

Zipping Multiple Files together to Upload as a Single File

Hold down the CTRL key on your keyboard and left click your mouse over each file that you want to include in the zip folder until **all** the relevant files are highlighted.

Right Click on your mouse and a drop-down menu will appear.

Select SEND TO from this menu

Select COMPRESSED (ZIPPED) FOLDER

This will create a new zipped folder in the same location as the files that you have zipped together. It will show the icon below and the folder name will be taken from the files it contains.

If you want to rename the zipped folder right click on the folder, right click on the mouse and Select RENAME, giving the folder a name that you will remember.



Upload the zipped folder onto the website following normal procedures.

For more information about the correct procedure for returning tenders please refer to the FAQs and the EO Manual in the Help Section of the website. If you require further support please call 01772 530883.