How to Create Zip Files

How to Create Zip Files:

Batch uploading requires that documents first be compressed into a .zip file. The methods illustrated below only encompass a few ways to create .zip files. There are numerous other third-party software programs that can achieve the same or even better compression formats.

Note:

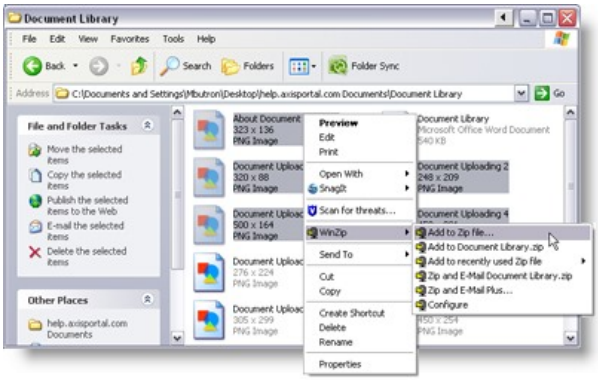
- The structure will be displayed in the Document Library *exactly* as it is shown in the .zip file (i.e. layout, folders, sub-folders, etc.).
- If structure is preferred upon upload, the structure must be set first *before* compressing the folders and/or files into a .zip file.

Compressing Files and Folders:

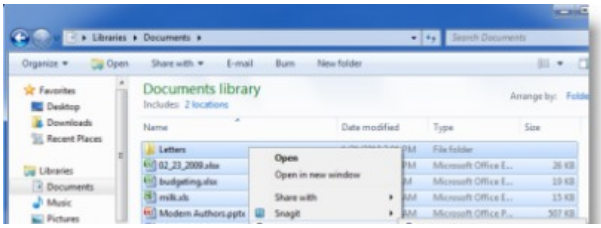
Windows

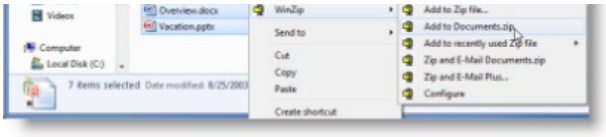
Here is a quick example of how to create a .zip file (.zip or .zipx) using WinZip. For full instructions on how to use WinZip, refer to http://kb.winzip.com/kb/.

1. Open a folder window.
2. Find and highlight (select) the files and/or folders you would like to zip.
3. Right click in the highlighted area.
4. In the WinZip sub-menu of the context menu that displays, choose either:
    - **Add to Zip file**: To specify your own Zip file name, compression method, encryption, or an option to split the Zip file.
    - **Add to [filename].zip**: To quickly create a Zip file using the default compression method without being able to specify other options (please note the name of the file).



Windows XP





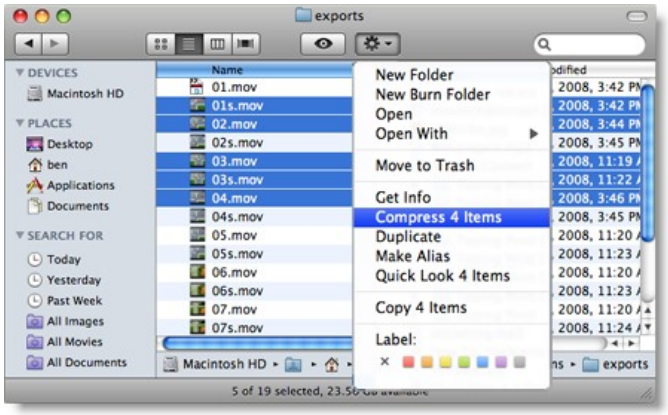
Windows 7/Vista

5. The .zip file is created.

Mac OSX

To compress items, do any of the following:

- Select the item or items you want to compress and choose **File** > **Compress**.
- In a **Finder** window, select one or more items and choose **Compress** from the **Action** menu (looks like a gear).
- **CTRL + click** an item and choose **Compress** from the shortcut menu.



Note:

- If you compress a single item, the compressed file has the name of the original item with the .zip extension. If you compress multiple items at once, the compressed file is called **Archive.zip**

To Uncompress (Expand) an Item:

To uncompress items, do either of the following:

- Double-click the .zip file.
- Or extract using third-party software.