

Zippping Files Made Simple

1. Zippping a folder containing multiple documents

To zip a folder containing multiple documents, select the folder you wish to zip, right click and select "compress to...(file name)".

Please note: If the folder you are trying to zip contains subfolders within the main folder, you will need to following instruction below to retain this file structure.

2. Zippping multiple folders to retain file structure

To ensure your documents remain in the designated folder structure, please follow the instructions below:

- 1) zip each individual subfolder separately as per instructions in part 1 (above).
- 2) create a new main folder for your newly zipped sub folders.
- 3) copy and paste each sub folder into the new folder.
- 4) Once all your sub folders have been inserted, zip the main folder as per instruction in part 1 (above)

Now when you open the main zipped folder you should see each subfolder inside with the relevant document structure retained.

Should you require any additional help with zippping files, please feel free to contact us on 01902 354400.