**Exporting a project to a .zip file from NetBeans**

1. Highlight the project you want to export in the “Projects” pane.
2. Click File->Export Project->To Zip…
3. In the Export Project(s) to ZIP pop-up window, Browse to the location you want to save your project.
4. Name your project <project>.zip where <project> is the naming convention specified in the instructions of your assignment. Don’t forget .zip extension!
5. Click “Save” then “Export” and the file should be created in the directory you have indicated.
6. Browse to your file location and make sure your .zip file has been created. In order to view the contents, you will import it into NetBeans.

**Importing a project .zip file into NetBeans**

1. Click File->Import Project->From ZIP…
2. Browse to your file location, select the file and click Import.
3. Your file should be available as a project in NetBeans.