

**HOW TO ZIP FILE(S)
USING WINDOWS COMPUTERS
FOR ERAP APPLICATIONS**

HOW TO ZIP FILES

Before submitting your ERAP application, you will need to ZIP your files or you may see this message:

Oops, something went wrong.

Did you try to upload a large file? The maximum allowed file size may have been reached. [Click here to return to the form](#) (or use your browser's Back button) and try to attach smaller files.

If this error message is not helpful, [please let us know](#). We'll try to get back to you with a better answer.

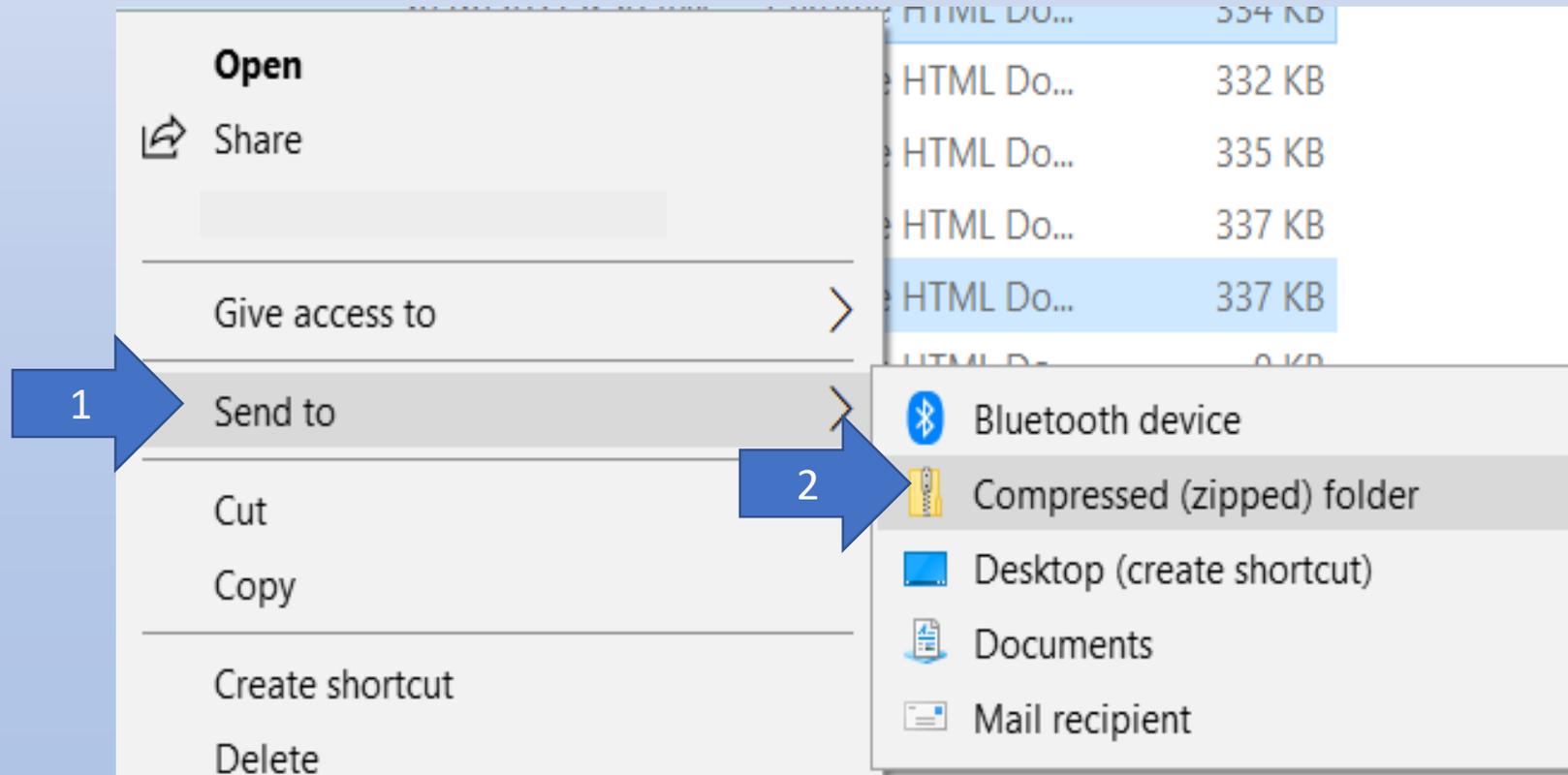
If you have any questions or need assistance, please call 980-246-8181.

HOW TO ZIP ONE FILE

To zip one file: right click on the file and you will see this menu

1. Click Send to

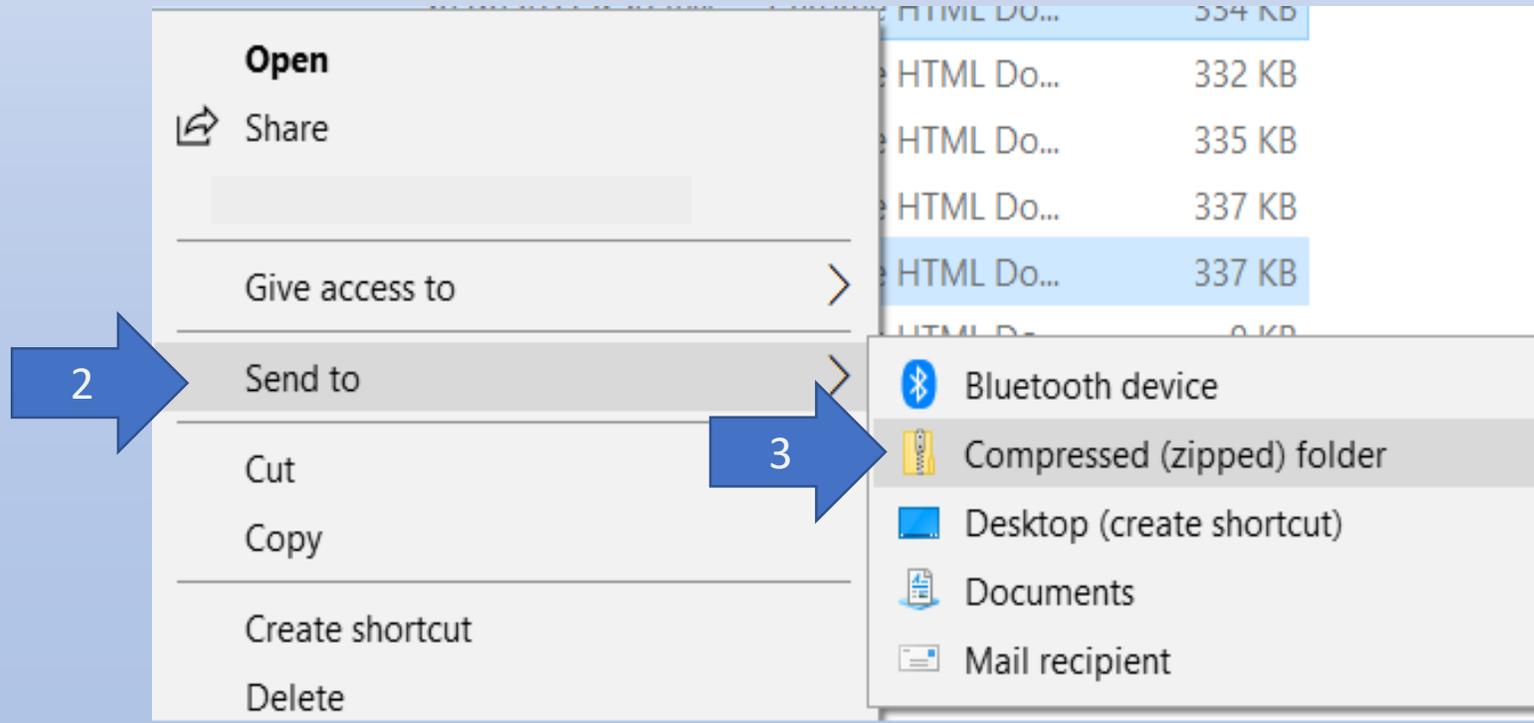
2. Then click Compressed (zipped) folder



HOW TO ZIP MORE THAN ONE FILE

To zip more than one file: first click on the file, then hold down Ctrl Key (bottom left corner of keyboard), then click on the rest of the files you want to zip and then let go of the Ctrl Key.

1. Right click in one of the highlighted files and you will see a menu
2. Click Send to
3. Then click Compressed (zipped) folder



**HOW TO RESIZE IMAGE(S)
USING MOBILE ANDROID DEVICES
FOR ERAP APPLICATIONS**

ANDROID DEVICES

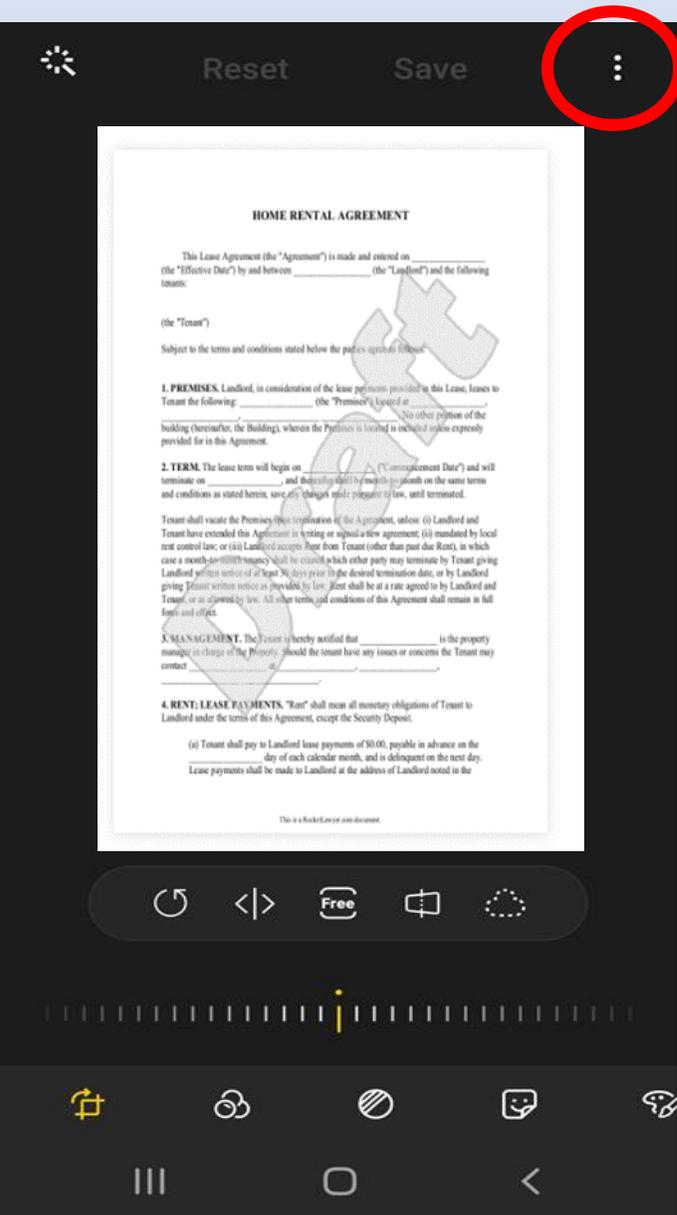
If you are using an Android device, this is how you can resize an image so that your ERAP application can go through.

1. Find the photo you want to upload for ERAP application and open it.

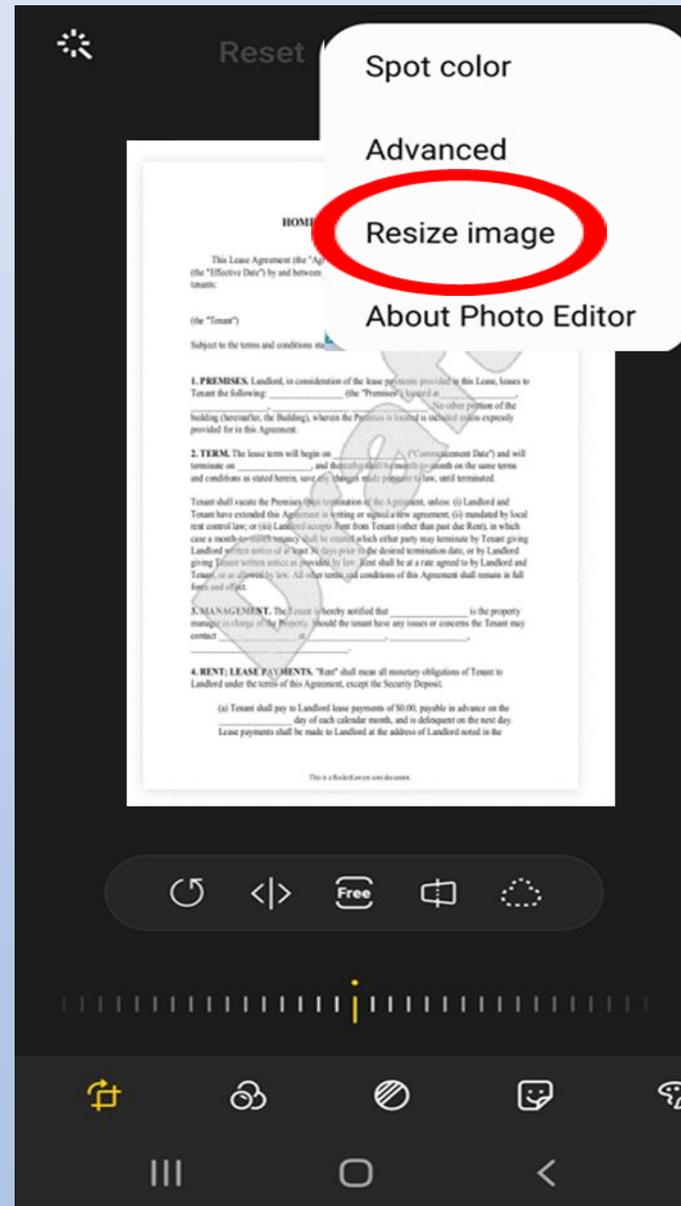
2. Press on the pencil or edit icon



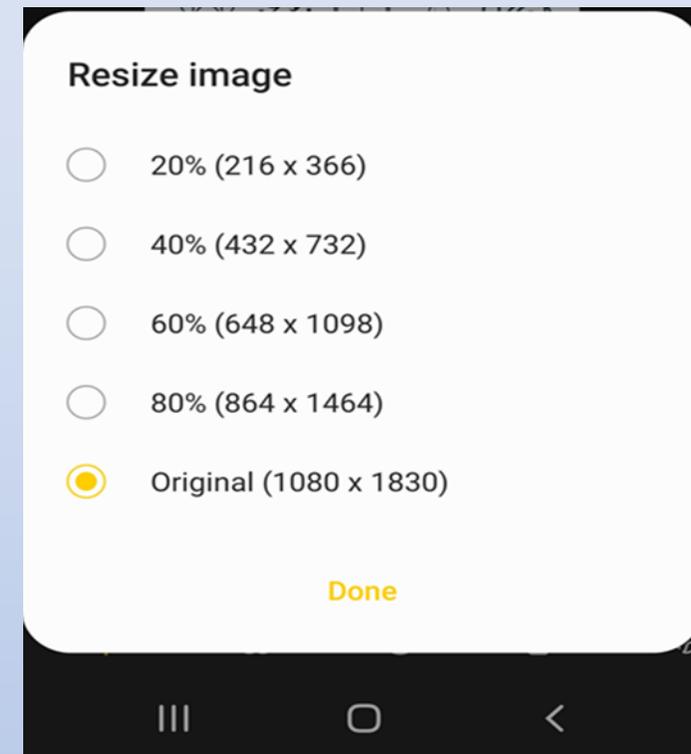
3. Press the three red dots



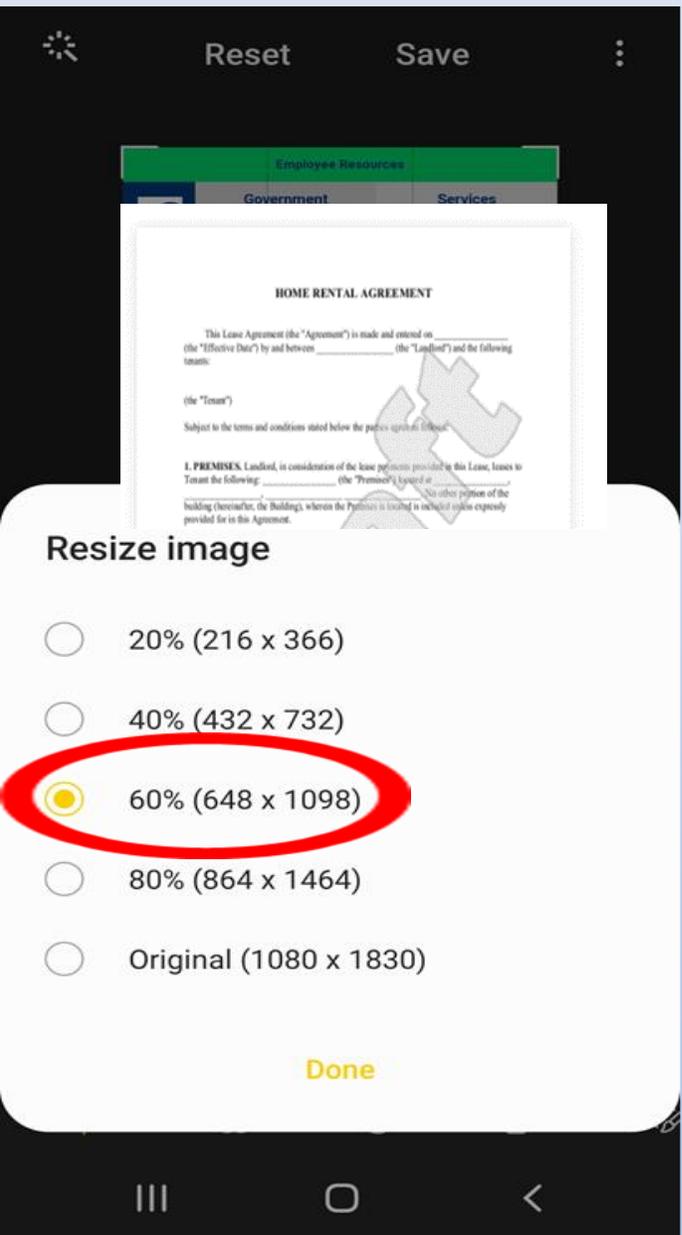
4. Press Resize image



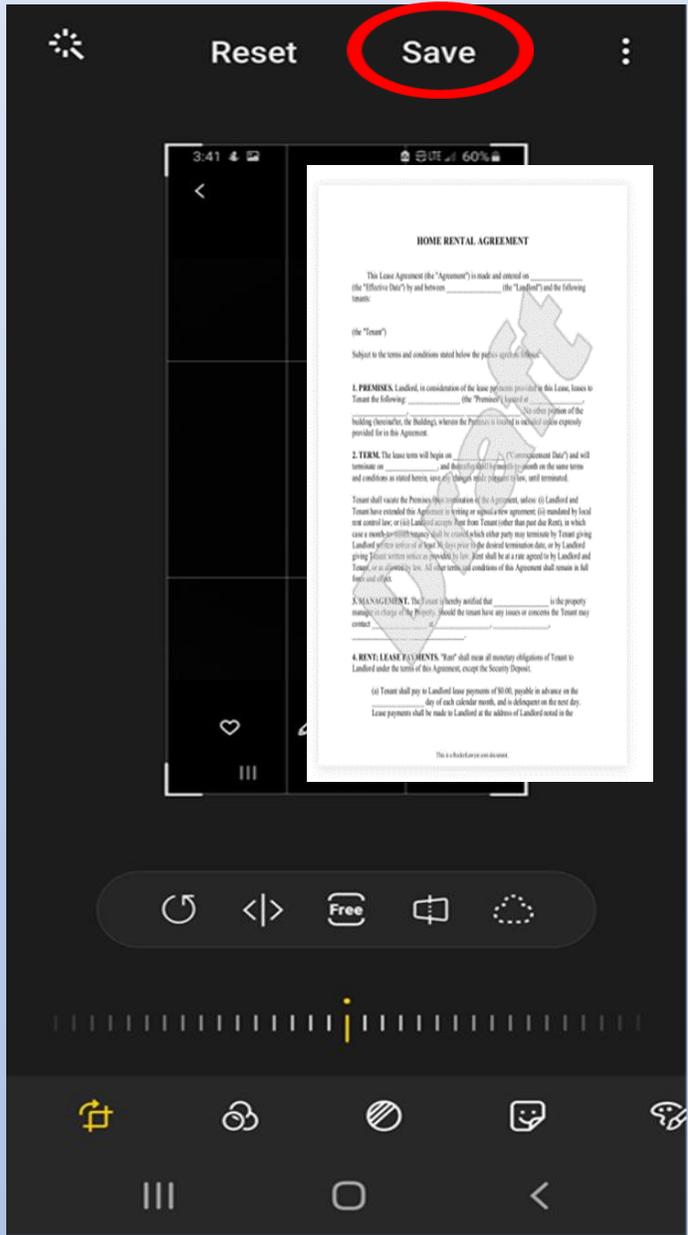
and you will see these choices



5. We recommend 60% size



6. Press Save



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HOW TO RESIZE IMAGE(S)

USING APPLE DEVICES

FOR ERAP APPLICATIONS

APPLE DEVICES

If you are using an Apple device, you will have to download an App from the Apple App store to resize your images for the ERAP application.

Union County does not endorse or recommend any specific application to resize your images.

The apps below are only examples:



Image Size 4+
Resize your photo! Resizer App
Vitalij Schaefer
Designed for iPad
#175 in Photo & Video
★★★★★ 4.7 • 20.6K Ratings
Free - Offers In-App Purchases



Photo Compress - Shrink Pics 4+
Reduce image size & save space
Brachmann Online Marketing GmbH & Co. KG
Designed for iPad
★★★★★ 4.5 • 2.4K Ratings
Free - Offers In-App Purchases

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