



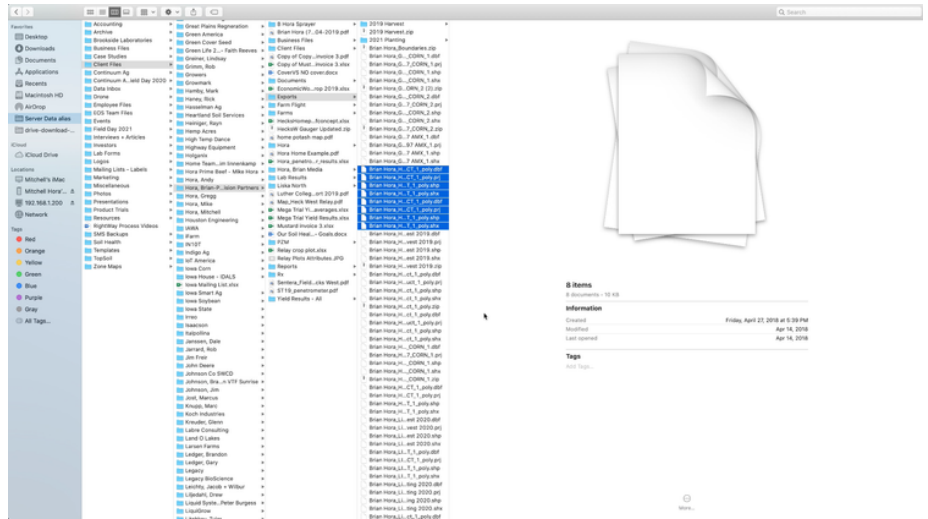
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How To Zip Files On A Apple Computer To Upload Into TopSoil

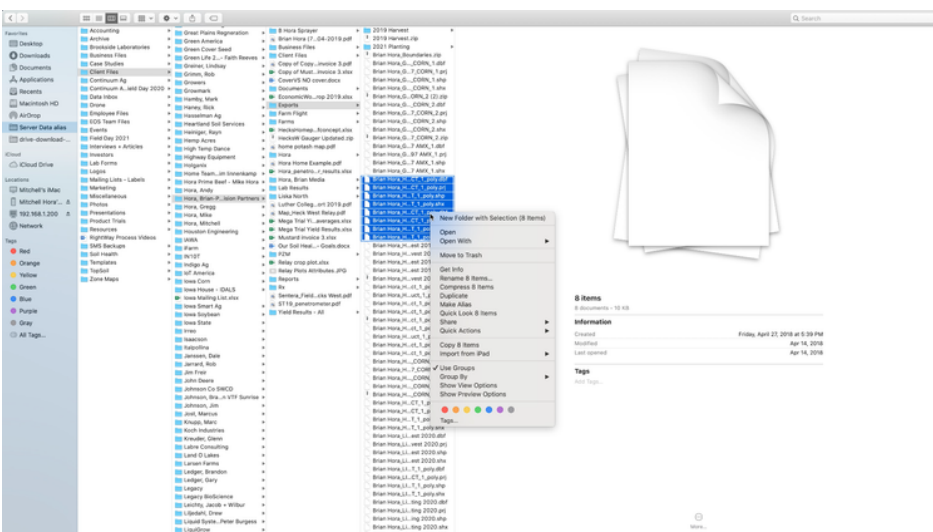
STEP 1

Find all of the files that you want to upload and make sure they are all selected. When you have them selected they will be highlighted in blue as seen in the picture.



STEP 2

Once you've selected all of the files that you want to upload, right-click in the blue area to get the drop-down menu to show up.





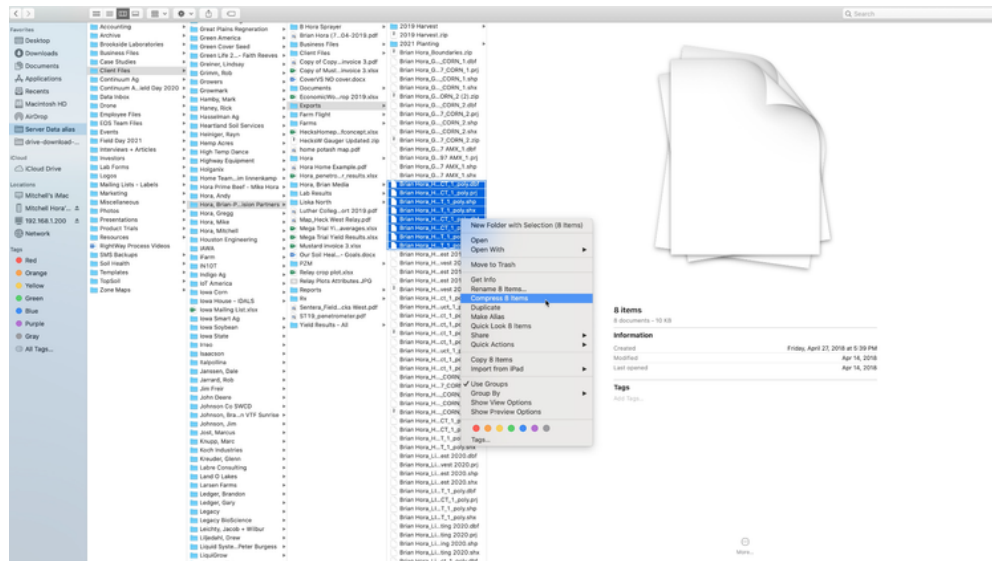
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STEP 3

Once the drop-down menu pops up you need to click on the “Compress _ items” option (in the blank it will tell you how many files you are about to compress).



STEP 4

Now that you have selected the compress option the files will be “zipped” together and you will be able to upload them into TopSoil.

