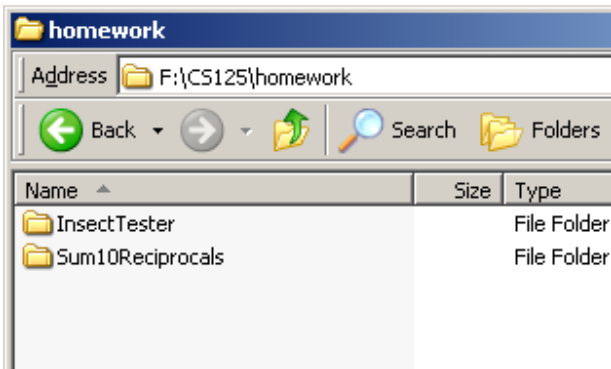
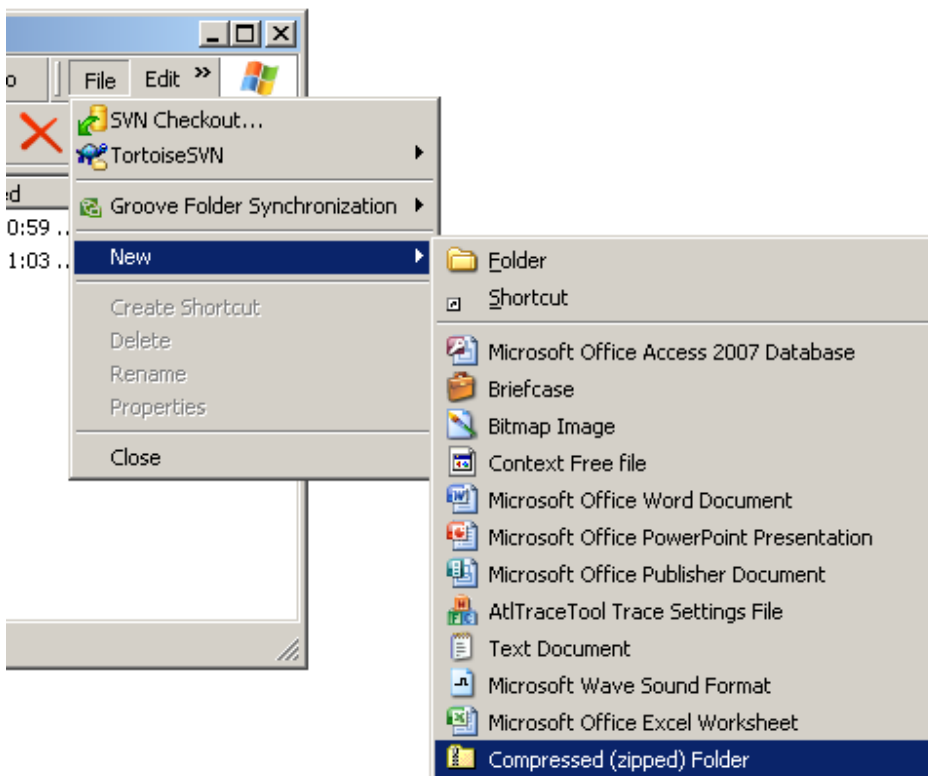


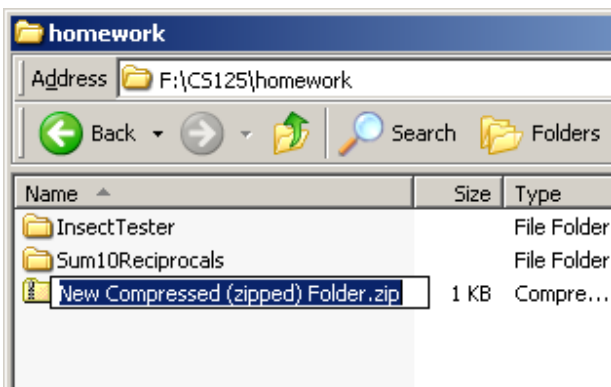
This tutorial explains how to create zip files in the Iver's computer labs..



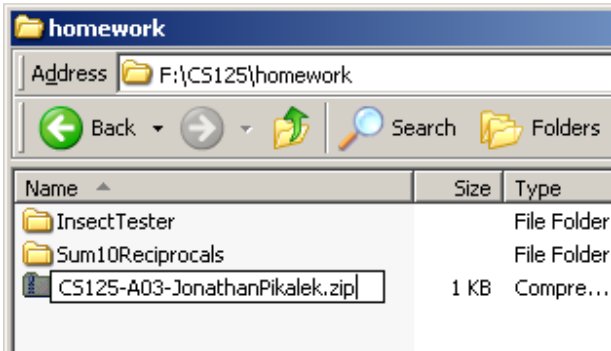
First, navigate to the folder you want to zip as shown on the left.



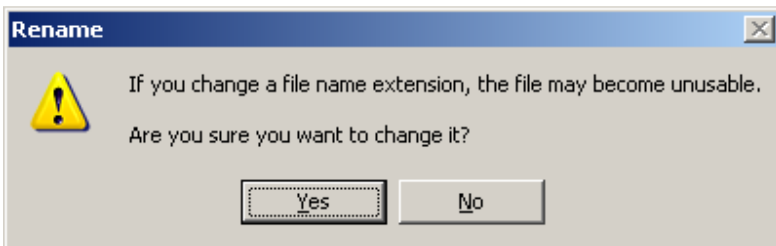
Next, go up to **File**, select **New** and then select **Compressed (zipped) Folder**.



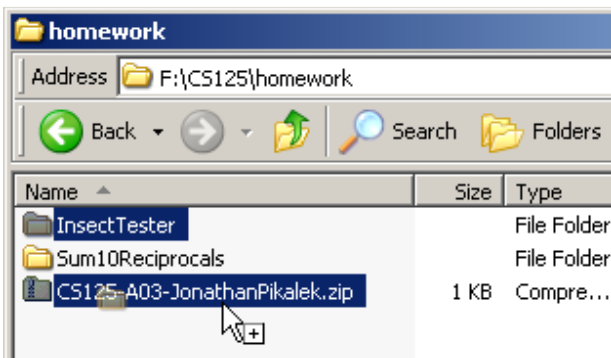
A new zip file should appear as shown on the left. Note: depending on your settings it might not necessary say **.zip** on the end – that's okay.



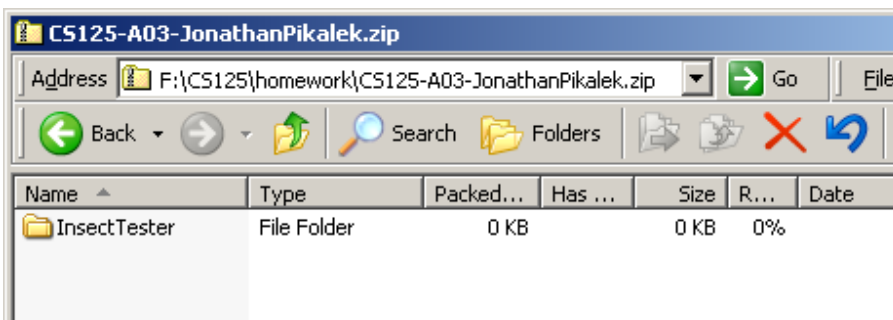
Next, press **F2** or **right click** to rename the zip file. If your file had **.zip** on the end, leave it there. If your file did not have **.zip** on the end, don't worry about it.



If your file did end in **.zip** & you accidentally removed it, you'll see the warning message on the left. Select **No** & repeat the renaming step making certain you leave the **.zip** in the file name. If you didn't get the warning then everything is fine.



Next, **drag** the folder(s) you want to zip up to the recently renamed **.zip** file.



If you want, you should be able to browse into the zip file as if it were a folder. You may want to do this to make sure it contains everything it needs to.