

How to Compress (Zip) Multiple Files for Portfolio Submission

For Windows

- Select the files: Navigate to the location of the files you want to zip
- Select the files: Navigate to the location of the files you want to zip in File Explorer.
- Right-click: Select the files you want to compress, then right-click on one of the selected files.
- Choose "Send to": In the context menu that appears, hover over the "Send to" option.
- Select "Compressed (zipped) folder": In the submenu that appears, click on "Compressed (zipped) folder". This will create a new ZIP file containing the selected files in the same location.
- Name the ZIP file: The new ZIP file will be created with the same name as the first file you selected. You can rename it by right-clicking on the ZIP file and selecting "Rename".
- Done: Your files are now compressed into a ZIP archive.

For Mac

- Select the files: Navigate to the location of the files you want to zip in Finder.
- Select files: Click to select the files you want to compress.
- Right-click or Control-click: After selecting the files, right-click (or control-click) on one of the selected files.
- Choose "Compress Items": In the contextual menu that appears, hover over the "Compress" option and then click on "Compress Items". This will create a new ZIP file containing the selected files in the same location.
- Name the ZIP file: The new ZIP file will be created with the name "Archive.zip" by default. You can rename it by clicking on the file name and typing a new name.
- Done: Your files are now compressed into a ZIP archive.