

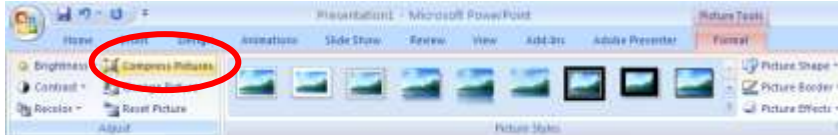
ITRC Guide

Compressing and Packaging Office 2007 Files

Compressing and Zipping Files

1. Pictures Files

To compress *all* pictures in PowerPoint 2007, double-click on one image. Select 'Compress Pictures' from the Format ribbon.

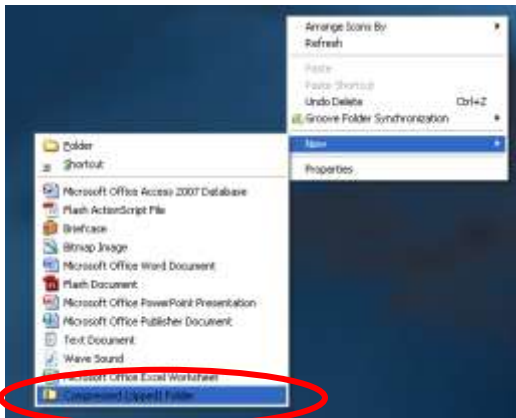


Click OK on the dialog box.



2. Zipping PowerPoint, Word, & Excel Files

If you have multiple files, place them all in one folder. Next, create a new zipped file by right-clicking on the Desktop, going to New, and choosing Compressed (zipped) Folder. Now simply drag your folder (the one that contains all of your files) into the compressed folder. Only upload the compressed folder into Moodle.



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