

Stalybridge Photographic Club

How to Zip a File in Windows

DPI entries to SPC competitions are required to be submitted in a 'zipped' folder; I find that the easiest method of producing one is as follows:

Step 1

Select the files to be zipped.

Step 2

Right click on one of the highlighted files.

Step 3

Select "Send to" in the drop-down box.

Step 4

Choose "Compressed (zipped) folder" in the dialogue box.

Step 5

Note that the file name is the same as one of the files in it.

Step 6

Right click on the zipped folder and rename it with your own name.

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