How to compress your files for submitting on **Windows**:

1. Default
   a) Create a new folder
   b) Place PDF and folder with Lab Data
   c) Right Click, Send to
   d) Compressed (zipped) Folder

How to compress your files for submitting on **Mac OSX**:

1. GUI
   a) Create a new folder
   b) Place PDF and folder with Lab Data
   c) Right Click, Compress "Folder"

2. Terminal
   a) Open Spotlight, search for Terminal
   b) Navigate to where your files are located (using cd)
   c) mkdir LabX
   d) mv report.pdf LabX
   e) mv Lab\ /Data LabX

Here you can use either of the command below to compress using zip or tar.

f) tar -cvf LabX.tar.gz LabX
f) zip LabX.zip LabX
How to compress your files for submitting on **CentOS:**

1. Terminal
   a) Applications -> Accessories -> Terminal
   a) Open Dash Home, search for Terminal
   b) Navigate to where your files are located (using cd)
   c) mkdir LabX
   d) mv report.pdf LabX
   e) mv Lab\ /Data LabX

   Here you can use either of the command below to compress using zip or tar.

   f) tar -cvf LabX.tar.gz LabX
   f) zip LabX.zip LabX

How to compress your files for submitting on **Ubuntu:**

1. GUI

   a) Create a new folder
   b) Place PDF and folder with Lab Data
   c) Right Click, Compress (tar, tar.gz, zip)

2. Terminal

   a) Open Dash Home, search for Terminal
   b) Navigate to where your files are located (using cd)
   c) mkdir LabX
   d) mv report.pdf LabX
   e) mv Lab\ /Data LabX

   Here you can use either of the command below to compress using zip or tar.

   f) tar -cvf LabX.tar.gz LabX
   f) zip LabX.zip LabX