How to Compress or “Zip” Files to be Uploaded

For Windows

1. Locate the files or folder you want to compress.

2. Right-click the file or folder, point to Send to, and then click Compressed (zipped) folder.
   A new compressed folder is created in the same location. To rename it, right-click the folder, click Rename, and then type the new name.

Notes

- If you add encrypted files to a compressed folder, the files will be unencrypted when extracted, which might result in unintentional disclosure of personal or sensitive information. For that reason, you should avoid compressing encrypted files.
- If you've already created a compressed folder and you want to add a new file or folder to it, drag the files that you want to add to the compressed folder.

For Mac

1. To compress a file or folder, Control-click it or tap it using two fingers, then choose Compress from the shortcut menu.

   If you compress a single item, the compressed file has the name of the original item with the .zip extension. If you compress multiple items at once, the compressed file is called Archive.zip.