

Creating a Zip File

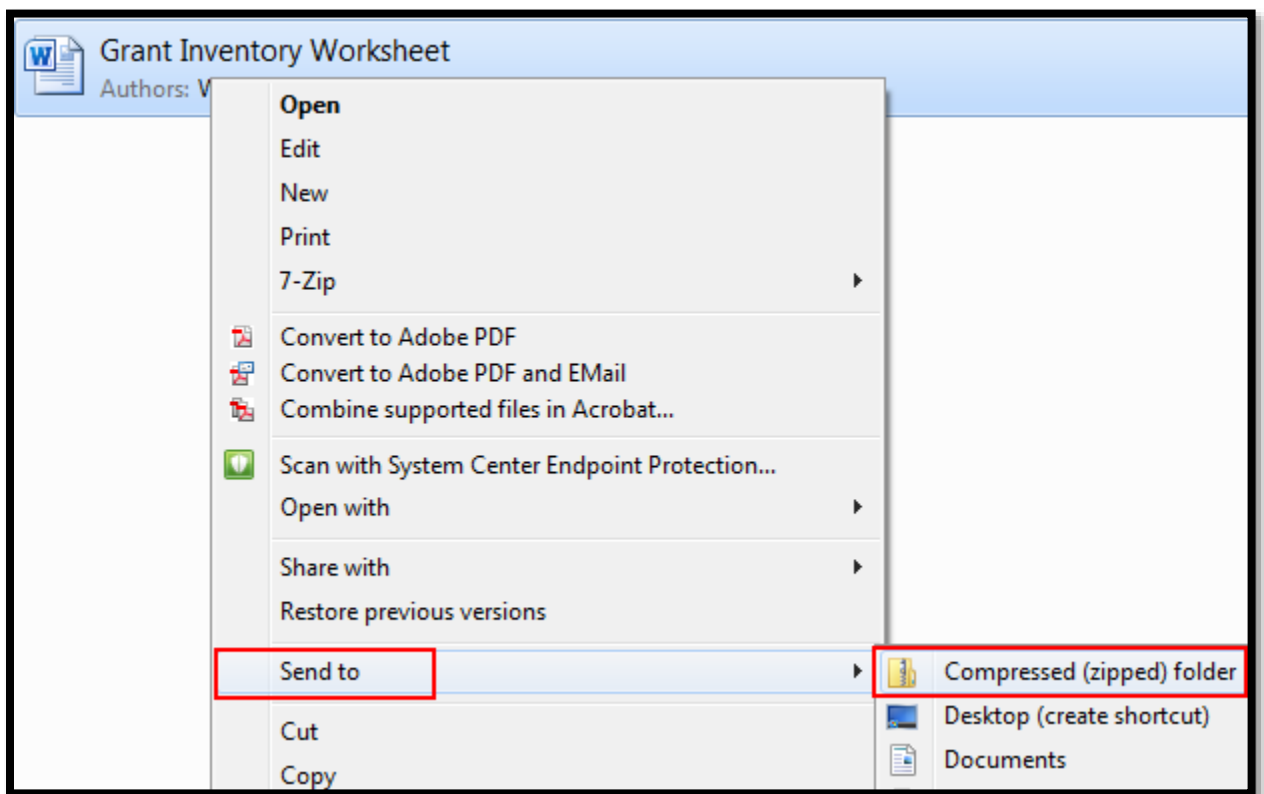
This document provides instructions on how to “zip” one or more files into one compressed file. This document may be useful for CoCs that need to upload their Grant Inventory Worksheet(s) in *e-snaps*.

1. Go to the file name of the file you want to zip.

If you are compressing multiple files, the quickest way to create a zip file is to place all of the files into one folder. You can place multiple files and folders into the folder that you are creating the ZIP file from.

2. Right-click on the file or folder. Move your cursor over the “Send to” option. This will open a new submenu. Select “Compressed (zipped) folder”.

To place multiple files into a zip folder, select all of the files while hitting the Ctrl button. Then, right-click on one of the files, move your cursor over the “Send to” option and select “Compressed (zipped) folder”. The resulting ZIP file will contain all of the selected files and will be named after the file that you right-clicked on.



3. **Wait for the folder to be created.** If you are adding many files to the new ZIP file folder, it may take a few moments to create it. A progress bar will appear as files are added. Once the process is complete, the ZIP file folder will appear in the same location as the original folder. You can rename the zip file folder as necessary.
4. Once you have all your files in the compressed folder, you can attach it in *e-snaps* or anywhere you see fit.