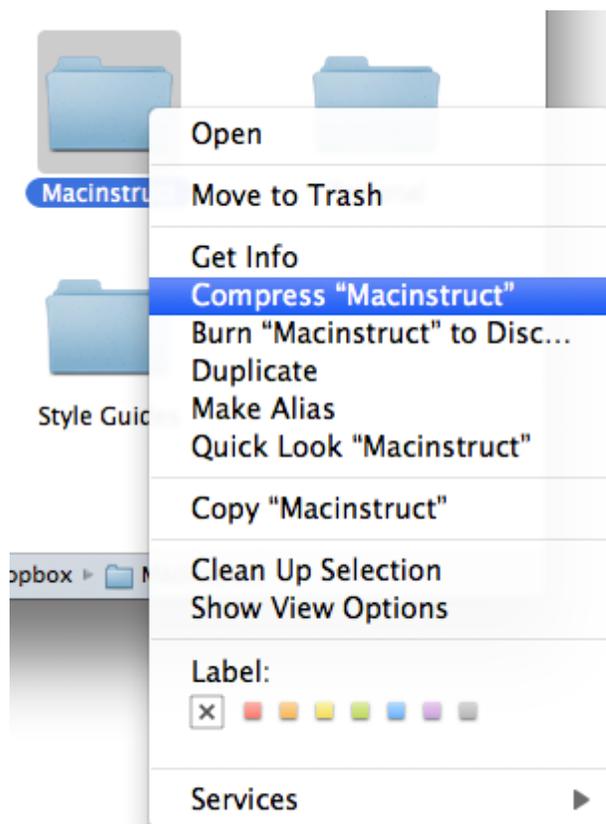


## To compress (or zip) a file or folder on a Mac:

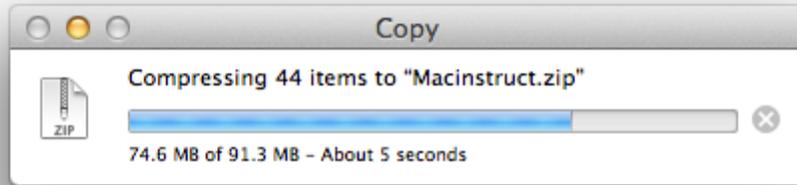
1. Locate the file or folder you want to compress. You can select multiple files and folders by holding down the Shift key (for multiple items) or the Command key (for several individual items) and clicking.



2. After you've selected the files and folders, right click on them, and then select **Compress**.



3. A window will appear indicating that your Mac is compressing the files or folders. Depending on the size of the files or the folders, this could take a couple minutes.



4. Once your Mac has finished compressing the files or folders, you'll see a nice little zip file. This contains all of the files and folders you selected to be compressed. Just send this to your Mac- or PC-using friends - they'll be able to open it. All Mac users have to do to open the zip file is double-click it!



**Macinstruct.zip**