

How to Zip Files

- **Chromebook:** Open Files app, highlight files you want to zip together (hold down Ctrl while clicking files), right click and click “Zip Selection.”
- **Windows:** Open Files app, highlight files you want to zip together (hold down Ctrl while clicking files), right click and click “Send to” followed by “Compressed (zipped) folder”
- **Macbook:** Hold down command while selecting files, hold down control while clicking, click “Compress.”