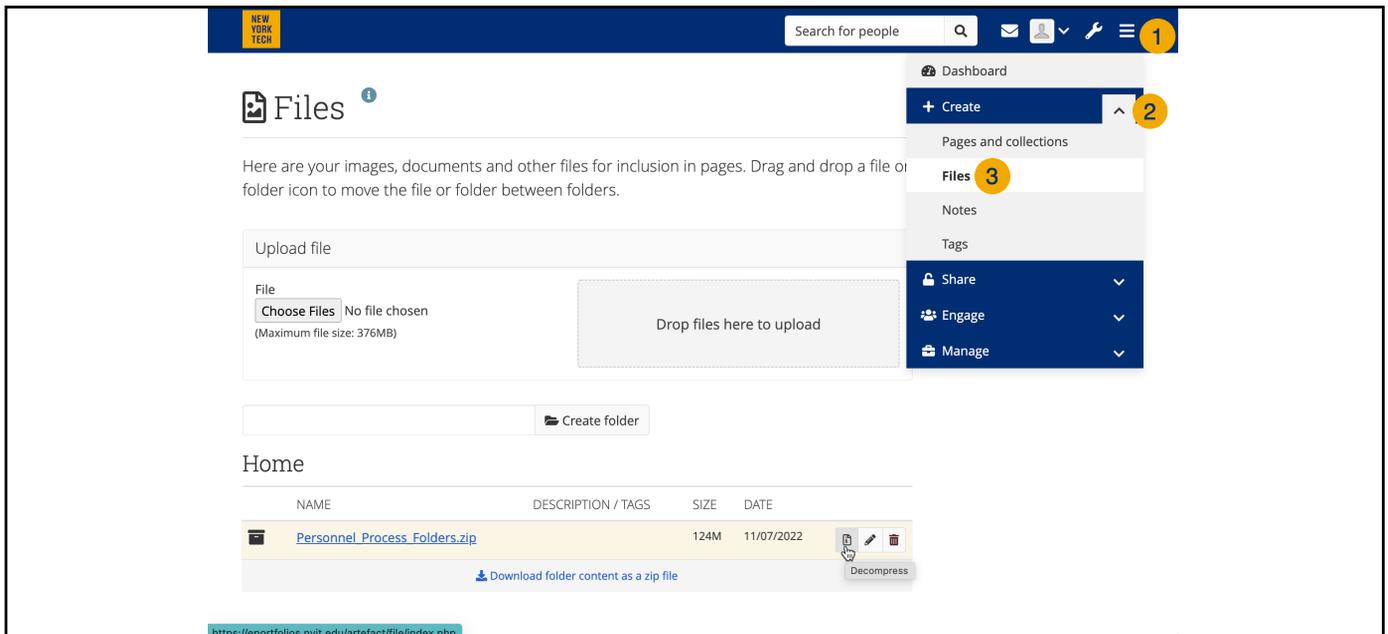
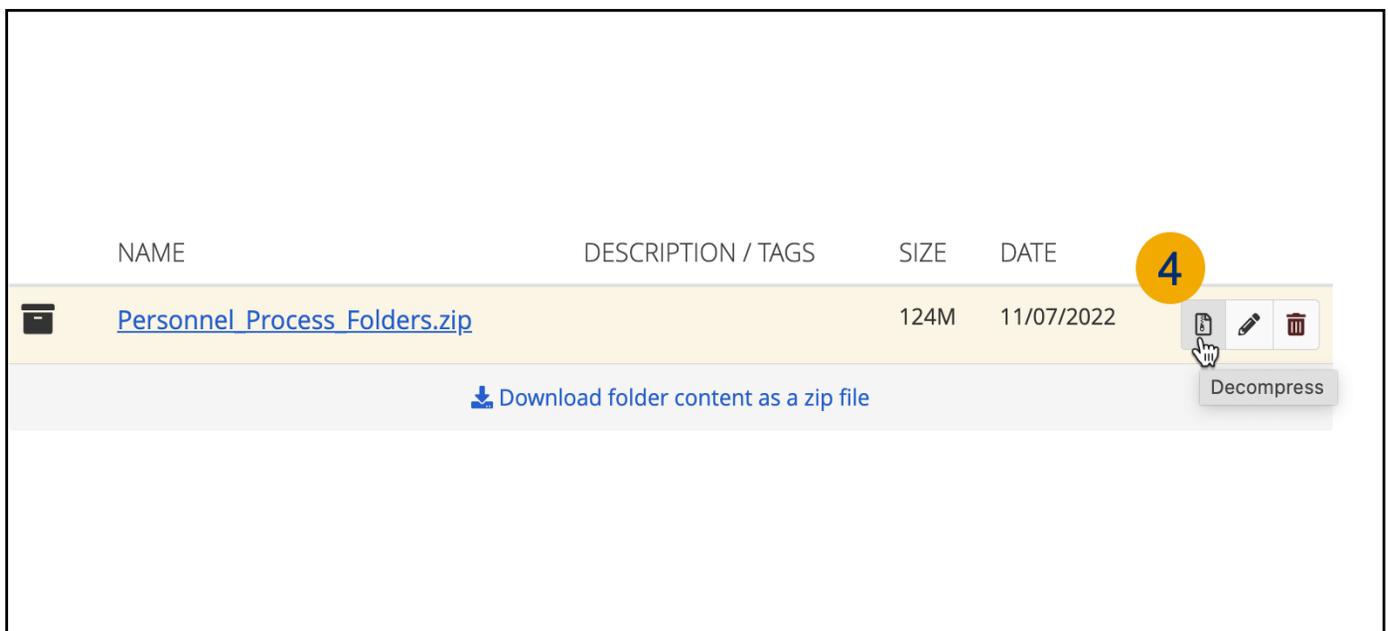


## Decompress an Uploaded Zip File

1. Click the "hamburger" menu icon.
2. Expand the *Create* menu options by selecting the caret "^".
3. Click *Files*.



4. Click the *Decompress* icon.



## Decompress an Uploaded Zip File

The screen shows a preview of the folder and file structure you will be creating.

5. Click *Decompress*.

The screenshot shows the 'Decompress' interface for a zip file named 'Personnel\_Process\_Folders.zip'. The interface includes a header with the New York Tech logo and a search bar. Below the header, the file name is displayed, along with statistics: 'Files: 109', 'Folders: 42', and 'Space required: 123.9M'. A blue information box states: 'Files will be extracted into folder "Personnel\_Process\_Folders"'. Below this, there are 'Decompress' and 'Cancel' buttons. A yellow circle with the number '5' is placed over the 'Decompress' button. To the right, a 'Contents:' list shows the folder structure, including 'Personnel\_Process\_Folders', 'Personnel\_Process\_Folders/DS\_Store', and various PDF files. A 'Quota' section on the right indicates 'You have used 124.0MB of your 500.0MB quota' with a 25% progress bar. The user's name 'Noreen O'Brien' is visible in the top right corner.

Please Wait. The process bar will fill once all files are unzipped

6. Click *Continue* to return to the file content list.

The screenshot shows the 'Decompress' interface during the unzipping process. The main heading is 'Decompress' and the text below it says 'Please wait while your files are being unzipped.' A progress bar is shown, which is partially filled with green. Below the progress bar, it says 'Created 43 folders and 109 files.' A 'Continue' button is visible below the progress bar, with a yellow circle containing the number '6' next to it. A callout box titled 'Full progress bar view' shows a larger version of the progress bar and 'Continue' button. The 'Quota' section on the right remains the same, showing 'You have used 124.0MB of your 500.0MB quota' with a 25% progress bar. The user's name 'Noreen O'Brien' is visible in the top right corner. At the bottom, there is a footer with the 'mahara' logo and links for 'Legal', 'About', and 'Help'.

## Decompress an Uploaded Zip File

DONE!

You may click the name of your extracted folders and navigate to your uploaded content. You should now see the same list of folders and files that you originally compressed, uploaded, and extracted.

The screenshot shows the New York Institute of Technology e-Portfolio interface. At the top, there is a search bar and navigation icons. Below the header, there is a section for uploading files. The 'Upload file' section includes a 'Choose Files' button, a 'Drop files here to upload' area, and a 'Create folder' button. To the right, a 'Quota' section indicates that 248.9MB of a 500.0MB quota has been used. Below the upload area, there is a 'Home' section with a table of files. The table has columns for NAME, DESCRIPTION / TAGS, SIZE, and DATE. The first row, 'Personnel\_Process\_Folders', is highlighted with a red box. Below the table, there is a 'Download folder content as a zip file' link. At the bottom, there is a footer with the 'mahara' logo and links for 'Legal', 'About', and 'Help'.

NAME	DESCRIPTION / TAGS	SIZE	DATE
<a href="#">Personnel_Process_Folders</a>	Files extracted from archive	124.9M	11/07/2022
<a href="#">Personnel_Process_Folders.zip</a>		124M	11/07/2022

### Helpful Tips:

Dates are displayed as Day/Month/Year.

Use file path (blue text above list) or parent folder option to navigate the folder.

The screenshot shows the New York Institute of Technology e-Portfolio interface, specifically the contents of the 'Personnel\_Process\_Folders' folder. The breadcrumb path is 'Home / Personnel\_Process\_Folders / Personnel\_Process\_Folders'. Below the breadcrumb, there is a table of files. The table has columns for NAME, DESCRIPTION / TAGS, SIZE, and DATE. The first row, 'Parent folder', is highlighted with a red box. Below the table, there is a list of files and folders, including 'Additional Documentation', 'Personnel Action Letters (Prior Years)', 'Scholarship Documentation', 'Service Documentation', 'Teaching Documentation', 'DS\_Store', '2022-ChairsLetter\_DRP.pdf', '2022-CV-DRP.pdf', and '2022-ExecSum-DRP.pdf'. Each row has a 'Parent folder' link and a 'Download' icon.

NAME	DESCRIPTION / TAGS	SIZE	DATE
<a href="#">Parent folder</a>	Parent folder		
<a href="#">Additional Documentation</a>			11/07/2022
<a href="#">Personnel Action Letters (Prior Years)</a>		1.9M	11/07/2022
<a href="#">Scholarship Documentation</a>		117.7M	11/07/2022
<a href="#">Service Documentation</a>		608.9K	11/07/2022
<a href="#">Teaching Documentation</a>		2.4M	11/07/2022
<a href="#">DS_Store</a>		6K	11/07/2022
<a href="#">2022-ChairsLetter_DRP.pdf</a>		1.3M	11/07/2022
<a href="#">2022-CV-DRP.pdf</a>		213K	11/07/2022
<a href="#">2022-ExecSum-DRP.pdf</a>		709.8K	11/07/2022