



HOW TO CREATE A .ZIP FILE

If you wish to include multiple files with your plan files submittal for review by Travis County ESD No. 2, please use the process described below to create a .ZIP file in which to store them. A .ZIP file is essentially a collection of files or folders that have been archived and compressed into a single file. Travis County ESD No. 2 staff will be able to access all files that you include your .ZIP file.

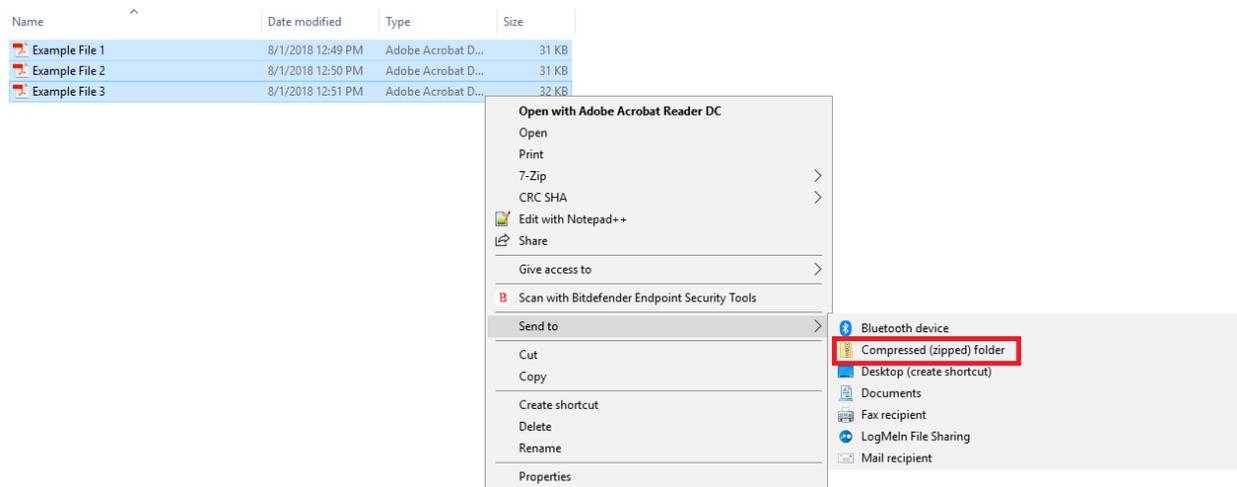
*The following guide outlines the process for creating a .ZIP file using the Microsoft Windows 10 operating system. However, this process is nearly identical to the process used in earlier versions of Microsoft Windows, as well as, Apple's MacOS.

1.) STEP ONE: SELECT THE FILES OR FOLDER(S) YOU WISH TO INCLUDE IN YOUR .ZIP FILE

First, open the File Explorer desktop app and navigate to the folder or group of files that you wish to place into your .ZIP file. *You can access the File Explorer desktop app by clicking the yellow file folder icon on your taskbar or searching for "File Explorer" in the search bar adjacent to the Start menu.

Select the files or the folder you wish to zip by right clicking on the selected items and choosing **Send to → Compressed (zipped) folder** from the menu.

A screen shot is provided below for your reference.



In the screen shot above, you will notice that multiple files are selected. You may also create a .ZIP file from a folder of files by using this process (substituting right-clicking on the folder instead of a group of individual files).

2.) NAME AND SAVE YOUR NEW ZIP FILE

Once you have selected the ***Send to → Compressed (zipped) folder*** from the menu, you will notice that a new zipped folder icon has appeared in the directory in which you are working. All you must do is name this file and hit the *Enter* key. You now have a .ZIP file which you can attach to the Plan Files Submittal Form for uploading.