

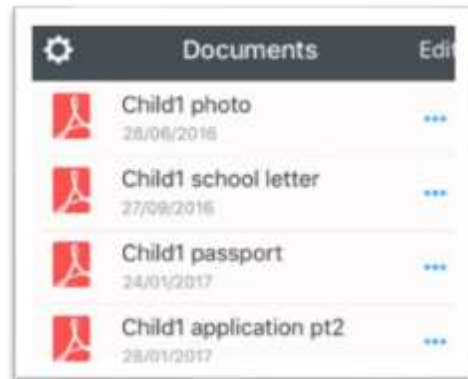
## Creating and Zipping Folders on an iPhone or iPad:

Navigate to your "documents" App



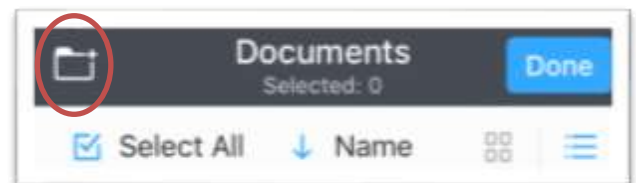
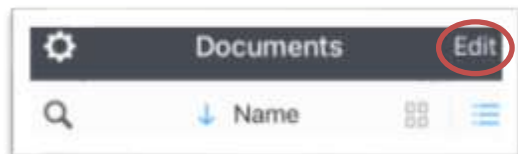
This guide is based on the use of the Readdle documents app but the principle will be similar on other apps

Ensure you have all the necessary documents and that they are all in acceptable formats (Word or PDF – we cannot accept documents in a Pages format)



Now create a folder to put these documents in:

press 'edit' then the 'new file' icon



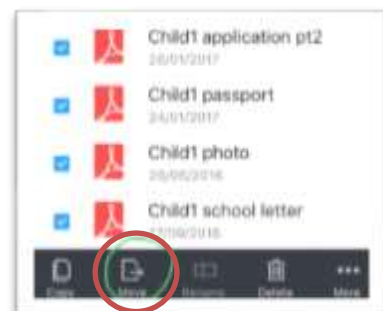
Name the folder so you can easily locate it when you come to upload online

press 'done' to return to the documents list



press 'Edit' again and select the documents to go into your new folder and press 'move'

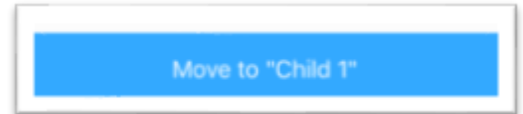
Select 'documents'



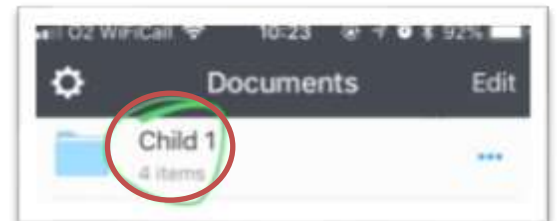
select the folder for the documents to be placed in



confirm your selection when asked at the bottom of your screen



You will now see there are items in the folder

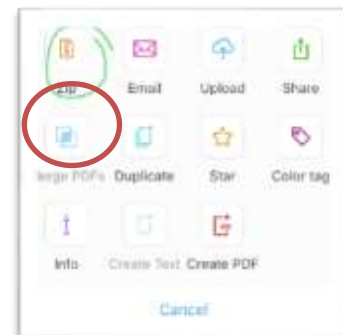


Now Zip this folder, you should never upload a folder before it is zipped....

press 'edit' again and select your folder; now press 'More'



You will see this screen, press 'ZIP'



Your folder will appear with a zip on the icon, this is now ready for uploading once you have prepared all other folders needed for your application.

