

# COMPRESSING A FOLDER

to send off multiple pictures in a .zip file.

## ON A PC

- **CREATE A NEW FOLDER ON THE DESKTOP.**

Right click Desktop > "New" > "Folder" ... (name it "Your Name Pics").

- **PUT ALL IMAGES IN A FOLDER.**

Drag your images from wherever you have them into the new Folder you've created.

- **COMPRESS THE FOLDER.**

- Locate the "Your Name Pics" folder you've created with the pictures in it, that you want to compress.
- CLICK on it to select it.
- Right-click the folder> go to **"Send To"**> then click "Compressed (zipped) Folder".
- A new compressed folder (.zip) is created on your desktop. It will have the same name as your regular folder, but will look a bit different with a zipper on it.
- Load this new zipped folder onto Laulima as part of your assignment.

## ON A MAC

- **CREATE A NEW FOLDER ON THE DESKTOP.**

Right click Desktop (control click) > "New Folder" ... (name it "Your Name Pics").

- **PUT ALL IMAGES IN A FOLDER.**

Drag your images from wherever you have them into the new Folder "Your Name Pics" you've created.

- **COMPRESS THE FOLDER.**

- Locate the "Your Name Pics" folder you've created with the pictures in it that you want to compress.
- CLICK on it to select it.
- Right-click (Control Click) on the folder select "Compress 'Your Name Pics' ".
- A new compressed folder (.zip) is created on your desktop. It will have the same name as your regular folder but will look a bit different with a zipper on it.
- Load this new zipped folder onto Laulima as part of your assignment.

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*If you have any questions please contact me during office hours, or shoot me an email anytime.*