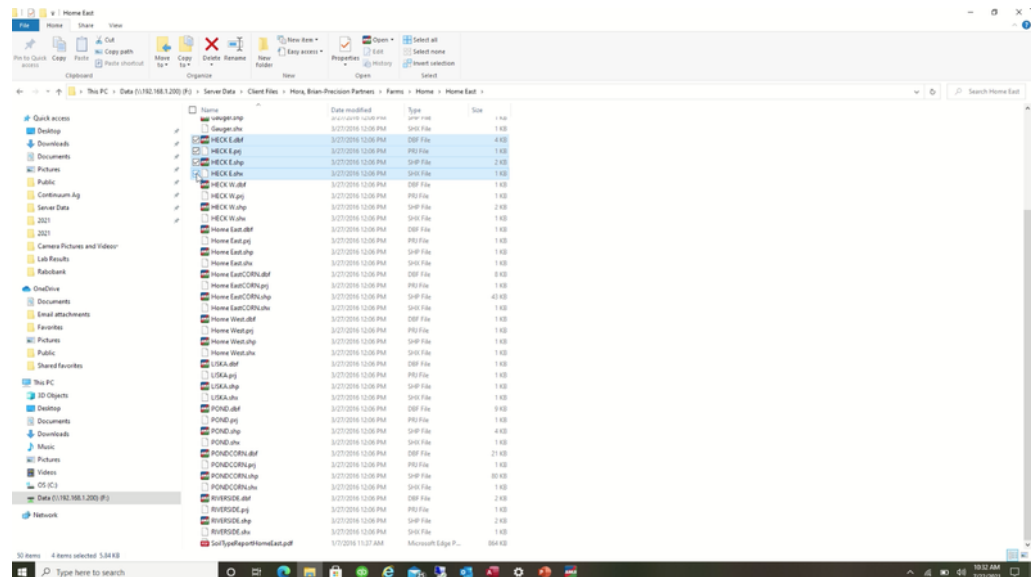# How To Zip Files On A Dell Computer To Upload Into TopSoil
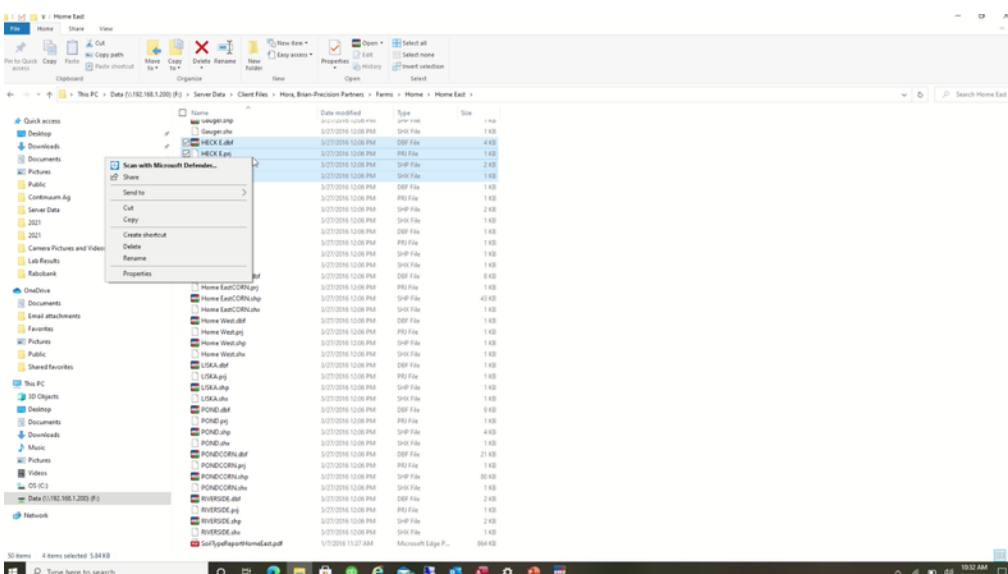
STEP 1

First, you need to select all of the files that you wish to zip together. The only accepted file types are .dbf, .prj, .shp, and .shx.

STEP 2

Once you have all of the files that you want to zip selected you have to right-click anywhere in the blue area so that the drop-down menu appears.
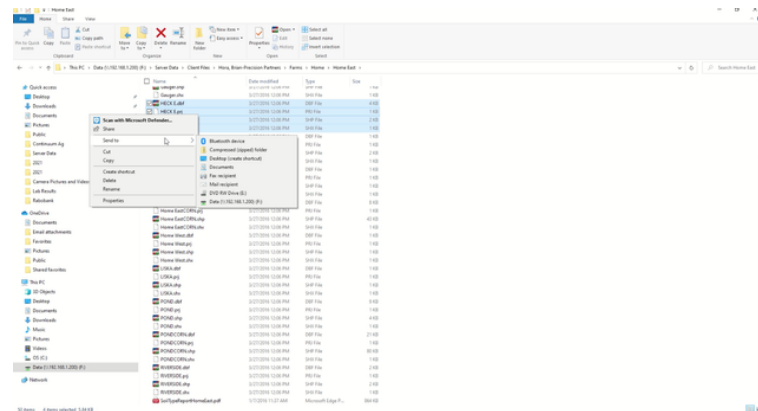
How To Zip Files On A Dell Computer To Upload Into TopSoil

STEP 3
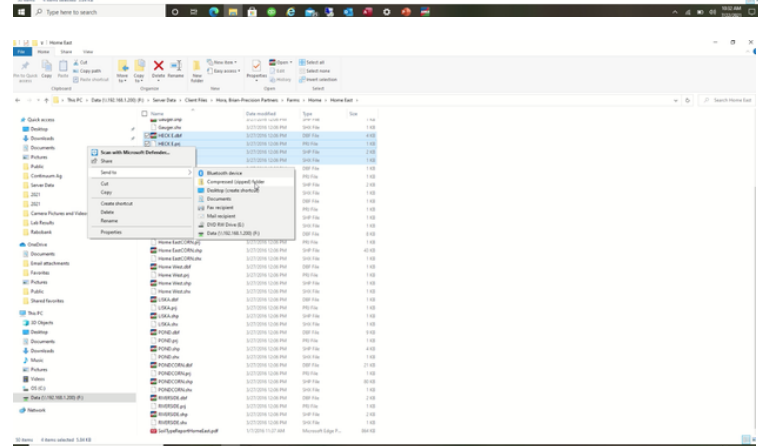
After the drop-down menu comes up, you click the "send to" option.

STEP 4

After you have selected the "send to" option you need to click the "Compressed (zipped) Folder".

STEP 5

Now that you have selected to compress the selected files, the files will automatically be zipped and you can name it whatever you want.