

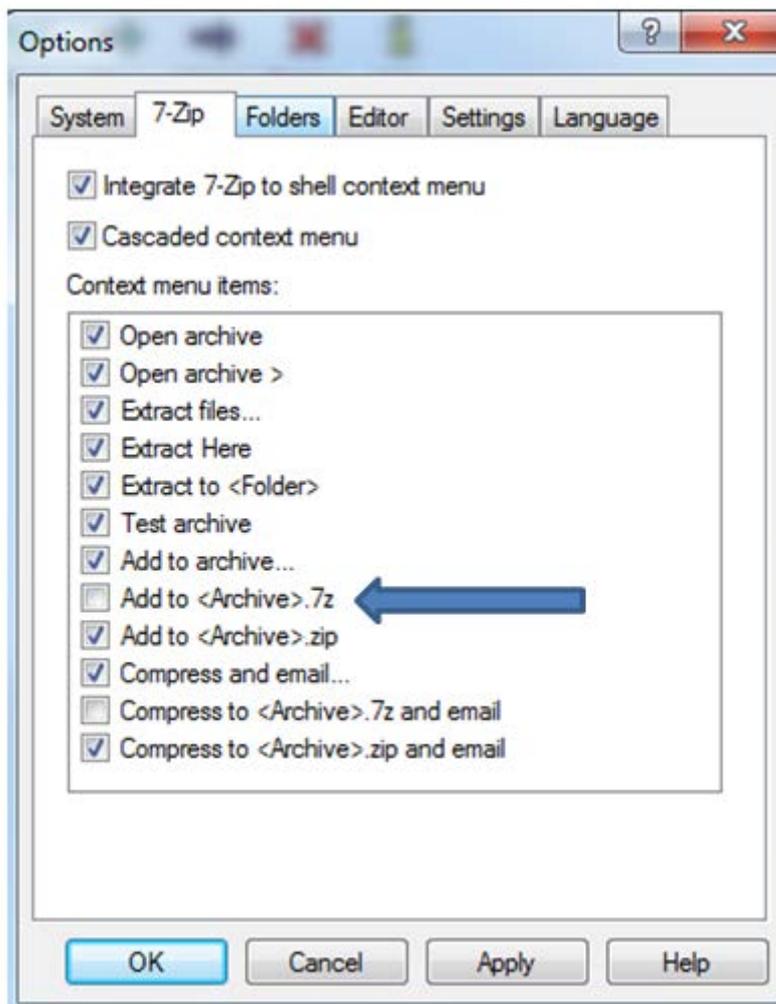


7-ZIP Configuration Set Default Archive Type to .Zip

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

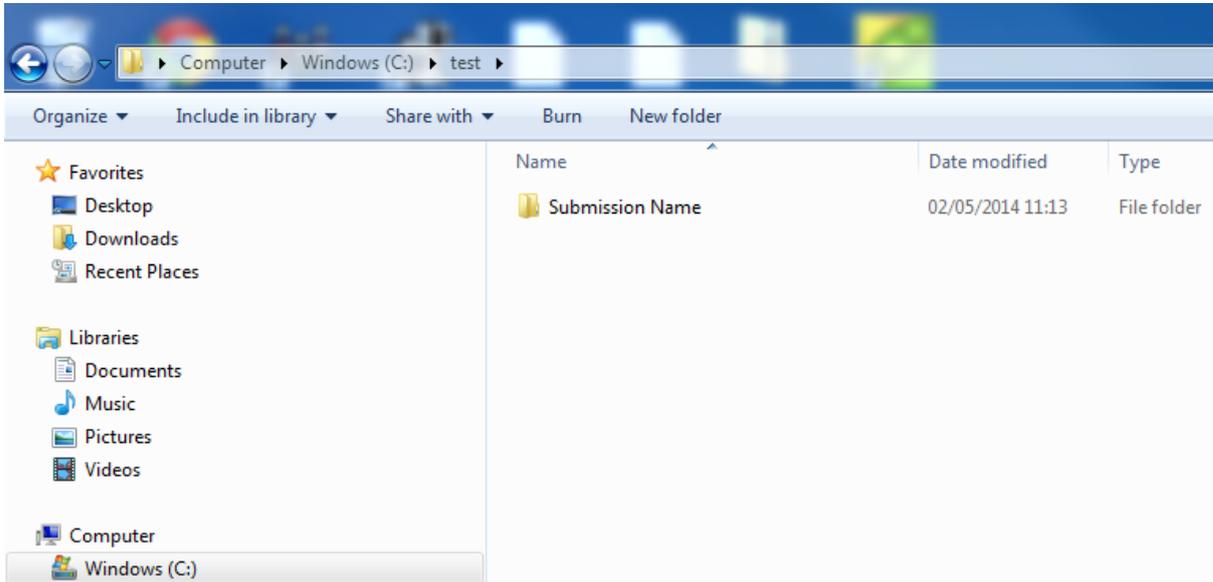


2. Select 7-Zip tab and ensure that Add to <Archive> .7z is **NOT** selected. Click Apply and OK.

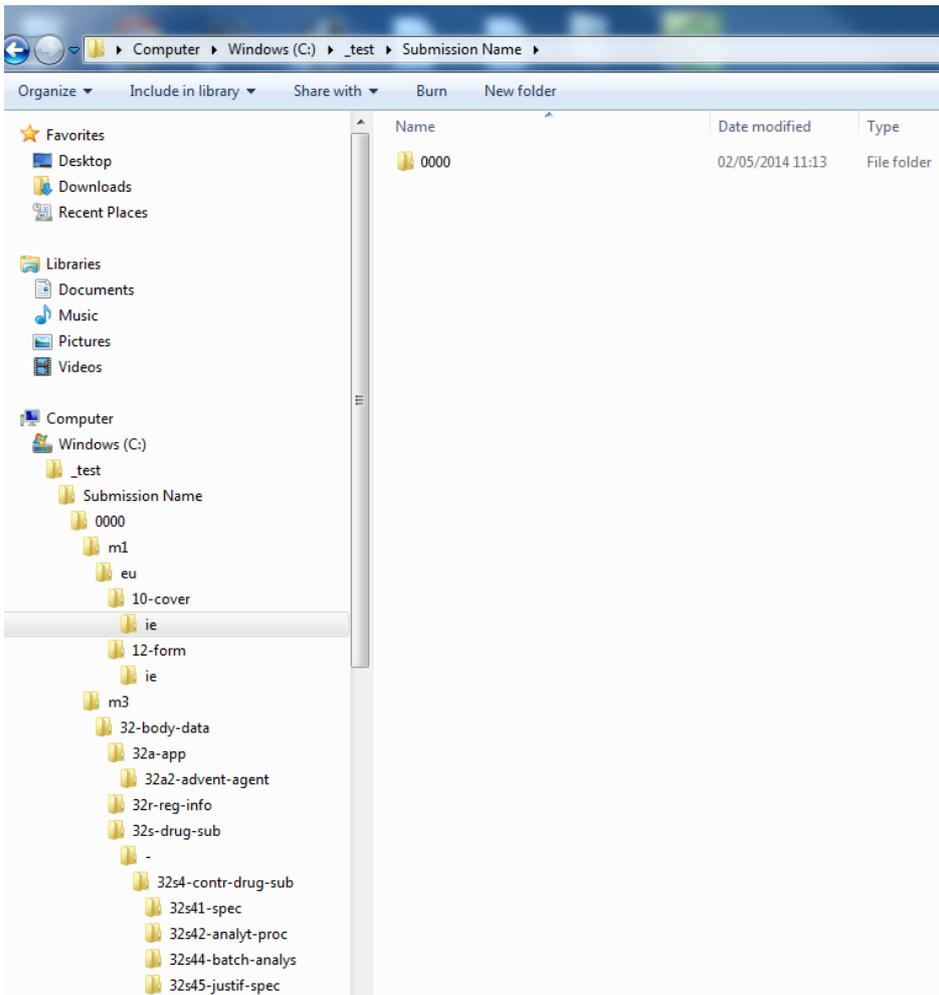


Creating your Submission with 7-ZIP

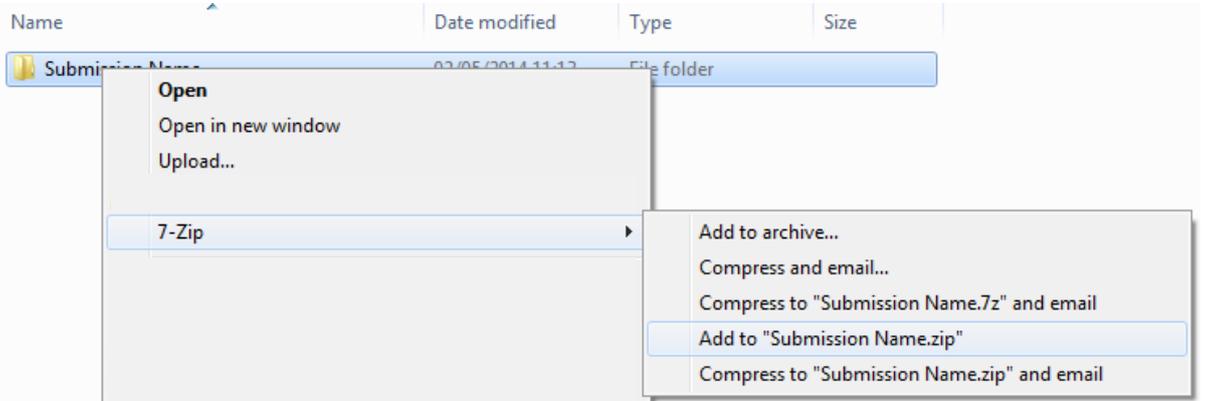
1. Create a Submission Root folder (This can be any name you choose) I will use the example "Submission Name"



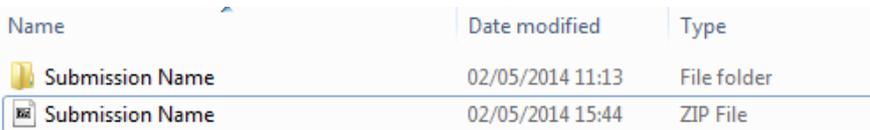
2. Copy your full Submission into this new Root Folder



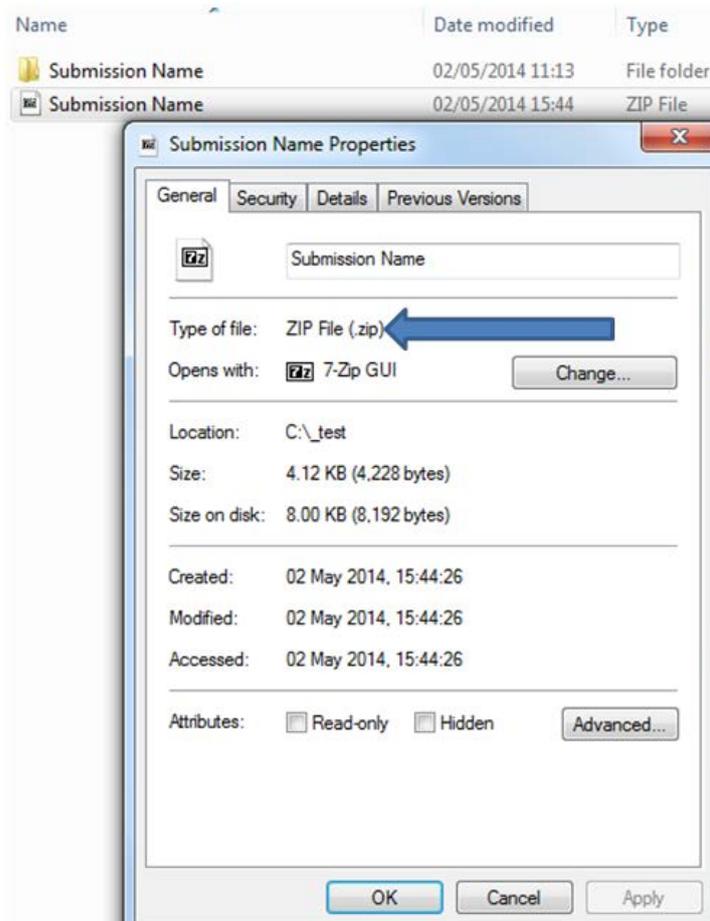
3. Go back to the Root Submission Folder level and Right Click your Root Submission Folder
 - i. Select Add to Root Submission Folder name .zip



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



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



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