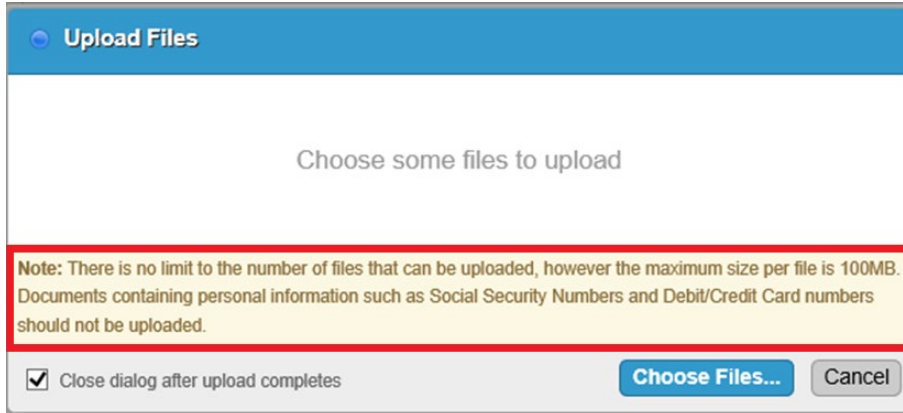
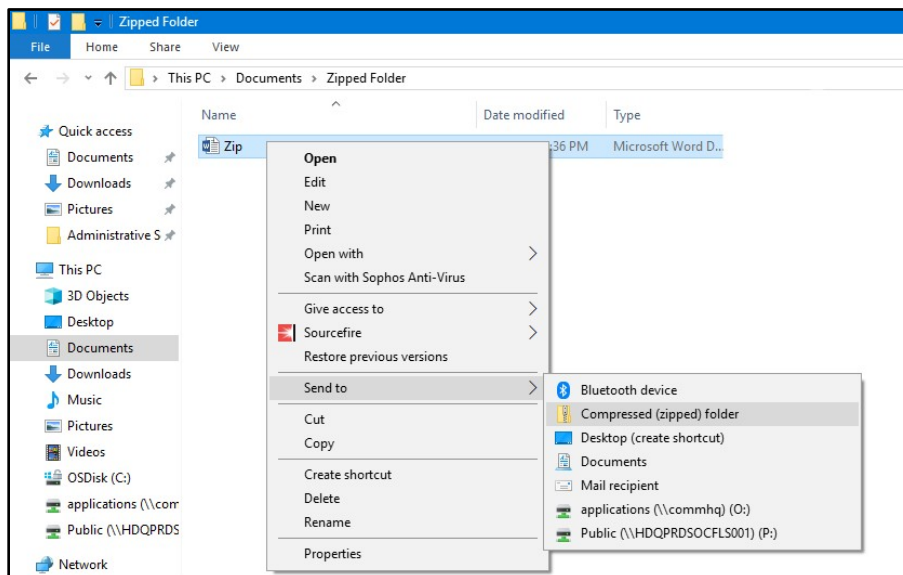


Zip a Large File

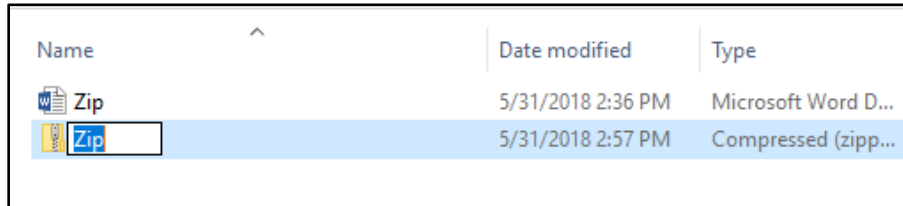
1. The maximum size for a document to be uploaded to the Grants Management System is 100MB. To upload a file that is larger than 100MB, zip the file before uploading it.





2. Go to File Explorer to locate the document to be zipped. Right click on the file, select **"Send to,"** and then on **"Compressed (zipped) folder."**



3. The file has been zipped, and will need to be named. The original name of the unzipped file will be the default name for the zipped file also. The zipped file can be renamed, or hit enter to keep the default name.



Name	Date modified	Type
 Zip	5/31/2018 2:36 PM	Microsoft Word D...
 Zip	5/31/2018 2:57 PM	Compressed (zipp...

4. The zipped file can now be uploaded. Click on the ***“Add Document”*** button to upload it.

