

HOW TO ZIP FILES & FOLDERS

How to zip (compress) files on PC

1. Locate the file(s) or folder(s) that you want to zip together and combine them all into one main folder.
2. Click on the main folder you've created so it is highlighted.
3. Right click and select "Send to".
4. Select "Compressed (zipped) folder".
5. A new "zipped" folder will appear to be renamed.

How to zip (compress) files on MAC

1. Locate the file(s) or folder(s) that you want to zip together and combine them all into one main folder.
2. Click on the main folder you've created so it is highlighted.
3. Right click and select "Compress [file name here]" if 1 file or select "Compress # files" if multiple files.
4. A new "zipped" folder will appear to be renamed.