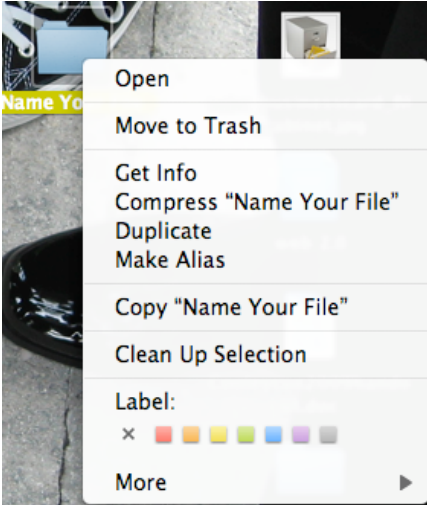


How to Create .zip Files on a Mac

1. A .zip file is a single file that acts more like a file folder. It contains one or more files that have been compressed to reduce file size. .zip files are great because, when posted online, they allow users to download a single file (containing multiple other files) instead of having to download each file separately.
2. Hold down **CONTROL** (ctrl) and **CLICK** on the folder containing the files that you want to zip.



3. Select **COMPRESS"YOUR FILE NAME"** from the dropdown list.
4. A new icon will appear on your desktop with the name of your folder, followed by a **.zip** extension.



5. This file can now be e-mailed or can be posted on your web 2.0 server page for you to link to your Schoolwires website.