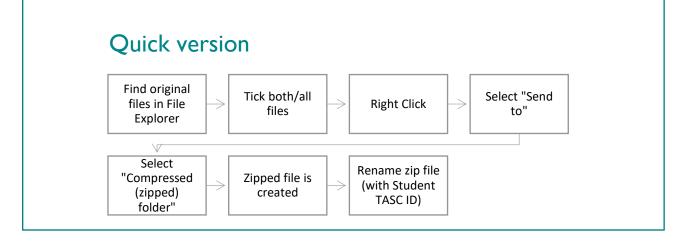
HOW TO ZIP FOLIO FILES FOR UPLOADING WINDOWS OPERATING SYSTEM



Detailed version

- 1. Find the original files in File Explorer
 - a. Note: The student's TASC ID must be at the start of the file name.

Name	Date modified
I6T12345 - First example file for demonstration purposes	22/08/2019 2:57 PM
I6T12345 - Second example file for demonstration purposes	22/08/2019 2:58 PM

2. Select all relevant files

Name ^	Date modified
🖂 🔒 16T12345 - First example file for demonstration purposes	22/08/2019 2:57 PM
☑ 🕭 16T12345 - Second example file for demonstration purposes	22/08/2019 2:58 PM



- 3. Right click over the files, then:
 - a. Select Send To
 - b. Select Compressed (zipped) folder

		\			
	Name Name		Date modified	Туре	
	🖂 🔒 16T12345 - First example file	for demonstration purposes	22/08/2019 2:57 PM	Adobe	
ation	Open with Adobe Acrobat Reader DC	ile for demonstration purposes	22/08/2019 2:58 PM	Adobe	
	Open				
	Print				
- -	Move to OneDrive				
	Scan for Viruses				
	Share				
	Give access to >				
	Send to >	8 Bluetooth device			
_	Cut	🔁 CM Desktop			
v	Сору	Compressed (zipped) folder			
5.c –	Create shortcut Delete	迄 Content Manager			
<u>.</u>		Desktop (create shortcut)			
	Rename	🚊 Documents			
_		Fax recipient			
	Properties	Mail Recipient			
_		🛫 (O:) office (\\education.tas.gov	.au)		
		(X:) CorpApps (\\education.tas.gov.au\shares)			

- 4. The zipped file has now been created
 - Rename the zip file with the TASC ID first, followed by the course code.
 Note: It is important that the TASC ID is first in the file name otherwise the system will not be able to load it.

How to zip files using other operating systems

- How to zip files on a Mac
- How to zip files on a Chromebook

