

How Do I ? Zip and Unzip (Extract) Files

What is a Zip File

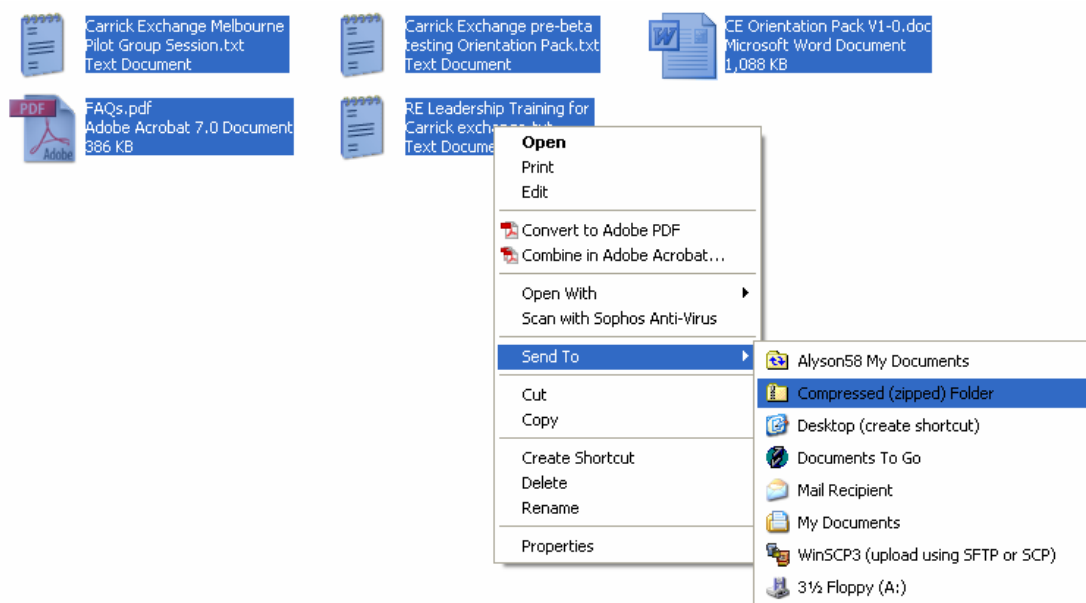
Zipping a file or files creates a compressed version of the file(s) that is considerably smaller than the original. The zipped version of the file(s) has a .zip file extension. File types that are reduced the most by zipping are text-oriented files such as .txt, .doc and .xls **NOTE:** STUFFIT is the file compression software for Apple/Mac and is built into the Mac Operating System.

Why Make a Zip File

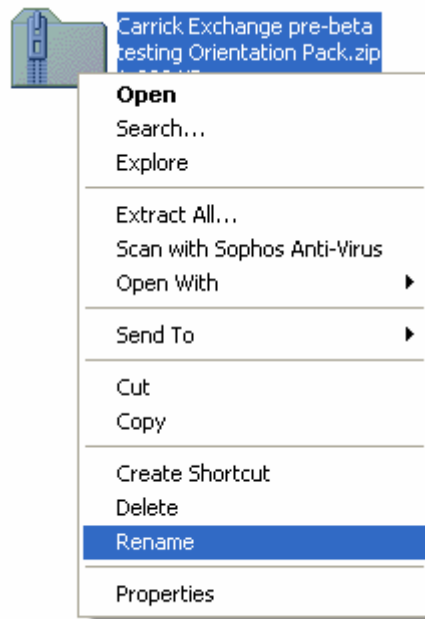
You can zip numerous files of any type into one zip file. This turns uploading large quantities of files into your File Manager in the LMS into a single transmission. The file can then be unzipped in the File Manager. Alternatively, if you want to download many files from the File Manager, you could zip the files in the File Manager, download and unzip them into a local folder.

To Create, Upload and Extract a Zip File

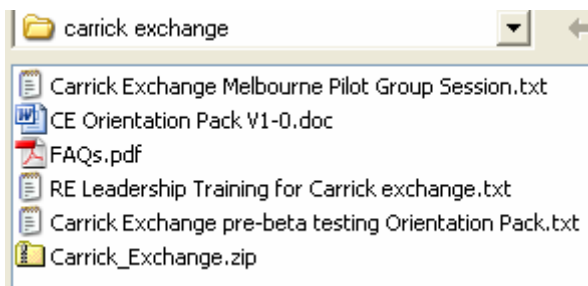
1. In a Windows environment folder, select the files to be zipped, right click and select **Send To > Compressed (zipped) Folder**.



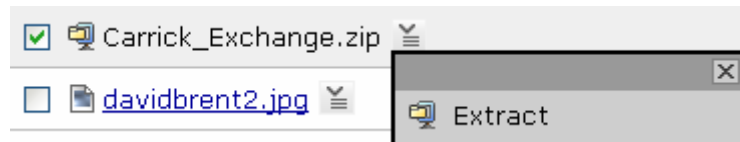
2. The new zip file will appear in the same folder. The zip file will usually take its name from one of the files selected to be zipped so it may be prudent at this point to right click the file and rename it to something more relevant



3. In the LMS File Manager, choose **Get Files**, then browse to My Computer and the folder where the .zip file is located. Select the .zip file and choose **OK**. See also **How Do I .. Add, Create and Upload Files**.



4. When the file has been uploaded to the File Manager, select the Action links menu and choose **Extract**. All of the files will be extracted to a new folder which will take its name from the title of the .zip file.




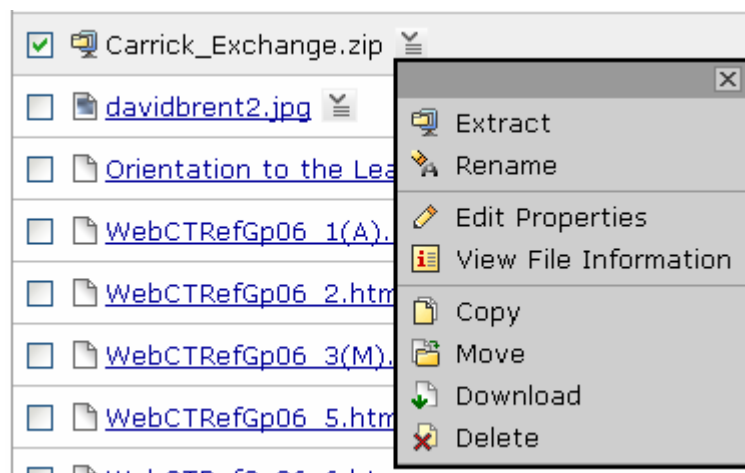
ActionLinks Extract Function

In the LMS – To Create, Download and Extract a Zip File

1. In the File Manager, select the files you want to zip by checking the check boxes to the left of the filename and then choose Zip.



3. You'll be prompted to save the file and name it. The system can automatically create a name for the .zip file based on the LMS unit name and code and the date of creation. Choose **OK**.
4. Select the checkbox next to the filename, then choose the file's Action Menu  and select **Download**.



Download a .zip File

5. At the next screen you will be prompted to choose a location and save the file. When you have saved the file, right click on the file and select **Extract All**. This will unzip the file and extract all the files to a new folder.