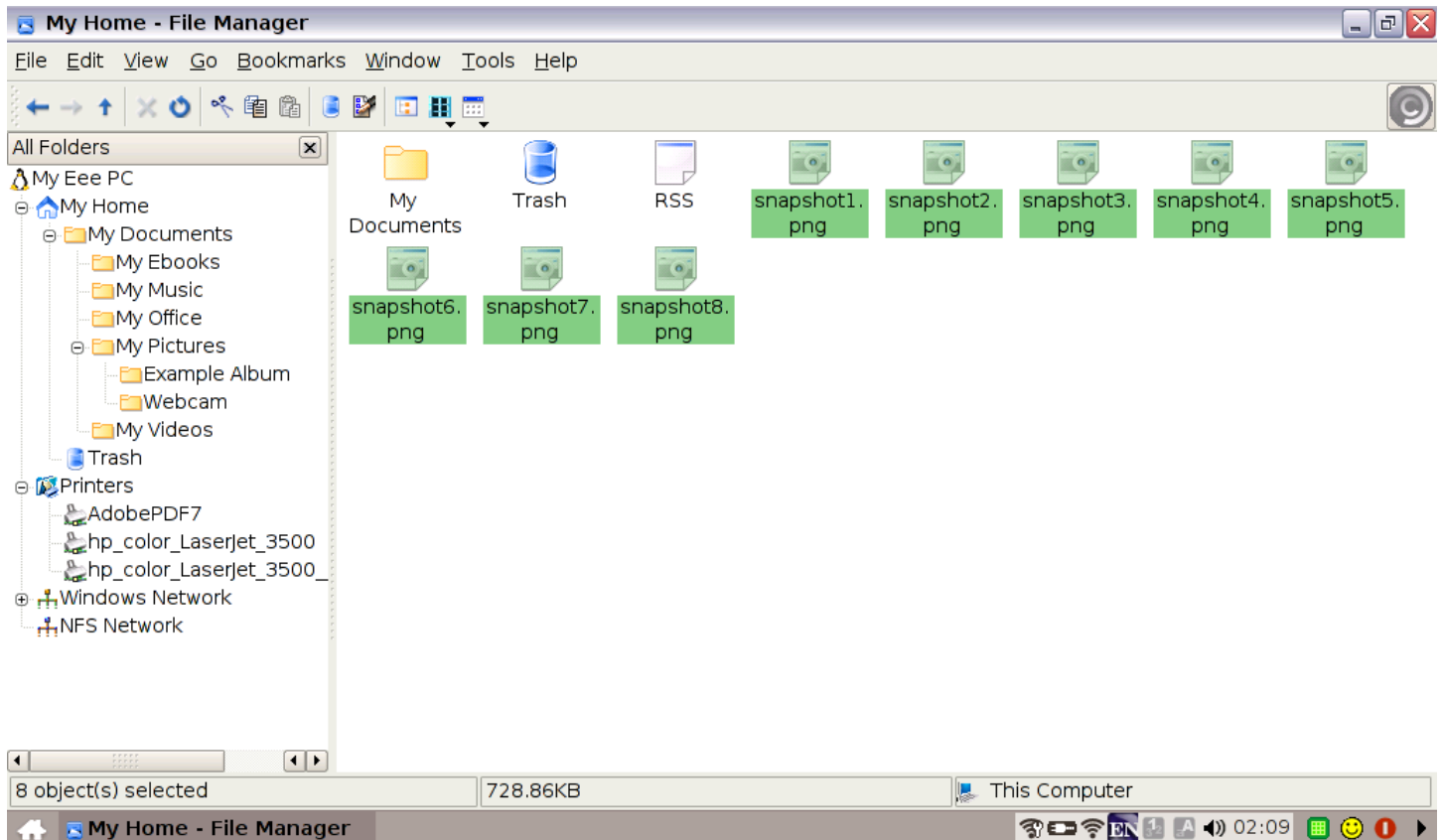


Zippping Multiple Files

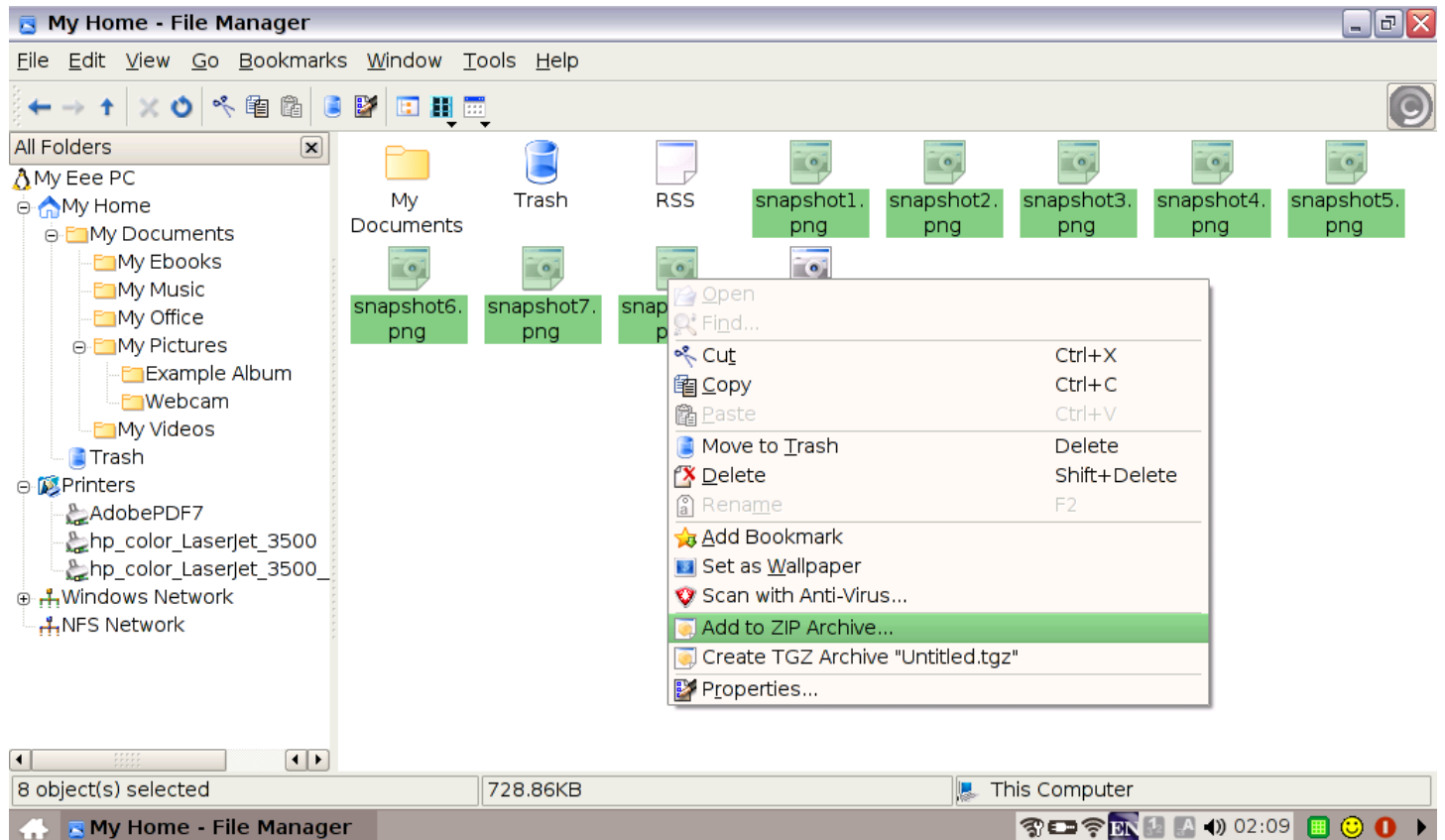
Sometimes you will have multiple files, and would like to bundle them together. For example, if you need to upload them to Blackboard, or you would like to email one file instead of having multiple attachments.

To begin open your “*File Manager*” under the “*Work*” tab, and find the files you'd like to zip.

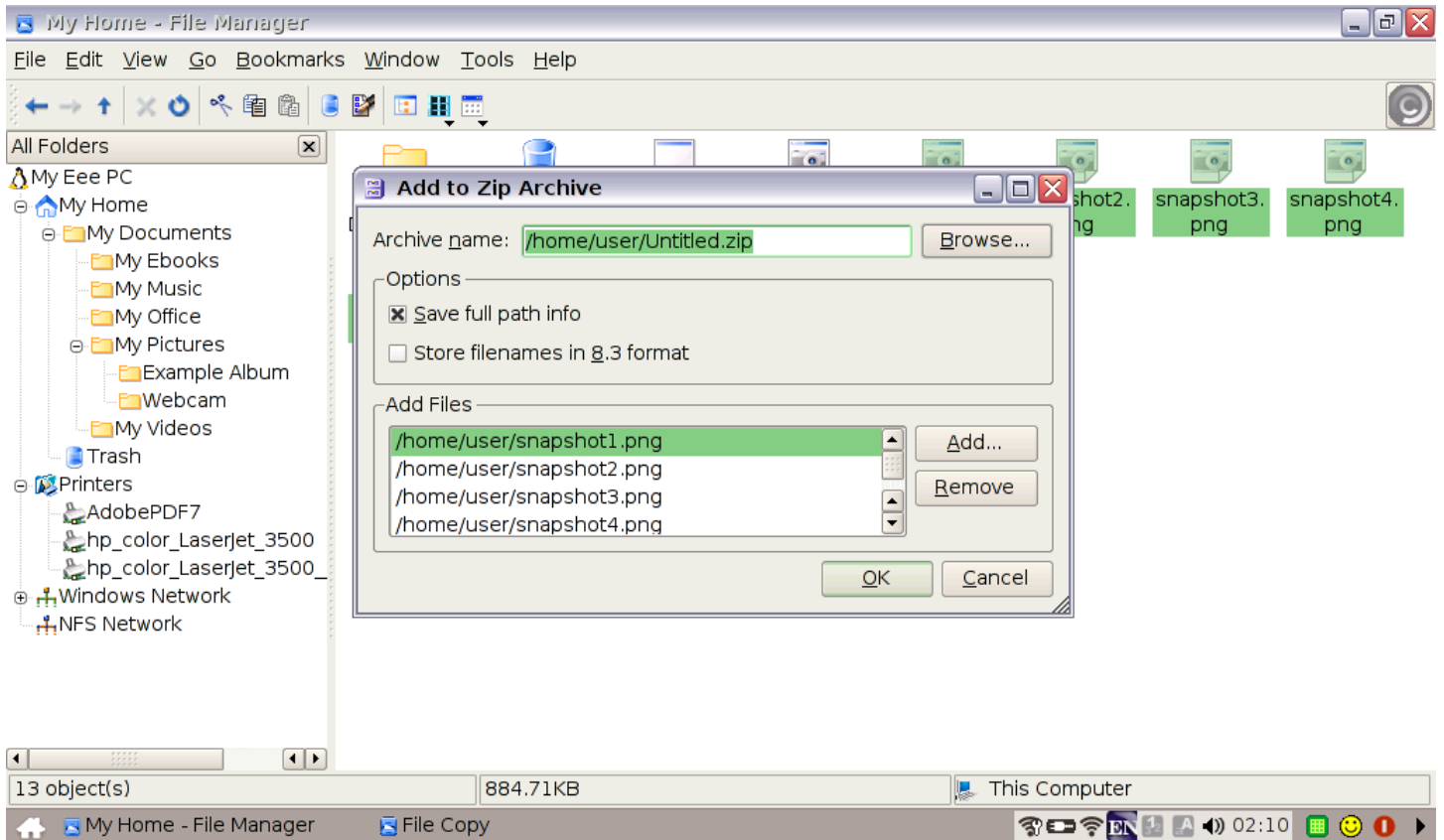
Start by selecting all the files you would like to include in your zipped file. As you can see below I've selected eight files I would like to include in my zipped file.



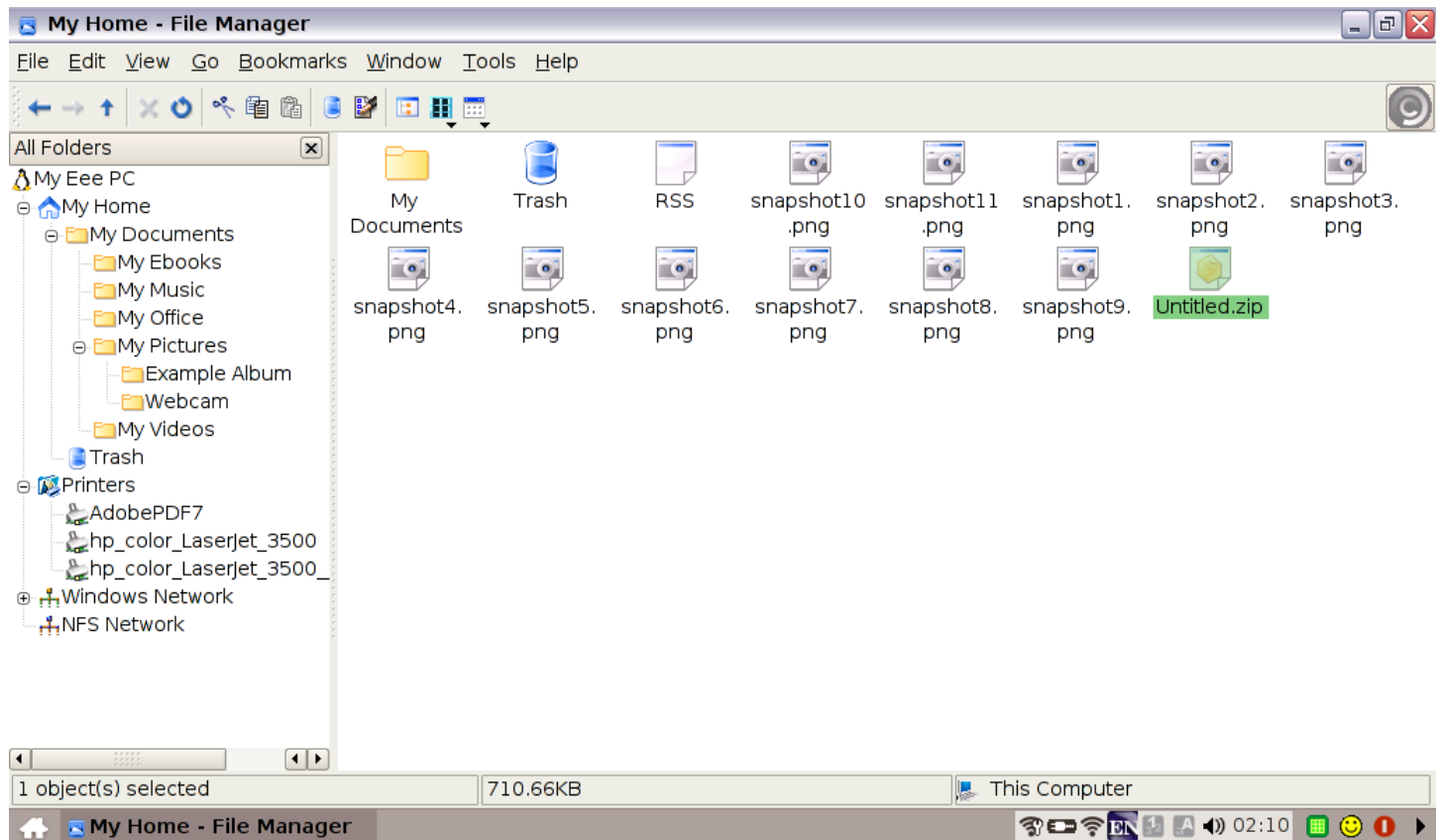
Then right-click on one of the selected files. A menu will appear where you right-clicked. On this menu select the “Add to ZIP Archive...” menu item.



In the “Add to Zip Archive” dialog, you can change the zipped files name or add more files. In this example I'm saving the zipped file with the name “Untitled.zip” in my “/home/user” folder. The rest is fine, so click the “OK” button.



You should now see the zipped file you created. My file is called “*Untitled.zip*”. In the screen shot below I've selected it. To open any zipped file, just double-click the file. This will allow you to access it's contents and copy out any files you'd like to have.



The End