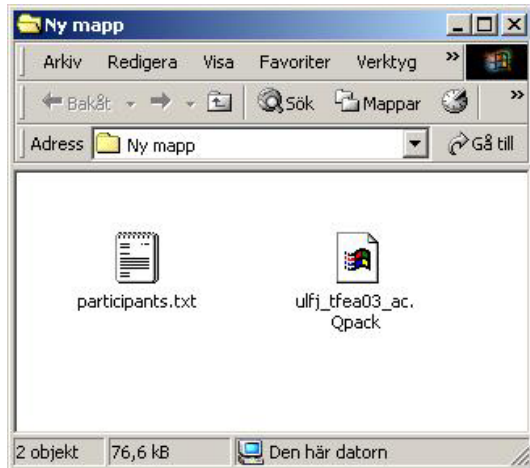


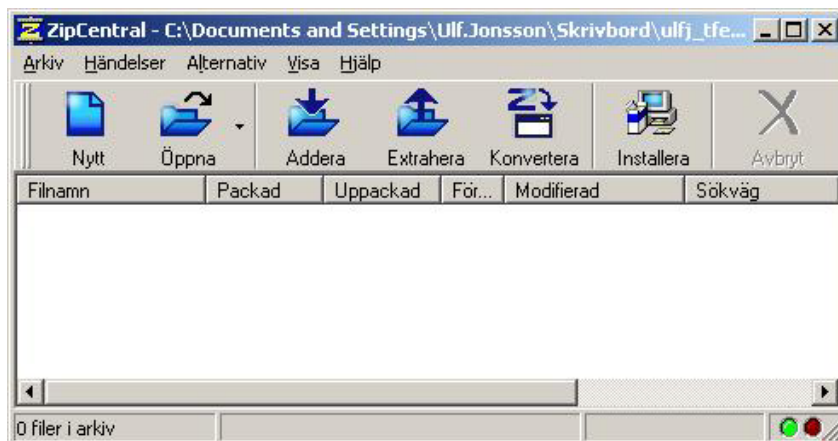
Tutorial to zip files.

In this example two files are zipped into a zip-archive.

1. Place the files in a folder on your desktop.

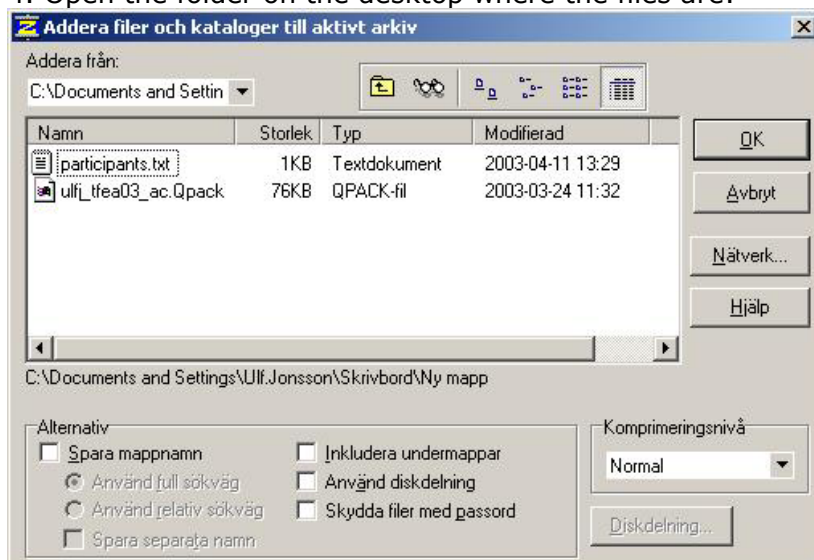


2. Start the zip-program, I use 'Zip-central' which is a freeware*.



3. Click New (Nytt), and place the archive file in the same folder as above. Name the archive according to your prefix (ex. Ulfj_tfea03_ac.zip)

4. Open the folder on the desktop where the files are:

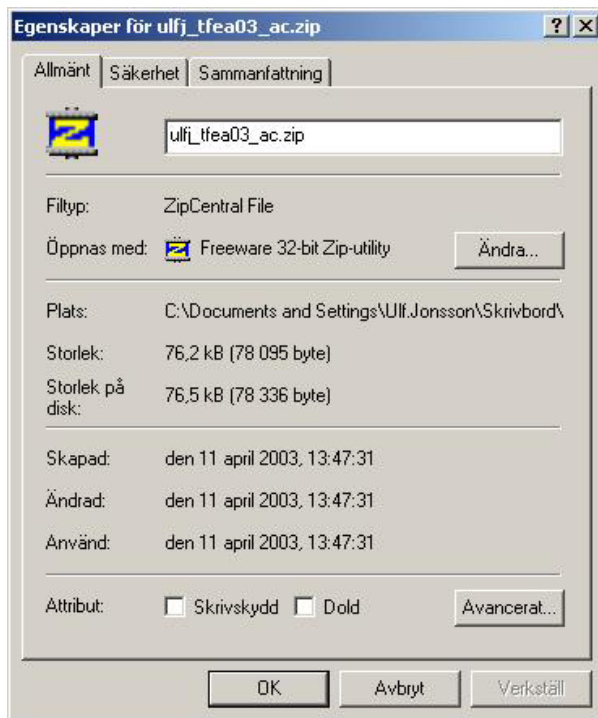


You can browse to the folder by clicking the icon with binoculars.

5. Mark the files (ctrl + click) so that you have marked both files, then click 'ok. Now you have created the archive.

6. Close the archive (File>close).

7. Check the size of the archive by right click on the file then choose properties:



If the size is less than 1 Mb (1000kb), the file can be posted by mail.

* You can download zip_central from www.onlineassessment.nu>download