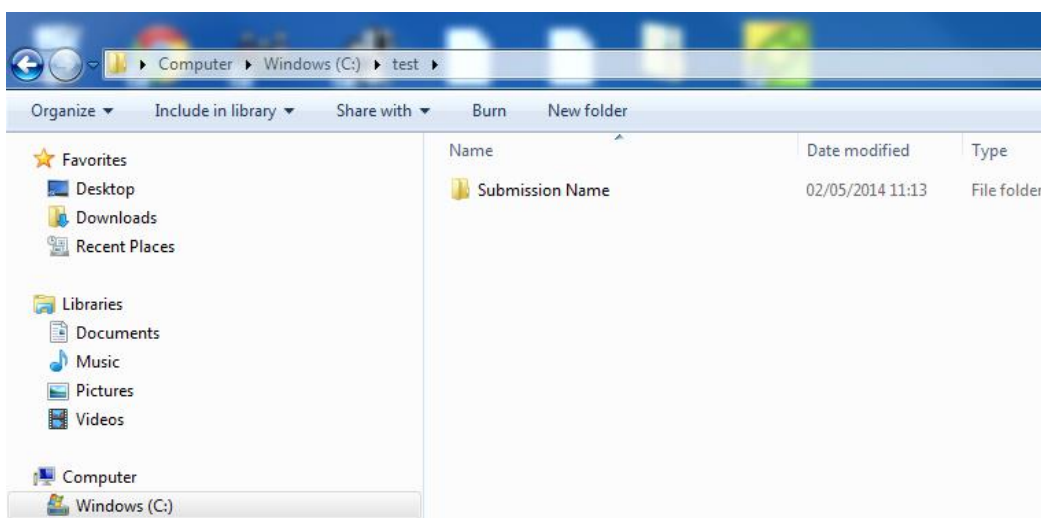


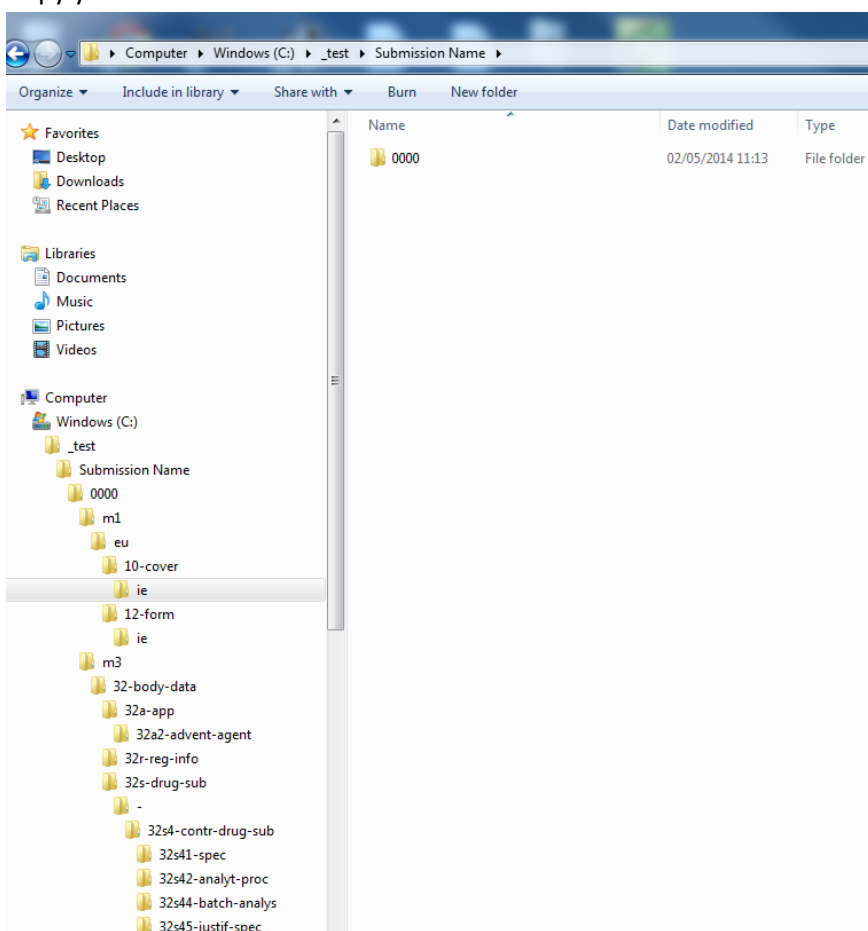


Creating your Submission with Windows Compressed Folder

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

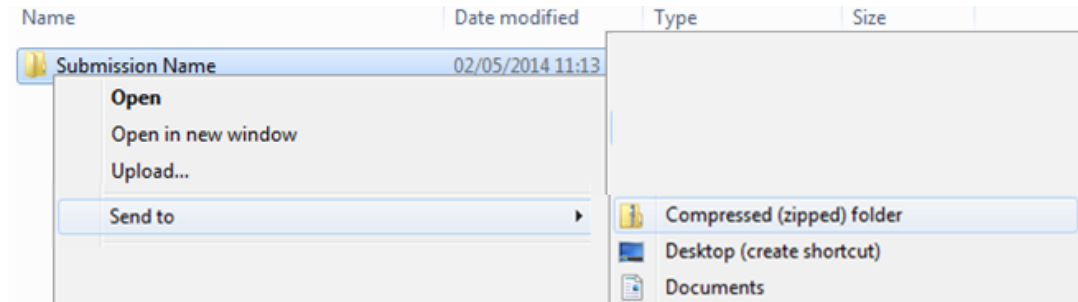


2. Copy your full Submission into this new Root Folder



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

I. Select Send to then Compressed (Zipped) Folder.



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

Name	Date modified	Type
Submission Name	02/05/2014 11:13	File folder
Submission Name	02/05/2014 16:04	Compressed (zipped) Folder

4. Your Zip Archived Submission is now ready to upload to CESP.