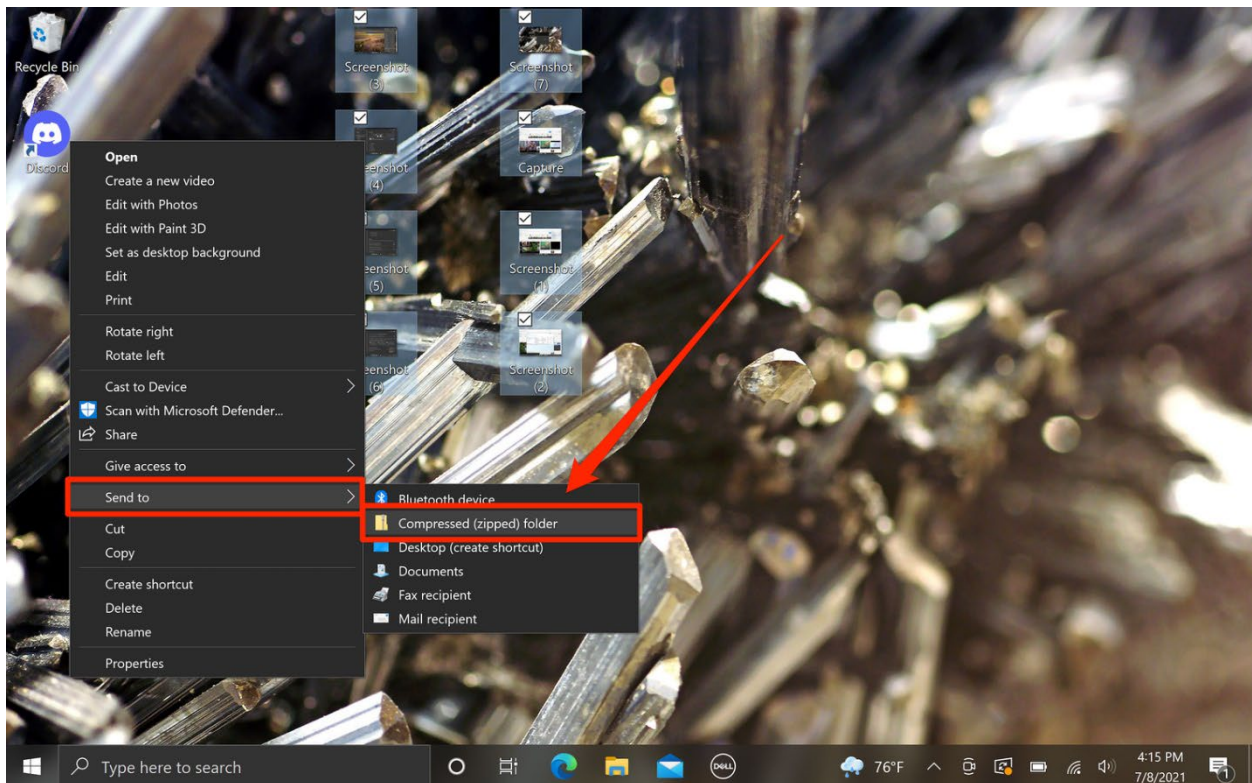


How to zip files on a Windows PC

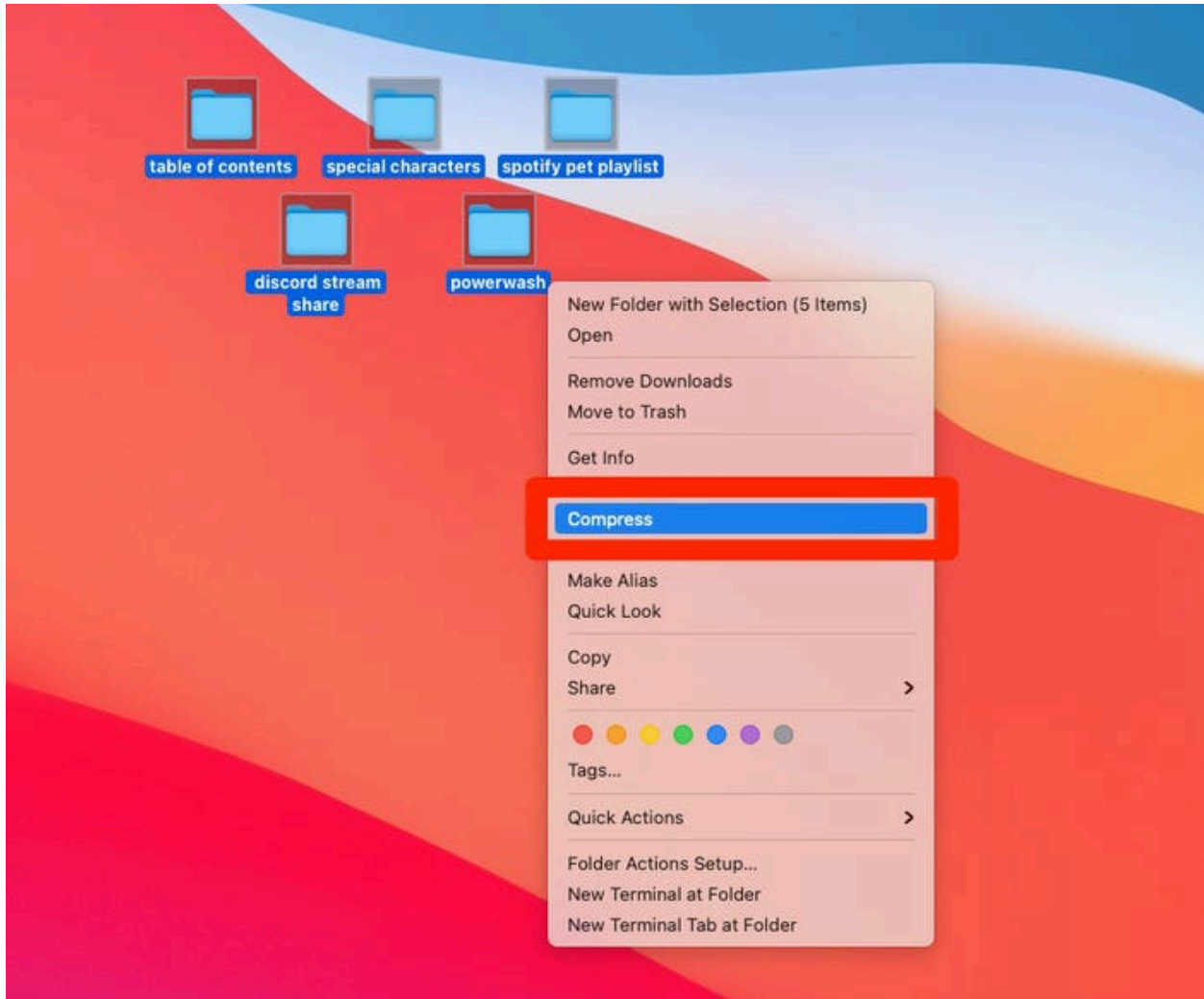
1. Select all the files you want to zip. You can either drag a box around them, or hold **Ctrl** and click each one individually.
2. Right-click one of the files and select **Send to**, then select **Compressed (zipped) folder**.



3. A ZIP file will appear containing all the compressed data.

How to zip files on a Mac

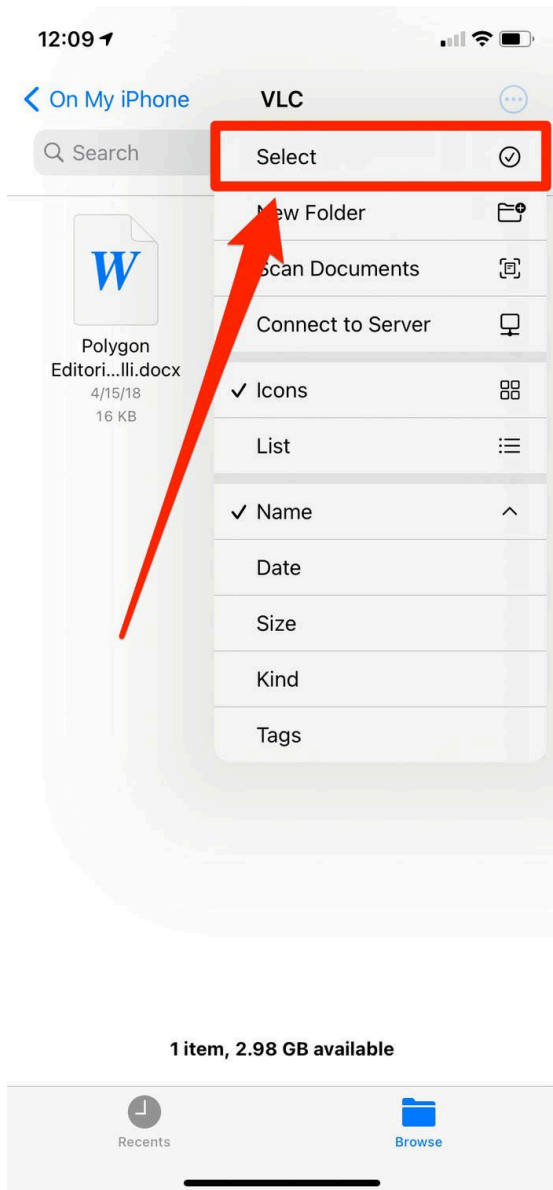
1. Select all the files you want to zip. You can either drag a box around them, or hold **Command** and click each one individually.
2. Right-click one of the files and select **Compress**.



3. A ZIP file will appear containing all the compressed data.

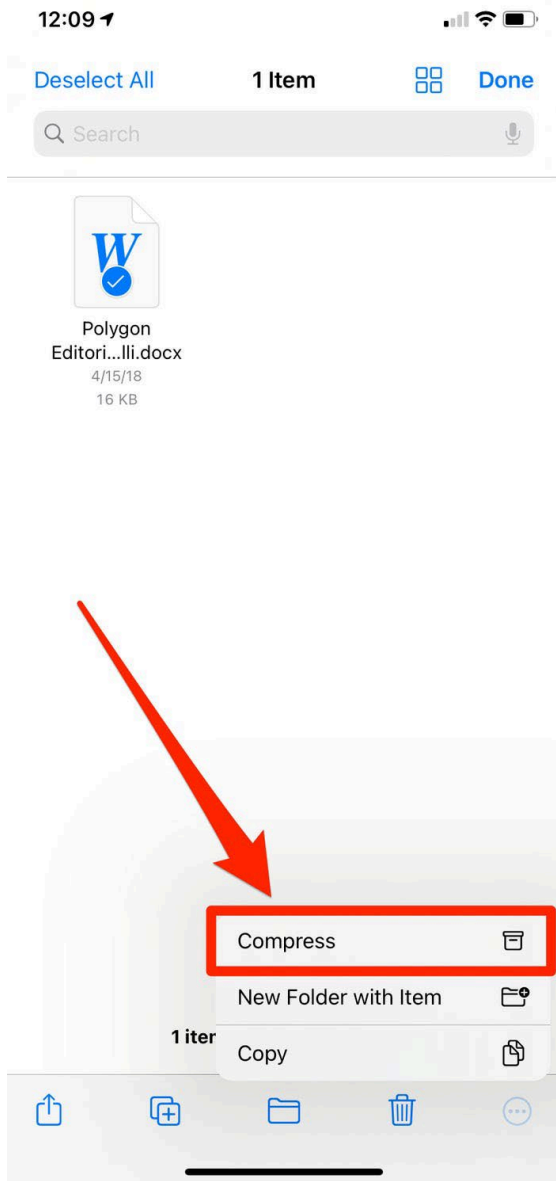
How to zip files on an iPhone or iPad

1. Open the Files app and find the files that you want to zip up.
2. On an iPhone, tap the **three dots (...)** in the top-right corner and then **Select**. On an iPad, just tap **Select** in the top-right corner.



3. Tap all the documents you want to zip.

4. Select the **three dots** (iPhone) or **More** (iPad) in the bottom-right corner and hit **Compress**.



5. A ZIP file will be saved to the folder you selected.

How to zip files on an Android

Depending on your Android device, you may have the File Manager app as a built-in way to create ZIP files.

Using File Manager

1. Open the File Manager app and move all the files you want to compress to a single folder.
2. Tap on the three dots in the right-hand corner.
3. Select all the items you want to zip, and at the bottom tap **Compress**.
4. Then select **Save** and a new folder will be created with the compressed files.