

Ed Tech



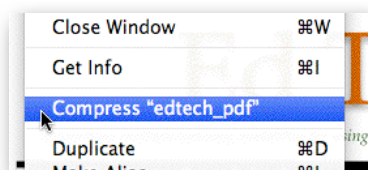
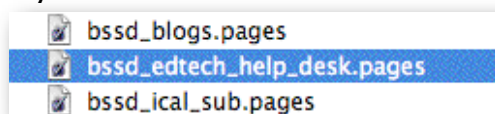
Supporting multiple learning modalities for using technology and distance learning as a tool in your classroom, school, district and life.

TechByte: Archiving or Zipping Files and Folders

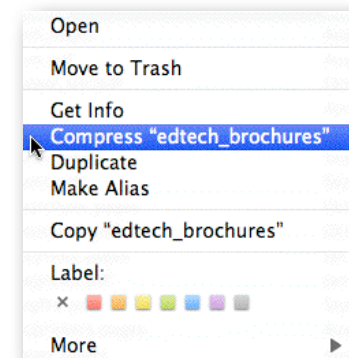
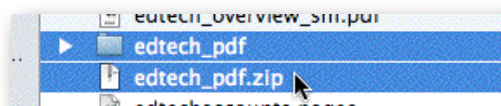
It is important to 'Zip' folders prior to emailing them and now that we are using the iWork applications (Pages, Numbers and Keynote) archiving or 'zipping' documents will be come vital.

The nice thing is that Apple makes this archiving process pretty strait forward.

1) Highlite or select the folder or document you would like to have archived.



2) Under the file menu in the Finder you will see Compress "File-name". Select that from the list and you will have to wait a bit but an archived or "zipped" file will show up in the same directory as the original file.



There is a shortcut using the 'ctrl'-click feature on the trackpad button or the 'right-click' on your two button mouse.

1) Find your file or folder you want archive and then 'ctrl'-click or 'right-click' on it and you will get the menu on the left select Compress "Filename". You will have to wait a bit but an archived or "zipped" file will show up in the same directory as the original file.

These both do the same thing and now the file is ready to email.

If you are using an older version of OS X (10.4 or prior) the phrase you are going to see is 'Archive the file...filename'

If you are feeling frisky and want to actually put the application on your dock... open your HD go to System>Library>CoreServices. In that folder you will find Archive Utility, click and drag it to your dock. You now will be able to drag your folder to the icon and it will create a compressed or zipped file.

