



HOW TO ZIP

The ZIP file format is a data compression and archival format. A ZIP file contains one or more files and/or directories that have been compressed, to reduce their file size, and to package them as a single file to reduce the likelihood of the loss of individual files or folders. ZIP files are often referred to as “Compressed Folders” for users of Windows XP and “zipping” files or folders is a built-in ability of the Operating System. Apple OSX 10.3 and greater also has built-in support for ZIP files.

How to ZIP files or folders in Windows XP

- 1) Select the file(s) or folder(s) 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 have a file in the same directory as your top most file or folder selected with an icon of a folder with a zipper and a file extension of “.zip”. The file type will also be listed as “Compressed (zipped) Folder”.
- 6) This is the compressed file that you may use to archive or send to a server or via email.

Note: There are many additional ZIP compression programs for Windows and some of them may remove the “Compressed (zipped) Folders” option from your right-click menu choices and replace it with their own compression program’s option. If you cannot find an option for zipping up your files please find out more about the program you have installed by comparing your options list with those listed at [http://en.wikipedia.org/wiki/ZIP_\(file_format\)](http://en.wikipedia.org/wiki/ZIP_(file_format)) and research the appropriate program.

How to ZIP files or folders in Apple OSX 10.3+

- 1) Command-click (or Shift-click contiguous files) on all the files you want included.
- 2) Either:
 - a. Control-click on the selected files and choose “Create Archive of ... items” OR
 - b. Go to the Action menu (the button that looks like a gear in the Finder window’s toolbar), and choose “Create Archive of ... items” from there.

- 3) Allow the file or folder to compress.
- 4) You should now have a file in the same directory as your top most file or folder named "Archive.zip".
- 5) This is the compressed file that you may use to archive or send to a server or via email.

How to UNZIP a file or folder

If you receive a ZIP file, you will need to uncompress ("unzip") the file to use it. To unzip a file in both Windows XP and Apple OSX 10.3+:

- 1) Double-click on the ZIP file. It should expand automatically.
- 2) The contents of the ZIP file will be displayed either in the window you are viewing or a new window.
- 3) Select and drag the contents of the ZIP file to the desktop (or another location). When you do this, you will be uncompressing and copying the information from the ZIP file to your computer.
- 4) Close the ZIP file window. The copy of the data on your computer is now fully useable. You may keep the ZIP file for archiving purposes or delete it if you like.