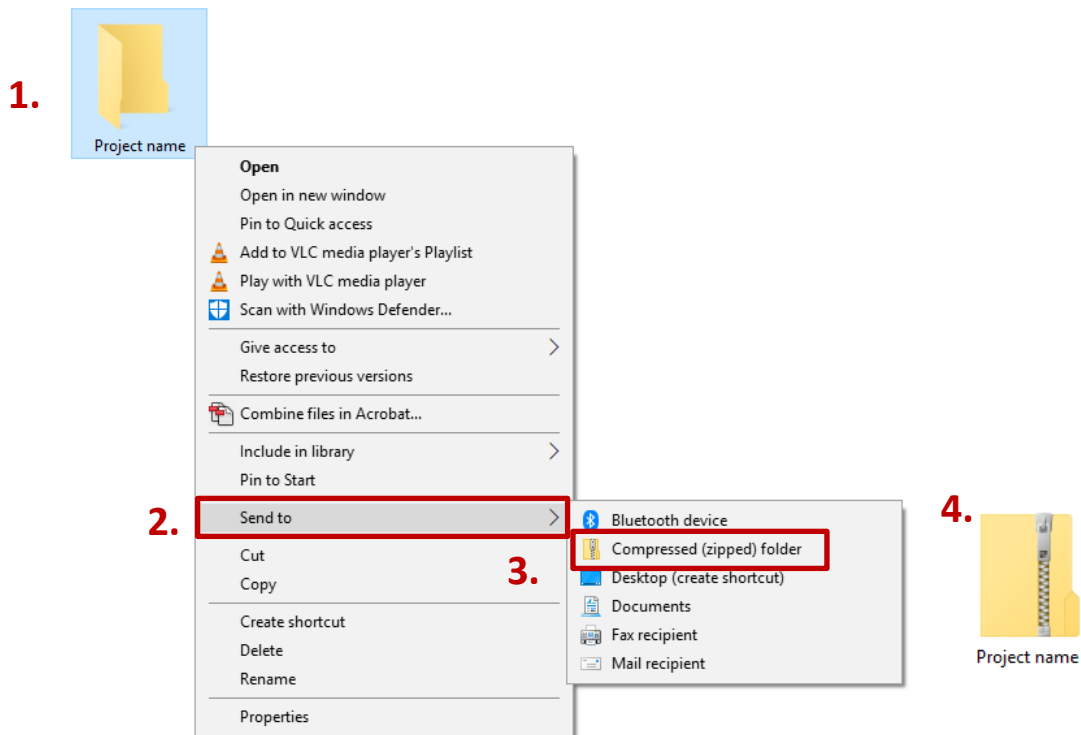# How to prepare your file for submission

1. Create a folder with the project title as the name and put all files for submission into the folder.
2. Press and hold (or right-click) the file or folder, select (or point to) Send to
3. Select Compressed (zipped) folder.
4. A new zipped folder with the same name is created in the same location.

5. Drop or upload your zipped file into the upload box on the application form.