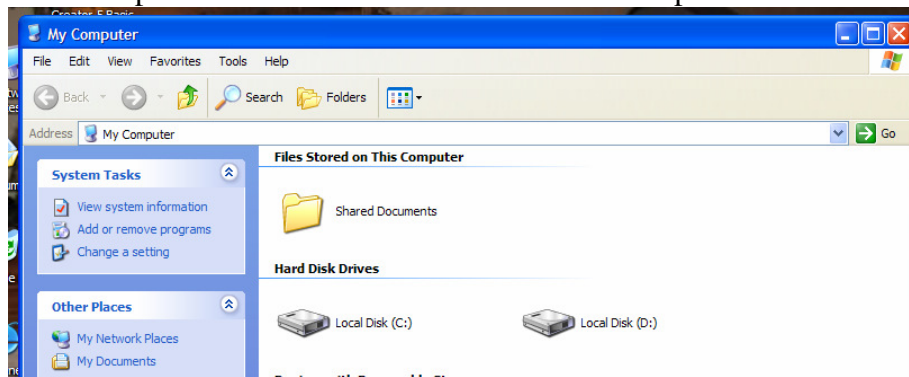
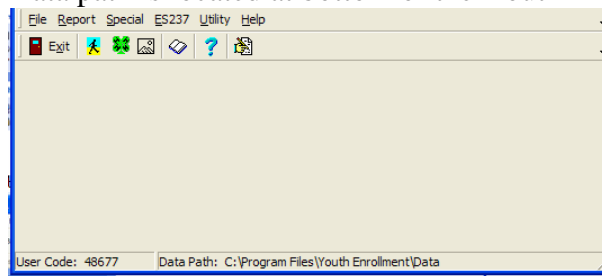


# How to Compress Youth Enrollment Data and Email the File

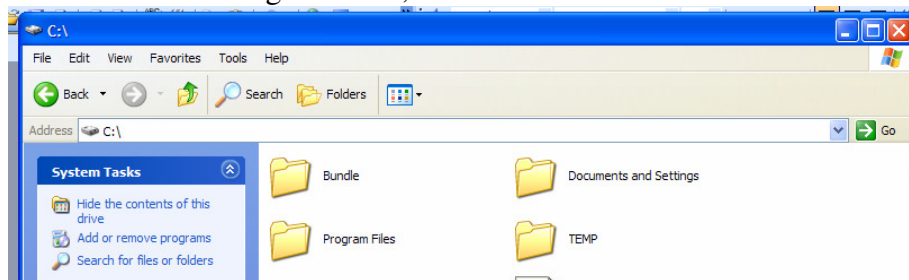
Click on My Computer, click on the drive that contains your Youth Enrollment Data, if you are not sure open Youth Enrollment and check the data path for the location



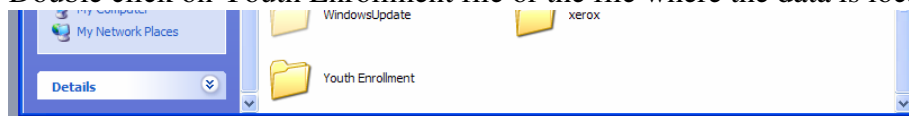
Data path is located at bottom of the Youth Enrollment program screen



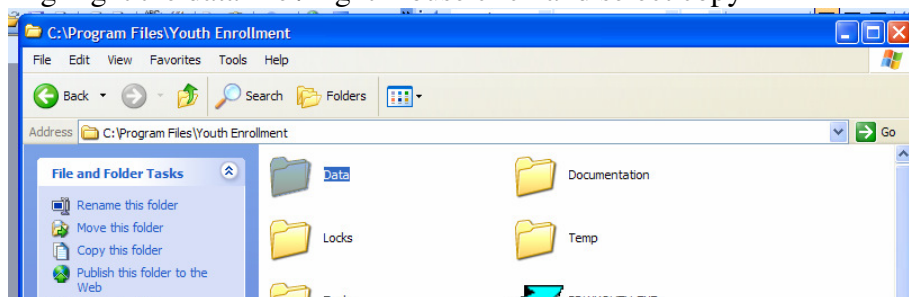
Double click on Program Files, or the file where the data is located

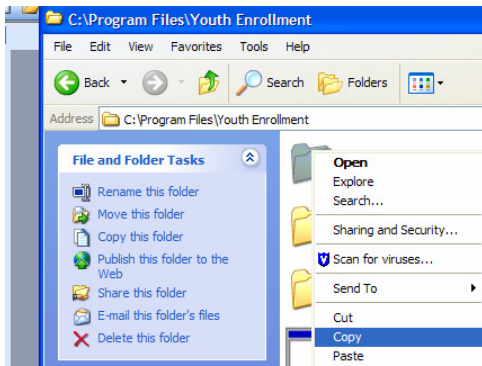


Double click on Youth Enrollment file or the file where the data is located

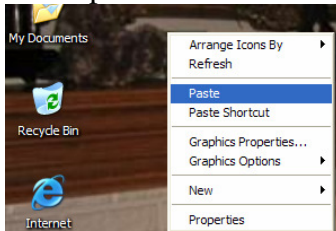


Highlight the data file / right mouse click and select copy

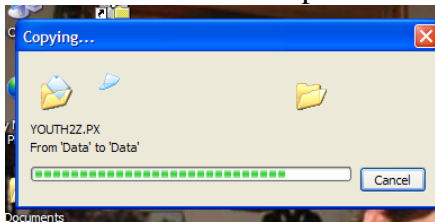




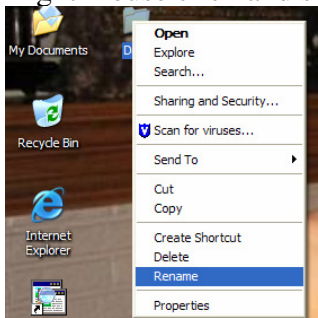
Go back to your desktop and right mouse click and select paste the copy of your data file to the desktop / I like to use the desk top as a temporary location because it makes finding the data easy



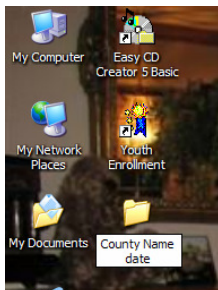
The data file will be copied to the desk top



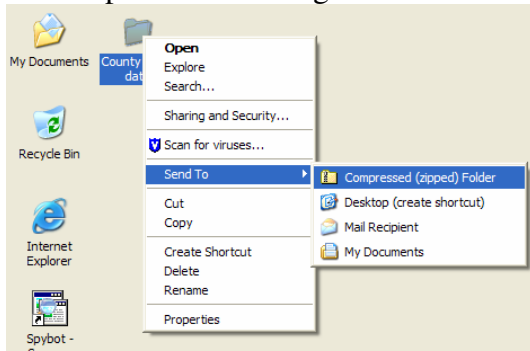
Right mouse click and select rename



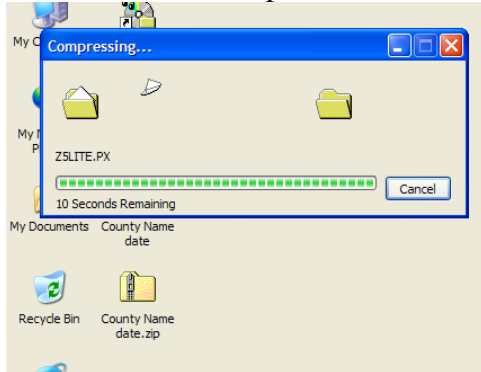
Rename the file with county name and today's date



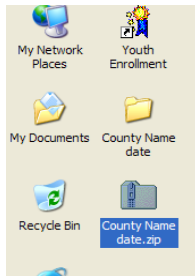
To compress the file / right mouse click and select send to: compressed folder



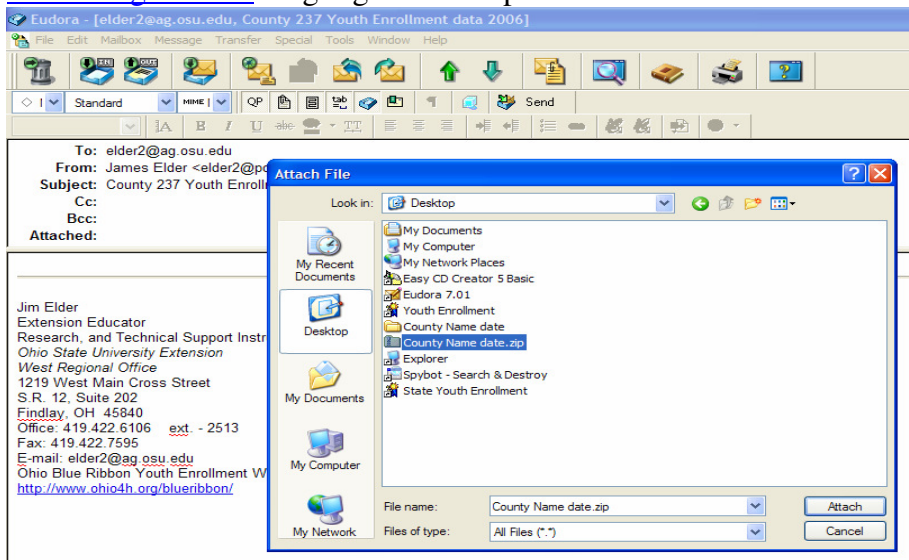
The file will be compressed and a new folder will be created



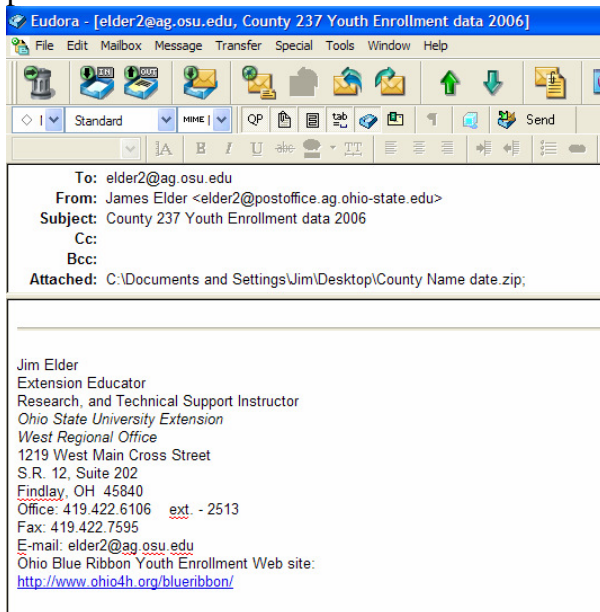
The folder that has the zipper on it is the one that needs to be sent in to me



To email the compressed file / open Eudora or Outlook / send attached compressed folder to [elder2@ag.osu.edu](mailto:elder2@ag.osu.edu) / highlight the compressed folder and select attach



Click the send button and the file will be sent to my office / if you have questions or have problems let me know



Once the file has been successfully emailed you can delete the two data files from your desktop

