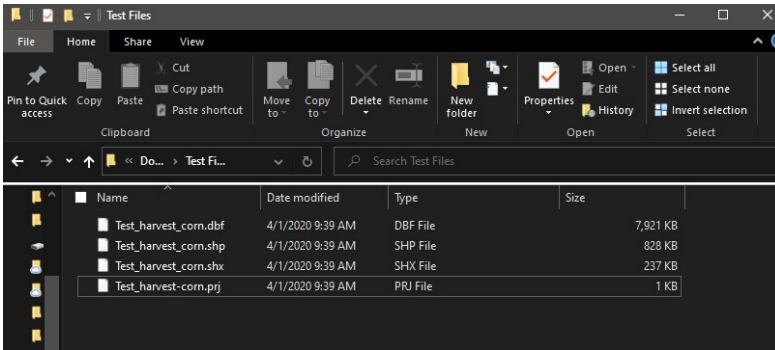# HOW TO ZIP A FILE

Open file explorer and navigate to your files.

You should have files in the format of .dbf, .shp, .shx, and .prj

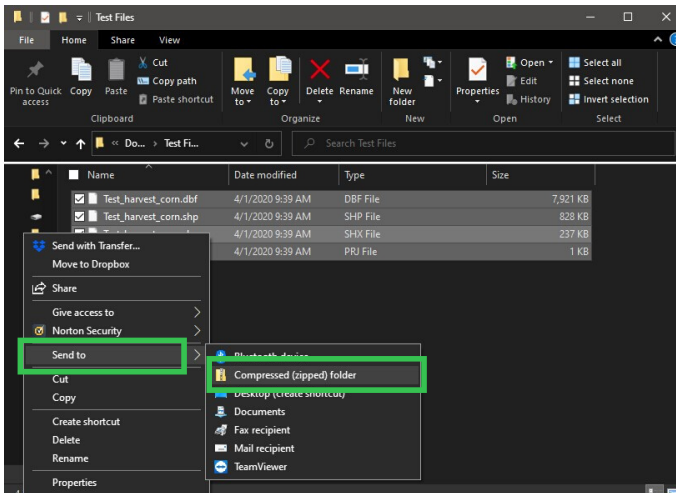***must include all 4 files in zipped folder**

Select all of the files that you want to zip.

Right click on the selected files

Navigate and click "Send to".

Click "Compressed (zipped) folder"

Rename your zipped folder.

Rename this folder to include your name and the trial name (ex: joe farmer_companyABC_corn_boundary)

Save/move this folder to your desktop or somewhere easy to find. This will be the folder that you will then upload to the portal.