

Instructions For “Zipping” Files on a PC Platform

- 1) **“Right Click”** onto your Desktop and go to **“New”** then **“Folder”**
- 2) Drag images you are uploading into the folder you have created.
- 3) **“Right Click”** onto the folder and Select **“Send To”**
- 4) Choose Compressed (Zipped) Folder.

Your computer will automatically “zip” (or compress the size of) all the contents and create a .ZIP version of the folder in the same location as the original.

Attach the “Zipped” folder into the “Browse” field and press the “Submit” button.

“Zipping” file instructions on a Mac

- 1) Create a New folder on your desktop and drag all files for uploading into it.
- 2) **“Right Click”** or **“Control + Click”** onto the folder and Select **“Create Archive of...”**

Your computer will automatically “zip” (or compress the size of) all the contents and create a .ZIP icon onto your desktop.

Attach the “Zipped” folder into the “Choose File” field and press the “Submit” button.