**COMP 1800 – Fall 2016**

**Classwork 0: Dropbox Agreement, a.k.a. Free Points  
(10 points)**

Number of People: Individual. Feel free to ask me for help, or visit the Computer Science Learning Center (<http://www.memphis.edu/cs/current_students/cslc.php>).

Due: Thurs., Sept. 1, by 5:30 pm

Submission: Upload your file to the proper folder in the eCourseware dropbox at <https://elearn.memphis.edu>.

Grader: TA, Swaroop Goli ([ssgoli@memphis.edu](mailto:ssgoli@memphis.edu)). Questions about grading? Please contact him first!

This assignment is very simple and has two main purposes:

* To indicate that you have read and understood my policy for submitting assignments via the dropbox on eCourseware.
* To make sure you are familiar with how to work with files and create compressed (“zip”) files on your computer. This is what you’ll be doing to submit programming assignments later in the semester.

1. Start by saving this file to a familiar location on your computer, such as the desktop. Please carefully read the paragraph below, then type your name and date into the box. Save the file again.

**My name below indicates that I have read and understood the dropbox policy on the course syllabus. Specifically, I understand that the dropbox will cut off submissions precisely at the indicated deadline. Furthermore, it is my responsibility to ensure that I submit assignments with time to spare, and to double check the dropbox after each submission to make sure that it went through. I understand that “I accidentally submitted the wrong file,” “The dropbox was having technical issues at the last minute,” “I submitted the file but somehow it never made it to the dropbox,” “The dropbox wouldn’t accept my submission because it was 3 seconds late,” and similar statements are NOT valid excuses.**

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| **SIGNED:**  X Xavier Tilley | **DATE:**  **8-25-16** |

1. Use Save As to save a separate COPY of this file to the same location on your computer, but using a different filename.
2. Create a compressed (zip) file containing the two copies of this file that you have. If you’re not familiar with file compression, it’s a way to reduce the size of a file. Compression also allows you to combine multiple files together into a single file. The eCourseware dropbox is set up to allow only one file per submission, so we’ll be using this technique regularly throughout the semester.  
     
   To create a zip file in Windows:  
   1. Select the file or files that you want to compress. You can just click and drag around multiple files to select all of them. You can also Ctrl+click to select multiple files one at a time, or Shift+click to select an entire range of files.
   2. With the desired files highlighted, right-click on any one of them. Select **Send To > Compressed (zip) folder** on the menu that pops up.
   3. Name the zip file that was just created.

The process is very similar in Mac OS; see <http://osxdaily.com/2012/01/10/how-to-zip-files-in-mac-os-x/>

1. Submit the zip file that you created to the eCourseware dropbox and enjoy the easy 10 points!
2. To check your submission, you can download your submitted zip file from the dropbox and simply double-click on it to view the files inside.