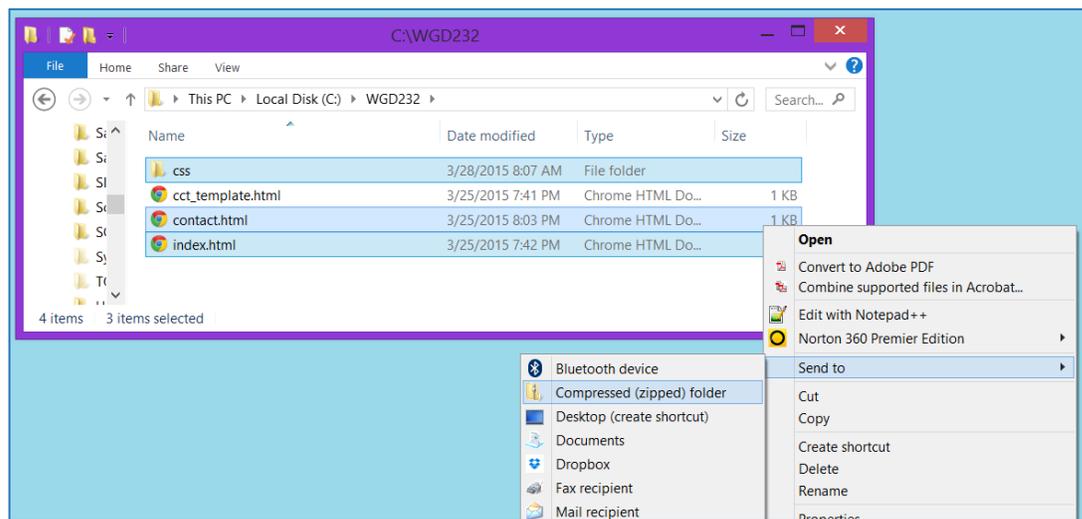


## How to Compress Files and Save as .ZIP

Most modern PC and Mac systems have built-in file compression utilities that you can easily use. There are also many utilities out there that are available for purchase or free download. This document will explain how to zip files using the built-in features of both systems, from the perspective of zipping the contents of a website.

1. Navigate to your WGD201 folder or the folder where you saved your PSD and JPG (or PNG) files.
2. Inside of this folder, select all files that you want to include (PSD and JPG files for example).
3. While the files are selected, right click where you have selected the files.
4. Select -
  - a. Mac – Compress Items
  - b. Windows – Send to > Compressed (zipped) folder.



5. Find the newly compressed file in the same directory where you selected your files.
  - a. Mac – the name of the file will be “Archive.zip.”
  - b. Windows – the name of the file will mirror one of the files or folders that you selected, but with the .zip extension. For example, “Week1.zip.”
6. Rename the zip file to give it a meaningful name, such as “yourname\_week1.zip,” where “yourname” is your actual name.
7. Move this zip file to a different location so it is no longer in your WGD201 folder. You want to avoid having unnecessary files in this folder.
8. Submit your newly created zip file to the appropriate assignment.