

# How to Make a .zip File

## ◆ On a Windows PC:

1. Create a new folder. Drag and drop your files into the new folder. Enter a new name for the folder.
2. Right-click the file and scroll down to “send-to.” Point to “send-to” and a window will appear that gives you the option called compressed (or zipped for some) folder. Click on that.
3. The .zip file will automatically be created in the same location as the original files.

## ◆ On a Windows XP:

1. Start Windows Explorer (right-click the Start menu, then choose **Explore**).
2. Navigate to the folder in which you want to create a .zip file.
3. On the File menu, point to New, and then click Compressed (zipped) Folder. The .zip file will automatically be created in the same location as the original files. Enter a new name for the folder.
4. Using Windows Explorer, drag any files you wish to place into the .zip file.

## ◆ On a Mac OS X:

1. Identify the file or folder of files you want to compress into a .zip file.
2. Right-click or Ctrl-click the file or folder of files and choose Compress. The text in quotes shows the name of the file or folder of files you are about to compress.
3. The .zip file will automatically be created in the same location as the original files. Enter a new name for the folder.