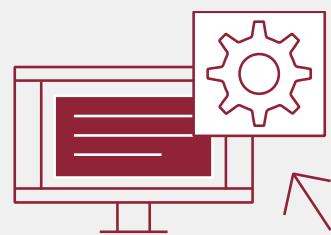# How to Compress Files

Follow the steps to compress files in a folder on your computer.
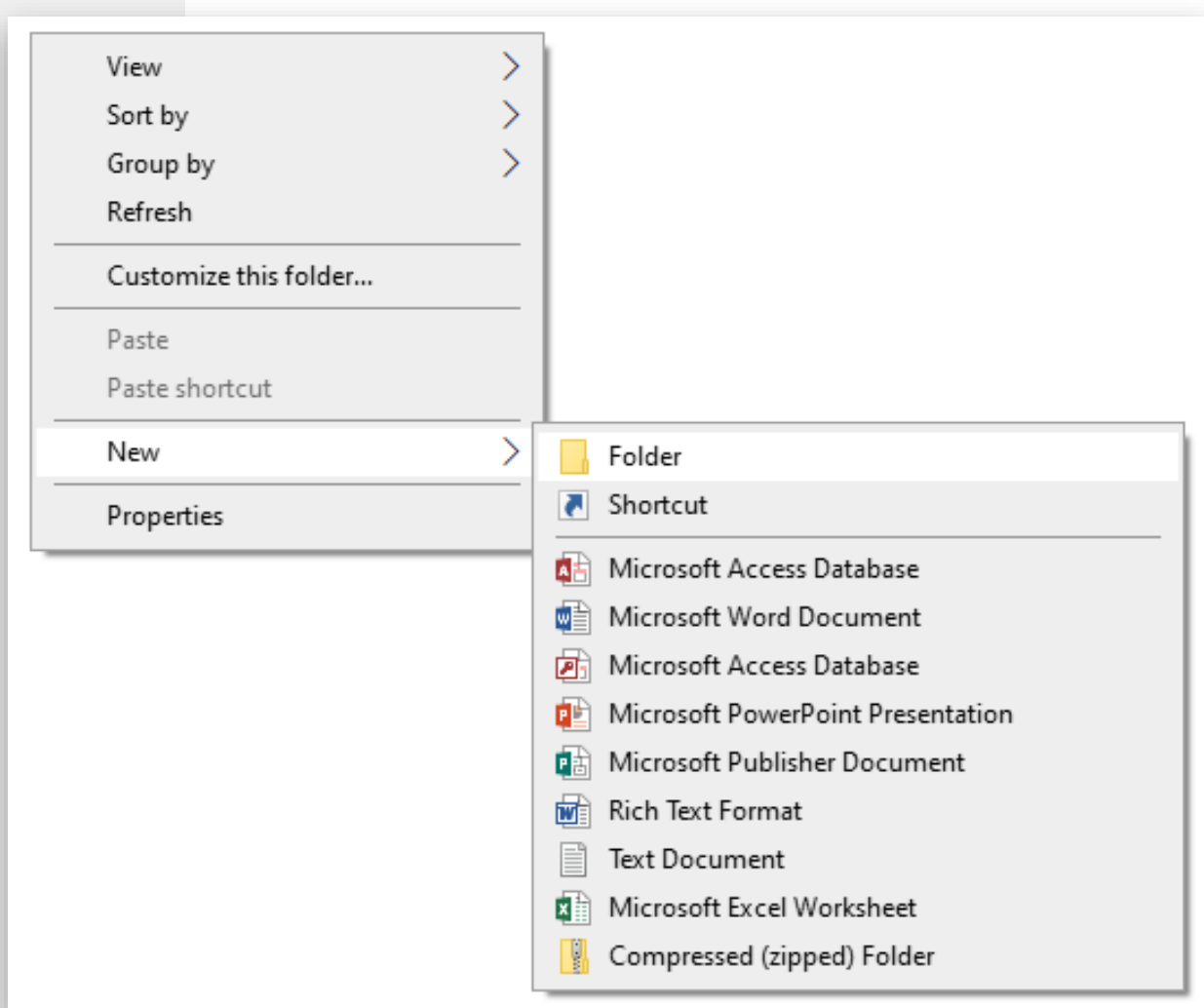
WINDOWS

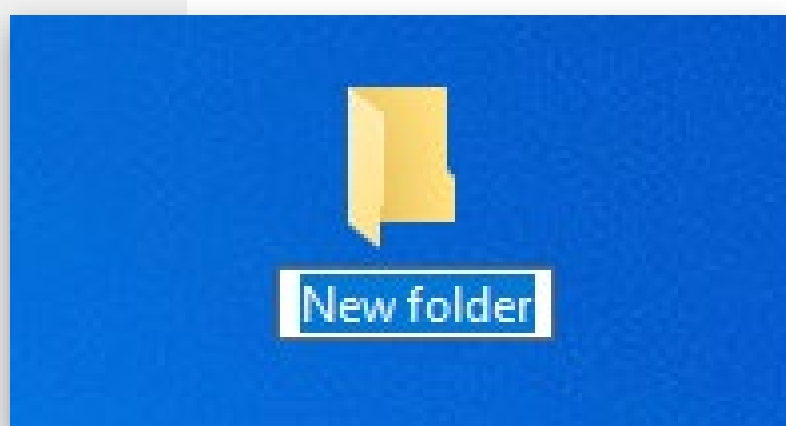**1** Move the files you would like to compress into a folder.

2 To create a new folder, right-click on the screen, scroll down to **New**, and then to **Folder.**

3 Enter a name for the folder in the space underneath the folder icon where the text is highlighted.
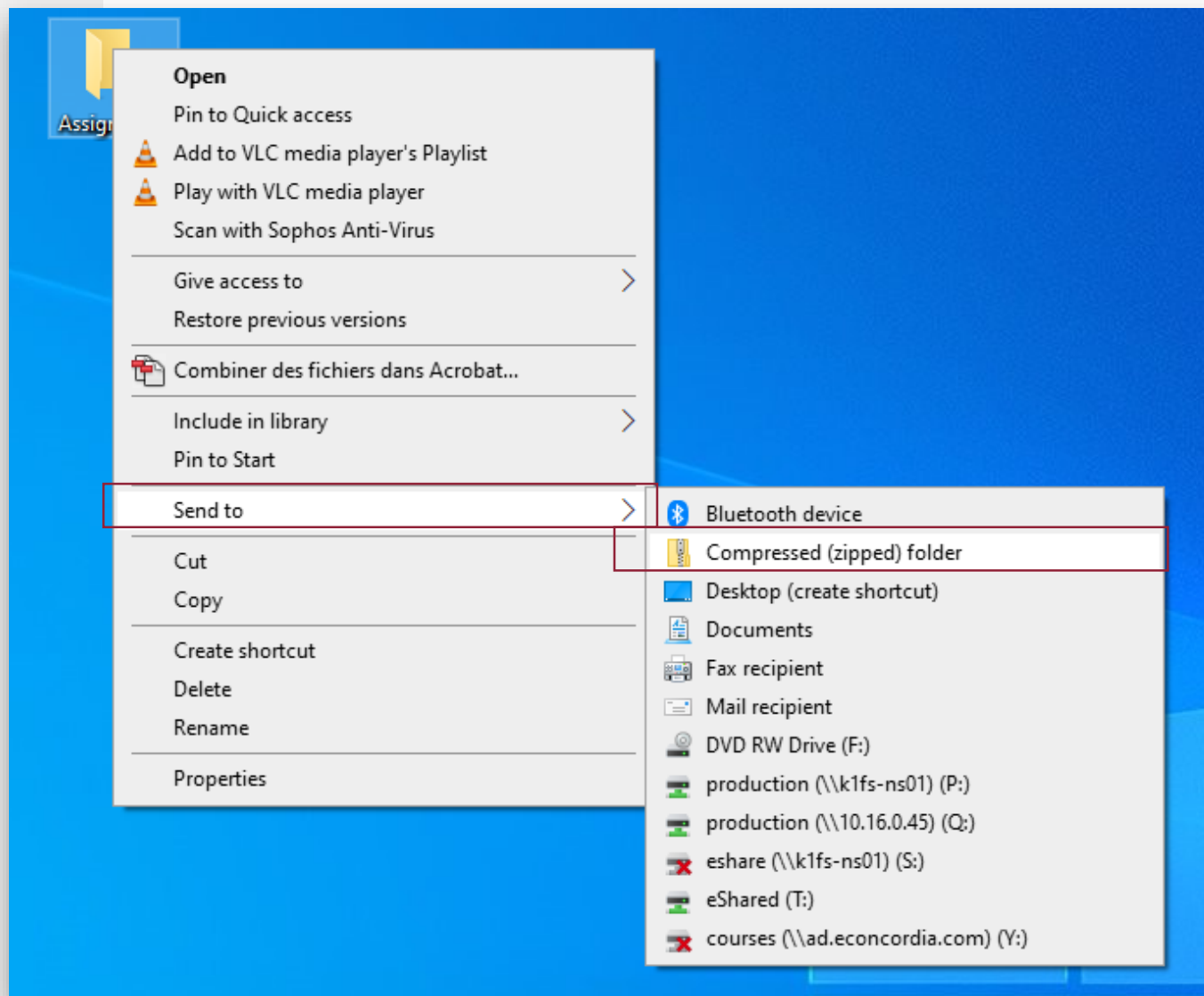

4 Click and drag the files you want to compress into the new folder.

5 Right-click on the folder, select **Sent to**, and then select **Compressed (zipped) folder**.
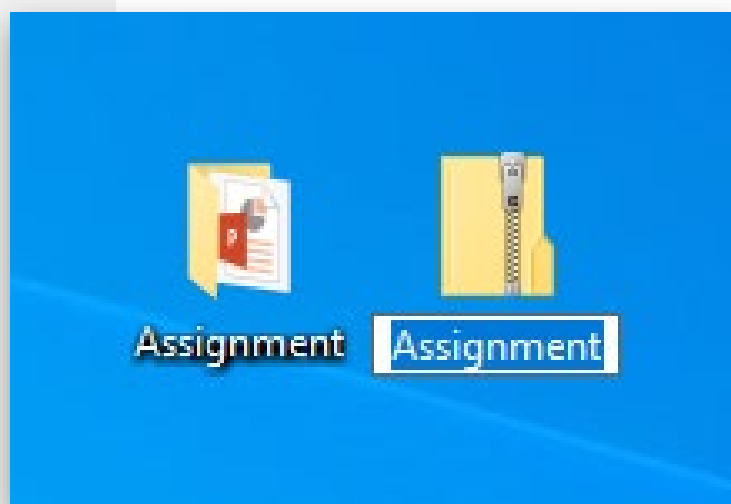

6 A dialog box will appear that shows you the progress of the compressing files. Wait until the files are compressed.
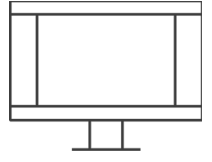
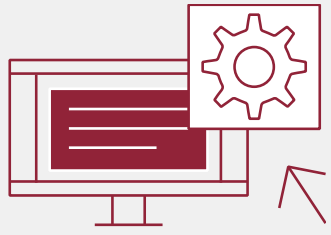**7** Another folder will be created on your desktop as shown in the image below.

8 Attach the compressed folder with the extension **.zip** to your email.

How to Compress Files

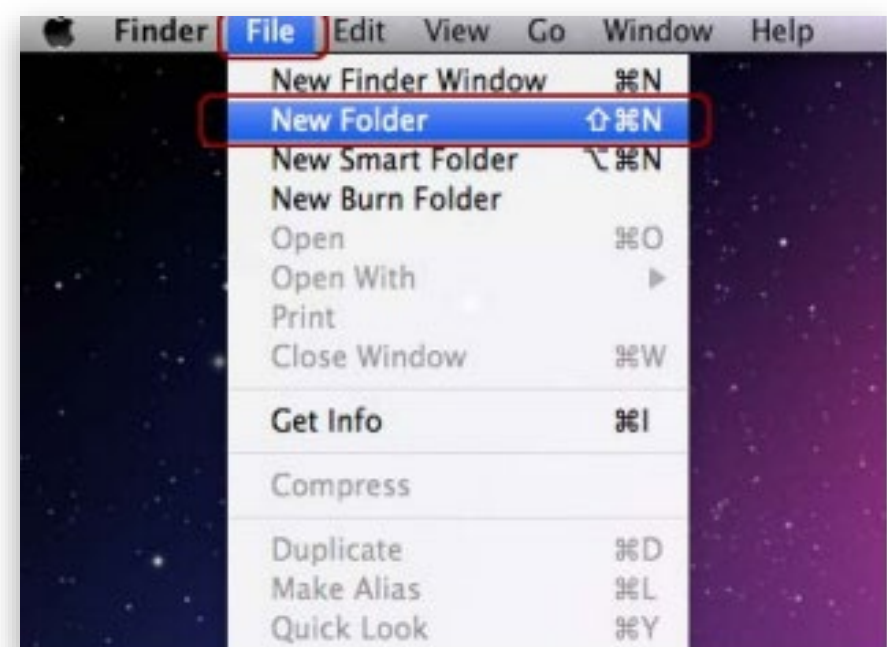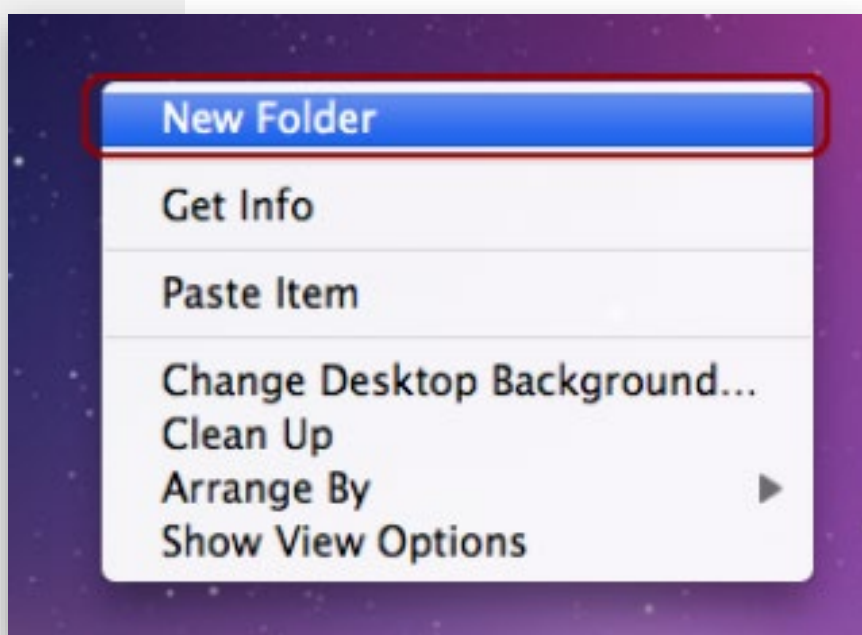Follow the steps to compress files in a folder on your computer.

eConcordia

Student

MAC OS

1   Move the files you would like to compress into a folder.

2   To create a new folder, right-click on the screen and select **New Folder** OR open the **Finder** window, select **File** and select **New Folder.**

3   Enter a name for the folder in the space underneath the folder icon where the text is highlighted.

4   Click and drag the files you want to compress into the new folder.

5   Right-click on the folder and select **Compressed "Assignment"**.
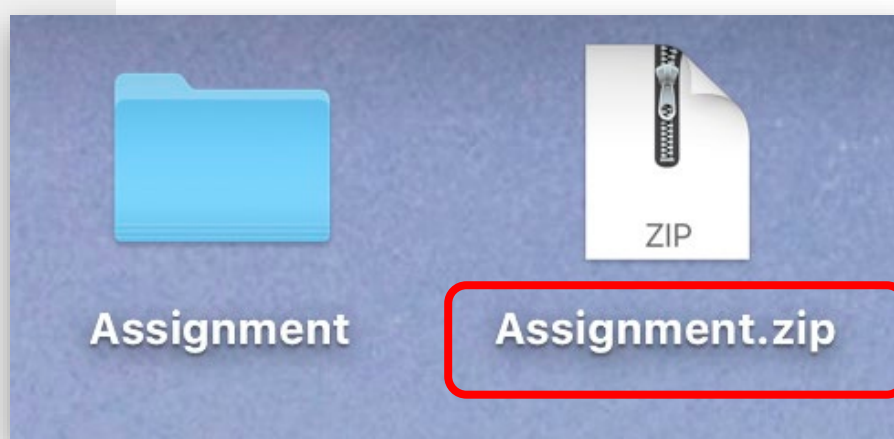

6   A dialog box will appear that shows you the progress of the compressing files. Wait until the files are compressed.

7   Another folder will be created on your desktop as shown in the image below.

8   Attach the compressed folder with the extension **.zip** to your email.