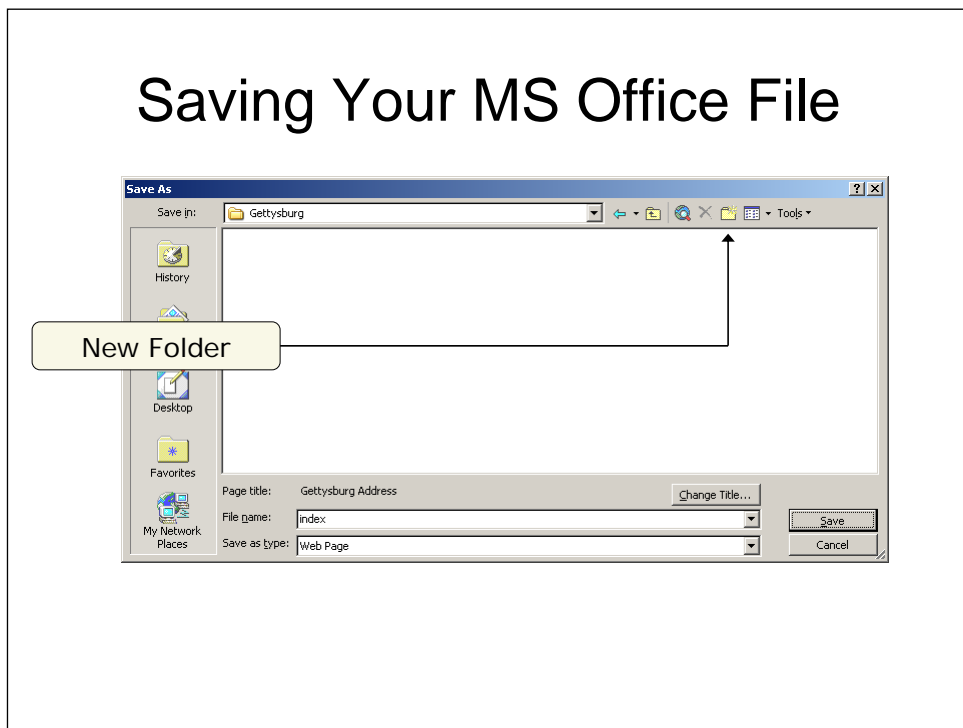




### Zipping

Zipping files and folders makes it easier to upload them into WebCT. WebCT only allows you to upload one file at a time so zipping allows you to bundle your files together before uploading. Zipping also maintains the relationship between HTM files and the supporting folders when Microsoft PowerPoint presentations or Word documents with images are saved as a Web Page.

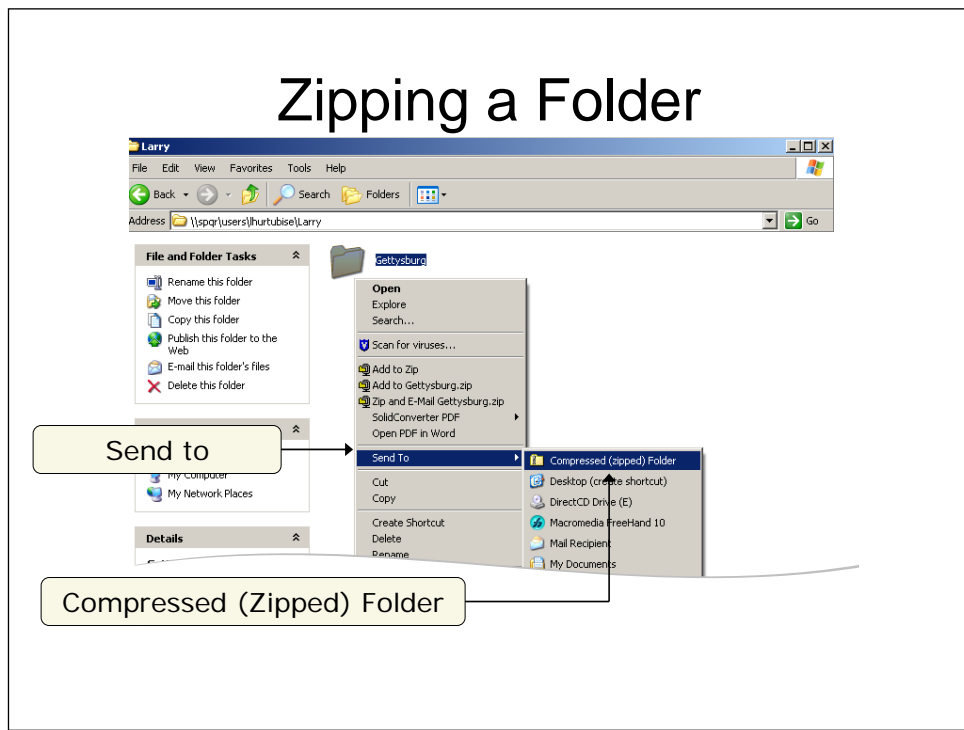


### Saving your MS Office File as a Web Page

- On the File menu, click Save as.
- Click the New Folder Icon to make a folder for the web version of your document for example "Gettysburg"
- In the File name box, enter a new name for the file for example "address"
- Click the Save as type drop-down list, and then click the file format that you want the file saved in. In PowerPoint choose Web Page In Word

- Choose Filtered Web Page
- Click Save.
- A warning will appear if you have chosen Filtered Web Page that “Saving in that format will remove Office Specific Tags...” Click yes.

Word or PowerPoint will create a htm file with the name you chose, for example “address.htm” For PowerPoint files and Word files with images, a \_files folder will also be created for example “address\_files”



### To zip a folder:

- Open My Computer and browse to the folder you created while saving your MS Office file as a Web Page or Filtered Web Page for example “Gettysburg”
- Right-Click and trace down and click on Send To
- Trace to Compressed (zipped) Folder and Click
- A Zip file suitable for uploading into WebCT will be created in the same folder and with the same name as the folder you zipped for example “Gettysburg.zip”