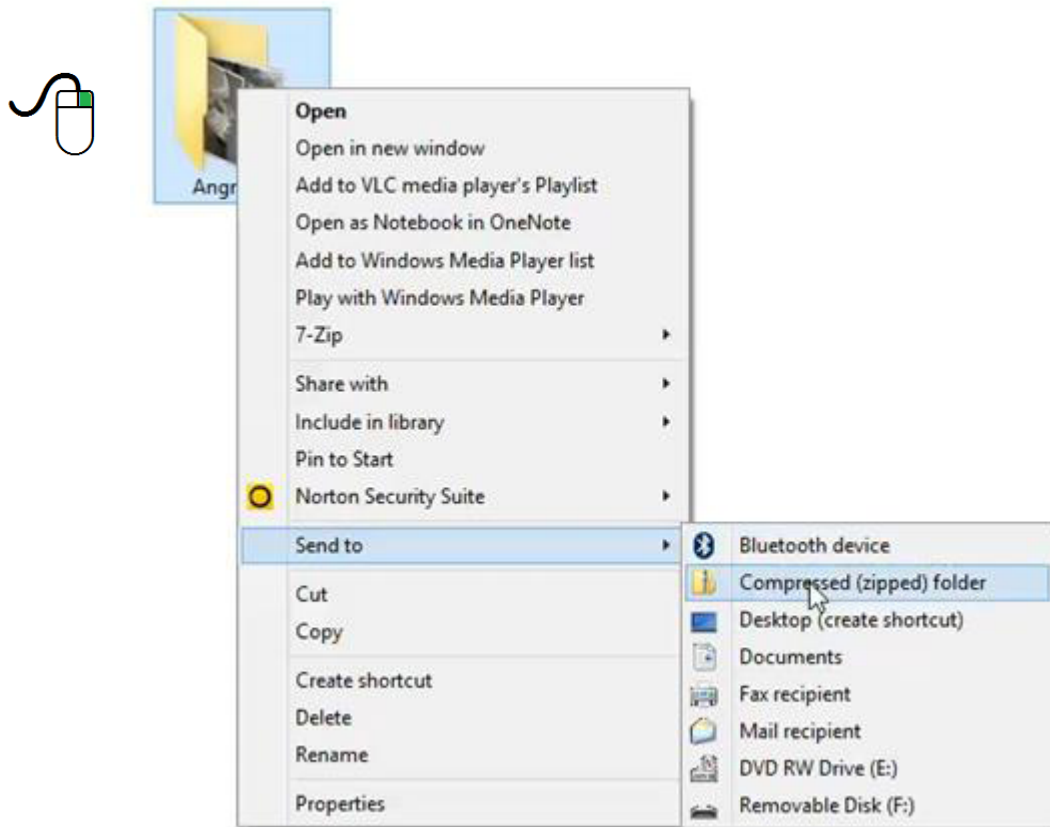


How to Create a Compressed (zipped) Folder for Photos

If you use digital imaging software (like Dolphin, Orthotrac, etc.) and it exports images to a folder with the images stored in it, export the required images and then use the following steps to create a *Compressed (zipped) Folder*.

1. Locate to the folder that the images were exported to
2. Place the mouse over the folder and click the **RIGHT** mouse button
3. Click on "*Send To*" and then click on "*Compressed (Zipped) Folder*"



4. Name the file with the Patient's First Initial and Last Name



5. You can Delete the original folder as the images are now stored in the compressed file