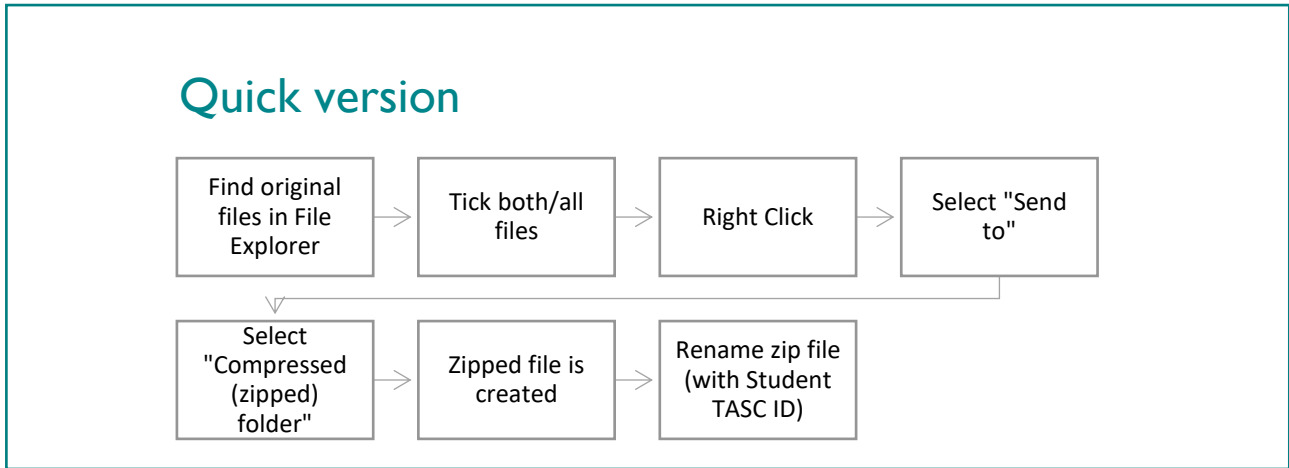


HOW TO ZIP FOLIO FILES FOR UPLOADING WINDOWS OPERATING SYSTEM



Detailed version

1. Find the original files in File Explorer

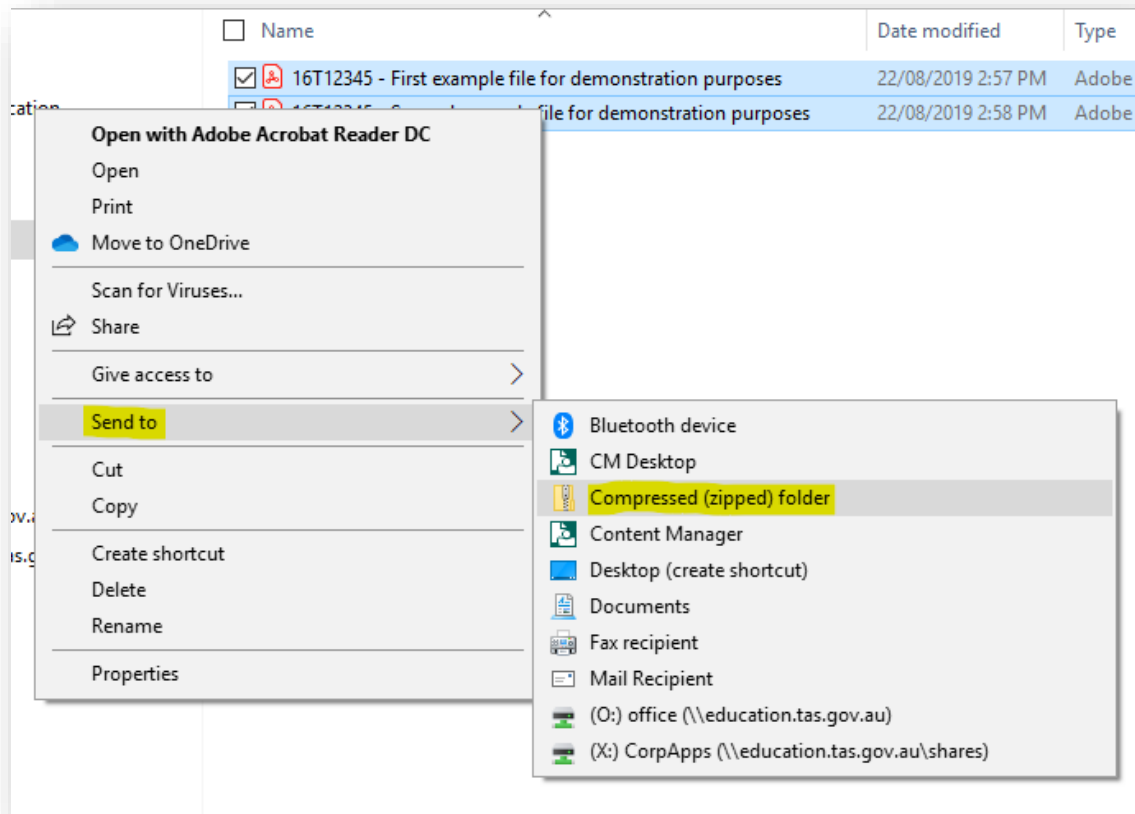
a. **Note:** The student's TASC ID **must** be at the start of the file name.

<input type="checkbox"/>	Name	Date modified
<input type="checkbox"/>	16T12345 - First example file for demonstration purposes	22/08/2019 2:57 PM
<input type="checkbox"/>	16T12345 - Second example file for demonstration purposes	22/08/2019 2:58 PM

2. Select all relevant files

<input type="checkbox"/>	Name	Date modified
<input checked="" type="checkbox"/>	16T12345 - First example file for demonstration purposes	22/08/2019 2:57 PM
<input checked="" type="checkbox"/>	16T12345 - Second example file for demonstration purposes	22/08/2019 2:58 PM

3. Right click over the files, then:
 - a. Select **Send To**
 - b. Select **Compressed (zipped) folder**



4. The zipped file has now been created
 - a. Rename the zip file with the TASC ID first, followed by the course code.
Note: It is important that the TASC ID is first in the file name otherwise the system will not be able to load it.

How to zip files using other operating systems

- [How to zip files on a Mac](#)
- [How to zip files on a Chromebook](#)