



Step 01 - Create a new folder beside your files

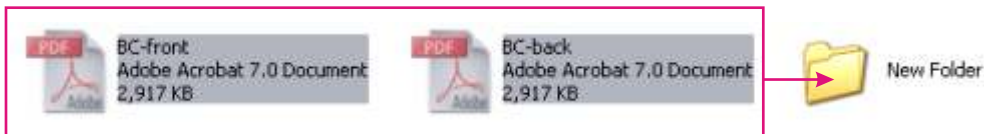
Your files



The new folder



Step 02 - Drag your files into the new folder

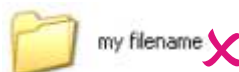
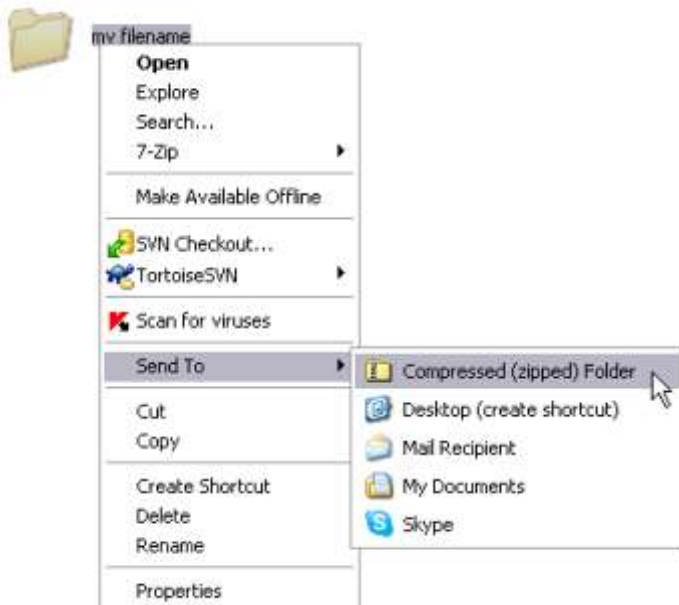


Step 03 - Rename the folder accordingly



Step 04 - Zip your folder

Right-click, select 'Send To', Choose 'Compressed Folder'



✓ Your folder is now zipped

