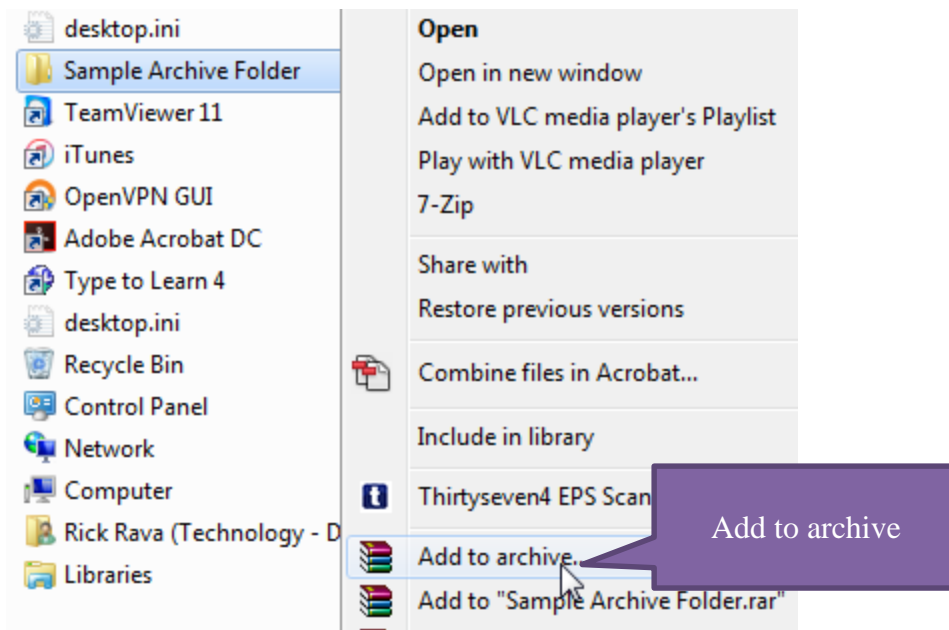
Let's say you have a folder or files that you wish to Archive into One Archived File.

To do this is rather simple.

Let's say you have a folder of files as such:



Just right-mouse click on the folder and select “add to archive”



Select RAR for the Archive Format

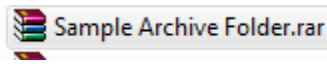
Click OK

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.rar archive file

You will now see a .rar archive file

This file can now be attached to an email and sent.

The screenshot shows an email client window titled "SAMPLE ARCHIVE in RAR Format - Message (HTML)". The interface includes a ribbon with tabs for FILE, MESSAGE, INSERT, OPTIONS, FORMAT TEXT, REVIEW, and ADOBE PDF. The MESSAGE tab is active, showing options like Cut, Copy, Paste, and Format Painter. The email header fields are: To: Group Technology; Subject: SAMPLE ARCHIVE in RAR Format; Attached: Sample Archive Folder.rar (352 KB). A blue callout box points to the attachment with the text "Attached .rar archive file". The email body contains the text: "Here's the requested file in RAR format." followed by contact information for Rick Rava, Director of Information Technology at Sayre Area School District.