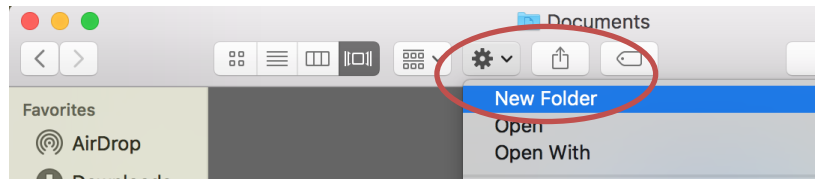


## Creating and Zipping Folders on an Apple Mac Computer or Laptop

If you are applying for a multi licence you **must upload Zipped folders containing the children's information**. This reduces the file size and enables secure and speedy transfer of information via the online form.

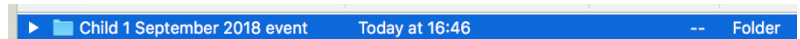
Please ensure your documents are converted to Word, Excel or PDF before continuing, we cannot accept 'Numbers' or 'Pages' documents. Help converting your documents is available for [Apple Macs](#) and [iPhones or iPads](#)

To Create a folder, navigate to your Finder app and select 'documents' from the left-hand menu.



Click on the cog icon and select new folder

Name your folder something you will easily find when you come to upload your zipped folder or when trying to locate the individual files within it

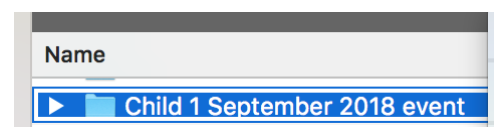


Your folder is now ready to receive the documents relevant to that child.

**NOTE:** Create all remaining folders and populate them with converted documents relevant to the child then return to this guide for assistance with zipping the folder ready for upload to a multi-licence form

### Zipping folders on Apple machines:

Open your Finder app and locate the folder you need to Zip, right click on the folder name and select "compress..." from the menu that appears



The folder will now appear with a Zip, this is now ready to upload to a multi licence online form

