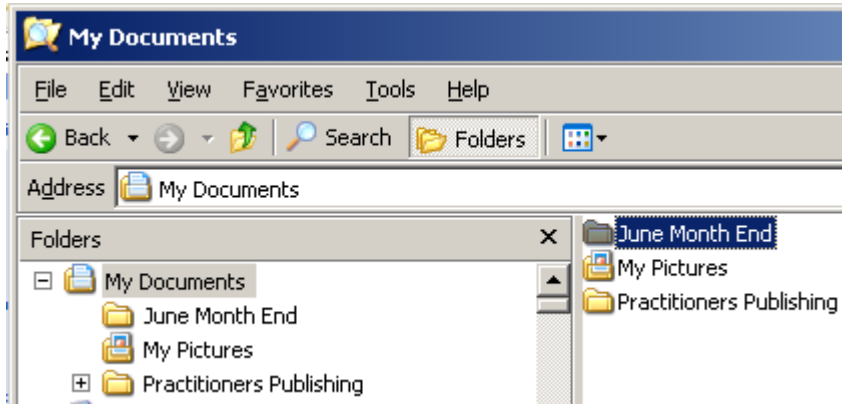
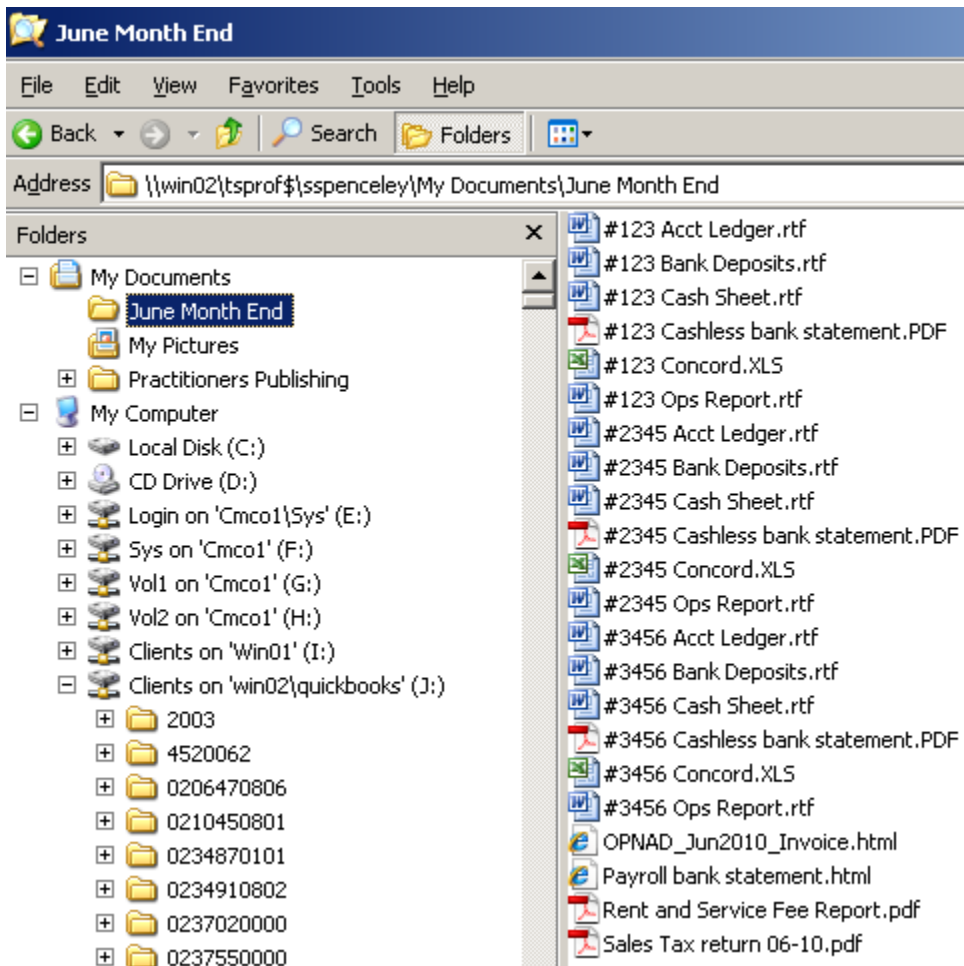


How to “Zip” multiple files into one for uploading

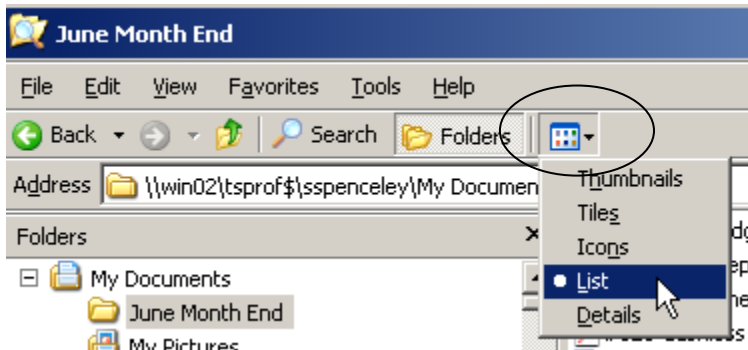
- 1) First step is to have all the files saved in one folder: See sample folder June Month End



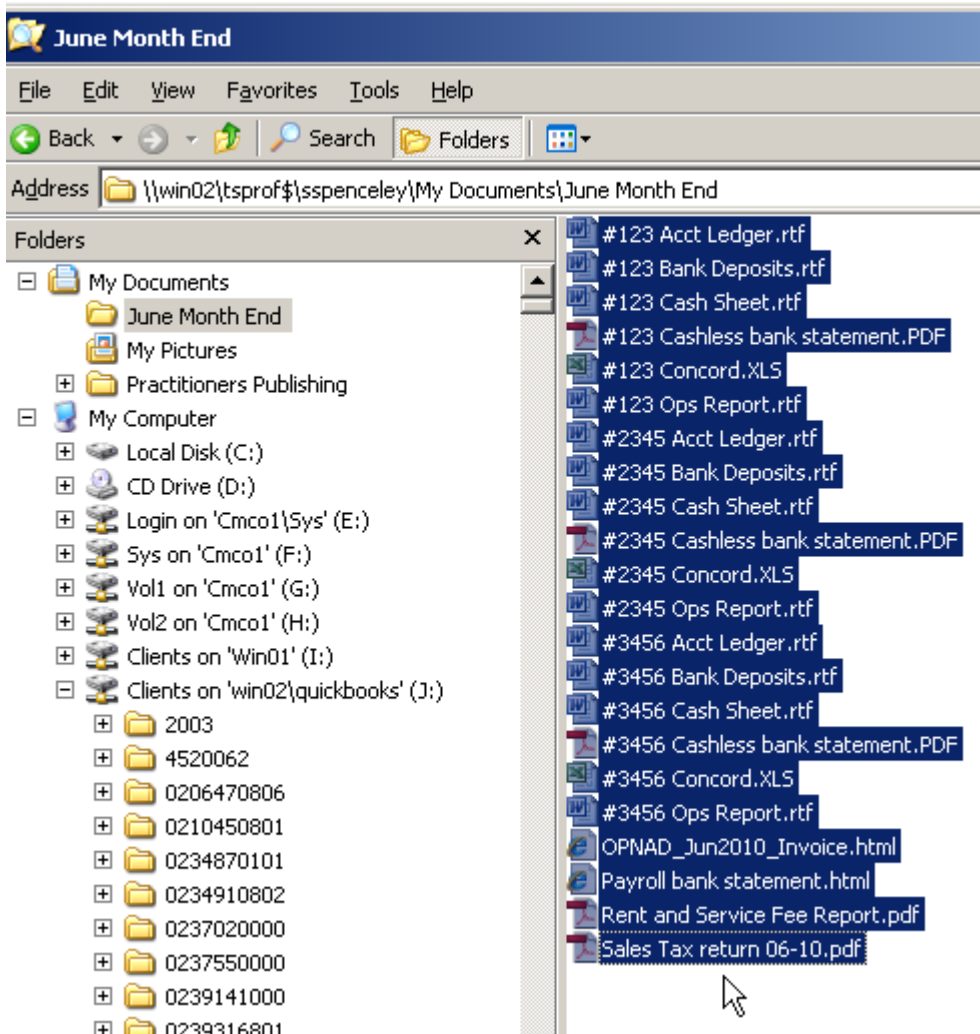
- 2) All your month end files (other than your QuickBooks file) should be in that folder



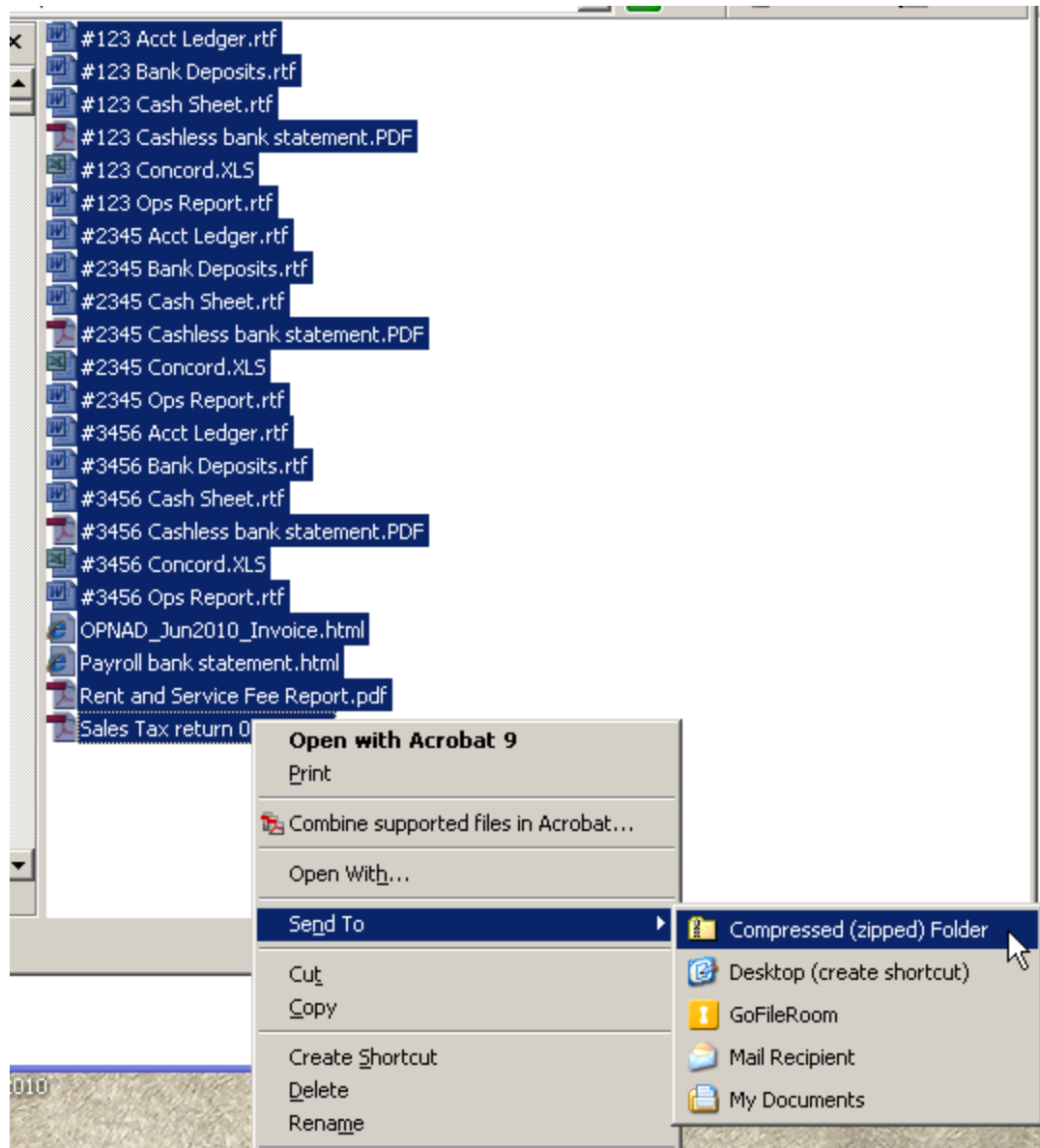
- 3) If your files show up as icons rather than a list like pictured above I suggest changing the view to “List” as it makes the files easier to work with. To do this click on the view icon and select “List” as pictured below.



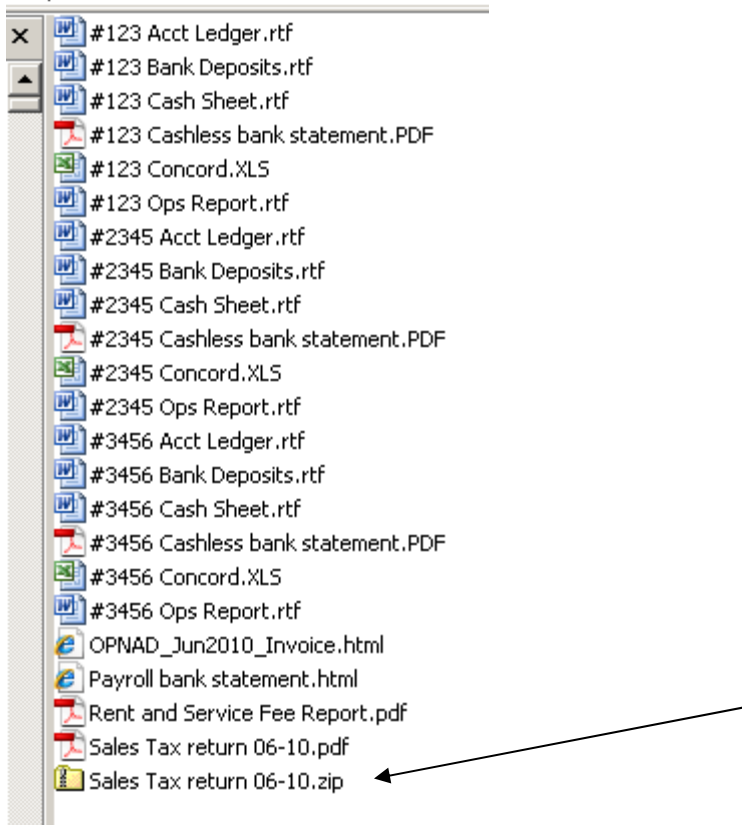
- 4) The next step is to select all of the files to be “Zipped”, to do this click on the first file, then hold down your left “Shift” key and click on the last file. You know you’ve got them all selected if they are highlighted like pictured below.



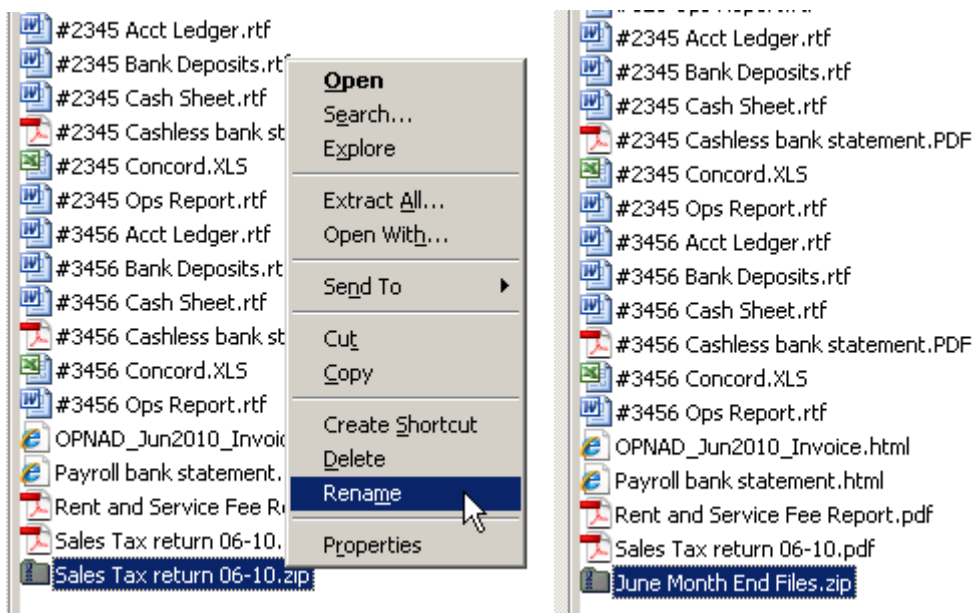
- 5) The last step is to “Zip” them. While they are highlighted stay on the last file and right click and select “Send To”, then Compressed (Zipped) folder.



- 6) You will notice that the folder will show up in the same folder as all the other files and will be named based on the last file in the group and will look like a folder with a zipper, see below.



- 7) All your files are contained in this one “Zipped” file and can now be uploaded or,
- 8) If you want to rename the “Zipped” file you can by right clicking and selecting rename. See my renamed file below.



- 9) At month end you have 2 files to upload to us. The one “Zipped” file and your QuickBooks Backup. We do not recommend zipping the QuickBooks back up.