

DOCUMENT UPLOAD

When you upload documents to Cphbusiness, you can use the upload facility on the website, at <https://www.cphbusiness.dk/ansoegere/saadan-soeger-du-sommer/#upload>

The files you submit are identified by your full name and e-mail address.

General instructions on uploading files are available at <https://www.cphbusiness.dk/ansoegere/saadan-soeger-du-sommer/#upload>

Detailed instructions on uploading multiple files are included below.

Uploading multiple files

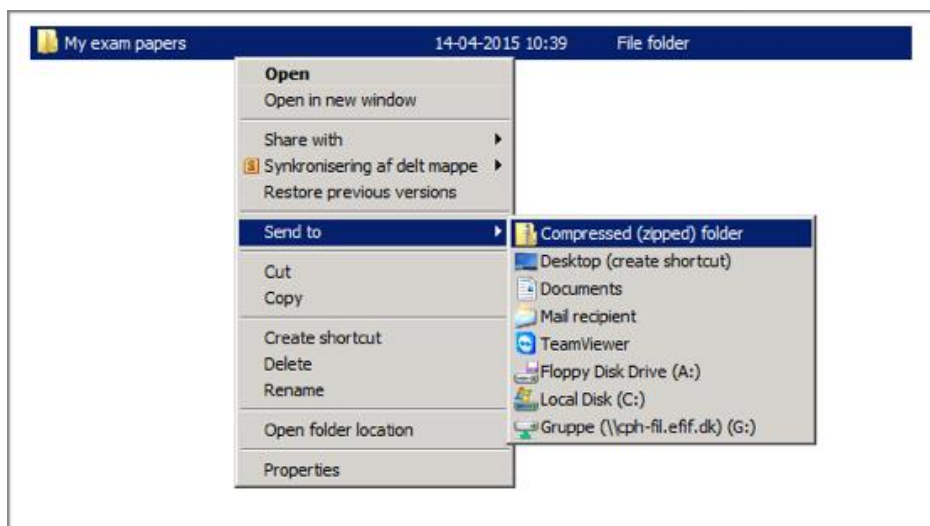
To avoid identifying every single file you submit, you should gather all the files you wish to submit in a single compressed zip-file.

On a regular Windows or Macintosh computer the following should guide you through creating a zip-file with your documents.

Creating a zip-fil on Windows

Recent versions of Microsoft Windows has the capability to compress multiple files to a single zip-file built right in.

Create a folder and place all the files you want to submit inside the folder.



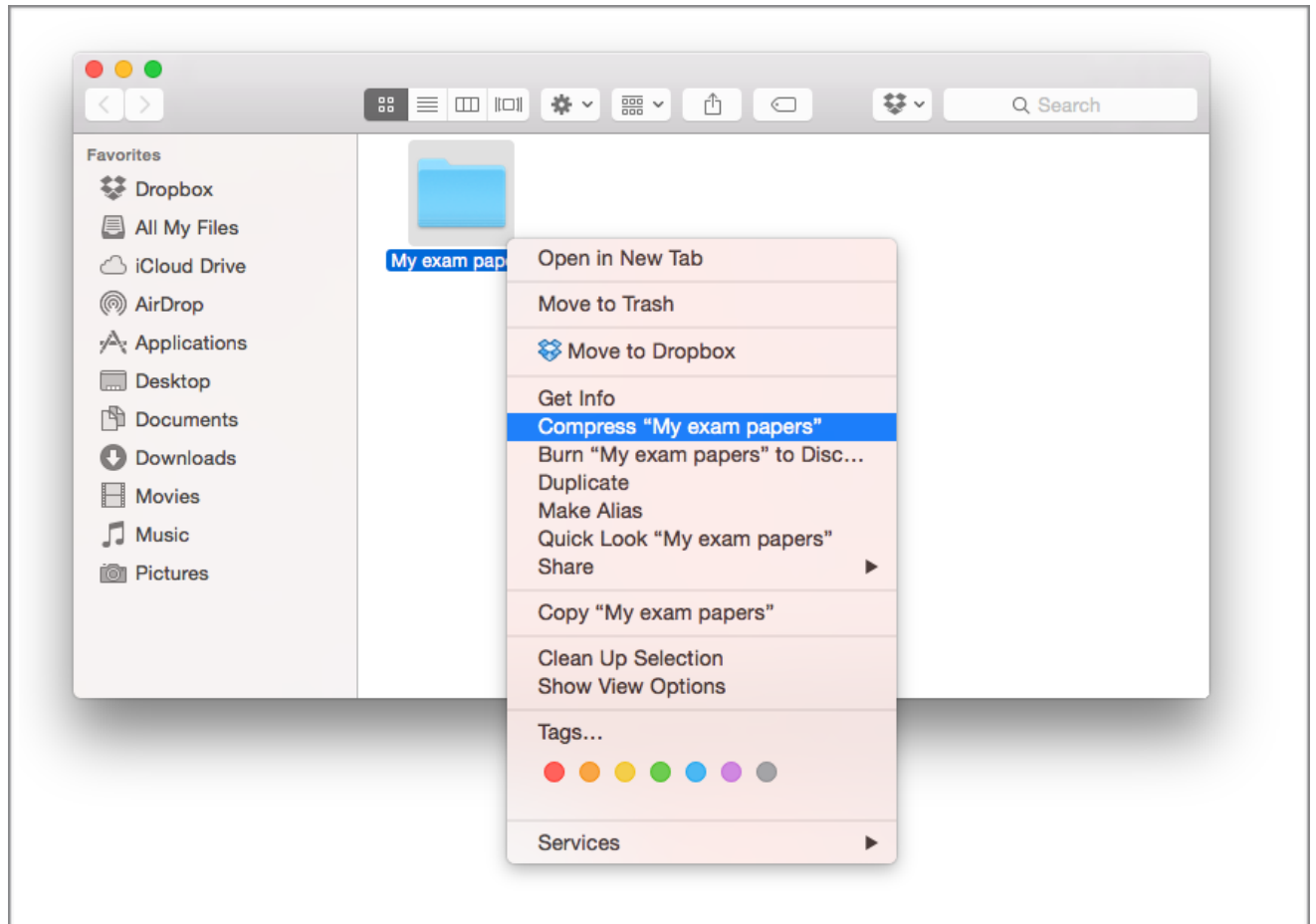
Select the folder, then choose "Send to, Compressed (zipped) folder"

Windows will compress the folder and files and create a new zipped file next to your original folder. The file is immediately ready to be renamed if necessary. Press **Enter** to keep the suggested name.

Upload the created zip-file at <https://www.cphbusiness.dk/ansoegere/saadan-soeger-du-sommer/#upload>

Creating a zip-file on Macintosh

MacOS X has the capability to compress multiple files to a single zip-file built right in. Create a folder and place all the files you want to submit inside the folder.



Select the folder, then choose "Compress"

MacOS X will compress the folder and files and create a new zip-file next to your original folder.

Upload the created zip-file at <https://www.cphbusiness.dk/ansoegere/saadan-soeger-du-sommer/#upload>