📒 **How to Zip a Folder with Multiple Intraoral Scan Files**

✅ **Step-by-Step for Windows**

1. **Organize Your Files**

   ○ Place all your iOS scan files (e.g., .stl, .ply, .dicom) into a single folder. Example: Patient_JohnDoe_Scans

2. **Right-Click the Folder**

   ○ Find the folder in **File Explorer**.

   ○ Right-click on it.

3. **Select "Send to" → "Compressed (zipped) folder"**

   ○ Windows will create a .zip file in the same location.

   ○ Rename the .zip file if needed (e.g., JohnDoe_Scans.zip).

✅ **Step-by-Step for macOS**

1. **Organize Your Files**

   ○ Move all iOS scan files into one folder in **Finder**.

2. **Right-Click (Control + Click) the Folder**

   ○ Select the folder with your scan files.

3. **Choose "Compress"**

   ○ macOS will create a .zip file in the same directory.

   ○ Rename the zipped file if necessary.

📦 **Tips for Sending to Dental Labs**

- **Label folders clearly**: Include patient name or ID and the date (e.g., JaneSmith_Scan_May2025.zip)

- **Double-check** that all necessary scan files are inside the folder before zipping.

- **Avoid spaces or special characters** in file names for smoother upload compatibility.