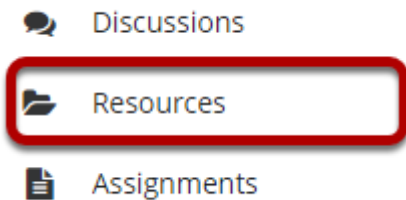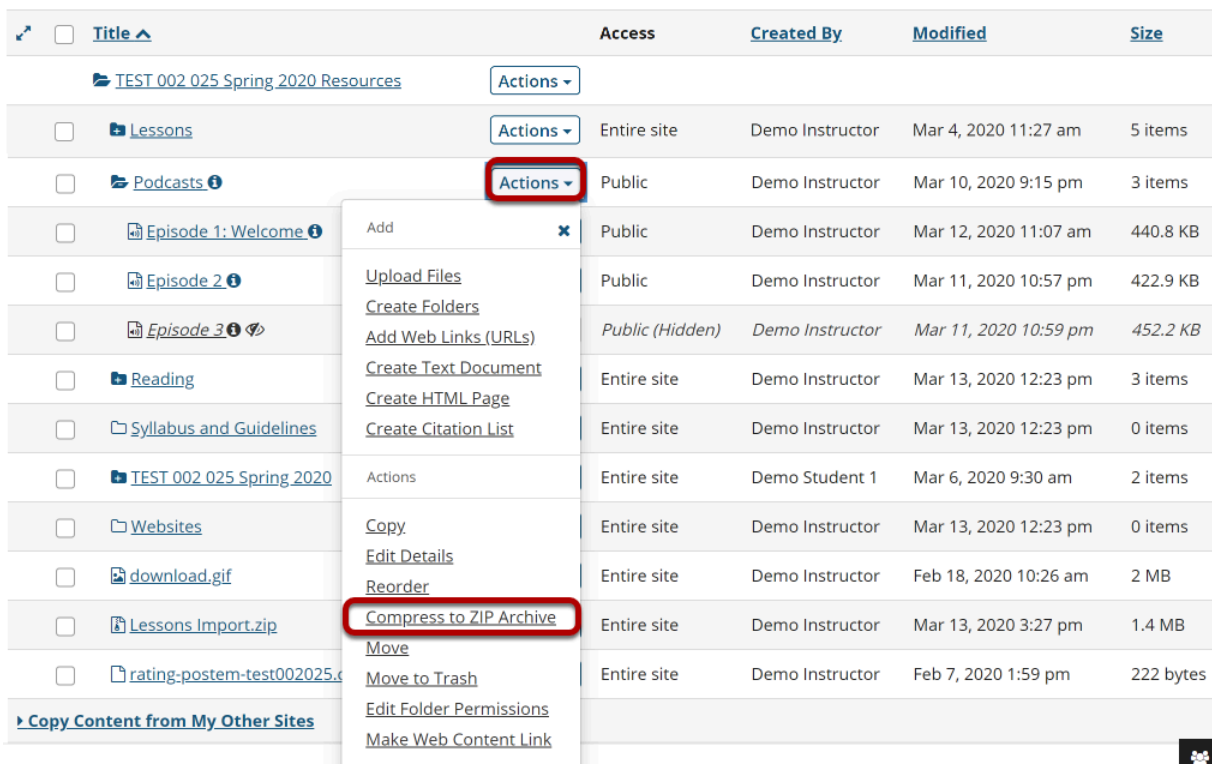# How do I create a zip archive file in Resources?

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

Click Actions, and then select Compress to Zip Archive.

To the right of the folder you want to zip archive, from the **Actions** drop-down menu, select **Compress to ZIP Archive**.

This creates a zip file.

Zip File Contents

	Title ∧		Access	Created By	Modified	Size
	📂 TEST 002 025 Spring 2020 Resources	Actions ▾				
☐	📁 Lessons	Actions ▾	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
☐	📂 Podcasts ❶	Actions ▾	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
☐	📄 Episode 1: Welcome ❶	Actions ▾	Public	Demo Instructor	Mar 12, 2020 11:07 am	440.8 KB
☐	📄 Episode 2 ❶	Actions ▾	Public	Demo Instructor	Mar 11, 2020 10:57 pm	422.9 KB
☐	📄 Episode 3 ❶ ⌀	Actions ▾	Public (Hidden)	Demo Instructor	Mar 11, 2020 10:59 pm	452.2 KB
☐	📁 Reading	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	3 items
☐	📁 Syllabus and Guidelines	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
☐	📁 TEST 002 025 Spring 2020	Actions ▾	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
☐	📁 Websites	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
☐	📄 download.gif	Actions ▾	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
☐	📄 Lessons Import.zip	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 3:27 pm	1.4 MB
☐	📄 Podcasts.zip	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 3:55 pm	1.2 MB
☐	📄 rating-postem-test002025.csv	Actions ▾	Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes

▸ Copy Content from My Other Sites

The zip file contains a copy of all of the subfolders and files inside the selected folder.

Note: The zip file is named the same as the Resource folder that was compressed. By default, the zip file is placed inside of the root folder of the site.