

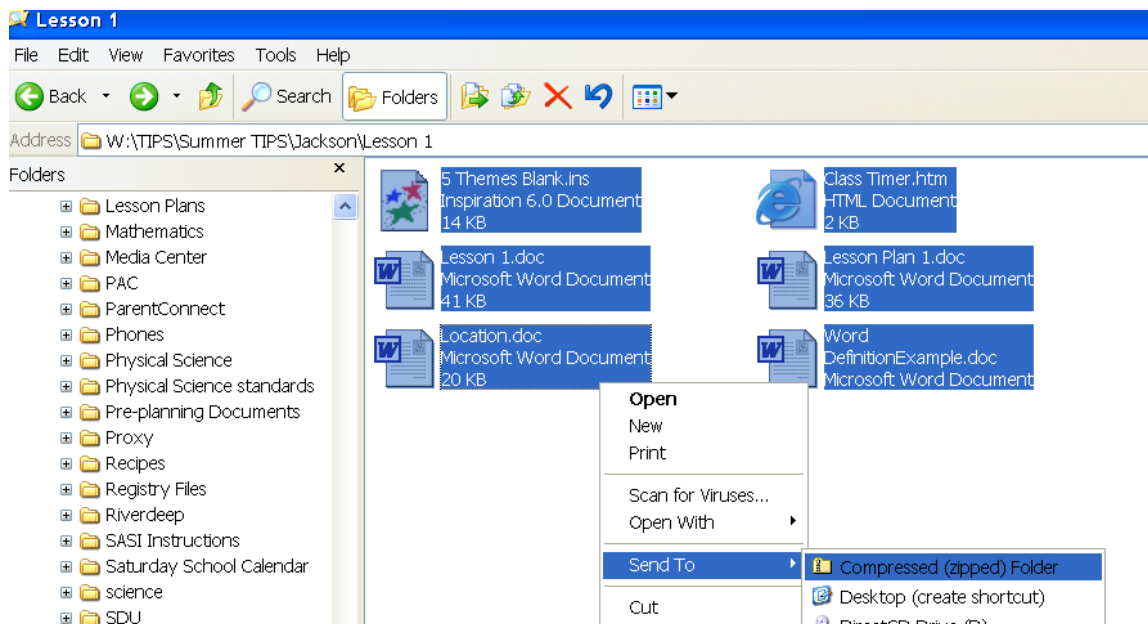
## Creating Zipped Files

### What is a zipped file?

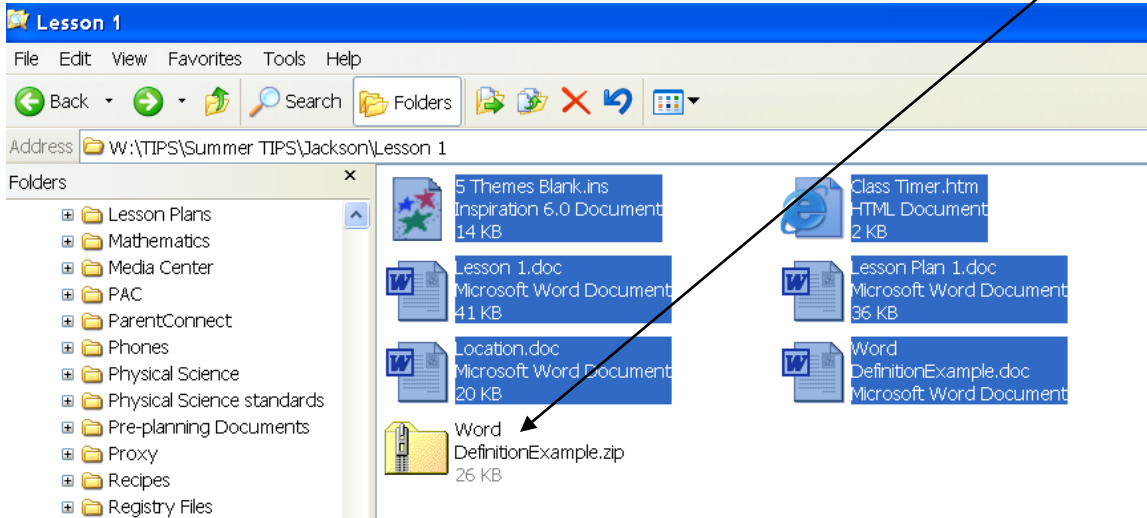
Zip (.zip) files are files that are compressed to decrease the total file size. Files are compressed to reduce the amount of disk space needed for storage, to reduce download times, and so on. Note that after you obtain a .zip file, to view or use the contents of the .zip file, you must uncompress (unzip) it. Also, when files are zipped, all the hyperlinks continue to work.

### How-To ZIP your files

1. Your folder should be on either your H drive or the teacher shared drive.
2. Open the folder containing the files you wish to ZIP.
3. Select all the files. Use Edit> Select All or use the keys Ctrl+A
4. Right click on one of the files that is selected and chose *Send To*, then *Compressed* (zipped folder).



5. When the process is completed, you will then see the new zipped file.



6. You may want to rename your zipped file folder. To do this, right click on the zipped file folder, and choose *rename*. Do NOT delete the .zip extension when renaming.

