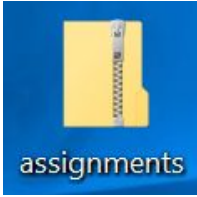


Guide for Windows Zipped/Compressed Folders

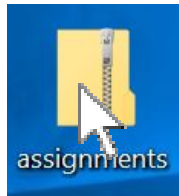


Why are folders zipped and what does it mean?

Zipping the folder allows it to be shrunk and compressed in size.

A zipped folder is easier to send through email or upload into Canvas, because of the internal structure.

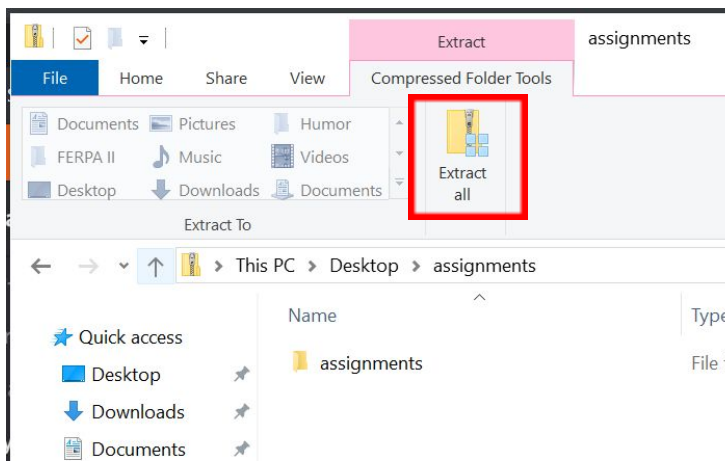
In order to use a zipped folder, it must be properly extracted.



To extract: First open the zipped folder by double-clicking on the folder

Then

Click on the Extract all



Then Select the destination

