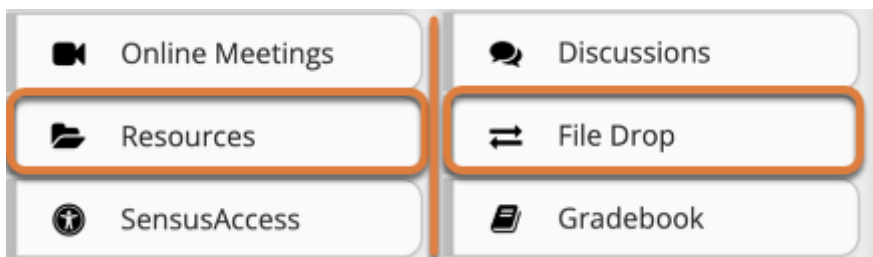


How do I create a zip file of items in Resources or File Drop?

You can compress a folder in *Resources* or *File Drop* to a zip archive. This can help you download a folder of items more easily or conserve space.

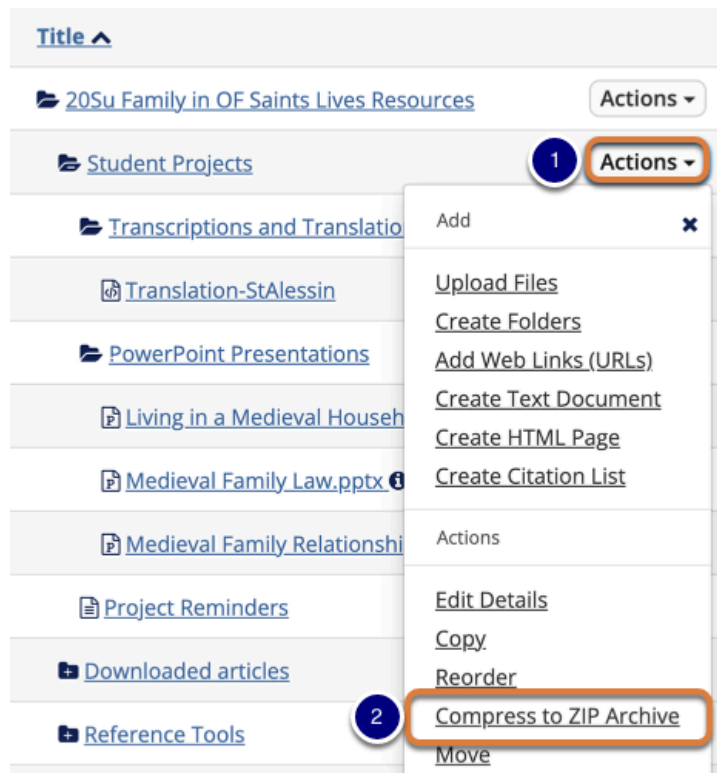
Note: To create a zip file of items in **Resources**, you must have permission to create files or folders in **Resources**.

Go to Resources or File Drop.



Select **Resources** or **File Drop** from the tool menu in your site.

Select Actions, then Compress to Zip Archive.

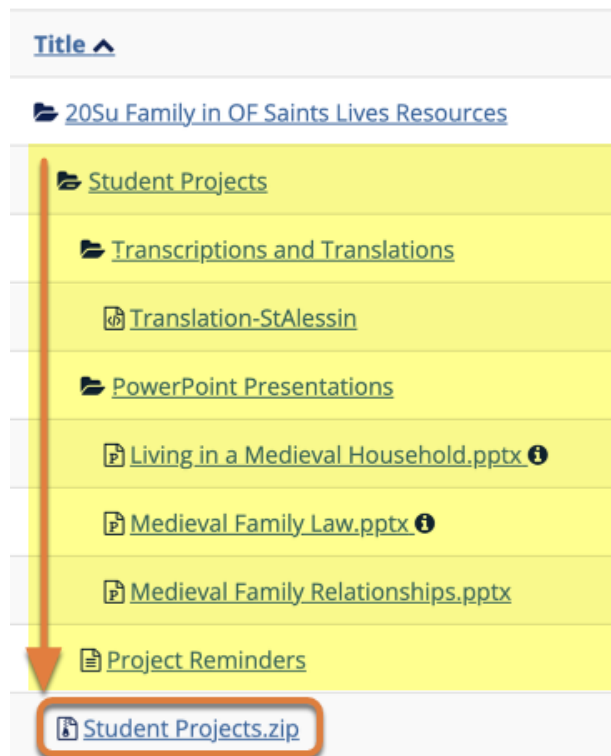


1. To the right of the folder from which you want to create a zip file, select the **Actions** menu.
2. Select **Compress to ZIP Archive**.

Note:

- On mobile devices or small screens, the **Actions** menu displays as a **down arrow** icon.
- You must have enough space available in *Resources* to store the newly added zip file. If your site's *Resources* folder does not have enough available space, you will get an error which indicates: "An error has occurred while compressing to zip archive." For more information on space in *Resources*, see [What is the Resources quota?](#)

View the Zip file.



The zip file contains a copy of each subfolder and file inside the selected folder.

Note: The zip file has the same name as the *Resources* folder that was compressed. By default, the zip file is placed inside of the main *Resources* folder.