

How to zip a file

How to zip a file or folder

1. Select the file or 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 file if you'd like.
7. This is the compressed file that you may upload via web interface.

How to unzip a file or folder

If you receive a Zip file, you need to decompress or unzip the file to use it.

1. Right-click on the Zip file and choose "Extract All".
2. Choose a location for the folder to be extracted into.
3. If you checked "Show extracted files when complete", the files or folders within the Zip folder appear. If you unchecked the box, a folder or file with the same name (without the Zip) should appear.
4. This folder will be your working copy of the data from the Zip file.
5. You may keep the Zip file or delete it.