

HOW TO CREATE A COMPRESSED/ZIP FOLDER

CREATE A NEW COMPRESSED FOLDER ON A WINDOWS PC:

1. Right-click a blank area on the desktop or in an open folder
2. Point to “New”
3. Click “Compressed (zipped) Folder”
4. Name the folder per the naming guidelines outlined on Page 3 of Module #1 and then press ENTER.
5. Your new compressed folder is displayed as a folder icon with a zipper.

CONVERT AN EXISTING FOLDER TO A COMPRESSED FOLDER ON A WINDOWS PC:

1. Select the folder you want to compress
2. Right click and choose “Send To”
3. Slide Right and choose “Compressed (zipped) folder”
4. Allow the file or folder to compress
5. You should now see an icon with the same name plus a .zip extension. It may have a zipper on the folder.
6. Rename the folder per the naming guidelines outlined on Page 3 of Module #1
7. Your new compressed folder is displayed as a folder icon with a zipper.

MOVE FILES TO AND FROM A COMPRESSED FOLDER ON A WINDOWS PC:

You move files and folders to or from compressed folders exactly as you move them to or from uncompressed folders. For example, you can drag files to the compressed folder. When you move a file to a compressed folder, that file is automatically compressed. A file that is moved from a compressed folder is automatically uncompressed.

CREATE A COMPRESSED FOLDER ON A MAC:

1. Locate the file or folder you want to compress. You can select multiple files and folders by holding down the Shift key (for multiple items) or the Command key (for several individual items) and clicking.
2. After you've selected the files and folders, right click on them, and then select “Compress.”
3. A window will appear indicating that your Mac is compressing the files or folders. Depending on the size of the files or the folders, this could take a couple minutes.
4. Once your Mac has finished compressing the files or folders, you'll see a zip file. This contains all of the files and folders you selected to be compressed.
5. Rename the folder per the naming guidelines outlined on Page 3 of Module #1