Manually Creating a Zip File

In some situations, our Technical Support staff may request that you zip up some files to send to us for extended support, or when submitting data for conversion.

The ability to create and manipulate "compressed files" is something that is a built-in feature of Windows XP and higher. Using this feature, you can select a folder or individual files, then click the right mouse button and choose "Send To > Compressed (zipped) Folder".

If you already have an existing zip file that you would like to add additional files to, you can simply drag and drop the selected file(s) onto the existing zip file.

There are many third party applications that offer this functionality as well. Please follow the documentation that came with your software for instructions on how to create new zip files or add files to an existing zip.

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