How to send multiple documents to a single compressed .zip file for uploading

Method #1

1. Select all the files you want to put together
   - Hold the control key and click each one, OR
   - Click and drag the mouse over all thumbnails
2. Right click on the mouse and select "Send to"
3. Select "Compressed or Zipped Folder"
4. This will create a new Zipped Folder

Method #2

1. Open the folder where the files you want together are located
2. Right click the mouse and select "New"
3. Select "Zipped File"
4. A new file will open and prompt you to rename it.
5. Drag and drop the files you need into the new .zip file