HOW TO ZIP COMPRESS YOUR FILES

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Zip Compress On Apple Computers

1a - In a file viewer, select your file to be zipped.

1b - From the pop-up menu, select Compress.

1c - You will then have a Zipped Compressed file to upload.
Zip Compress On A PC (Windows 10)

1a - In a file viewer, Select your file to be zipped.

1b - From the first pop-up menu, select Send To.

1c - From the second pop-up menu, select Compressed (zipped) Folder.

1d - You will then have a Zipped Compressed file to upload.
Zip Compress With 7-Zip

1a - If you do not have a Zip Compression program on your PC, you can download 7-Zip for free. Go to 7-zip.org and download the 32bit or 64 bit version.

Once you have installed the program...

1b - In a file viewer, Select your file to be zipped, then Right Click your mouse.

1c - From the pop-up menu, select 7-Zip.

1d - From the second pop-up menu, select Add To “Your File Name.zip”

1e - You will then have a Zipped Compressed file to upload.