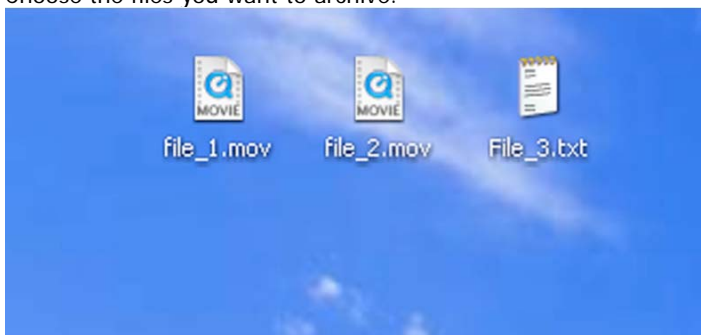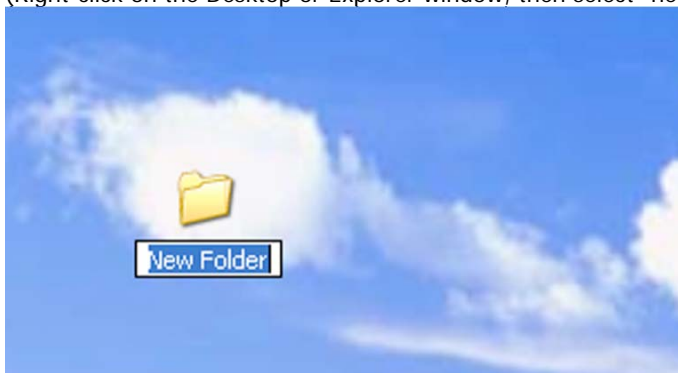## Creating file archives

Creating an archive is a useful way to combine multiple files into a single downloadable/uploadable package. Instructions for doing this on Windows and Mac computers below:
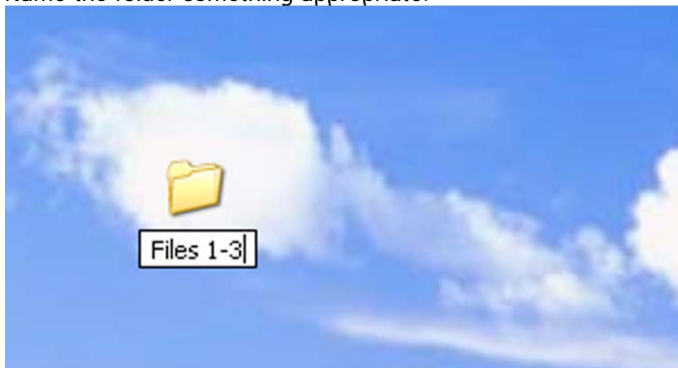
Windows 7, Vista and XP

1. Choose the files you want to archive.

2. Create a folder.
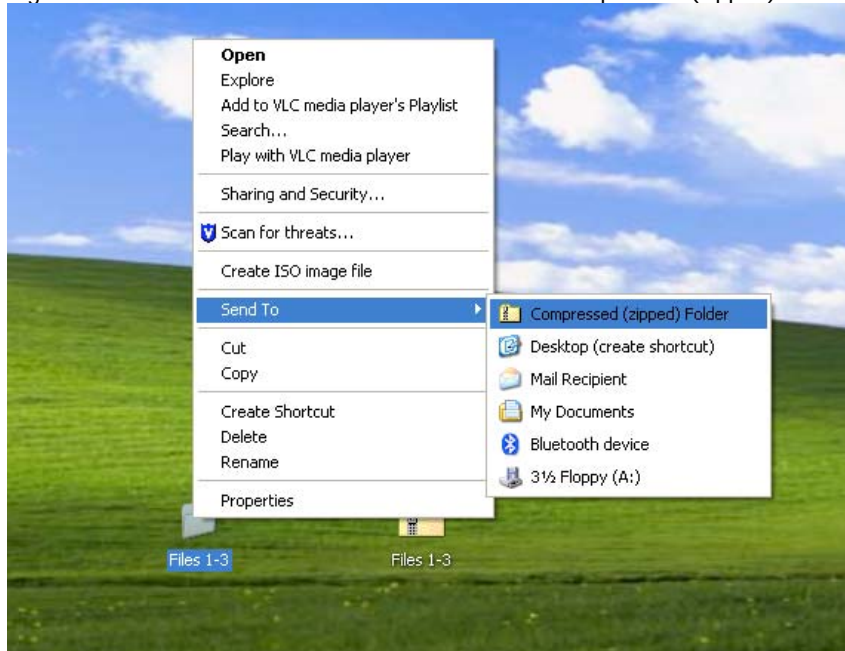   (Right-click on the Desktop or Explorer window, then select "new" and then "folder.")

3. Name the folder something appropriate.

4. Select the files you'd like to archive and move them into the folder.

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5. Right click on the folder and select "Send to" then "Compressed (zipped) folder"
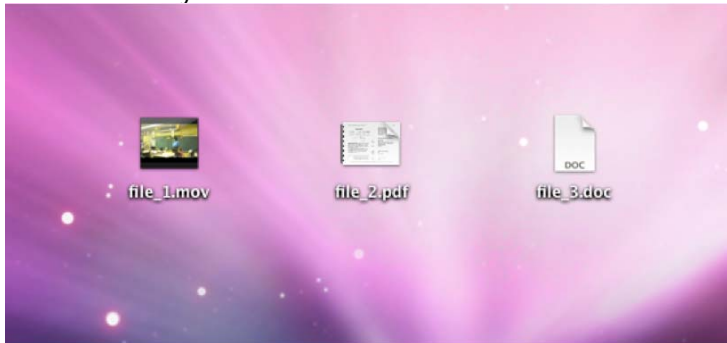

6. You now have an archived version of your files.

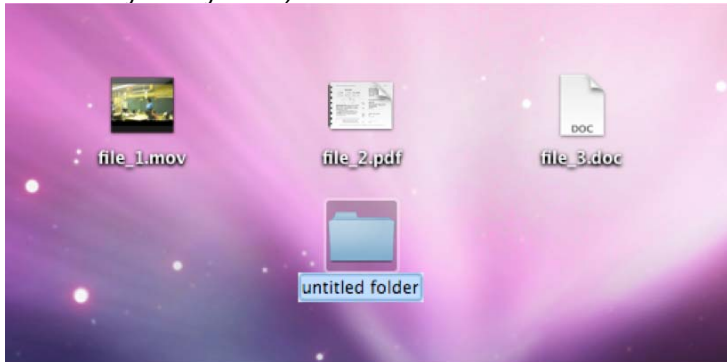

The original files still exist in the folder you created earlier. The archive contains all of those files and can be treated as a single file.

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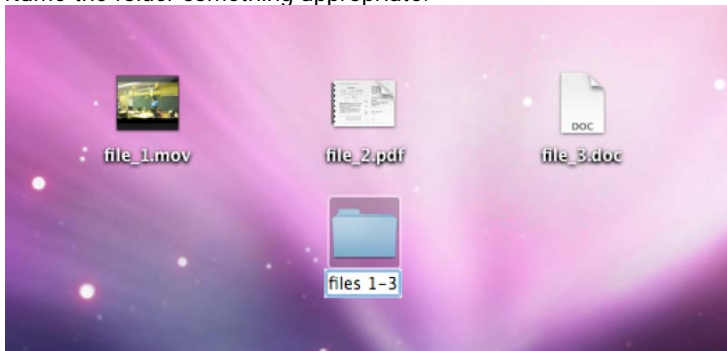Rev. 0211

Mac OS X (10.6-10.4)

1. Choose the files you want to archive.

2. Create a folder.
(Right-click or command-click on the Desktop or Finder window and select "New Folder." Or hit "Command-shift-N" on your keyboard.)
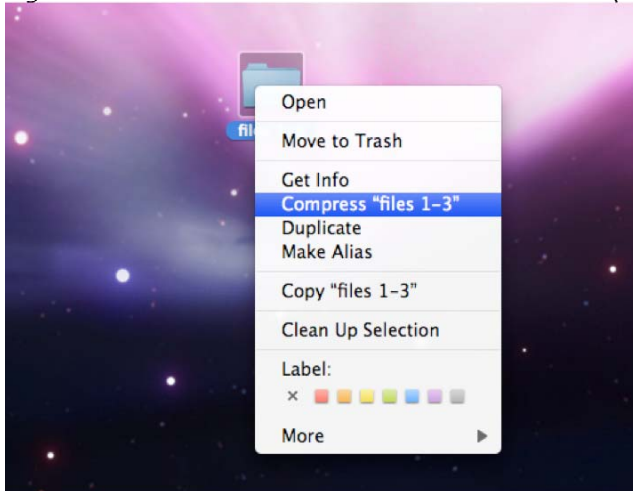

3. Name the folder something appropriate.

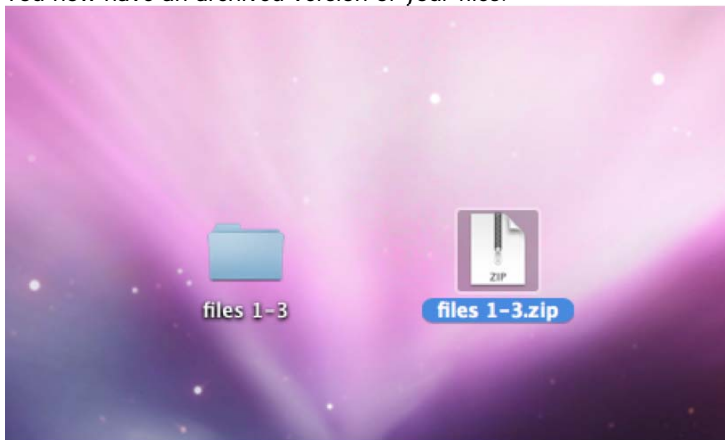
4. Select the files you'd like to archive and move them into the folder.

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5.   Right-click or control-click on the folder and choose "Compress."

6.   You now have an archived version of your files.

The original files still exist in the folder you created earlier. The archive contains all of those files and can be treated as a single file.

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