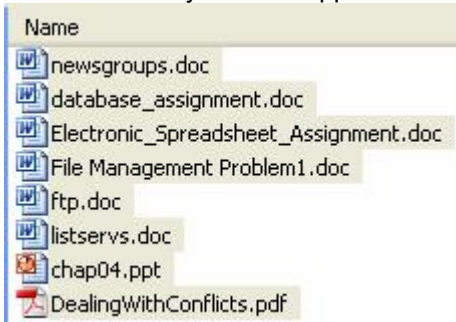


How to create a Zip file

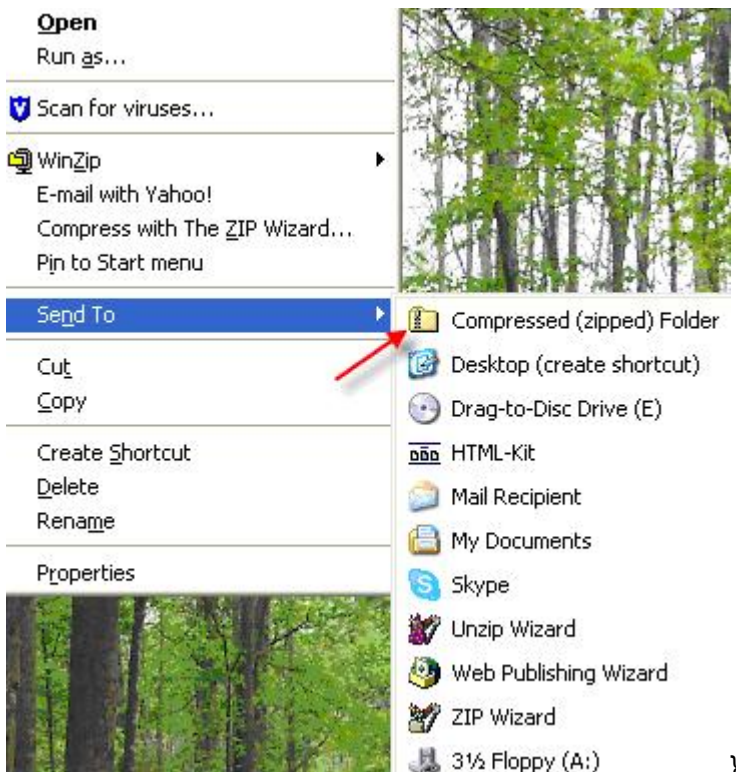
You can use any ZIP software in this tutorial we are going to show you how to zip files using WindowsXP and WinZip.


Tutorial 1: Zipping files with Windows XP

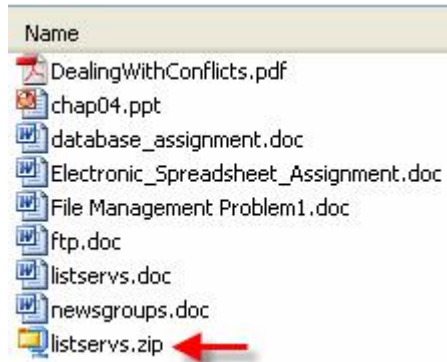
1. Select the files you want zipped



2. **Right mouse click** holding your mouse over the highlighted files.
Tip: The file that you are right mouse clicking - will be the zip file name. For example; if I right mouse clicked listservs.doc my zip file name would be listservs.zip.
3. Select **Send To**
4. Click **Compressed (zipped) Folder** as shown below:

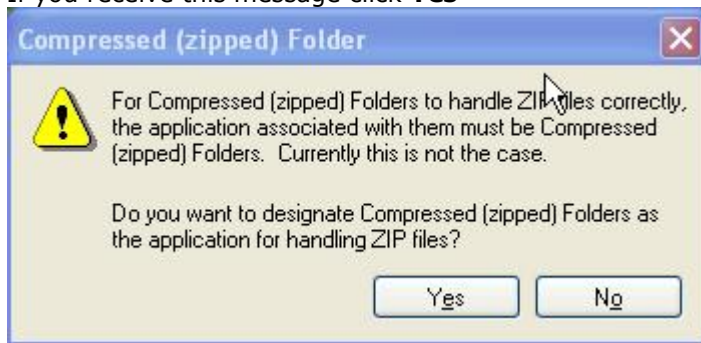


5. Windows XP will create a zipped file in the same directory. Look for this icon  next to the ZIP file. (e.g. listservs.zip)



5. Helpful Tips:

- You can rename the zip file by right mouse clicking; in the dropdown list chose **Rename**.
- If you receive this message click **Yes**



Unzipping with Windows XP

To view your Zip files locate the file with the extension **.zip**. Double-click it, the files and folders will appear in a new window.

Tutorial 2: How do I create a Zip file using WinZip?

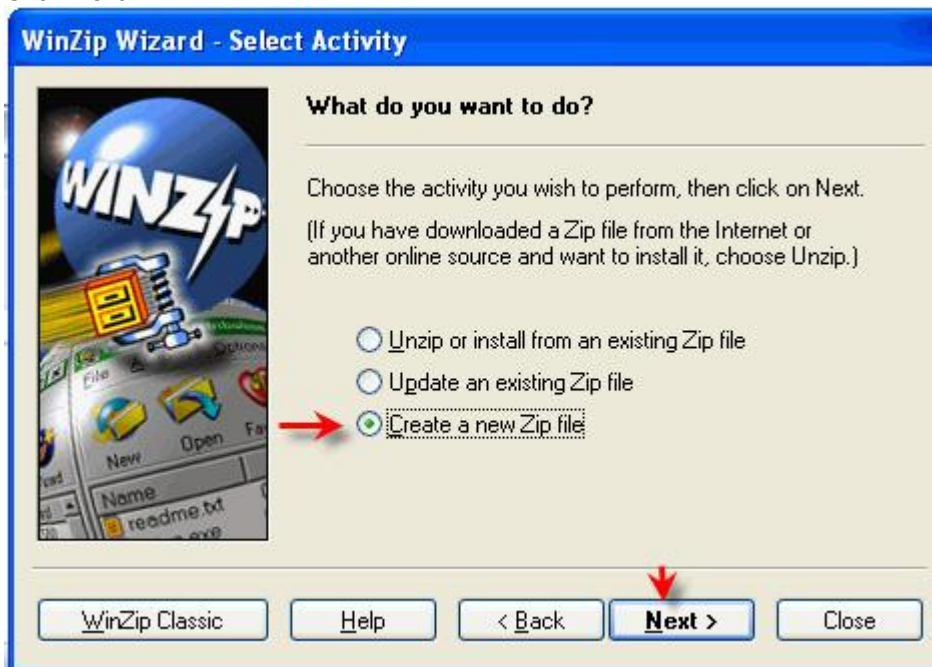
1. To create a new Zip file, open WinZip in the WinZip Wizard mode. (If the WinZip Wizard does not open by default, just click the Wizard button in the toolbar.) The WinZip Wizard will guide you through the entire process.
2. Click **Wizard**



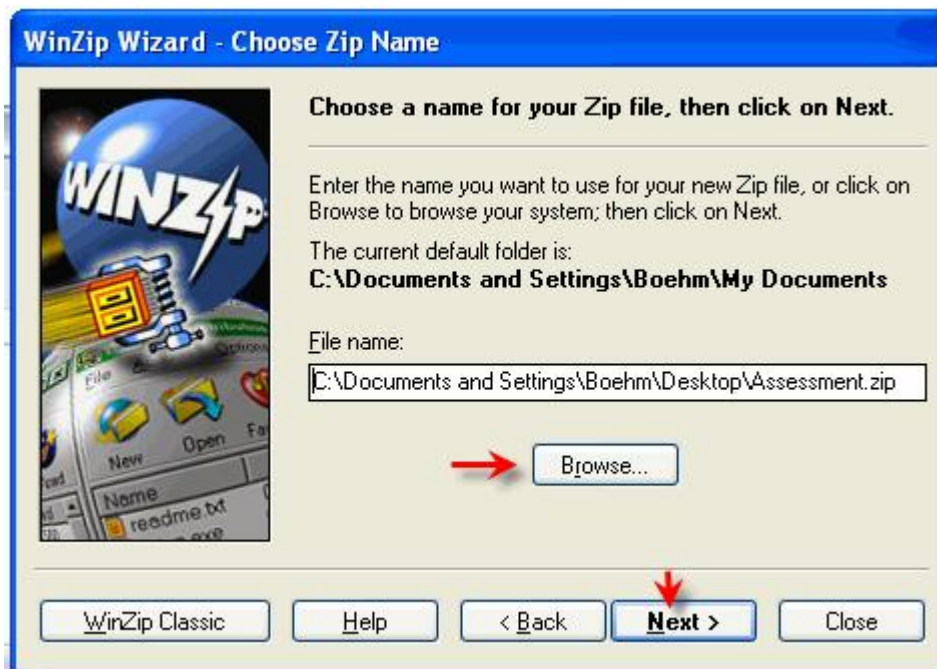
3. Click the Next button



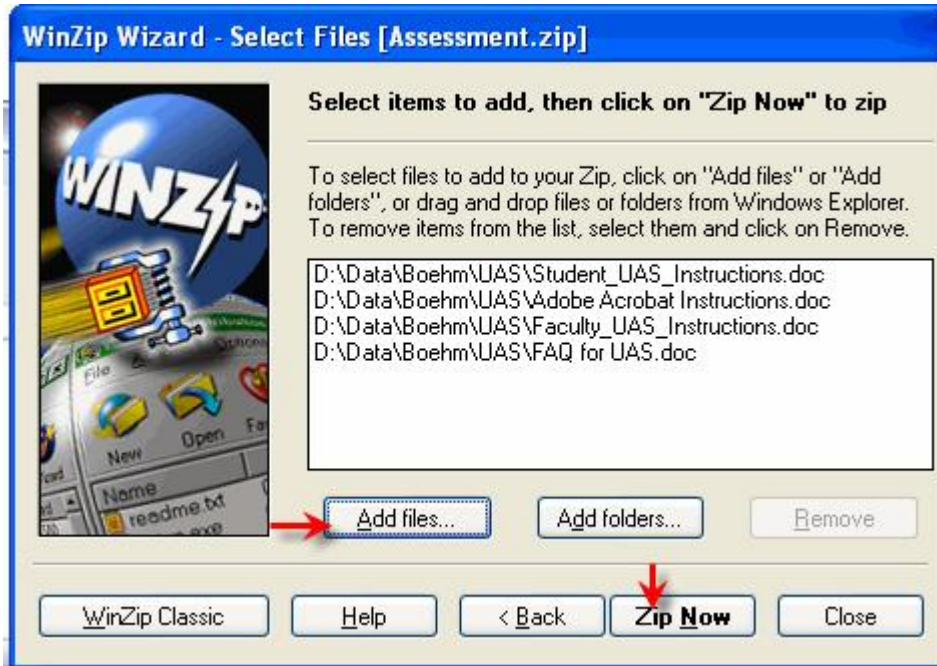
4. Select the **Create a new Zip** file radio button
5. Click Next



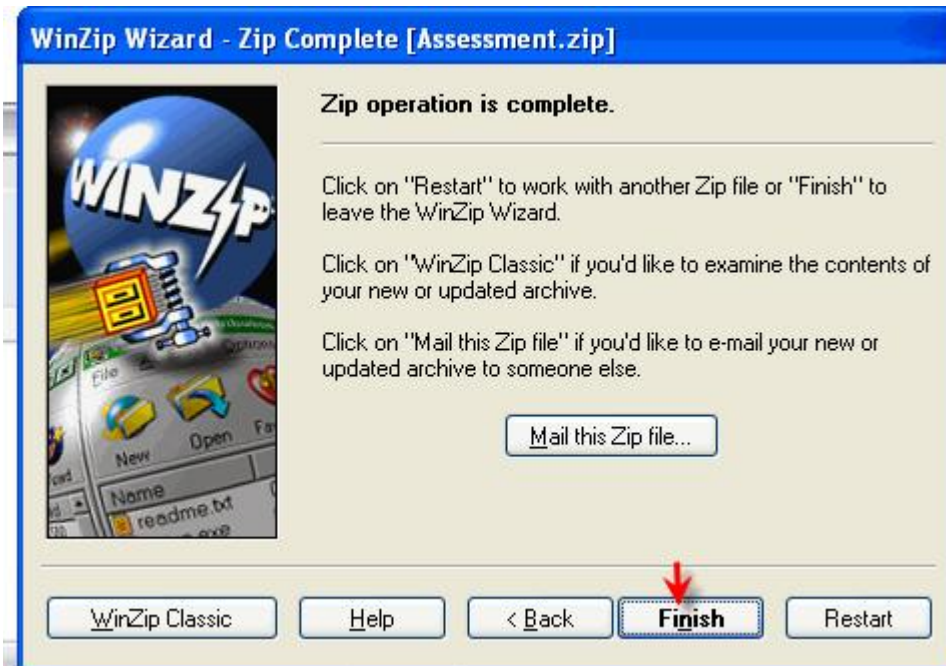
6. Enter the name you want to use for your new Zip file, or click on the **Browse** button to browse your system; then click **Next**



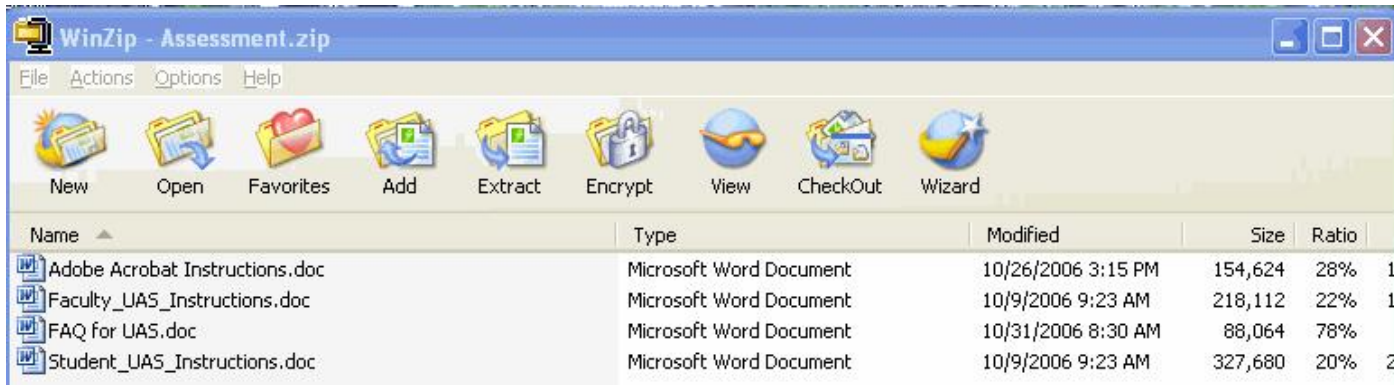
6. Add all the files you want to include in the ZIP file; Click **Zip Now**



7. Click the **Finish** button. The zipped file is automatically created and saved in the location you specified.



8. You should see a list of your zipped files.



9. Close WinZip

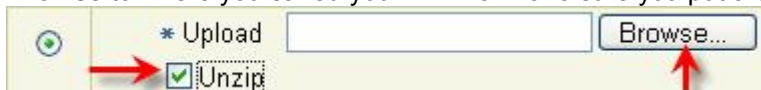
Resources

Download WinZip Evaluation Version: <http://www.winzip.com>

The ZIP Wizard: <http://www.pc-shareware.com/zipwiz.htm>

Tutorial 3: How to upload zipped files for your key assessment product into UAS

1. Log-in to UAS <http://soe.uhcl.edu/uas>
2. Locate the course and assessment item in the list in which you want to load a file or zip files associated with a key assessment product.
3. Click the **File Manager** button
4. Click the **Upload a File** button
5. **Browse** to where you saved your ZIP file. Make sure you put a checkmark in the box next to **Unzip**



You should see a list of your unzipped files

