

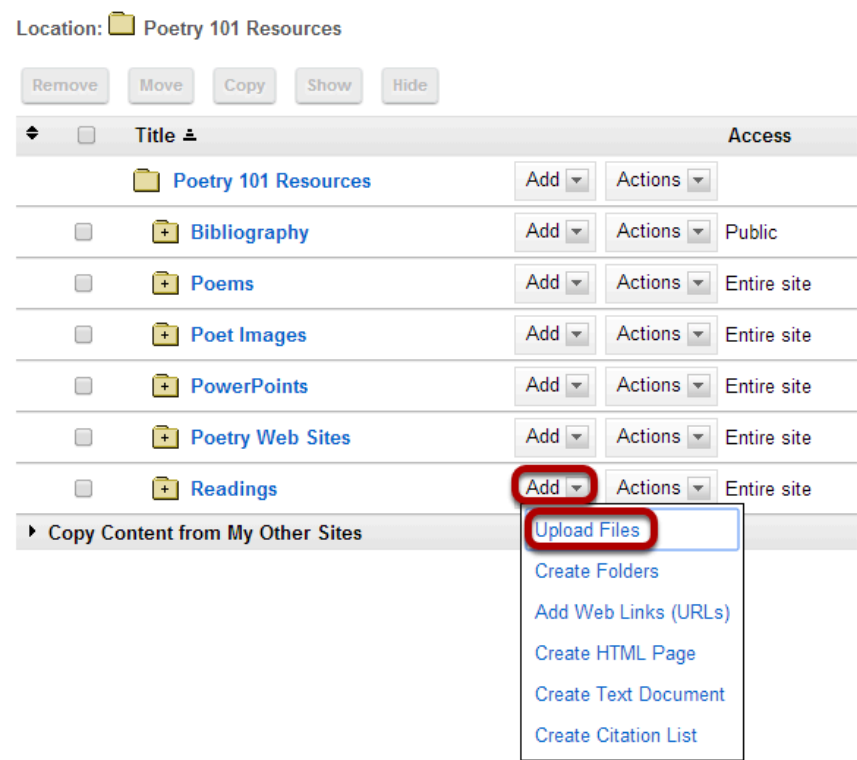
# How do I upload and unpack a zip file to a Resources folder?

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.



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

---

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.

Poetry 101: Resources



### 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.

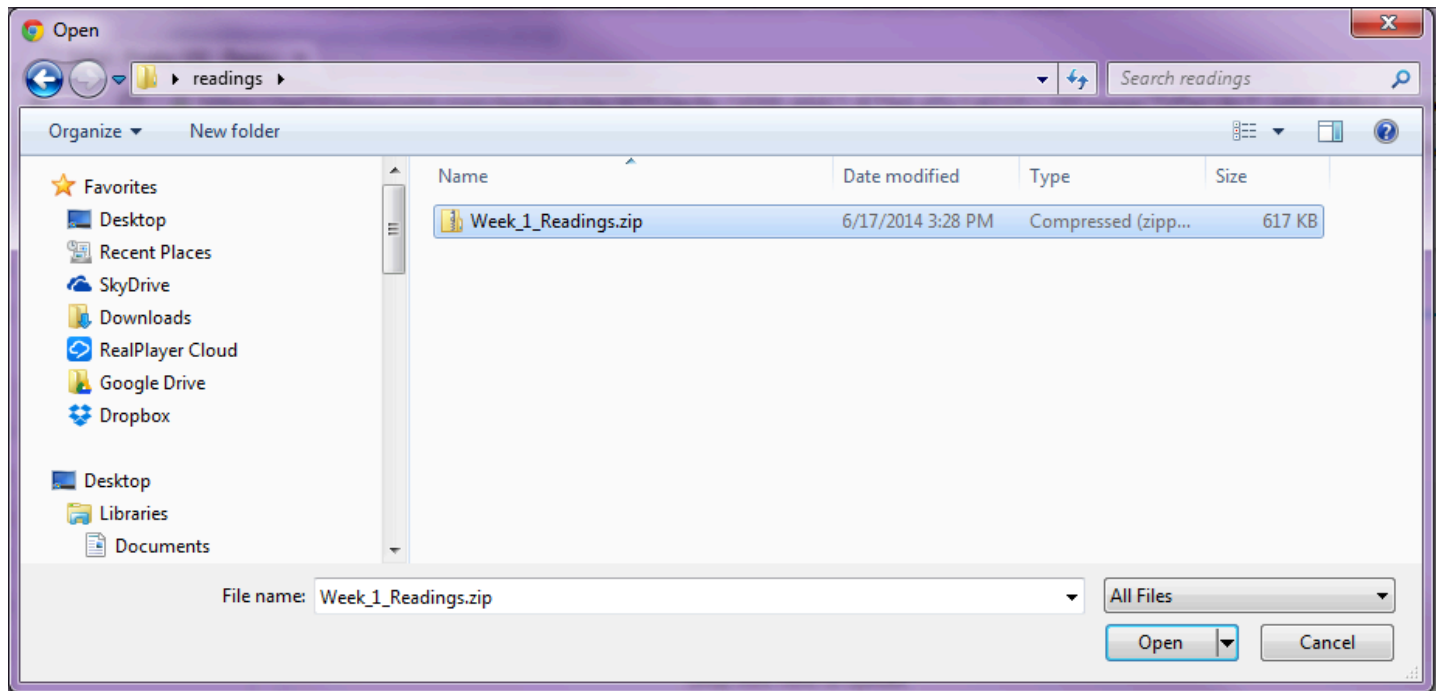
→ **Drop files** to upload  
(or click)

Continue

Cancel

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.



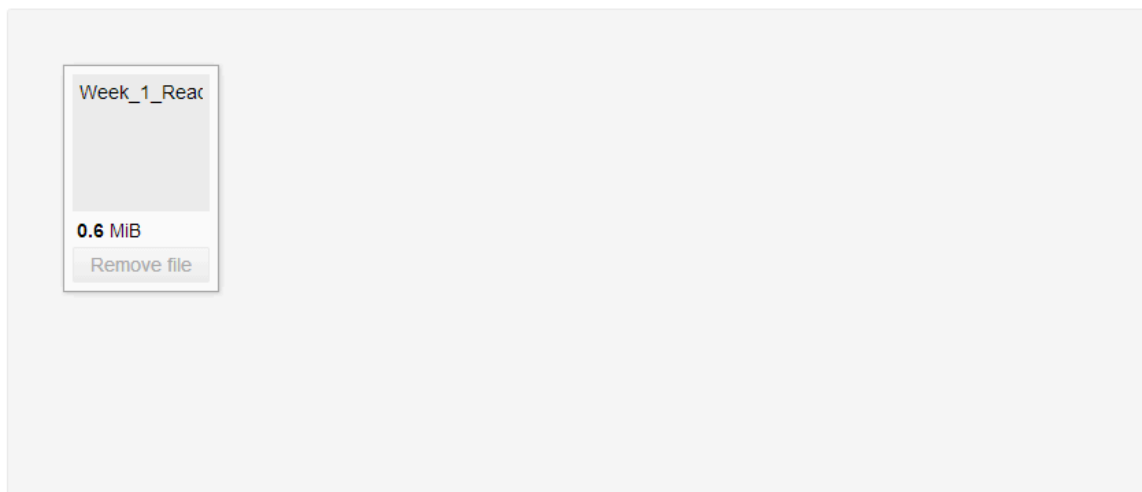
Click Continue.

#### Poetry 101: Resources

##### Upload Files

Location: Poetry 101 / Readings /

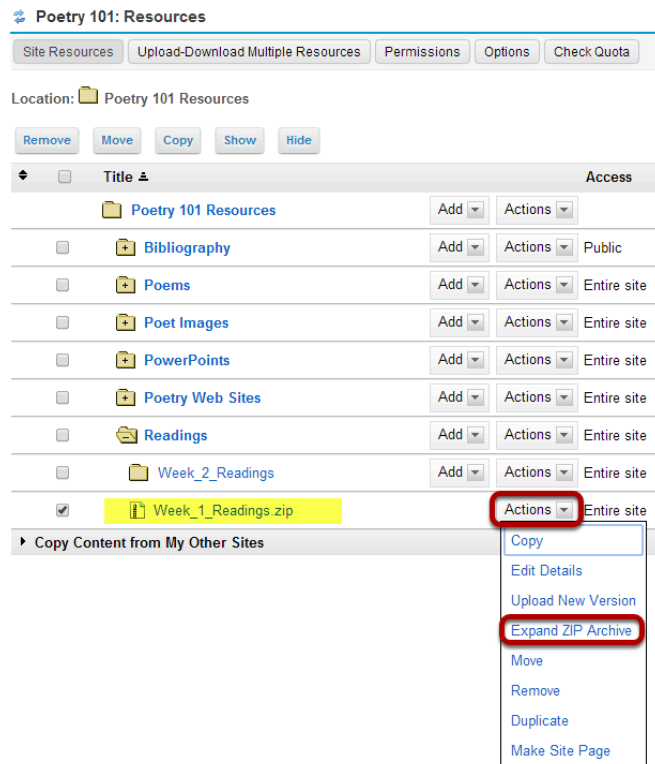
Drag and drop files from your dekstop into the box below. [Switch to file browser upload?](#)



**Continue** Cancel

This uploads the zip file.

# Click Actions, then Expand Zip Archive.



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

Remove Move Copy Show Hide

Title	Access
Poetry 101 Resources	Add Actions
Bibliography	Add Actions Public
Poems	Add Actions Entire site
Poet Images	Add Actions Entire site
PowerPoints	Add Actions Entire site
Poetry Web Sites	Add Actions Entire site
Readings	Add Actions Entire site
Week_1_Readings	Add Actions Entire site
AmericanPoets.pdf	Add Actions Entire site
APoetsJourney.pdf	Add Actions Entire site
RobertFrost_AtTufts1915.pdf	Add Actions Entire site
Week_2_Readings	Add Actions Entire site
Week_1_Readings.zip	Add Actions Entire site

Copy Content from My Other Sites

**Annotations:**

- New subfolder (points to Week\_1\_Readings)
- Unpacked files (points to AmericanPoets.pdf, APoetsJourney.pdf, RobertFrost\_AtTufts1915.pdf)
- 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.*