

How to Create a .zip File

How much space can you save by compressing? That depends on the type of files you're trying to compress. Generally speaking, a zip file will be about 10% smaller than all of the files were before they were compressed. This feature works best with medium size files - compressing lots of small files or one or two big files won't save you much space.

Windows:

Select the file (or folder) you want to compress.

Right click and choose Send To.

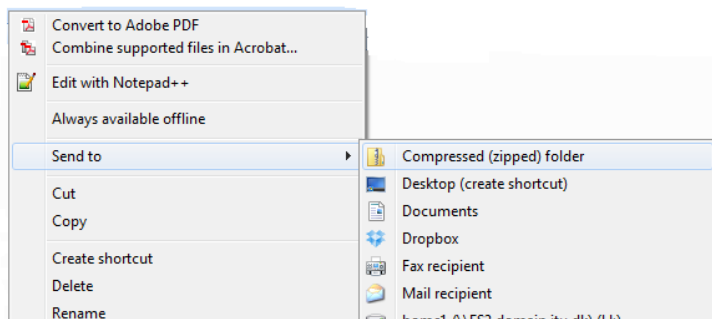
Now choose Compressed (zipped) folder.

Allow the file or folder to compress.

You should now see an icon with the same name plus a .zip extension. It may have a zipper on the folder.

Rename the file if you'd like.

This is the compressed file that you may upload in learnIT.



Mac:

Select the file(s) or folder you want to compress.

Right click and choose Compress.

Allow the file(s) or folder to compress.

You should now see an icon with the same name plus a .zip extension. It may have a zipper on the folder.

Rename the file if you'd like.

This is the compressed file that you may upload in learnIT.

