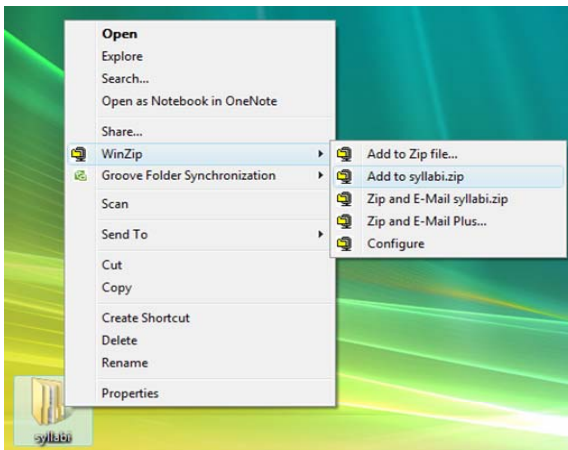
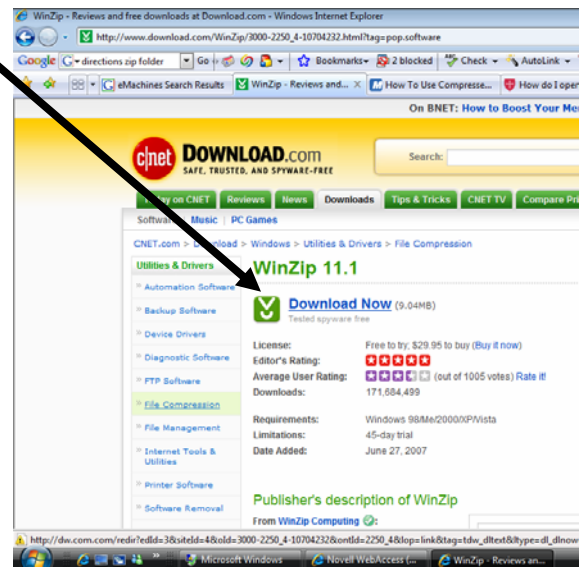


How to Zip a Folder

The following directions are for zipping (compressing) a folder which contains multiple files in order to save space or to enable mailing of the folder and its content. You will need software to compress the file. There are several resources online for obtaining freeware and shareware. Select your favorite resource or go to www.download.com and select a Zip program. (Full URL for Zip software demonstrated: http://www.download.com/WinZip/3000-2250_4-10704232.html?tag=pop.software .)

Step 1: Download and install the Zip program.



Step 2: Right click with your mouse button on the folder you wish to compress (zip) and from the popup menu select “Add to” (followed by folder name). In this example the folder “syllabi” will be zipped to “syllabi.zip” in the same location as the original folder. The zipped folder will have a Zip icon.

Your original files and folder will remain intact. The zipped folder, which is now a single file, is a compressed duplicate of your original folder.

