

7-ZIP Configuration Set Default Archive Type to .Zip

1. Open 7-Zip and Select Tools followed by Options...

| le Edit View Favorites | Tools Help | | | | | |
|------------------------|---------------|---------|----------|------------|---------------------|--|
| 🔶 💻 🤝 📫 | Options | | | | | |
| dd Extract Test Copy | Benchmark | | | | | |
| C/ | | _ | | | | |
| lame | Size Modified | Created | Accessed | Attributes | Packed Size Comment | |

2. Select 7-Zip tab and ensure that Add to <Archive> .7z is **NOT** selected. Click Apply and OK.

| Integra | ate 7-Z | ip to shel | l context | menu | |
|-----------|--|--|-----------|----------|--|
| Context m | enu ite | ems: | | | |
| Oper | n archi | ve | | | |
| V Oper | n archi | ve > | | | |
| 🔽 Extra | act files | s | | | |
| V Extra | act He | e | | | |
| V Extra | act to a | Folder> | | | |
| Test | archiv | e | | | |
| Add | to arch | nive | | | |
| Add | to <an< td=""><td>chive>.7z</td><td></td><td></td><td></td></an<> | chive>.7z | | | |
| Add | to <an< td=""><td>chive>.zip</td><td>)</td><td></td><td></td></an<> | chive>.zip |) | | |
| Com | press a | and email | | | |
| Com | press t | o <archiv< td=""><td>e>.7z an</td><td>d email</td><td></td></archiv<> | e>.7z an | d email | |
| Com | press t | o <archiv< td=""><td>e>.zip ar</td><td>nd email</td><td></td></archiv<> | e>.zip ar | nd email | |
| L | | | | | |
| | | | | | |

Creating your Submission with 7-ZIP

1. Create a Submission Root folder (This can be any name you choose) I will use the example "Submission Name"



2. Copy your full Submission into this new Root Folder

| _ | | | | | | | | |
|-------------|----------------------|--------------|-----|--------------------------------|------------|--|------------------|-------------|
| <u>-</u> | Computer Vindow | vs (C:) ▶ _t | est | Submission | n Name 🕨 | | | |
| Organize 🔻 | Include in library 🔻 | Share wit | h 🔻 | Burn | New folder | | | |
| 🔆 Favorites | | | ^ | Name | · | | Date modified | Туре |
| 🧮 Desktop | | | | 0000 | | | 02/05/2014 11:13 | File folder |
| 鷆 Downloa | ads | | | | | | | |
| 📃 Recent P | laces | | | | | | | |
| | | | | | | | | |
| 📜 Libraries | | | | | | | | |
| Docume | ents | | | | | | | |
| Music | | | | | | | | |
| Videos | | | | | | | | |
| | | | - | | | | | |
| 💻 Computer | | | = | | | | | |
| 🏭 Window | s (C:) | | | | | | | |
| 퉬 _test | | | | | | | | |
| 퉬 Subn | nission Name | | | | | | | |
| 000 | 00 | | | | | | | |
| 🧰 n | n1 | | | | | | | |
| | eu | | | | | | | |
| - | ie ie | | | | | | | |
| | 12-form | | | | | | | |
| | 📗 ie | l | - | | | | | |
| 퉲 n | m3 | | | | | | | |
| | 32-body-data | | | | | | | |
| | 🔓 32a-app | | | | | | | |
| | 32a2-advent-agent | | | | | | | |
| | 32r-reg-info | | | | | | | |
| | 32s-drug-sub | | | | | | | |
| | 32s4-contr-drug-si | ub | | | | | | |
| | 32s41-spec | | | | | | | |
| | 32s42-analyt-pro | c | | | | | | |
| | 32s44-batch-ana | lys | | | | | | |
| | 퉬 32s45-justif-spec | | | | | | | |

3. Go back to the Root Submission Folder level and Right Click your Root Submission Folder

| ame | | Date modified | Туре | Size | |
|-----------|--------------------|------------------|------|-------------------------|---------------------|
| Submirter | NI | 02/05/2014 11.12 | | lder | |
| | Open | | | | |
| | Open in new window | | | | |
| | Upload | | | | |
| | | | | | |
| | 7-Zip | | • | Add to archive | |
| | | | | Compress and email | |
| | | | | Compress to "Submission | Name.7z" and email |
| | | | | Add to "Submission Name | .zip" |
| | | | | Compress to "Submission | Name.zip" and email |

II. Your Archive File will now be seen beside your Root Submission Folder

| Name | Date modified | Туре |
|-------------------|------------------|-------------|
| 🐌 Submission Name | 02/05/2014 11:13 | File folder |
| 📓 Submission Name | 02/05/2014 15:44 | ZIP File |

4. Right click the ZIP Archive file and go to properties and ensure the type of file is (.ZIP)

| Name | D | ate modified | Туре |
|-------------------|------------------------|----------------|-------------|
|) Submission Name | 02 | /05/2014 11:13 | File folder |
| Submission Name | 02 | /05/2014 15:44 | ZIP File |
| Submission | Name Properties | | × |
| General Sec | urity Details Previous | Versions | |
| Ez | Submission Name | | |
| Type of file: | ZIP File (.zip) | | |
| Opens with: | 27-Zip GUI | Chan | ge |
| Location: | C:_test | | |
| Size: | 4.12 KB (4,228 bytes) | | |
| Size on disk: | 8.00 KB (8,192 bytes) | | |
| Created: | 02 May 2014, 15:44:2 | 6 | |
| Modified: | 02 May 2014, 15:44:2 | 6 | |
| Accessed: | 02 May 2014, 15:44:2 | 6 | |
| Attributes: | Read-only 🔲 H | idden Adv | vanced |
| | ОК | Cancel | Apply |

5. Your file is now ready to upload to CESP.