

## How to Zip Files

1. Select all the files you want to zip together by holding the CTRL key and clicking on each one.
2. Click the right hand button on your mouse, and select "Send to" from the menu that appears.
3. Select "Compressed or Zipped Folder" from the secondary menu.
4. This will create a new Zipped Folder, which will show up as a new icon.
5. Now you can use the "Browse" function on the application to find that icon and select it for upload.

## **\*\*Alternate Method**

1. Open the folder that contains the files you would like to Zip together.
2. Click the right hand button on your mouse and select "New" from the menu that appears.
3. Select "Zipped File" from the secondary menu.
4. A new icon will appear in the folder, which is ready to be renamed. You may use any name as long as it ends in ".zip"
5. Drag and drop any files you wish into the Zip file.
6. Now you can use the "Browse" function on the application to find that icon and select it for upload.

If you are unable to send to a Compressed or Zipped Folder when right-clicking on your files, you may not have a zip software program installed.

[Click here](#) to choose which zip software program you would like to download.