

## Ziping files with 7-zip – Windows

To follow this guide, you need to have Windows as your operating system and the 7-zip software installed on your computer.

In order to be able to send pictures and videos through Lantmäteriet file transfer service, you may need to compress them. This is how to do it:

1. Collect the files you want to send into a directory. Feel free to use subdirectories to sort your material if you have photographed or filmed in different locations.
2. Right-click on the main directory and select [7-zip> Add to Archive...]. Fill in the form that comes up according to the instructions below.
3. Select the directory in which you wish to save the files by clicking on the three-dot [...] button at the top right of the form.
4. Enter an optional file name in the Archives field.
5. Fill in the other fields as shown in the picture.
  - File format: 7z
  - Compression level: Uncompressed
  - Divide into volumes: 5,120 MB

The screenshot shows the 'Lägg till arkiv' dialog box in 7-Zip. The 'Arkiv' field is set to 'C:\Users\Mina Bilder\Flygbilder.7z'. The 'Arkivformat' is '7z', 'Komprimeringsnivå' is 'Okomprimerat', and 'Dela upp i delar (volymen), bytes' is '5120MB'. The 'Kryptering' section is empty. The 'OK' button is highlighted.

6. Start compressing by clicking on [OK]. When the process is complete, there will be new files in your directory with the file name you set in step 2 and with file extensions .001, .002, .003 and so on.
7. Check that all selected files are included and that they contain data.
8. Upload your files by using the Lantmäteriet file transfer service via the link you received in your application confirmation.