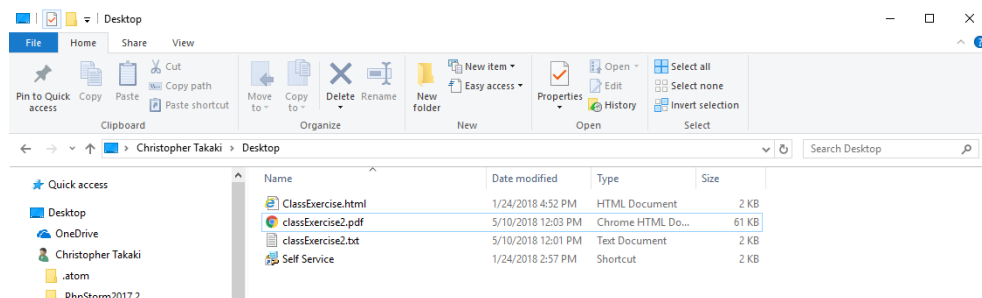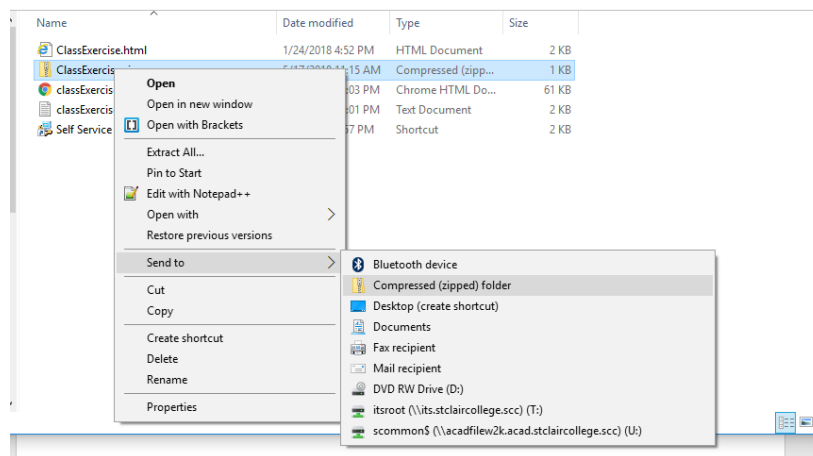# How to create a zip file from your HTML document

1. Locate the file that you want to zip.

2. Right click on the file and select Send To and then Compressed (zipped) folder

3. You file is now compressed – this is what you need to submit.