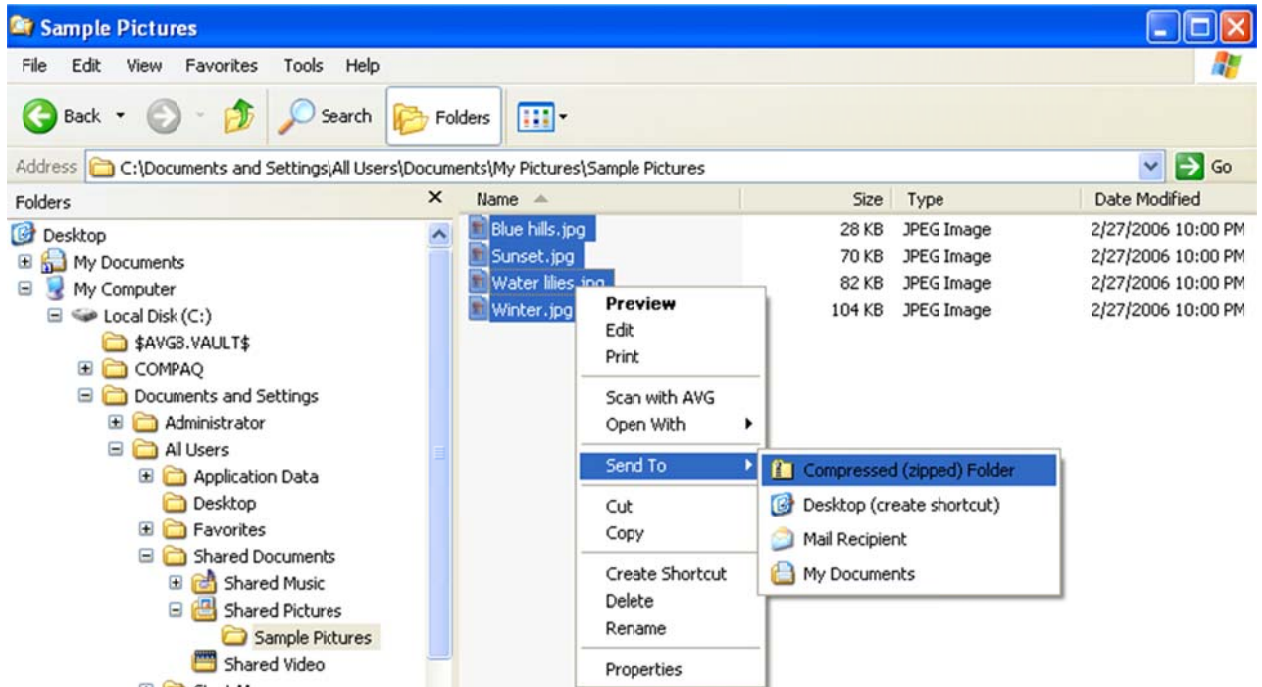
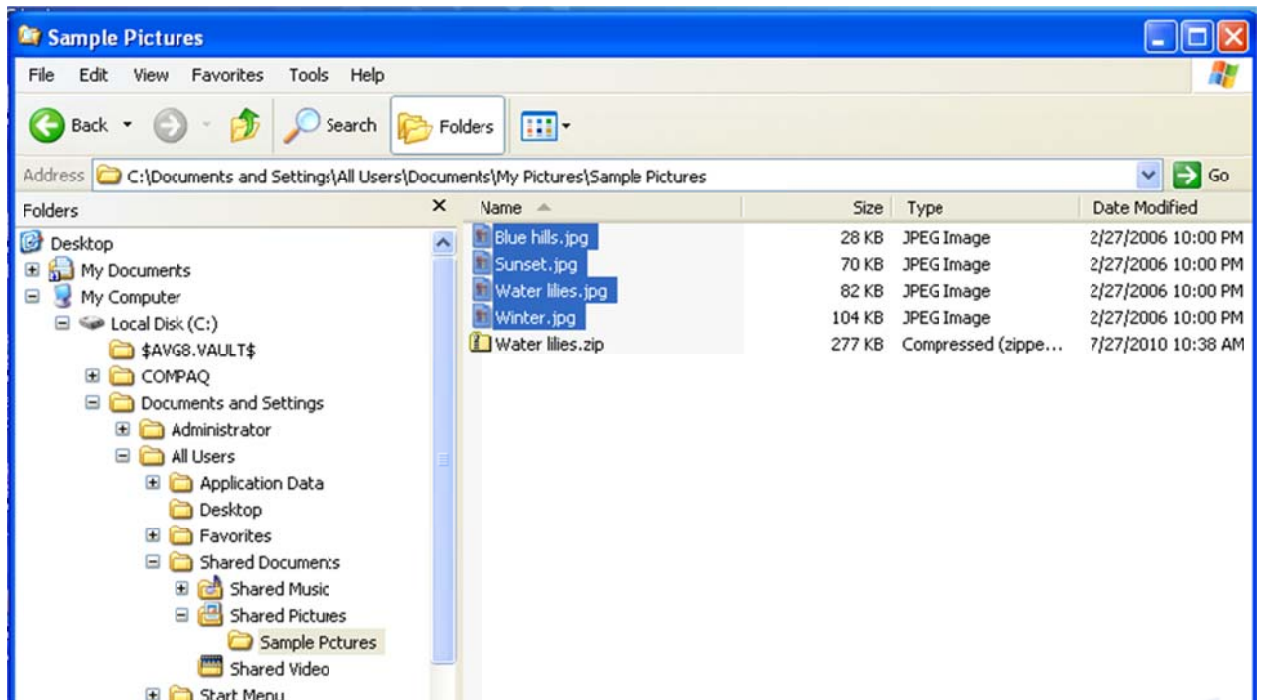


HOW TO CREATE A COMPRESSED (ZIP) FOLDER (USING WINDOWS PC) THAT CAN BE UPLOADED VIA FTP

1. Open Windows Explorer on My Computer
2. Select all the files that you will be combining into the compressed file (see screen shot below) and then click your right mouse button and choose Send To; Compressed (zipped) Folder



3. The new compressed folder will be created. You can rename the folder by right clicking on it and choosing Rename.



4. You can now upload the single, compressed folder onto the ftp site and all the containing files will be kept together.