

Instructions How To Create A .ZIP Folder

1. Create a new folder.
 - a. The folder can be renamed if desired.
2. Place all the items that are needed for the exam into the new folder.
3. After all the items have been placed in the new folder:
 - a. **Right-click** the folder;
 - b. On the submenu point to **Send To**;
 - c. Click on **Compressed (Zipped) folder**;
4. A new zipped folder will appear on the user's desktop. This folder can now be selected for uploading.