

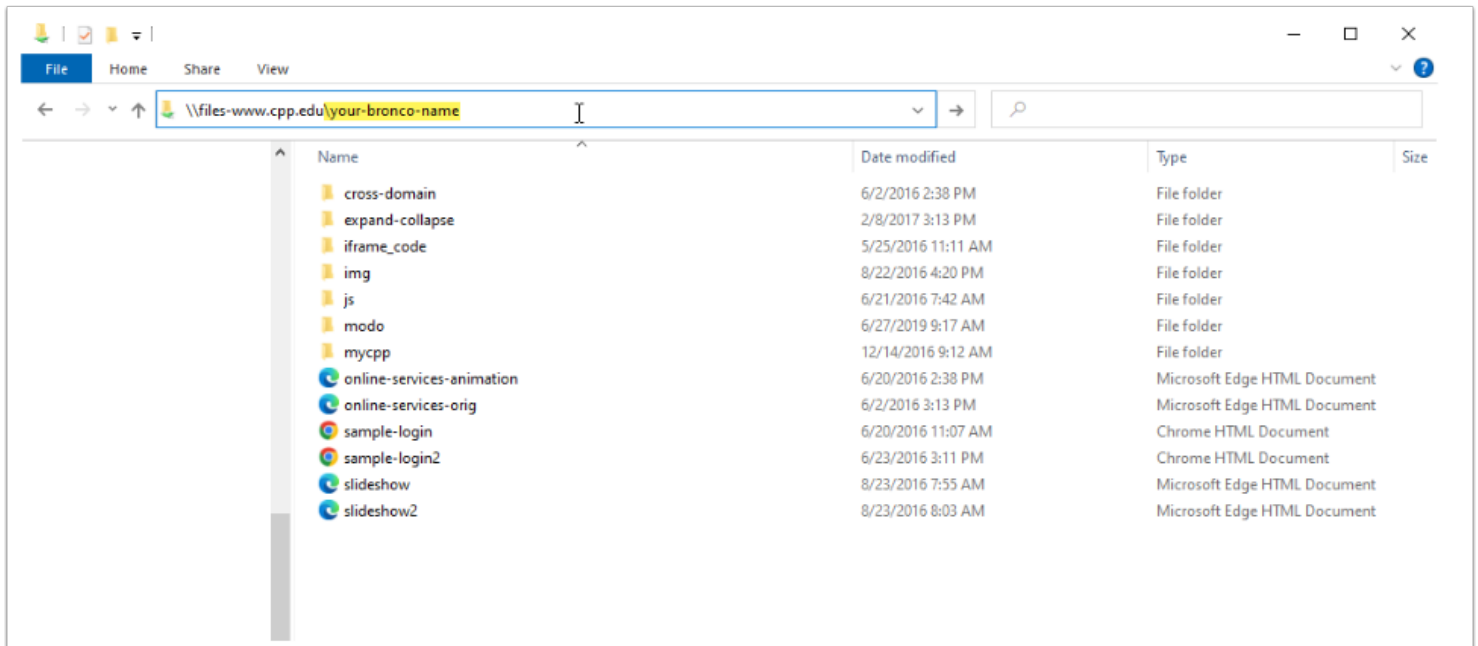
Archiving www files on a PC

Step 1

Go to your current web files using File Explorer.

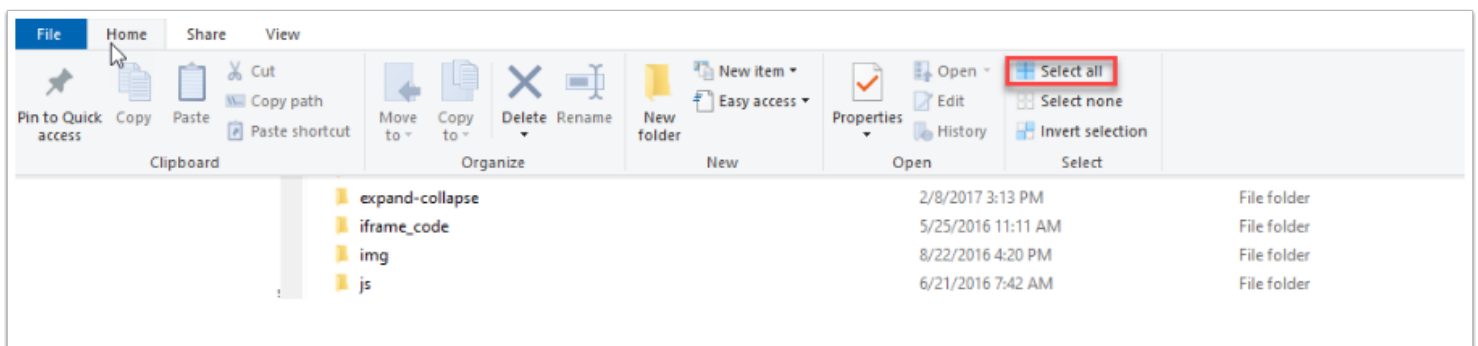
NOTE: If you are connected off-campus, you will have to [VPN in](#).

Your files are located on: <\\files-www.cpp.edu\your-bronco-name>



Step 2

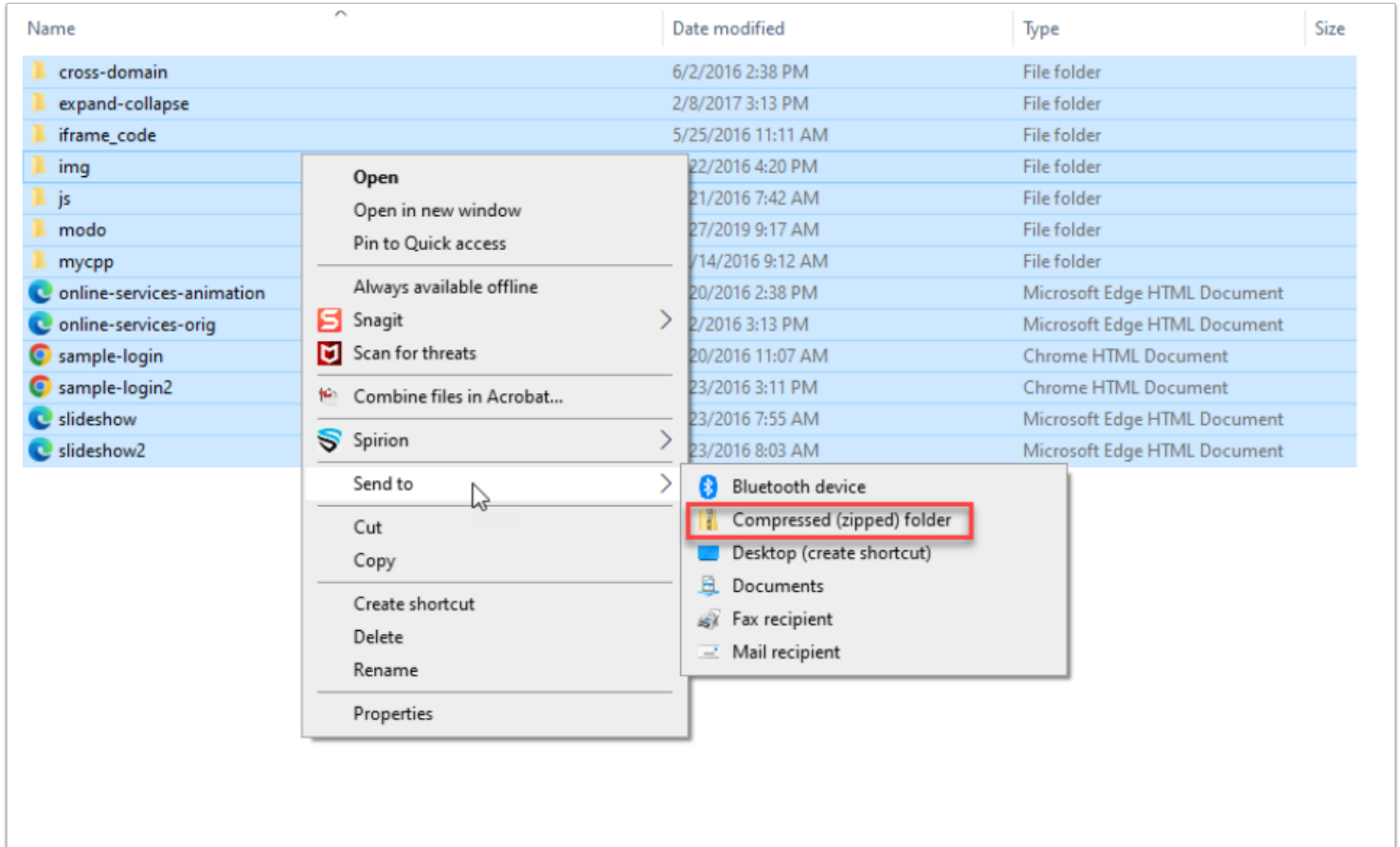
Click on “Select all” in the “Home” tab.



Archiving www files on a PC

Step 3

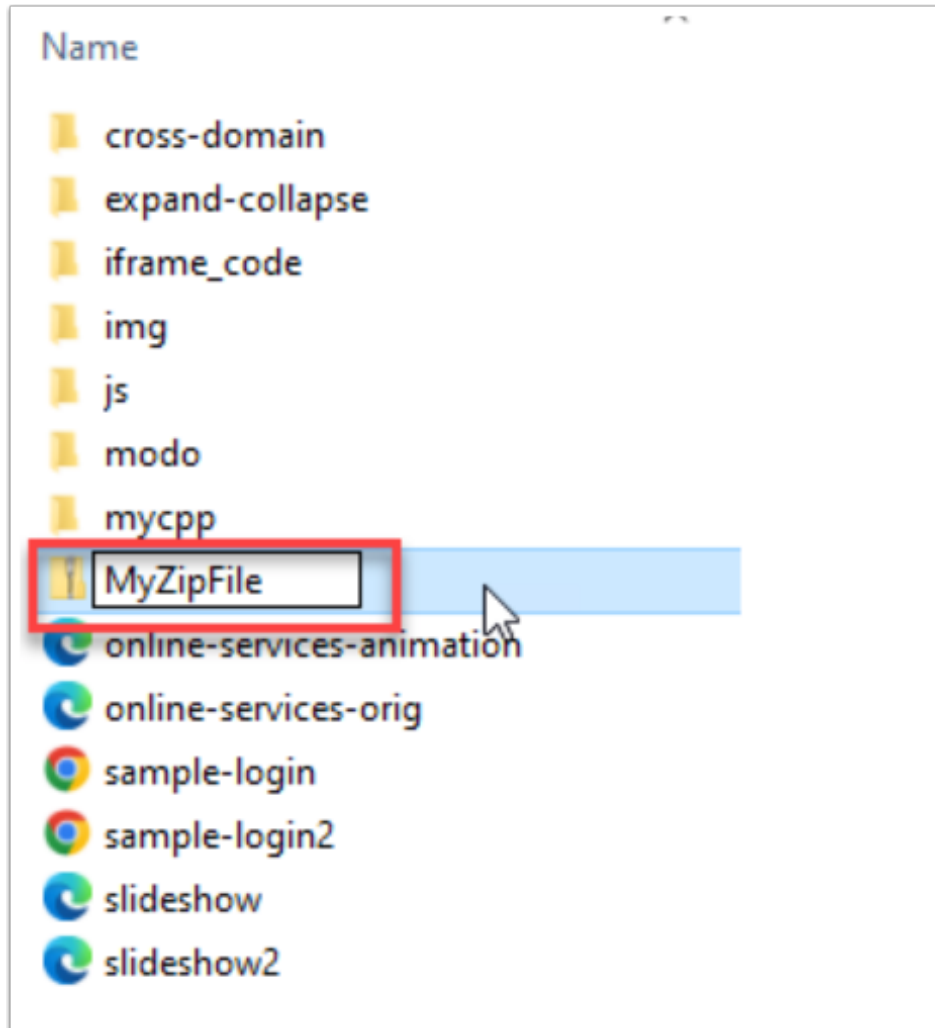
Right-click to bring up the context menu, then select “Send to” and choose “Compressed (zipped) folder”.



Archiving www files on a PC

Step 4

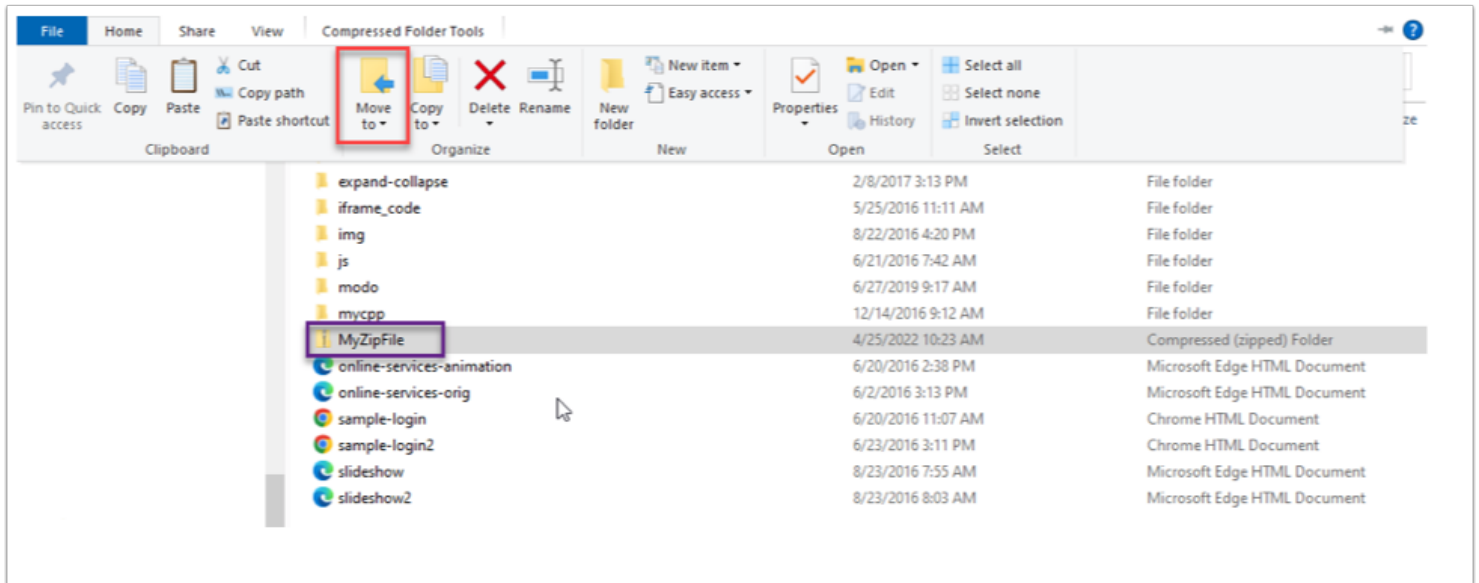
Name your zip file to anything of your choice.



Archiving www files on a PC

Step 5

Move your file to a storage location of your choice.



Archiving www files on a PC

Step 6

Chose a location to save your archive (Zip File)

