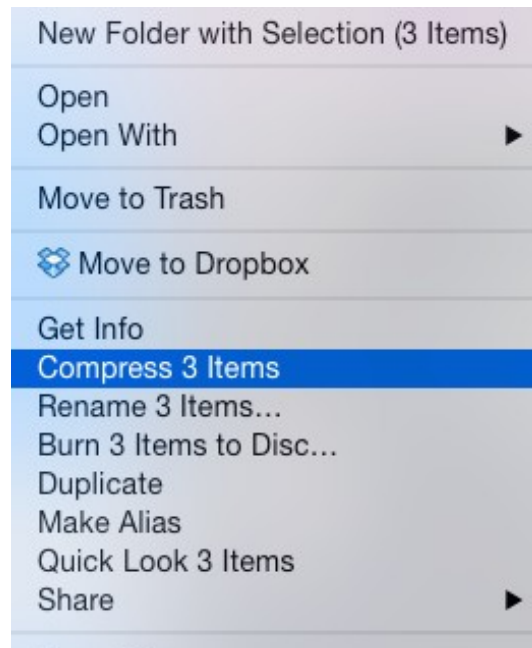


## Creating “Zip Files”

To create a .zip file is easy. In this example, on a Mac, I selected 3 files with my mouse so they were all highlighted at the same time. Then I held down the “Control” key while clicking these files, and the following contextual menu appeared. At this point, I select the item that says “Compress 3 Items”, and a file named Archive.zip is created. I can easily rename it to whatever I please.

*See the screen shot to the right.*



It's just as easy to create the compressed file on Windows. *Right-click* the files after selecting them all, and the following contextual menu will appear:



Choose the “Send To” option, and from that select “Compressed (zipped) Folder”. You will have to rename the created folder to something more appropriate before submitting the file.