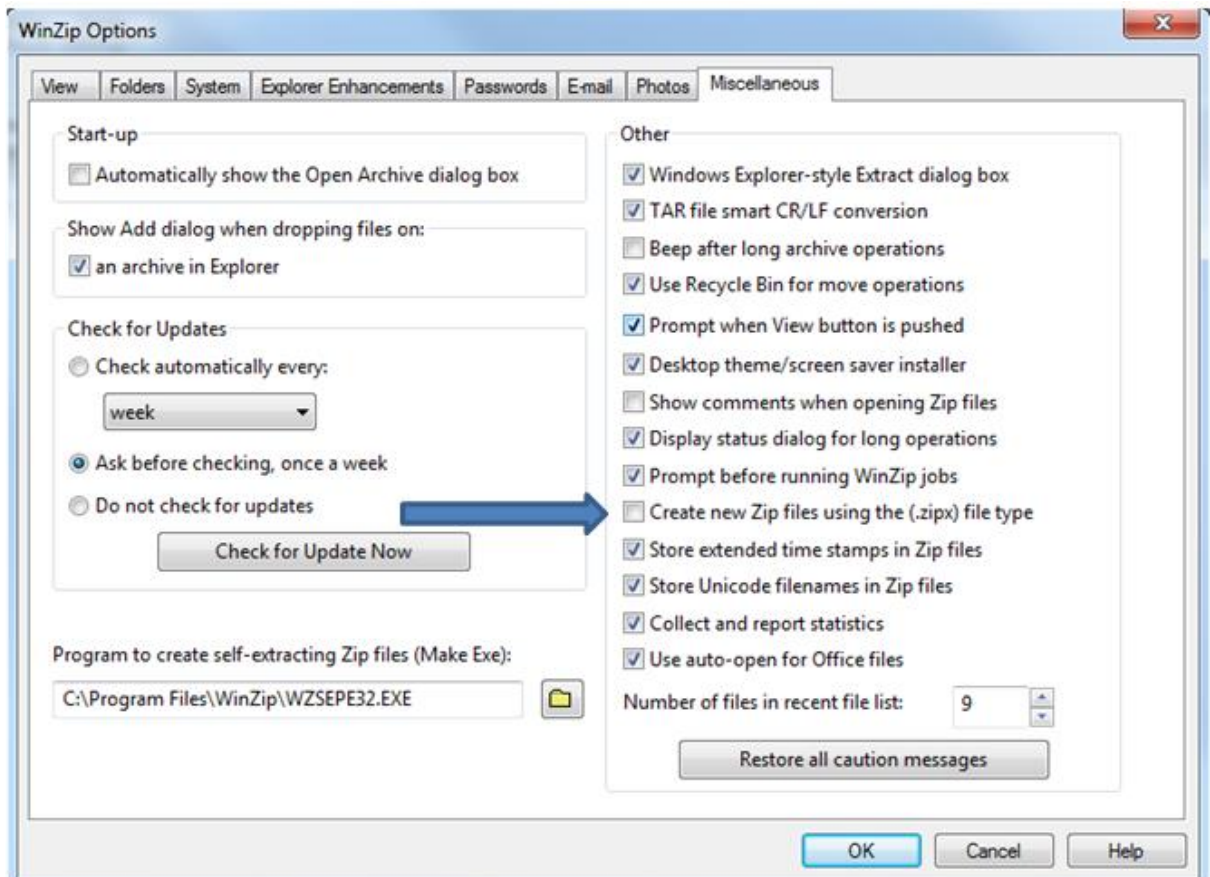


WINZIP Configuration Set Default Archive Type to .Zip

1. Open WINZIP and Select the Settings Tab followed by Winzip Option

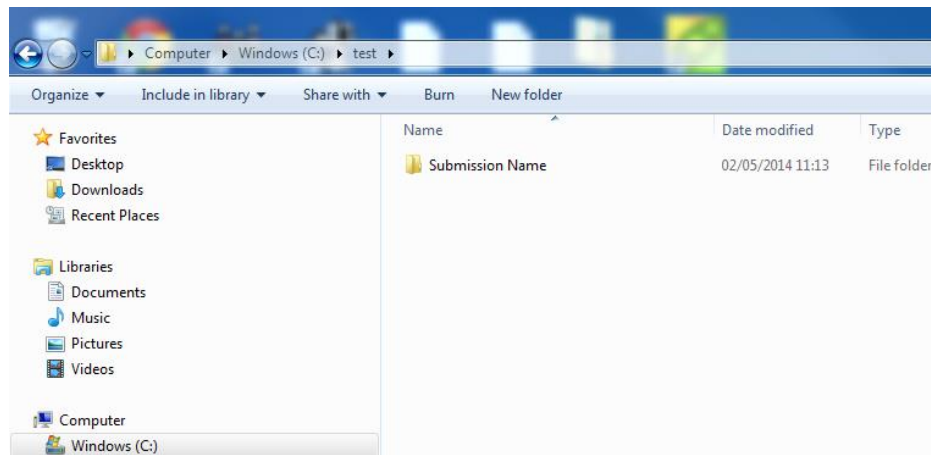


2. Select the Miscellaneous Tab and ensure Create new Zip files using the (.zipx) file type is **NOT** checked. Click OK.

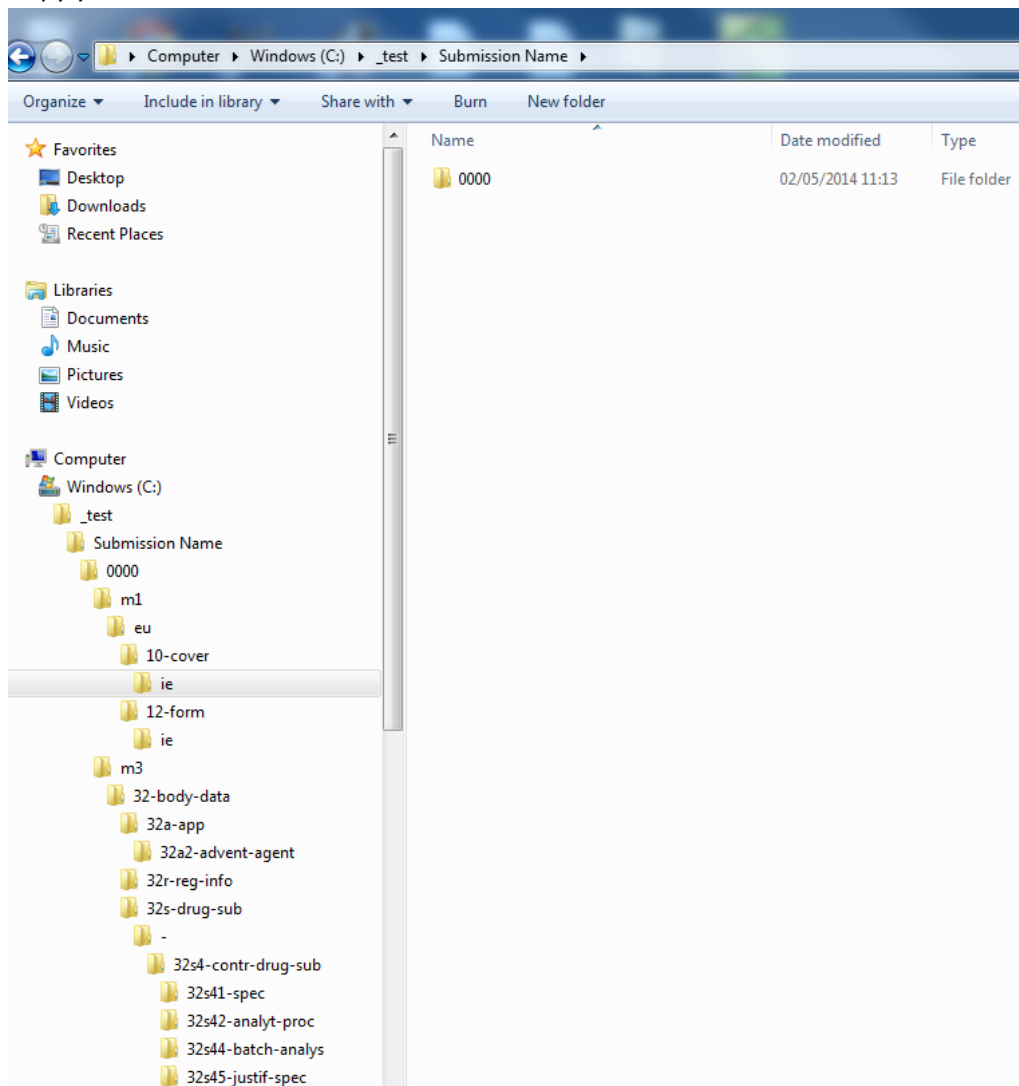


Creating your Submission with WINZIP

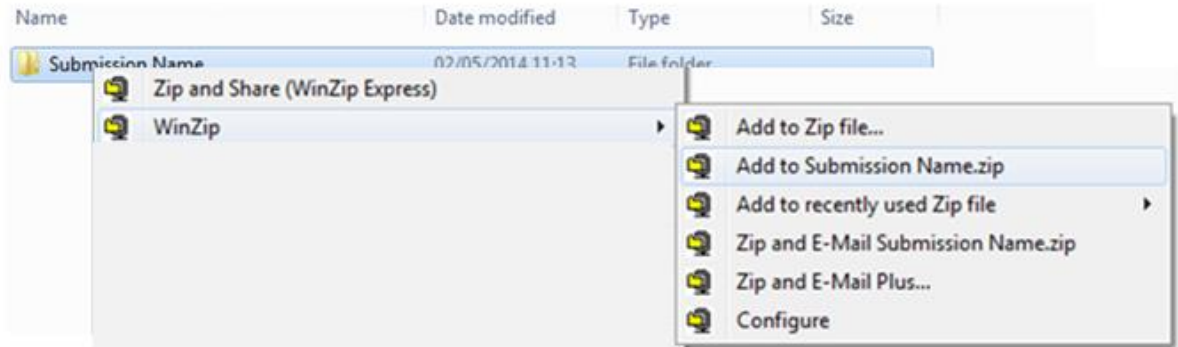
1. Create a Submission Root folder (This can be any name you choose) I will use the example "Submission Name"



2. Copy your full Submission into this new Root Folder



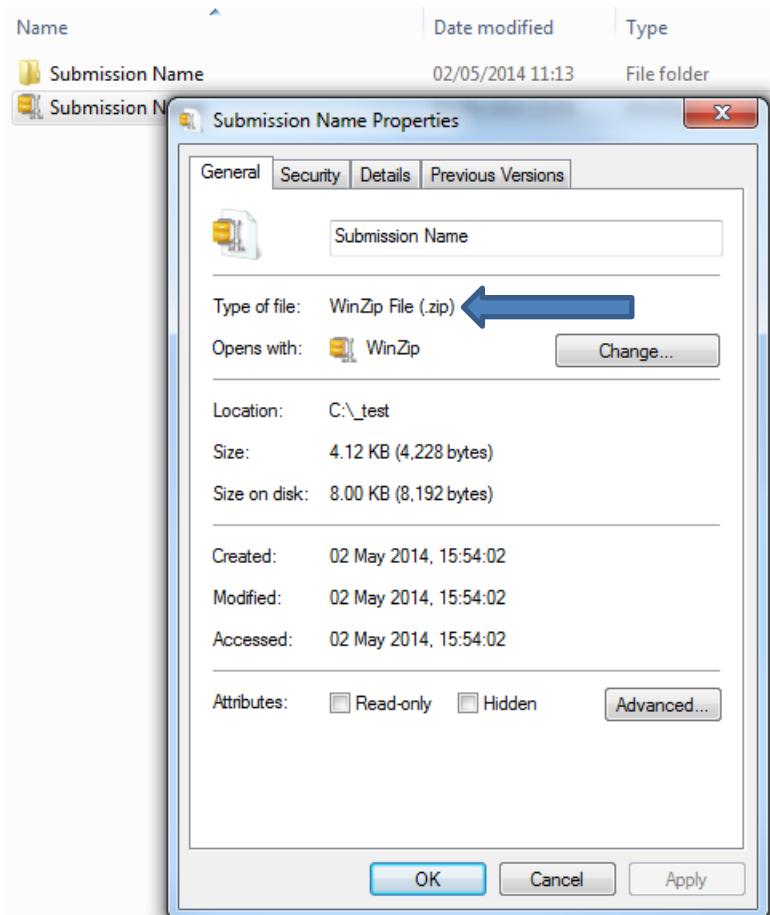
3. Go back to the Root Submission Folder level and Right Click your Root Submission Folder
 - i. Select Add to Root Submission Folder name .zip



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

Name	Date modified	Type
Submission Name	02/05/2014 11:13	File folder
Submission Name	02/05/2014 15:54	WinZip File

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.