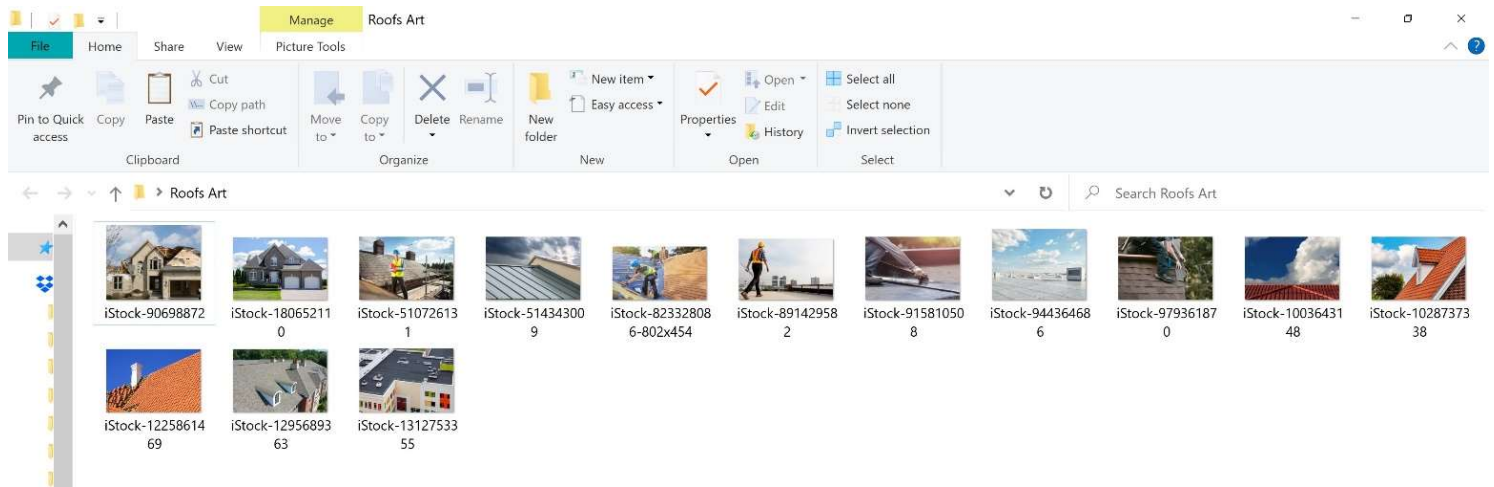


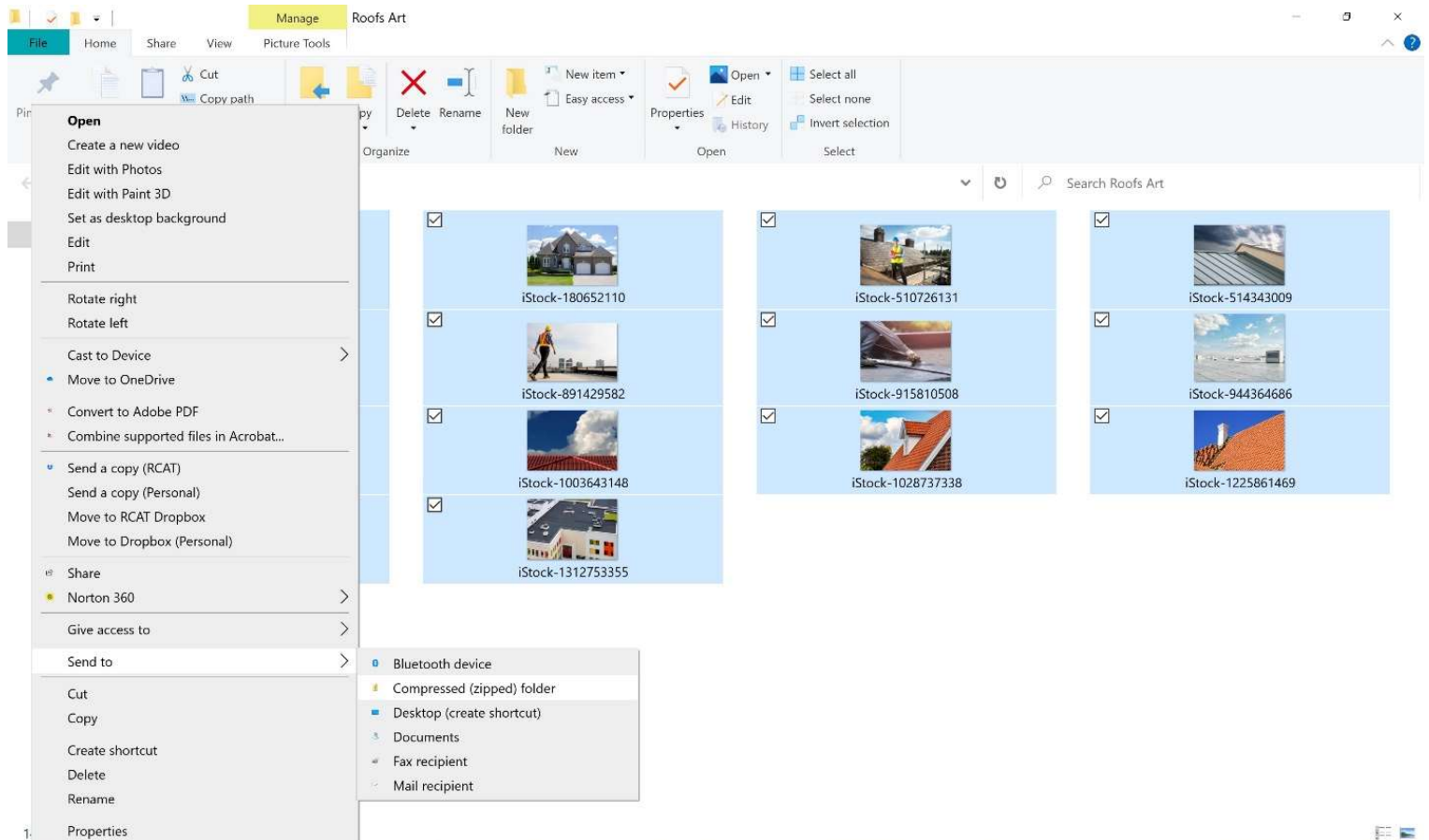
# INSTRUCTIONS: SAVING YOUR PHOTOS AND/OR FILES IN A "COMPRESSED (ZIPPED) FOLDER"

**1) Open your folder/file containing the items you want to submit with this application.**

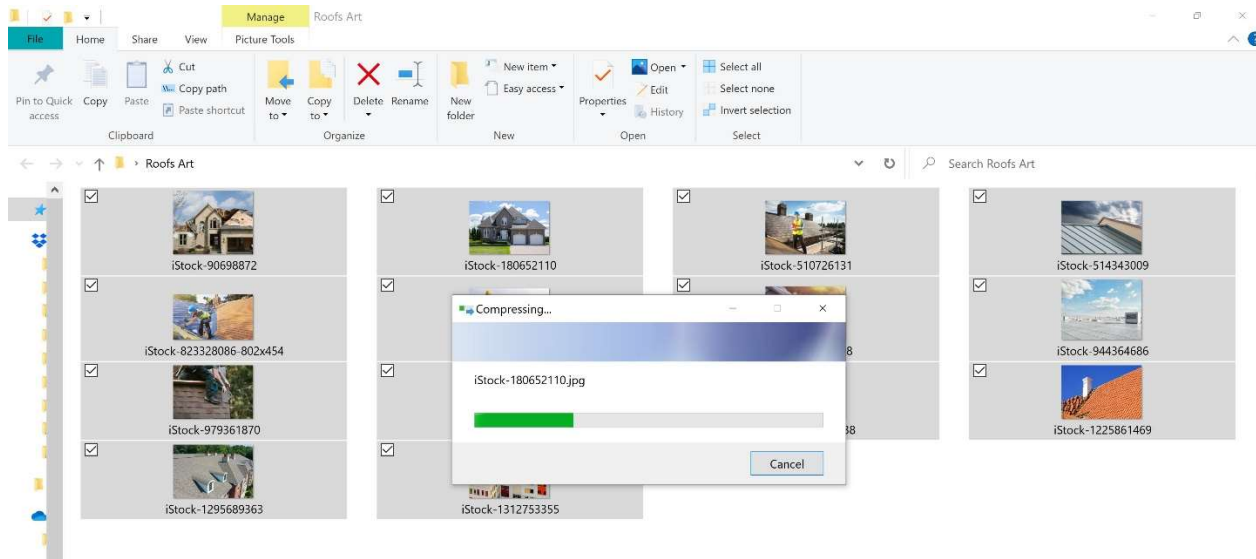


**2) Select the pictures and/or files (hold the Ctrl + A keys to select ALL of them; OR click on one of the pictures then hold down the Ctrl key and select the rest of the pics/files to include).**

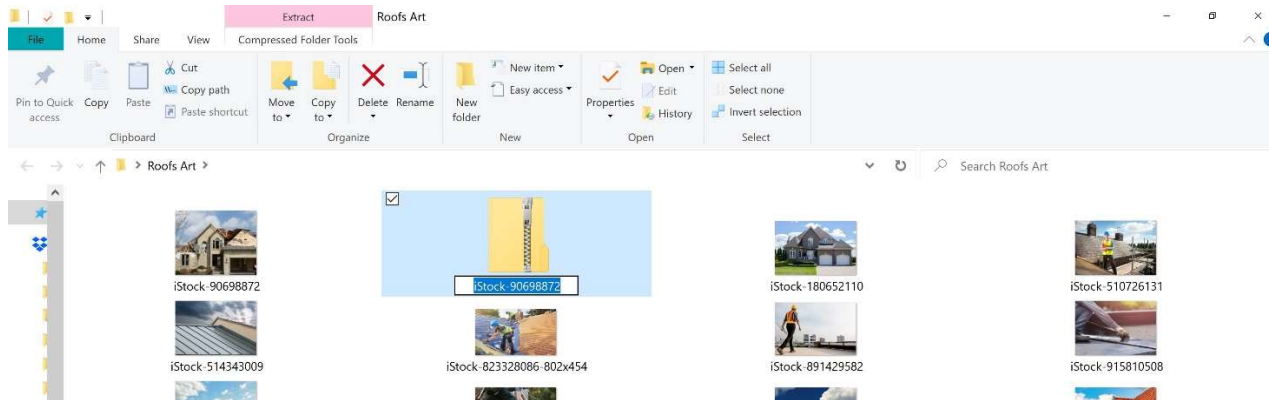
**3) After the pictures/files are all selected, right click on your mouse, scroll down the menu to "Sent to" and then click on the "Compressed (zipped) folder" option in the expanded menu box.**



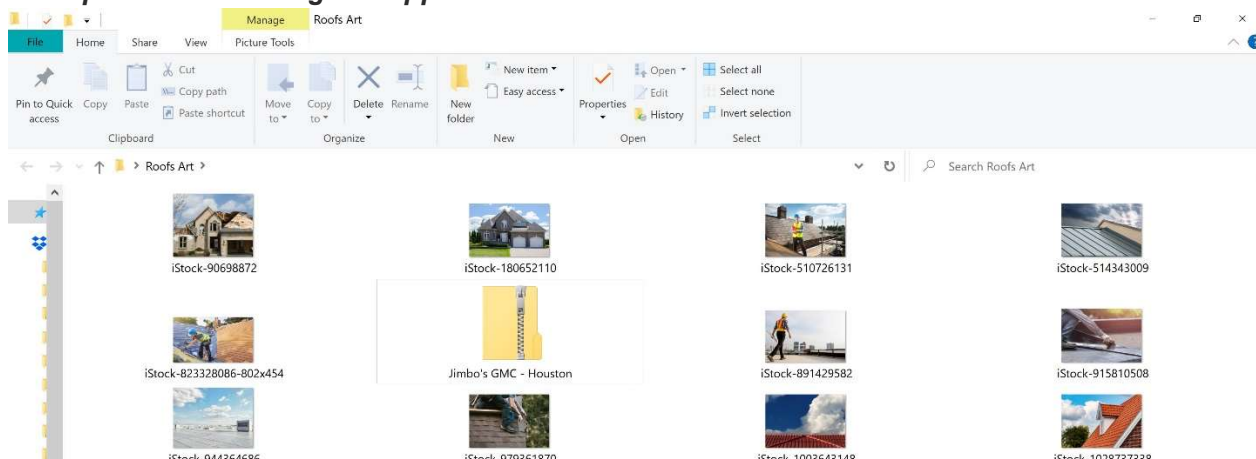
**4) The files you selected will then automatically be moved into a zipped file.**



**5) You will need to NAME the new file. Please name it the same project name as listed on the application.**



**Example after renaming the zipped file:**



**6) Upload that new zipped file to your awards application using the link at the bottom for the form where prompted.**

**IF YOU HAVE ANY ISSUES WITH THIS PROCESS, CALL OUR OFFICE AT (346) 342-3400 FOR ASSISTANCE OR EMAIL YOUR FILES TO US AT ADMIN@HARCA.NET. THE SUBJECT LINE SHOULD BE YOUR PROJECT NAME.**