

*After a couple trial and errors we've discovered that unless you want to spend possibly hours uploading your pictures to the MNPA web-entry site it saves time and effort to create a ZIP file (compressed file) and just upload that. I have compiled some directions on how to make a compressed file... don't be afraid it is very easy!!*

## **How to ZIP (compressed files) in windows XP:**

1. On your desktop, do one RIGHT mouse click
2. See menu, mouse down to down to New, see another menu
3. Mouse over to bottom of next menu to Compressed (zipped) Folder
4. Do one LEFT click on Compressed (zipped) Folder
5. A new ZIP folder shows up on desktop
6. Rename folder appropriately, like with your name, for example
7. Copy and paste ALL your properly labeled photo files into this new folder
8. On Internet, go to MNPA Upload Page, browse to, and upload your folder, one upload, one time
9. Depending on how many pix it will take a few minutes (in a test, 37 pix took 12 minutes)
10. MNPA upload page will Thank You when upload is finished

## **How to Zip (compressed files) on a Mac**

1. Select folder on desktop (so it is highlighted)
2. Choose "create archive.." under "file" in the top bar of the screen
3. This creates a new icon on your desktop with the same name and a .zip extension....that is the compressed folder!!

An alternate way is to....

1. Double click on folder to open it in a window
2. Select all the images you want to compress together
3. Click the icon in the top of the window that looks like a sun (or wheel) and choose "create archive of (blank) items" from the choices.
4. That makes a compressed file of those images and gives it the name "archive.zip"  
(The archive should save into the same folder rather than on the desktop as it does in the first option above.)