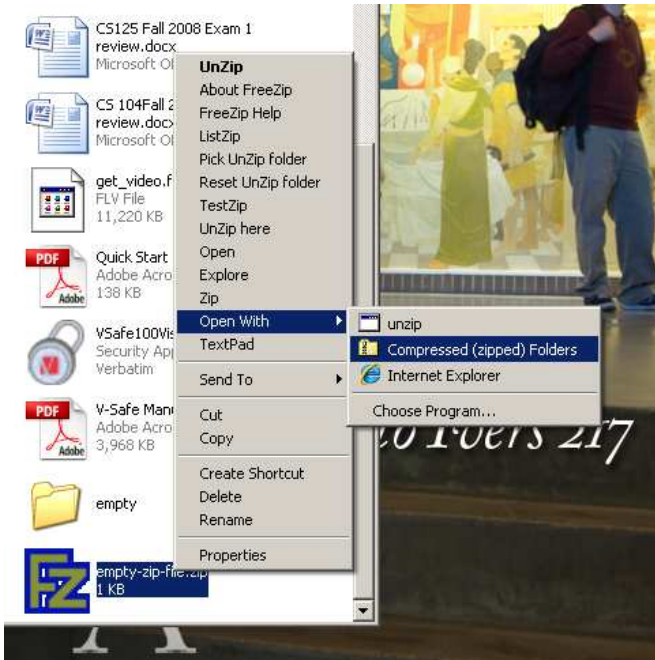


This is a tutorial for creating zip files in the Ivers lab. On your own machine, the instructions provided in the book should also work.

1. Download **empty-zip-file.zip** from my 104 website & save it somewhere. The desktop might be a good choice.
2. Rename the file something meaningful like cs104-assignmentXX-yourname.zip (where XX is the assignment number & yourname is your name)



3. **Right click** the zip, select **“Open With”** & then select **“Compressed (zipped) Folders”** as shown left.
4. You should now have an open window (labeled whatever you renamed your zip file to) that you can drop & drag your assignment files into.
5. Upload the file to Moodle or e-mail it (depending on the assignment instructions).

Using this method, you should be able to easily add (or remove) files to the zip file later – simply go back to step 3, open the file & do whatever you need.

If you try this technique on a computer outside of the labs, you might see a window like the one to the right → → →

As before, select **“Compressed (zipped) Folders”** and continue as described above.

Alternatively, if you are on a computer outside of the labs, you should be able to use the technique described on pages FM16-17 of our text; the technique in the text is the standard way to create zip files.

