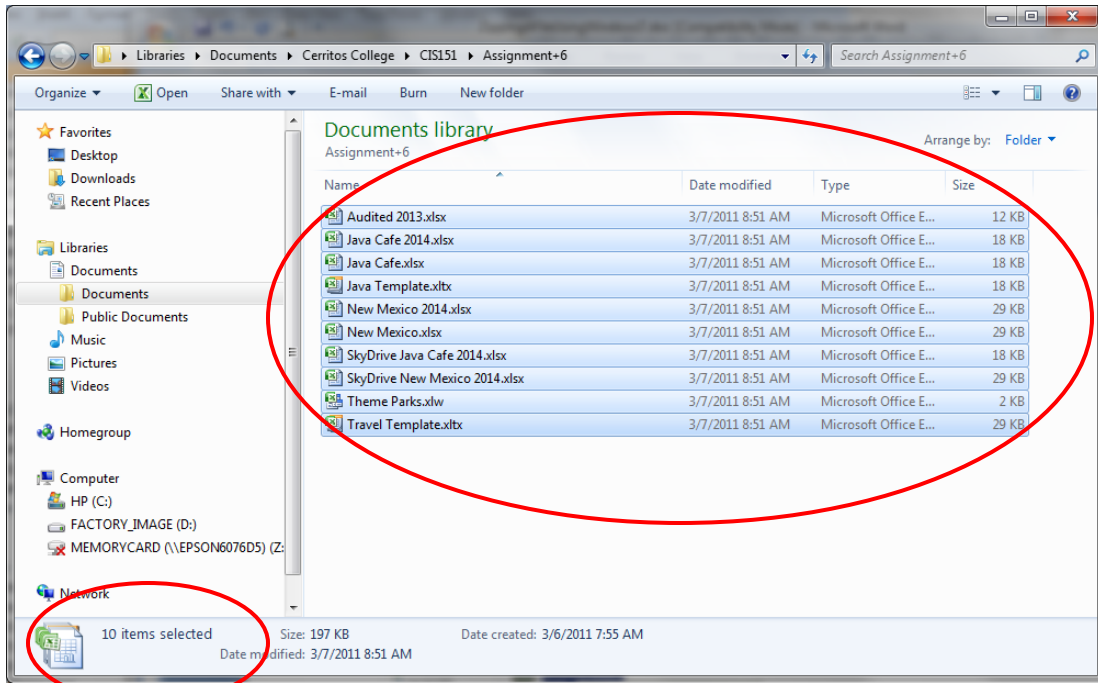


Ziping/Compressing a File using Windows 7

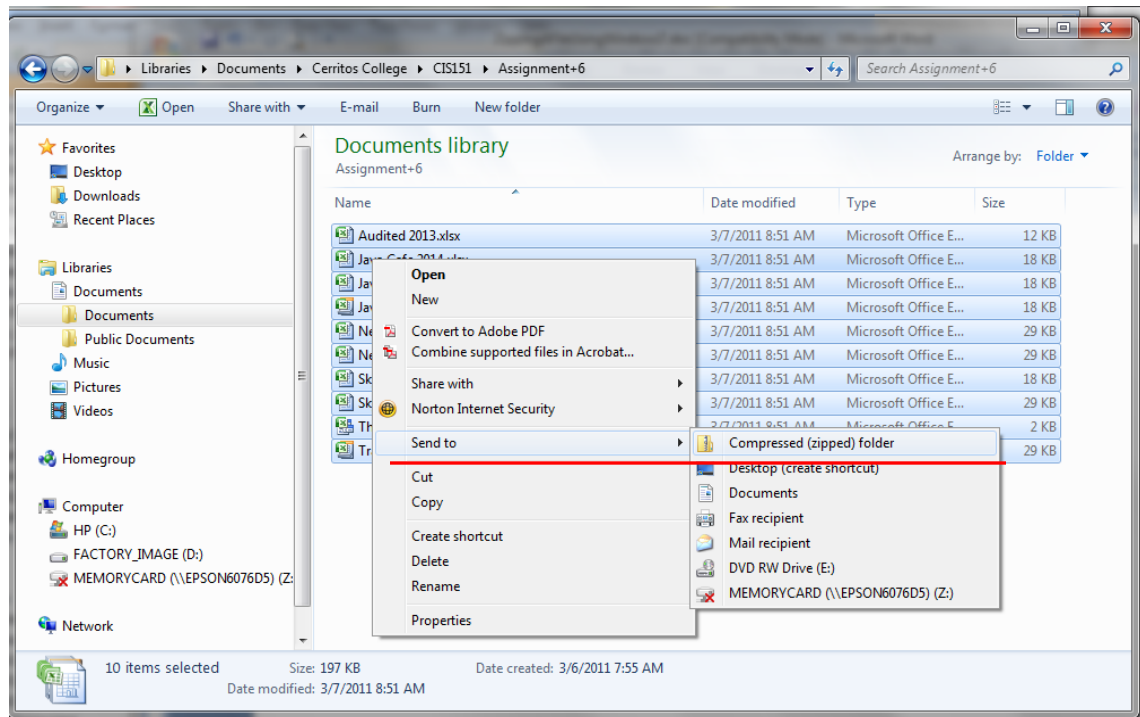
Please note this is an example and that your file or folder names may be different.

1. Select the file(s) or folder (which may have several files in it)
 In this example I selected/clicked the first file Audited 2013.xlsx file with my left mouse key and then held down my SHIFT key and selected/clicked the last file Travel Template.xlsx file with my left mouse key. This selected all of the files. See the highlighted list of files and message in the bottom status bar, 10 items selected?



2. Right-click the *selected* file(s) or folder
3. Select the **Send To** option
4. Select **Compressed (zipped) Folder**

See screenshot on the next page.



- The above command will create a file folder with a zipper on it. You need to type a new name for the zipped file. In my example I named it Tutorial6.zip. The folder with the zipper (Tutorial6.zip in this example) is the one you need to upload to the assignment in TalonNet.

