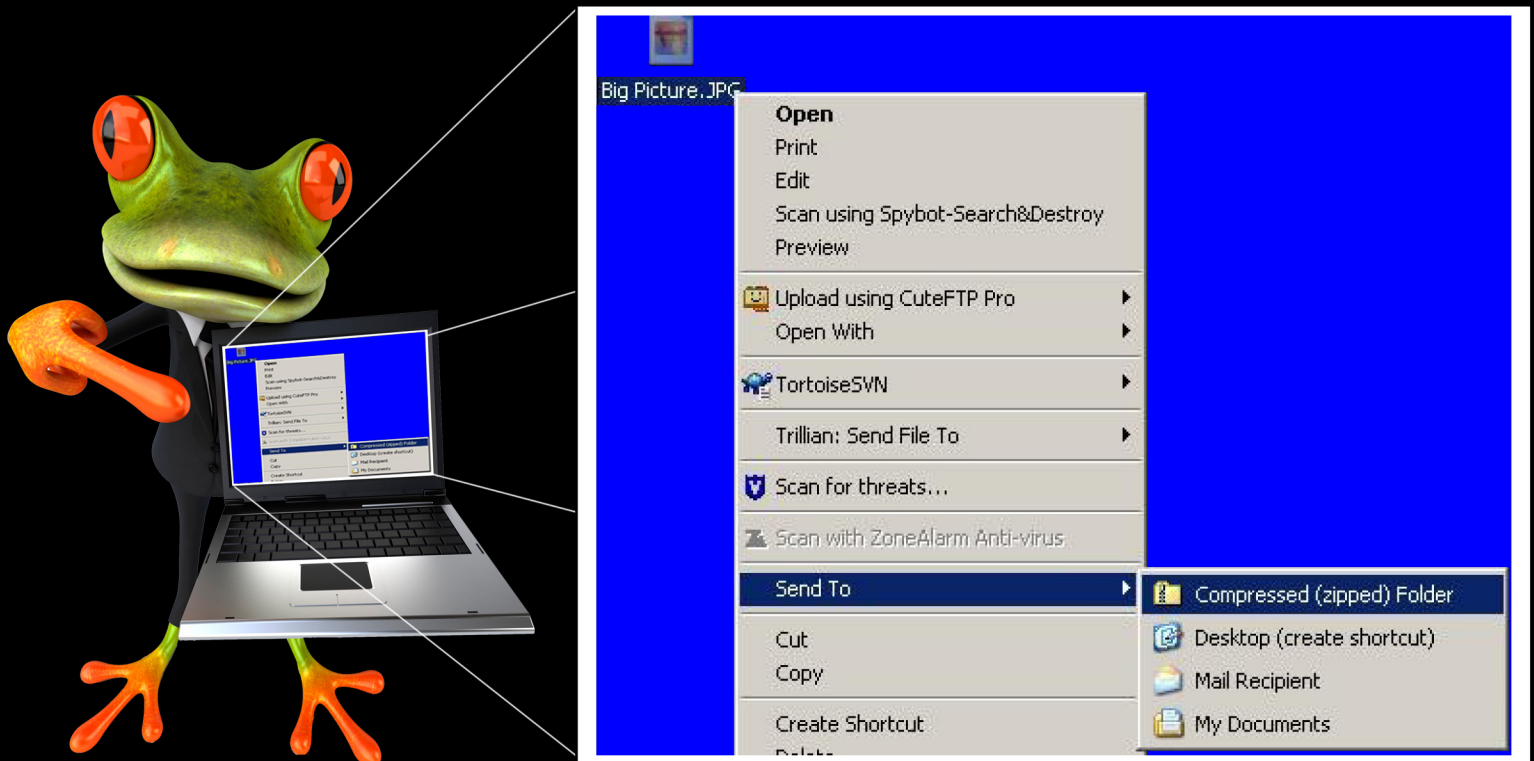


HOW TO PACKAGE FILES FOR DELIVERY

Select all files to be delivered
Right-click and select “Send to”
Under “Send to” select the option
“Compressed (zipped) folder”



This will create a file with a “.zip”
extension inside the location provided.

You may upload this file to our FTP site.

HOW TO PACKAGE FILES FOR DELIVERY

USING WINRAR:

Select all files and right-click

On the menu select “Add to Archive...”

This will open a menu where you can name your file.

Select “OK”

WinRAR will package your files with the “.rar” extension.

