

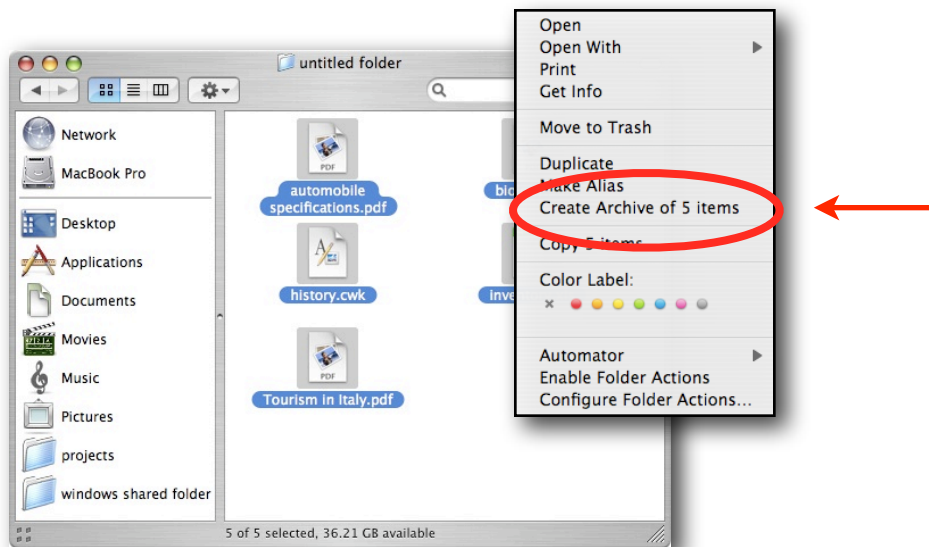


Archiving Files & Folders

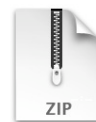
Archiving files and folders will create a copy of your information and place it into a single, compressed file. The compressed file takes up less room and is useful for making backup copies of your data or for sending information across the Internet.

To create an archive, first locate the files you wish to archive. Select the files / folders either by dragging a selection window around the items or by holding the command key and click on the individual items.

Next, click on one of the selected items and hold down the right mouse button. If you are using a single-button mouse, hold down the Control key while clicking the mouse button. A contextual menu will appear:



Select **Create Archive of # items**. This will create a new file entitled **Archive.zip**. **Archive.zip** contains all of the information of the files you just highlighted. You may copy it to a USB flash drive, to a CD-R or upload this file using FTP.



To uncompress **Archive.zip** in order to view its contents, simply double-click on **Archive.zip**. A folder entitled **Archive** will appear in the window. Your original files are stored within this folder.