

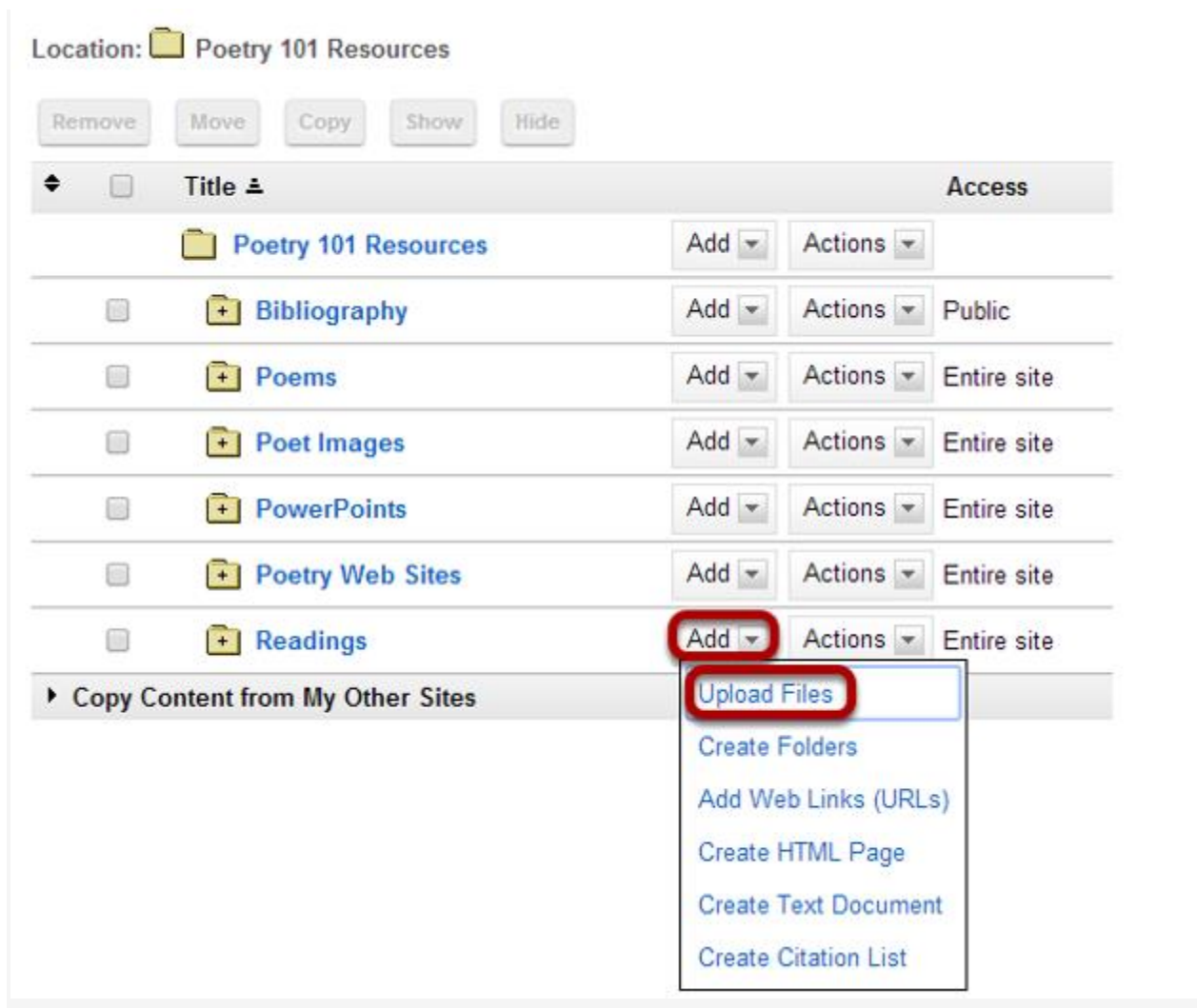
# How do I upload and unpack a zip file to a Resources folder?

There are two methods for uploading a zip file to Resources: drag-and-drop and the upload file functionality. Once you have uploaded the file, you may use the Actions / Expand Zip Archive functionality to unpack the zip file into its component files.

## Go to Resources.

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

## From the Add drop-down menu, select Upload Files.



The screenshot shows a file management interface for a folder named "Poetry 101 Resources". At the top, there are buttons for "Remove", "Move", "Copy", "Show", and "Hide". Below these is a table with columns for "Title" and "Access". The table lists several folders: "Poetry 101 Resources", "Bibliography", "Poems", "Poet Images", "PowerPoints", "Poetry Web Sites", and "Readings". Each folder has an "Add" drop-down menu and an "Actions" drop-down menu. The "Add" menu for the "Readings" folder is open, showing options: "Upload Files", "Create Folders", "Add Web Links (URLs)", "Create HTML Page", "Create Text Document", and "Create Citation List". The "Upload Files" option is highlighted with a red circle.

Location:	Title	Access
Poetry 101 Resources	Poetry 101 Resources	
	Bibliography	Public
	Poems	Entire site
	Poet Images	Entire site
	PowerPoints	Entire site
	Poetry Web Sites	Entire site
	Readings	Entire site

- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create HTML Page
- Create Text Document
- Create Citation List

From the **Add** drop-down menu to the right of the folder where you want to upload the zip file, select **Upload Files**.

## Drag and drop the zip file from your computer.

Poetry 101: Resources

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Upload Files

Location: Poetry 101 / Readings /

Drag and drop files from your dekstop into the box below. [Switch to file browser upload?](#)

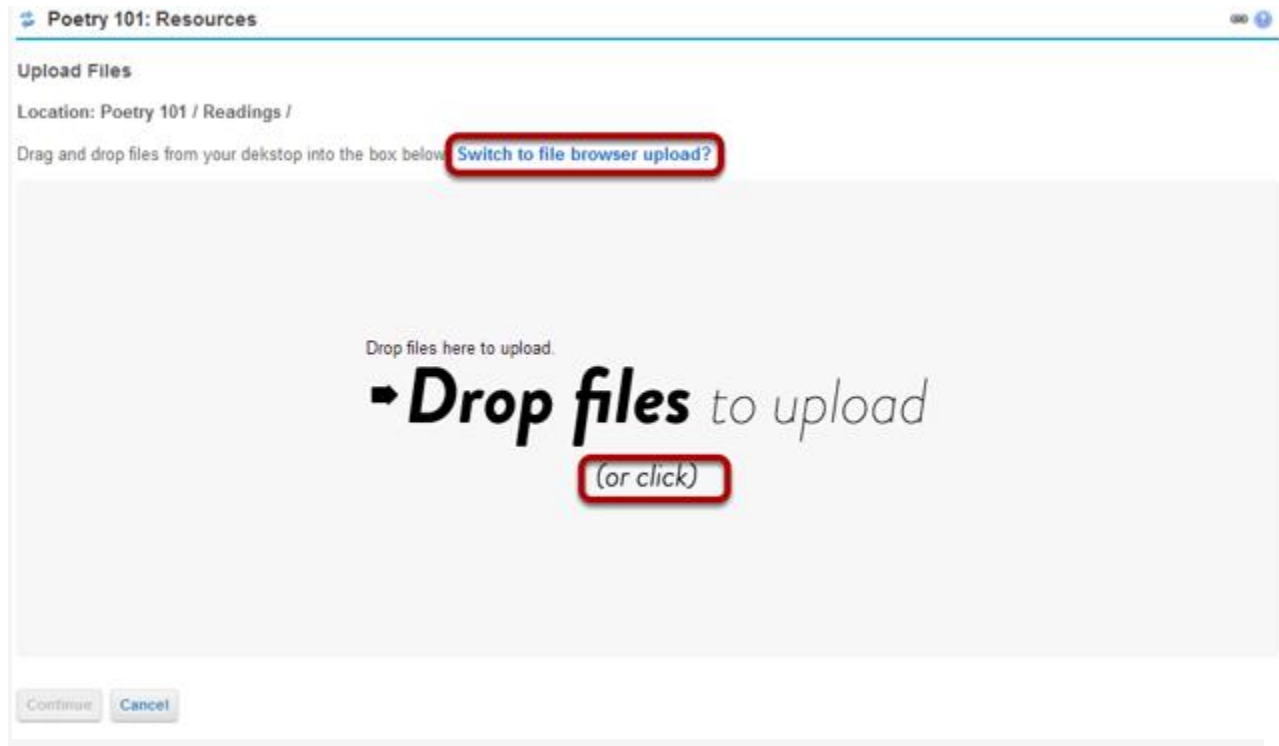
Drop files here to upload.

➔ **Drop files** to upload  
(or click)

Drag the zip file from your computer and drop it in the box marked "Drop files to upload".

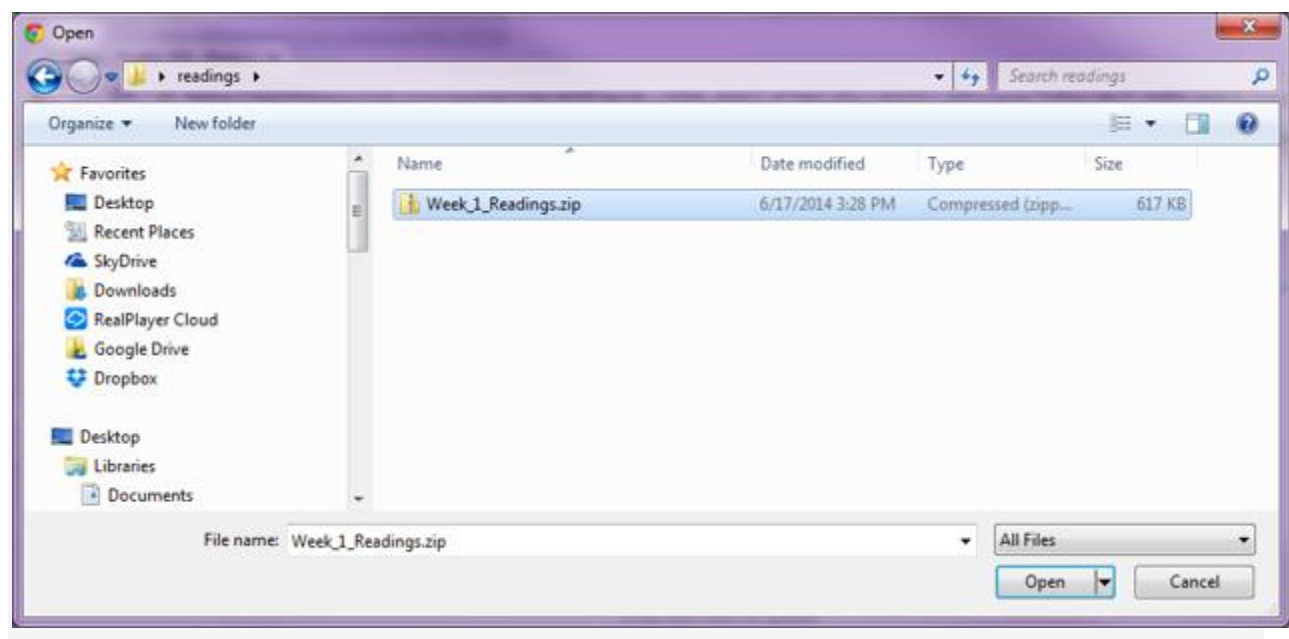
This will display a thumbnail of the zip file that will be uploaded.

Or, click to use the file browser upload.




If you prefer to browse for your file instead, click on the **Switch to file browser upload?** link, or click once within the **Drop Files** area to go to the file browser view.

Locate and select the file on your computer.



# Click Continue.

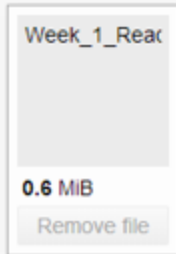
 Poetry 101: Resources

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## Upload Files

Location: Poetry 101 / Readings /

Drag and drop files from your desktop into the box below. [Switch to file browser upload?](#)



**Continue**

Cancel

This uploads the zip file.

## Click Actions, then Expand Zip Archive.

**Poetry 101: Resources**

Site Resources   Upload-Download Multiple Resources   Permissions   Options   Check Quota

Location: Poetry 101 Resources

[Remove](#)   [Move](#)   [Copy](#)   [Show](#)   [Hide](#)

<input type="checkbox"/>	Title	Access
	Poetry 101 Resources	<a href="#">Add</a> <a href="#">Actions</a>
<input type="checkbox"/>	Bibliography	<a href="#">Add</a> <a href="#">Actions</a> Public
<input type="checkbox"/>	Poems	<a href="#">Add</a> <a href="#">Actions</a> Entire site
<input type="checkbox"/>	Poet Images	<a href="#">Add</a> <a href="#">Actions</a> Entire site
<input type="checkbox"/>	PowerPoints	<a href="#">Add</a> <a href="#">Actions</a> Entire site
<input type="checkbox"/>	Poetry Web Sites	<a href="#">Add</a> <a href="#">Actions</a> Entire site
<input type="checkbox"/>	Readings	<a href="#">Add</a> <a href="#">Actions</a> Entire site
<input type="checkbox"/>	Week_2_Readings	<a href="#">Add</a> <a href="#">Actions</a> Entire site
<input checked="" type="checkbox"/>	Week_1_Readings.zip	<a href="#">Add</a> <a href="#">Actions</a> Entire site
<b>Copy Content from My Other Sites</b>		

[Copy](#)

[Edit Details](#)

[Upload New Version](#)

[Expand ZIP Archive](#)

[Move](#)

[Remove](#)

[Duplicate](#)

[Make Site Page](#)

From the **Actions** drop-down menu next to the zip file, select **Expand ZIP Archive**.

## View zip contents in Resources.

**Poetry 101: Resources**

Site Resources | Upload-Download Multiple Resources | Permissions | Options | Check Quota

Location: Poetry 101 Resources

<input type="checkbox"/>	Title	Access
<input type="checkbox"/>	Poetry 101 Resources	Add <input type="button" value="v"/> Actions <input type="button" value="v"/>
<input type="checkbox"/>	Bibliography	Add <input type="button" value="v"/> Actions <input type="button" value="v"/> Public
<input type="checkbox"/>	Poems	Add <input type="button" value="v"/> Actions <input type="button" value="v"/> Entire site
<input type="checkbox"/>	Poet Images	Add <input type="button" value="v"/> Actions <input type="button" value="v"/> Entire site
<input type="checkbox"/>	PowerPoints	Add <input type="button" value="v"/> Actions <input type="button" value="v"/> Entire site
<input type="checkbox"/>	Poetry Web Sites	Add <input type="button" value="v"/> Actions <input type="button" value="v"/> Entire site
<input type="checkbox"/>	Readings	Add <input type="button" value="v"/> Actions <input type="button" value="v"/> Entire site
<input type="checkbox"/>	Week_1_Readings	Add <input type="button" value="v"/> Actions <input type="button" value="v"/> Entire site
<input type="checkbox"/>	AmericanPoets.pdf	Add <input type="button" value="v"/> Actions <input type="button" value="v"/> Entire site
<input type="checkbox"/>	APoetsJourney.pdf	Add <input type="button" value="v"/> Actions <input type="button" value="v"/> Entire site
<input type="checkbox"/>	RobertFrost_AtTufts1915.pdf	Add <input type="button" value="v"/> Actions <input type="button" value="v"/> Entire site
<input type="checkbox"/>	Week_2_Readings	Add <input type="button" value="v"/> Actions <input type="button" value="v"/> Entire site
<input checked="" type="checkbox"/>	Week_1_Readings.zip	Add <input type="button" value="v"/> Actions <input type="button" value="v"/> Entire site

**Annotations:**

- New subfolder (points to Week\_1\_Readings folder)
- Unpacked files (points to PDF files)
- Original zip file (points to Week\_1\_Readings.zip)

The zip file is automatically unpacked within the current folder.

*Note: A new subfolder within the current folder is created using the name of the zip file. The zip file content is unpacked within this new subfolder and the original zip file remains.*