How-To: Create a Zip file

To create a ZIP file, you need to compress one or more files or folders into a single archive file using a ZIP compression algorithm. This reduces file size and makes it easier to store and share the files. Here's how to create a ZIP file in different operating systems: 🔗
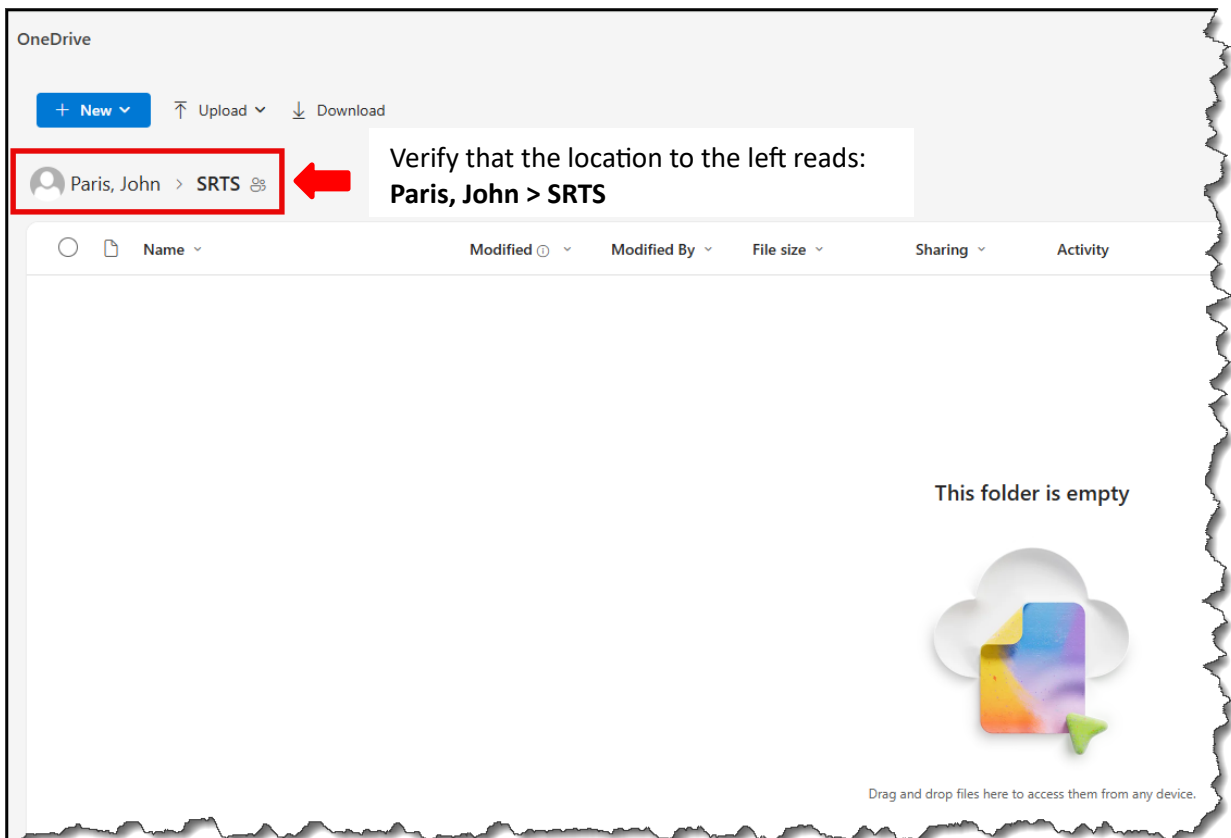
Windows:

1. **Select the files/folders:** Highlight the files and folders you want to include in the ZIP archive. 🔗
2. **Right-click:** Right-click on any of the selected items. 🔗
3. **Send to:** Hover over the "Send to" option in the menu. 🔗
4. **Compressed (zipped) folder:** Select "Compressed (zipped) folder" from the submenu. 🔗
5. **Rename:** A new ZIP file will be created in the same location. You can rename it if needed. 🔗
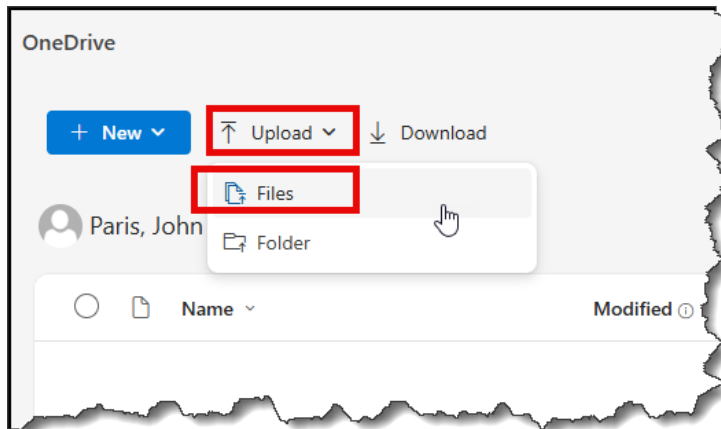
How-To: Upload SRTS Application Zip file to IDOT OneDrive

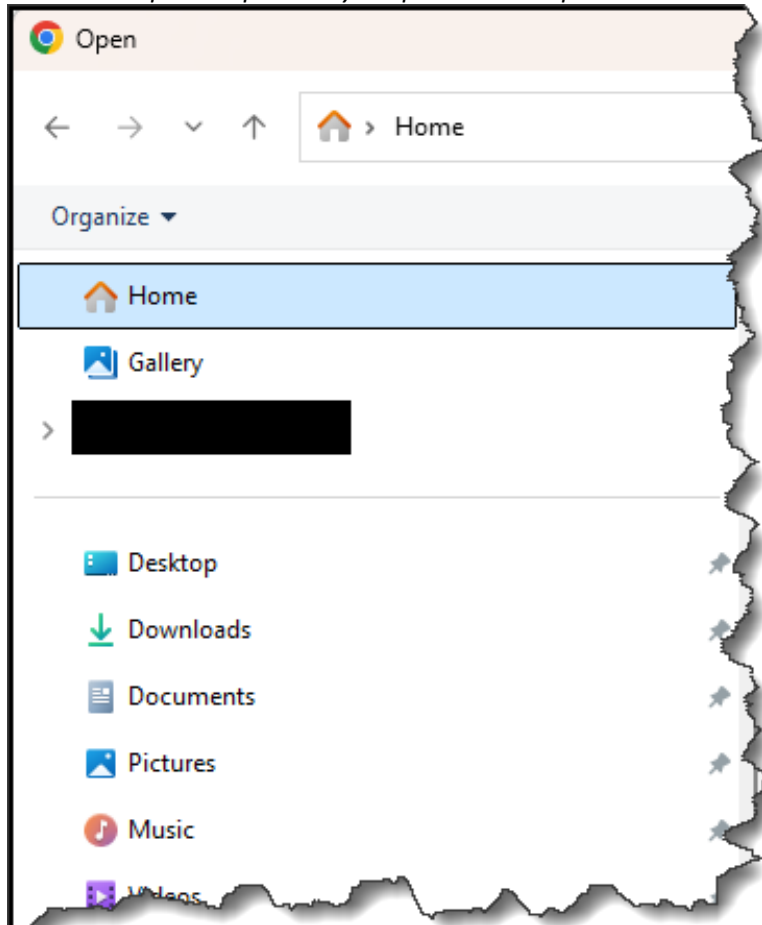1. Click the following link: 📁SRTS

OneDrive opens
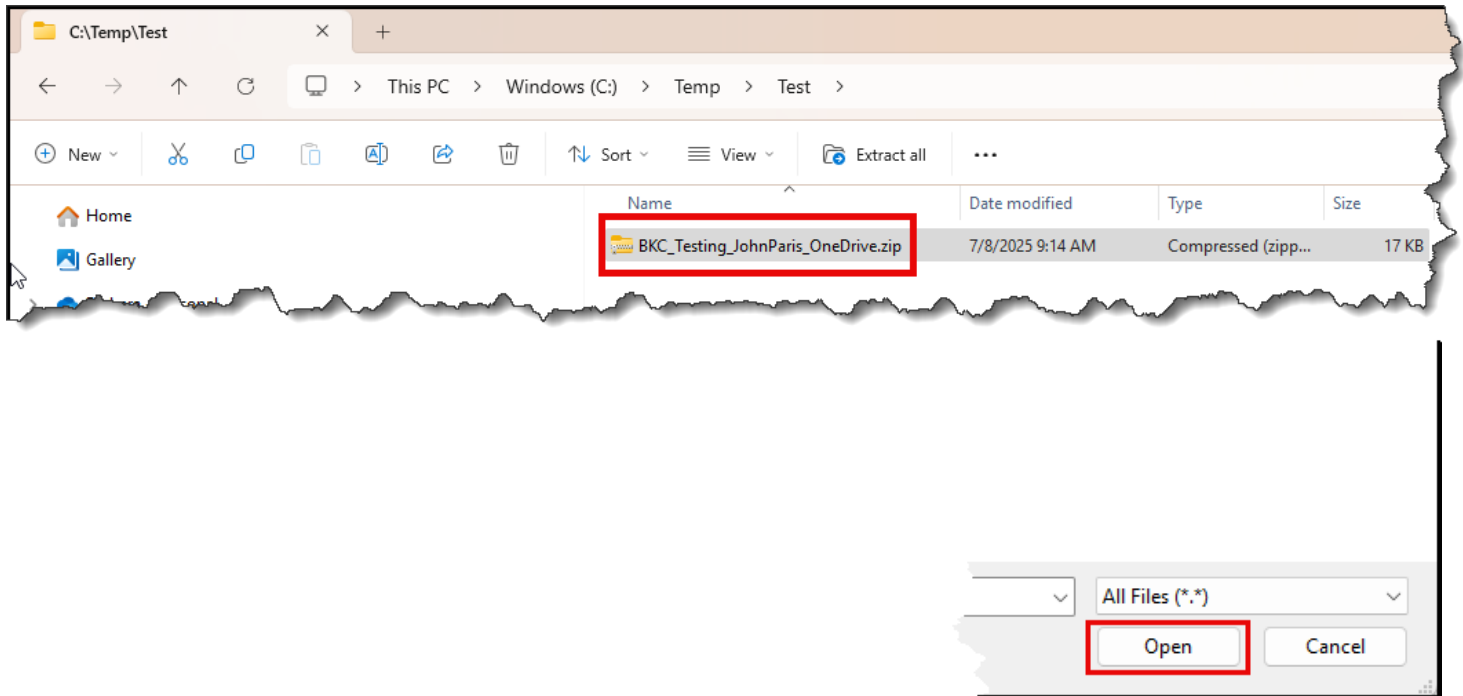
2. Select **Upload>Files**

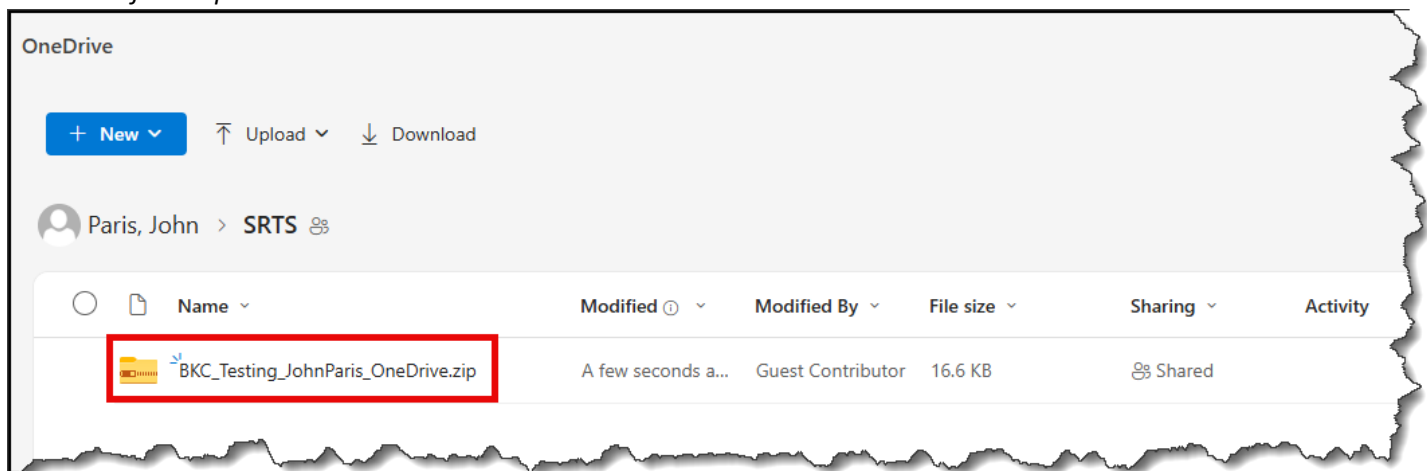*Windows Explorer opens on your personal computer*

3. **Navigate to the location where your .zip file is saved**

4. **Select the zip file** and click **Open** (bottom right) on the File Explorer dialog

The file is uploaded into OneDrive

5. **Verify the file is uploaded**
6. **Close** your browser window

File Naming/Application Submittal Guidelines

- **NI** or **I** to signify Non-Infrastructure or Infrastructure
- Name of sponsoring city/town/village/county
- If one sponsor is submitting more than one application, add numeric (1,2, etc.) behind LPA name in parentheses
- Impacted school
  - If several schools are impacted, choose the largest student population
- Place the County name in parentheses - e.g. (Sangamon)

Filename examples:

- NI - City of Springfield (1) - Springfield High School (Sangamon)

- I - City of Springfield – CUSD 186 (Sangamon)

Submit one file only per application – DO NOT separate into several submitted pieces

Infrastructure and non-infrastructure applications MUST BE submitted separately

If you encounter any issues uploading a file or need additional help with the application process, please email DOT.SafeRoutes@illinois.gov.