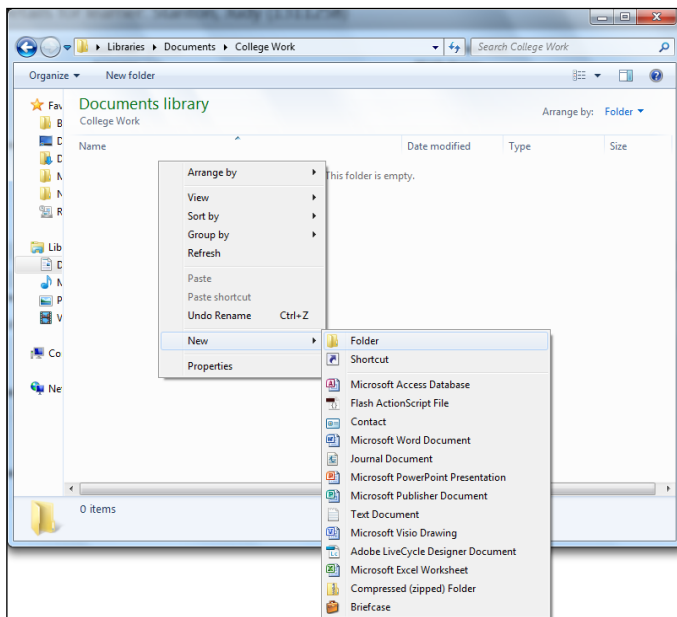


How to zip files



There are two different ways of zipping a file depending on where the required files are stored.

If the files that you wish to zip are in different locations

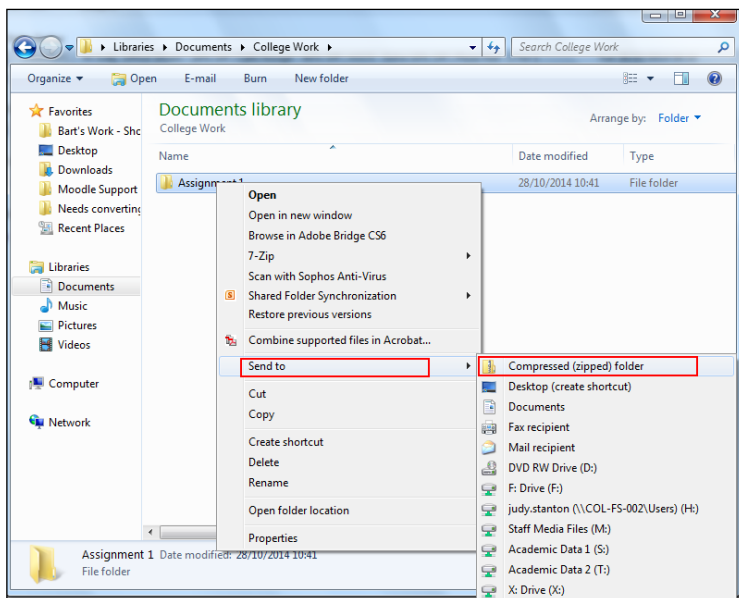
Create a folder by right clicking on an empty space in the location that you wish to save it, selecting **New** and then **New Folder**.

Save or move all the required files into the folder.

If the files that you wish to zip are all in the same location

Highlight the required files using

ctrl+click or shift+click then complete the steps below. The folder will be automatically created. Alternatively, skip to the next step if you want all of the files in an existing folder to be included



Right click on the folder and select **Send to** then **Compressed (zipped) folder**.

Another folder will be created, with a slightly different icon. This is the zipped file.

 Assignment 1	28/10/2014 10:46	File folder
 Assignment 1	28/10/2014 10:47	Compressed (zipp...