Compress Files into One Folder

When compressing folders or files, it is best to go to either Computer on the Start Menu or to Windows Explorer. **DO NOT** try to compress (zip) the files when in the program window. **DO NOT** try to compress your files while you are in eCollege.

There are two different ways to compress (zip) folders when using Windows 7. These ways are explained in this document.

Use Send to Feature

✛ Click **Computer** in the **Start Menu**.

<div align="center">or</div>

✛ **Right-click** the **Start** button and select **Open Windows Explorer**.
✛ Go to the folder where the documents are stored.
✛ Select the file(s) that are to be sent from the folder where they are stored.
  ✦ To select more than one noncontiguous (not all together) file, click the first file, hold down the **CTRL** key and click all the additional files.
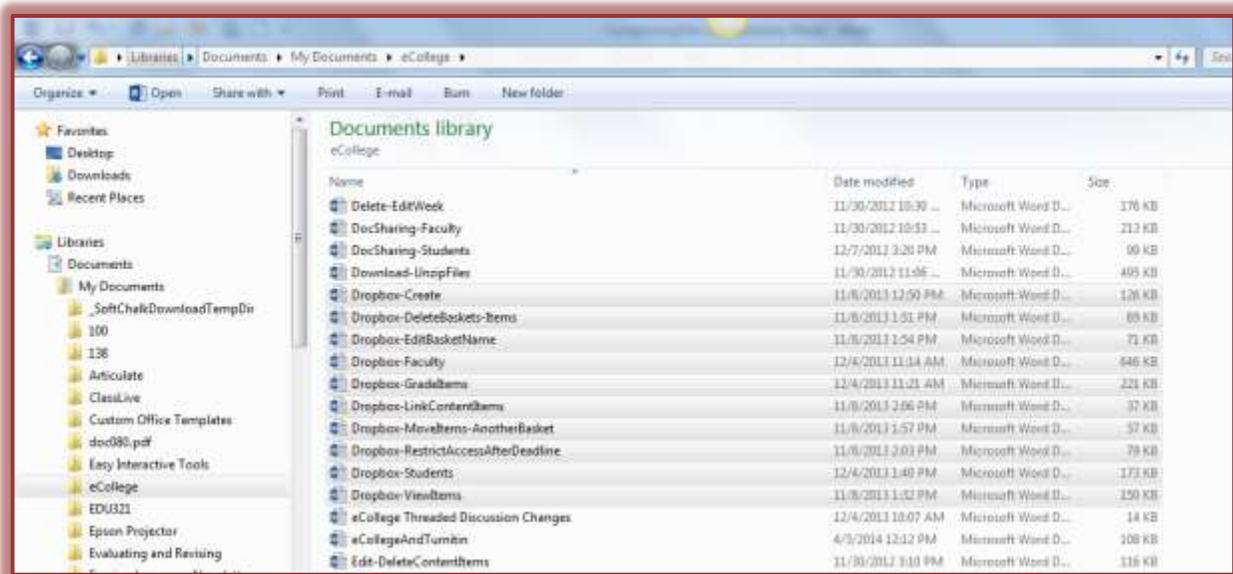 ✦ To select files that are contiguous (all together), click the first file, hold down the **SHIFT** key and click at the end of the list.
✛ Right-click on the documents that are selected.
  ✦ **DO NOT** click in the white area.
  ✦ You must click within one of the highlighted areas.
✛ The window should look similar to the illustration below if you choose the second option above.

✛ Click the **Send to** option from the shortcut menu that appears.
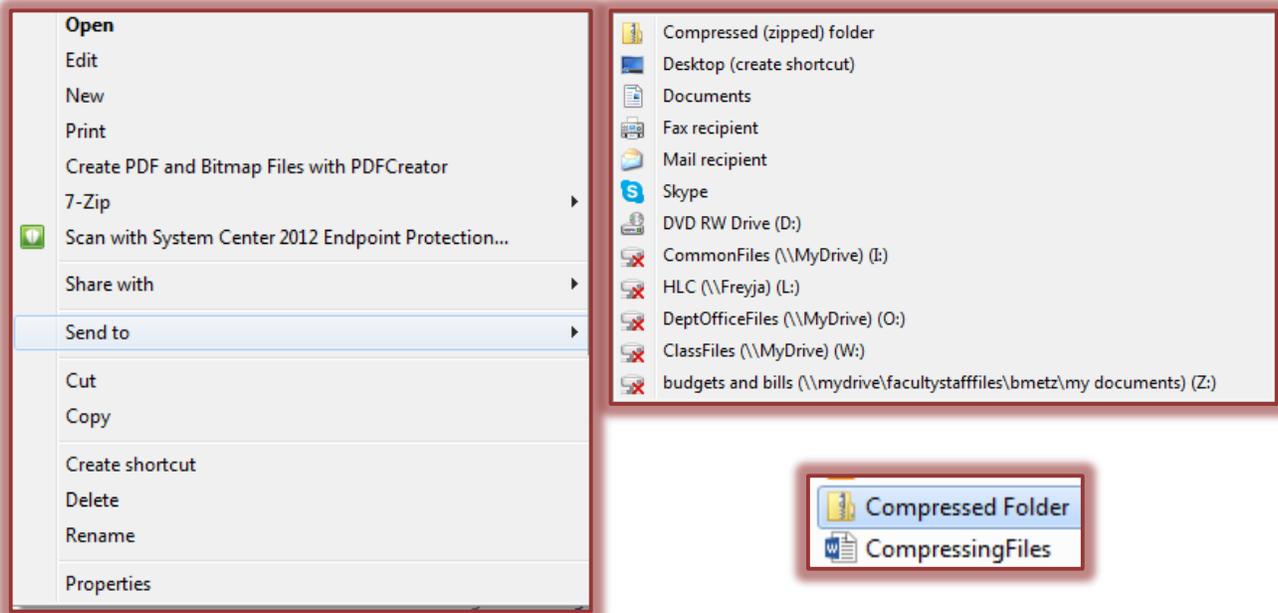✛ Select **Compressed (zipped) Folder** (see illustration next page left).
  ✦ A dialog box will display showing the progress of the process.
  ✦ A folder like the one labeled **Compressed Folder** in the illustration below will appear.
  ✦ This is the folder that contains the documents that have been compressed.
  ✦ This folder can be loaded into eCollege either under **Doc Sharing** or the **Dropbox.**

Open		Compressed (zipped) folder
Edit		Desktop (create shortcut)
New		Documents
Print		Fax recipient
Create PDF and Bitmap Files with PDFCreator		Mail recipient
7-Zip ▶		Skype
Scan with System Center 2012 Endpoint Protection...		DVD RW Drive (D:)
		CommonFiles (\\MyDrive) (I:)
Share with ▶		HLC (\\Freyja) (L:)
		DeptOfficeFiles (\\MyDrive) (O:)
Send to ▶		ClassFiles (\\MyDrive) (W:)
		budgets and bills (\\mydrive\facultystafffiles\bmetz\my documents) (Z:)
Cut		
Copy		
Create shortcut		
Delete		
Rename		
Properties		

Compressed Folder
CompressingFiles

Create Compressed Folder/Copy Files into Folder
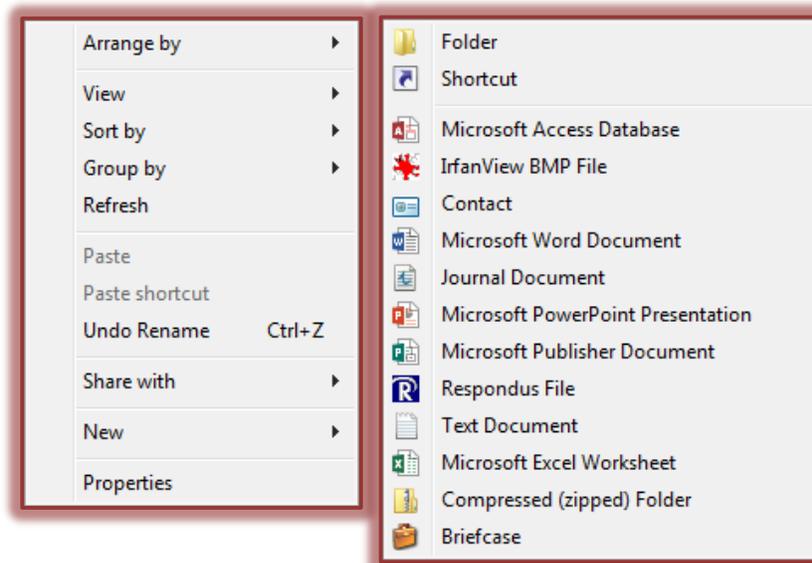
✞ Click **Computer** in the **Start Menu**.

or

✞ **Right-click** the **Start** button and select **Open Windows Explorer**.

✞ Go to the folder where the documents are stored.

✞ **Right-click** somewhere within the **Computer** or **Windows Explorer** window, preferably in the folder where the documents are stored.

✞ Select **New** from the shortcut menu (see illustration below).

Arrange by ▶		Folder
		Shortcut
View ▶		
Sort by ▶		Microsoft Access Database
Group by ▶		IrfanView BMP File
Refresh		Contact
		Microsoft Word Document
Paste		Journal Document
Paste shortcut		Microsoft PowerPoint Presentation
Undo Rename Ctrl+Z		Microsoft Publisher Document
		Respondus File
Share with ▶		Text Document
		Microsoft Excel Worksheet
New ▶		Compressed (zipped) Folder
Properties		Briefcase

✞ Select **Compressed (zipped) Folder** from the list.

✞ This will create a new folder with a **zipper image** similar to the illustration labeled **Compressed Folder** above.

- ✠ Select the file(s) that are to be sent from the folder where they are stored.
  - ✦ To select more than one noncontiguous (not all together) file, click the first file, hold down the **CTRL** key and click all the additional files.
  - ✦ To select files that are contiguous (all together), click the first file, hold down the **SHIFT** key and click at the end of the list.
- ✠ Do one of the following:
  - ✦ Click and drag these files into the **Compressed (zipped)** folder that was created.
  - ✦ Copy the files that were selected, click the Compressed Folder, and then paste the files into the folder.

NOTE: It is also possible to compress (zip) a complete folder. Just right-click on the folder and then follow the instructions above. When the zipped folder is opened, the selected folder will appear. You can double-click this folder to see the contents.

NOTE: When naming documents to upload to eCollege, make sure you don't include any punctuation marks or other symbols in the name except an underline (_) or hyphen (-). The best policy is to always use letters or numbers, but not any symbols when naming a document.