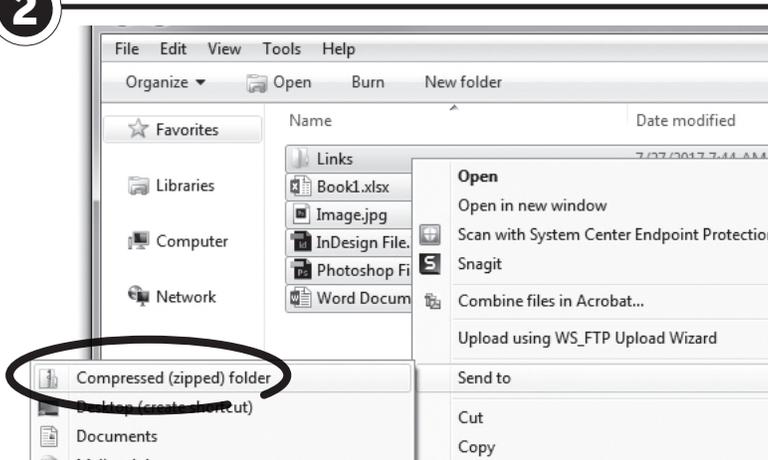# Create a Zipped folder

When transferring or uploading a multiple files or folders it can take a long time to send each one individually. To save time you can combine your files or folders together by zipping them into a single folder. While it is not the best practice to email zipped files because of security concerns, in fact many state agencies are not able to send or receive zipped folders, it can still be a huge time saver when archiving a project, uploading to an FTP site for file transfer, or when uploading multiple files for a print job with Publishing & Distribution. Here's how it works . . .
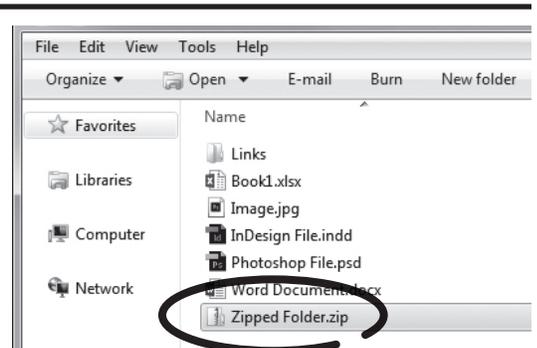
①
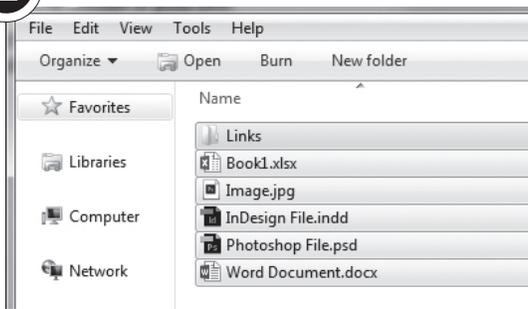
1 Locate the files or folders you wish to zip into a single folder. Select them by Control clicking on a PC, or Command clicking on a MAC.

2 With the items selected right click and select Send to > Compressed (zipped) folder, or Compress Items on a MAC.

3 Your original files stay in place and the new folder with the extension .zip now contains a copy all the selected items.

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Note: *When you receive a zipped folder you must extract the items before using. On a PC, right click on the .zip folder and choose "Extract All..." Then choose the location you want to save the folder. This will create an exact copy of the folder without the .zip extension. On a MAC, double-click on the .zip folder and it will expand automatically with Archive Utility into the same folder as the zipped folder.*