



Saving Files in .ZIP format

Why Use .ZIP files?

.ZIP files are compressed to reduce storage use and enable emailing of folders. Windows can zip and unzip files without extra software.



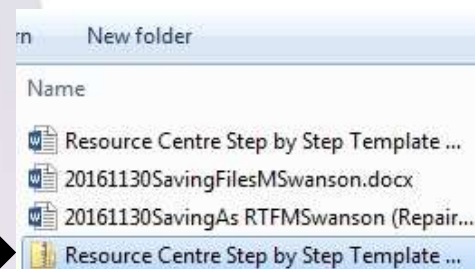
Step 1: Right click the File or Files that you wish to include in the compressed .zip file,

A Left click **Send to**, then **B** Left click **Compressed (zipped) Folder**



Step 2:

A folder is created with the name of the first selected file. If you double click it you can see the content.

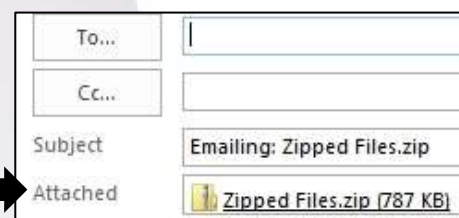


Step 3:

Right click the .zip folder to rename it *if required*. Rename option is near the bottom of the drop down menu



Option 1: You can attach to an email with drag and Drop, the Attach files option in Outlook or from the folder right click and select **Send to, Email recipient**



Option 2: Use the **File** resource to add a zip folder to Moodle. You can browse to the .zip file or Drag and Drop it in the upload box. See the Moodle **File** resource guide for more details.

