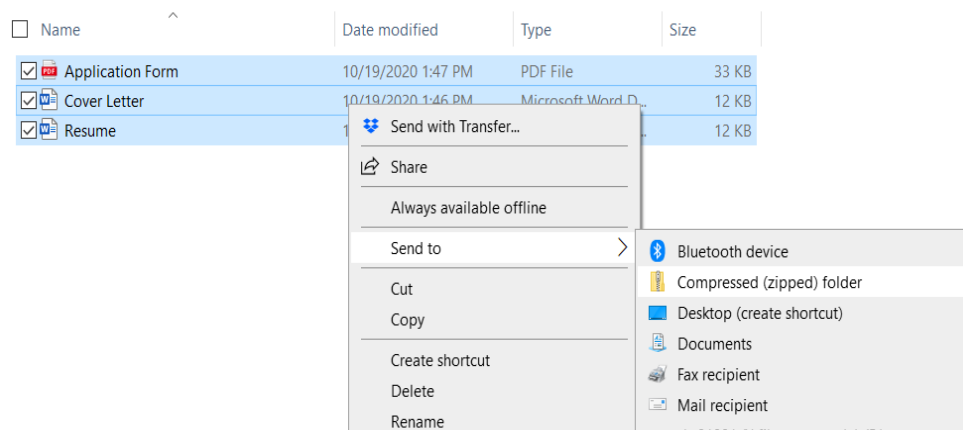


How to Zip (compress) a File or Folder

Zipping files means to combine several files into a *single* zipped folder. This will allow you to gather your application files into a single zipped folder for upload.

Using Windows on PC:

1. Locate the items that you want to zip.
2. Press and hold (or right-click) the file or folder, select (or point to) **Send to**, and then select **Compressed (zipped) folder**.
3. A new zipped folder with the same name is created in the same location. To rename it, press and hold (or right-click) the folder, select **Rename**.
4. Please rename your zipped file <last name>. <first name>.zip



Using a Mac

1. Locate the items you want to zip.
2. Control-click it or, then choose Compress from the shortcut menu.
3. When compressing a single item, the compressed file has the name of the original item with the .zip extension. If you compress multiple items at once, the compressed file is called Archive.zip.
4. Please rename this file <last name>. <first name>.zip

