

Creating a Zip File on Your Macintosh

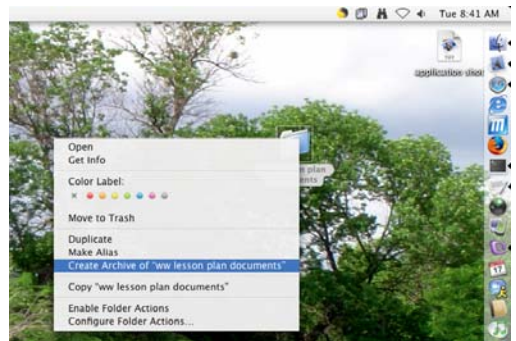
OS X

Create a folder on the desktop or hard drive. Place all your lesson plan supporting documents and files in this folder.

Hold the control key and click the mouse on top of the folder.

Select “Create archive of”

This will create a “zip” file.



When submitting the lesson plan on line, click on the browse button. Navigate to the zip file and select it.

This will upload your zip file to the lesson plan.

If you have any questions, please contact Steve Mylander at ESU #2. 402-721-7710 ext. 221