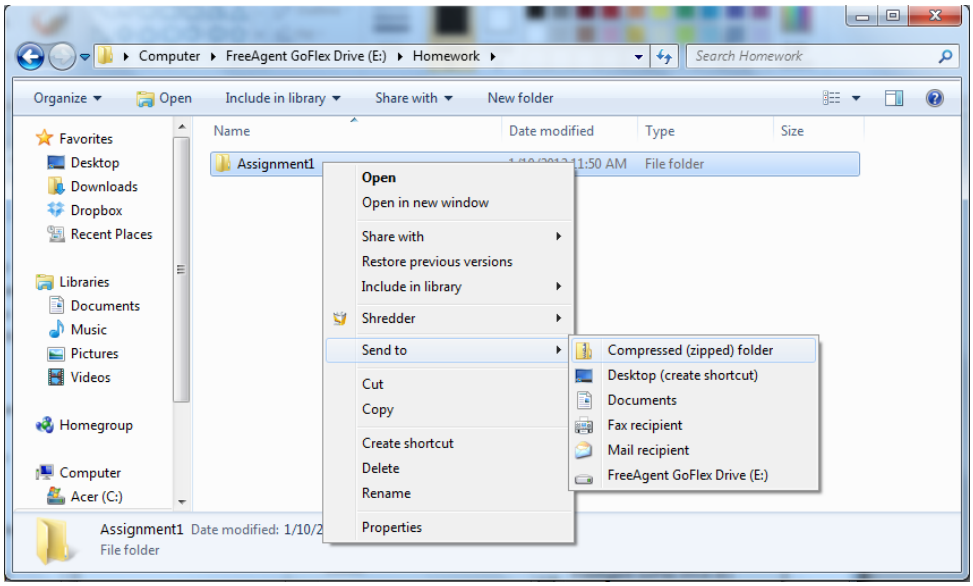
Zipping Directions

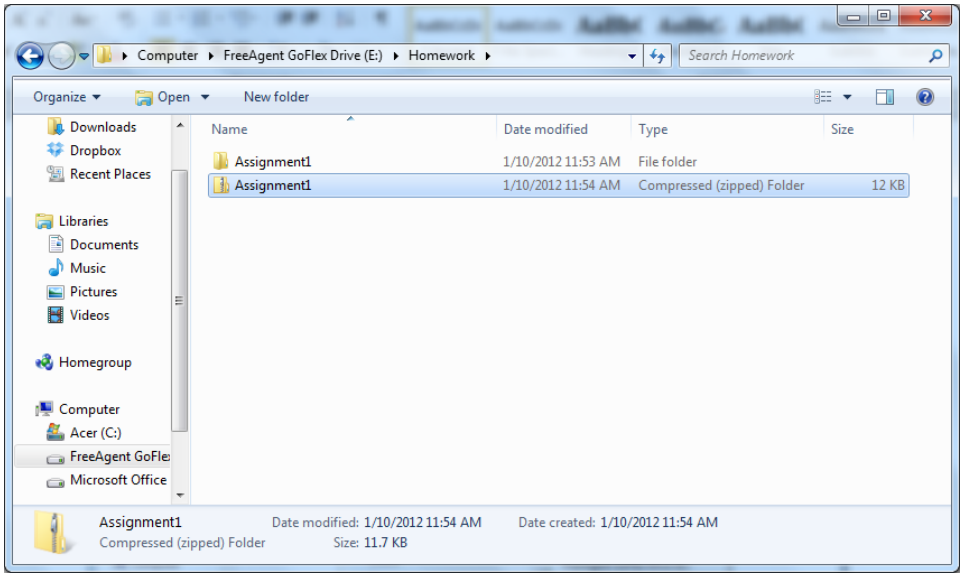
Zipping (compressing) files makes it easier to send multiple files electronically. Zipping a folder will create a file with the same name as the folder with a .zip extension. This allows you to send the folder just like you would send a file. The recipient can then extract the files from the folder to see the contents of the folder. To extract files, right click on the zipped folder and choose **Extract All**.

Windows:

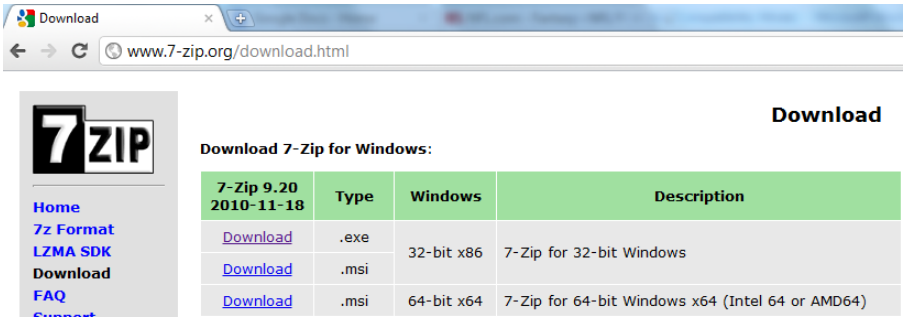
- Locate the folder that you would like to zip
- If you already have a zipping utility on your machine:
    - Right click on the folder you wish to zip, choose **Send To**, then **Compressed (zipped) folder**



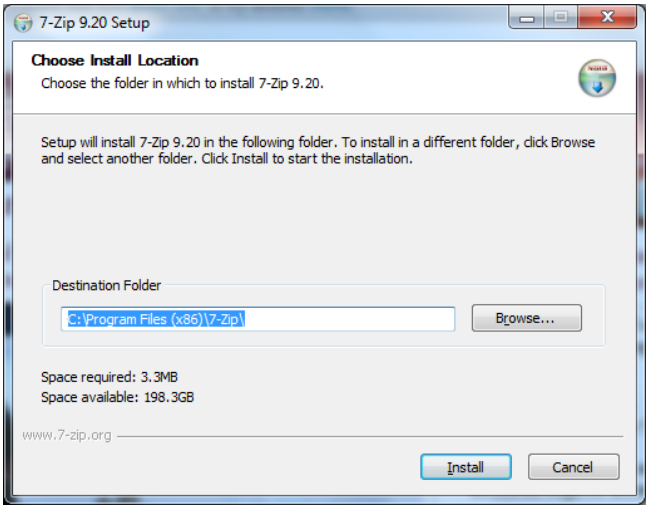
    - It should have created a zipped version of your folder as shown below. The zipped version of the folder is the one that you can send to me.



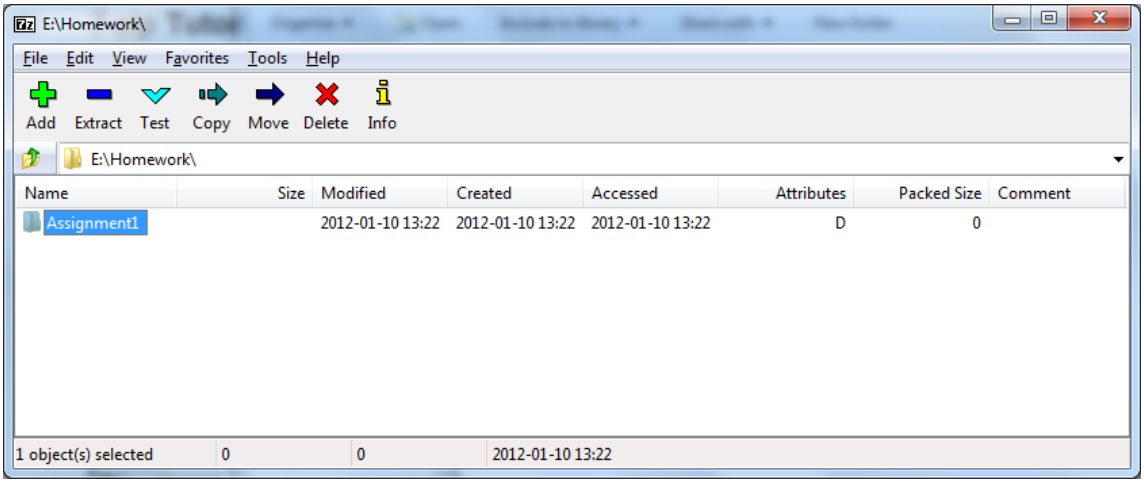
- If you don't have a zipping utility on your machine:
  - Download 7zip: http://www.7-zip.org/download.html



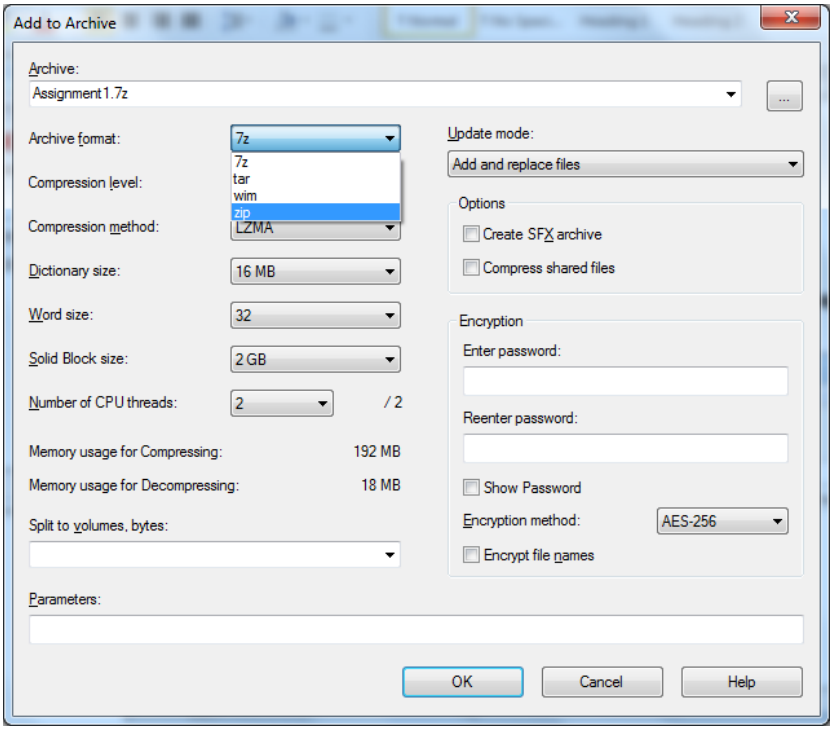
  - Save and run the executable



  - Locate the **7-Zip program** under **All Programs** and open the **File Manager**
  - Navigate to the folder that you wish to zip and click the **Add** button

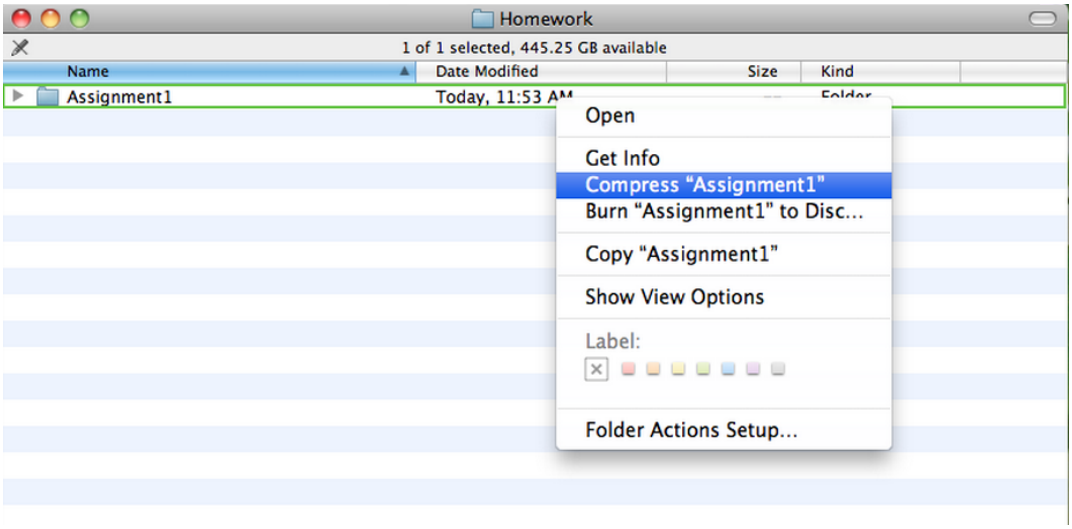


- Change the format to **.zip** instead of 7z.



Mac:

- Locate the folder that you would like to zip
- Right click on the folder you wish to zip, choose **Compress**


Homework
1 of 1 selected, 445.25 GB available
Name
Date Modified
Size
Kind
Assignment1
Today, 11:53 AM
Open
Get Info
Compress “Assignment1”
Burn “Assignment1” to Disc...
Copy “Assignment1”
Show View Options
Label:
Folder Actions Setup...