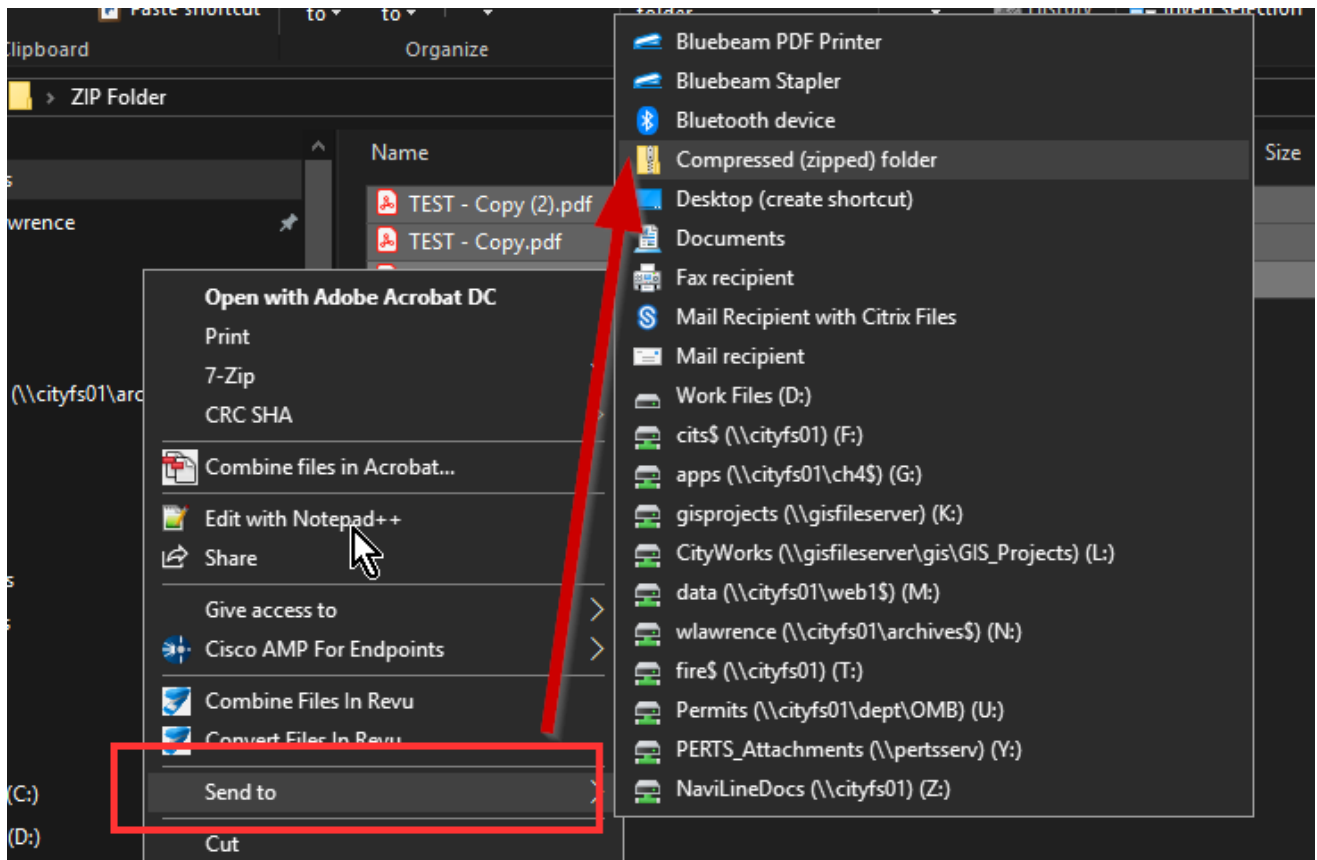


How to Create a ZIP File

1. Select the files and/or folders you want to ZIP.
 - a. To select multiple files or folders, hold down the Ctrl key as you select the individual files and/or folders.
2. Right click on any one of the items selected then point to Send to > select Compressed (zipped) folder.



3. Name the ZIP file if needed and hit Enter to accept.

