

How to Zip A Font File

1: Create a new folder on your desktop.

Right click any open space on your Desktop and select “New > Folder.” Name the folder as the font or fonts you wish to zip.

2: Place your font files within the new folder.

Copy them into the folder by simply dragging the files onto the folder, or pressing “Ctrl + C” (“CMD + C” on Mac) to copy, then “Ctrl + V” (“CMD + V” on Mac) to paste.

3: Right click on the newly created Desktop folder.

Select “compress” from the folder menu. This will zip the folder.

Note for a PC:

- Right-click on the newly created desktop folder and select “compress and email [file folder name]”. A new window will pop up titled “Archive name and parameters.”

- Enter the name of the compressed file in the “Archive Name” field, select “ZIP” as the archive format and press “OK” you have now created a zip file.

4: Use this new zip file to distribute.

Your new zip file can now be sent as an email attachment or uploaded along with other image files to the Great Lakes Label FTP site.