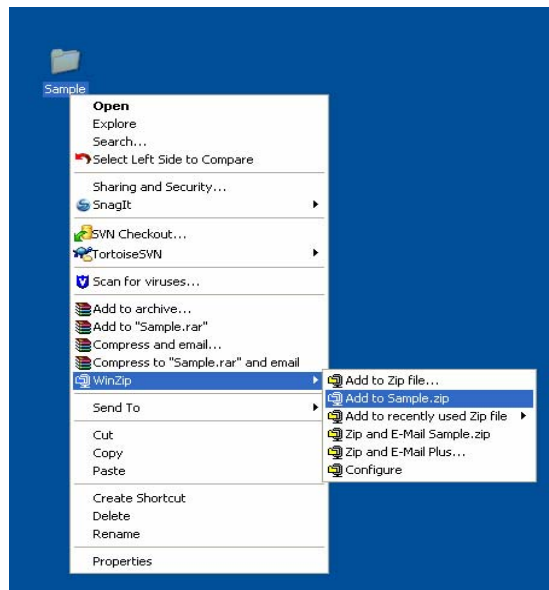


Creating and Uploading a Compressed Zip Folder

A. Creating compressed zip folder using WinZip utility:

- Step 1: If WinZip utility is not already installed on your system, you can download free evaluation version of WinZip utility from: <http://www.vodahost.com/winzip.htm>. On this page click on the link "Click here To Download Now".
- Step 2: After installing the WinZip utility software create a folder on the desktop. Name the folder, such as "Sample".
- Step 3: Put all your work files (e.g. Assignment1.ppt, Assignment2.doc etc) which are to be zipped in the folder "Sample" created in Step 2.
- Step 4: Right mouse click on the "Sample" folder you will see a menu similar to this:



- Step5: From the "WinZip" context menu select "Add to Sample.zip" as shown in the above figure.
- Step6: This will create a "Sample.zip" on the desktop.

B. Uploading the zipped folder to EAS via Tk20:

- Visit EAS site at: "<http://umbc.tk20.com>". Enter your EAS via Tk20 username and password and click "Login".
- Click on the "Artifacts" tab. From the left menu click on "Create" to create a new artifact.
- From the drop down list for Artifact type please select "File" as artifact type.

- Provide *"Title"* and *"Description"* for the artifact.
- Click on the *"Documents"* tab. On the *"Documents"* page click on *"add new"* button to add a new document.
- Click on the *"Browse"* button and select *"Sample.zip"* file from the desktop to upload.
- Click on the *"Upload"* button to upload the zip file.