

MAC LESSON #92

CREATE A ZIP ARCHIVE FOLDER

Today's Mac computers can hold lots of data, but every so often it's good to be able to take some of that data and store in a zip file or folder, which you can use to save disk space, store information away, or send information, including photographs and music, by way of e-mail. The Zip file compresses information so it takes up less room. Here's how to do it.

To create a zip archive for a folder, file, or even a selection of folders or files, select them. You can select one, then hold down the Ctrl key and click on the others you wish to select.

Now right-click on any of the highlighted selections and click on Create Archive. This automatically archives your selection into a Zip file. That's it - you're done.

