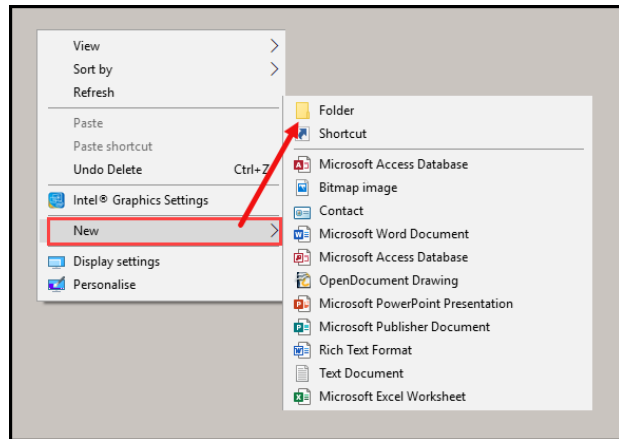


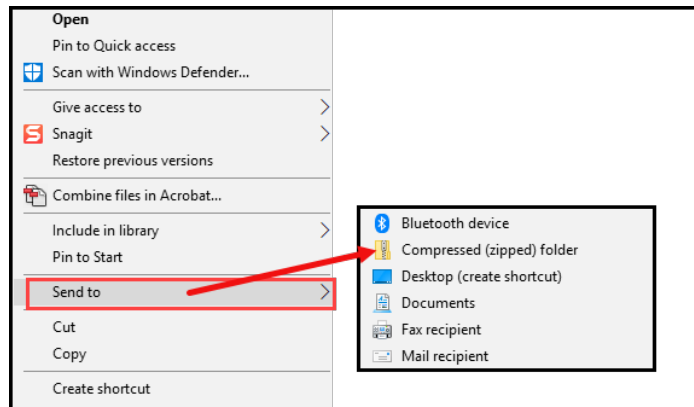
If sending multiple documents to the same recipient at the same time, and the order or sequence of those documents needs to be preserved, the most efficient way to complete the share is as follows:

**CREATE A NEW FOLDER ON THE DESKTOP**









- Right-click on the desktop.
- Select **New**.
- Select **Folder**.



- Name the new folder and add the required documents/files to the new folder.
- Right-click on the completed new folder and select **Send to → Compressed (zipped) folder**.



The zip folder ensures that the documents it contains remain in the intended order or sequence.

Name	Type	Compressed	Date modified
 class action proceeding TOP	Adobe Acrobat Document		2018-02-09 10:15 AM
 Jury Notice	Microsoft Word Document		2019-06-12 12:13 PM
 Notes	Microsoft Word Document		2018-12-04 11:53 AM
 Witness List	Microsoft Word Document		2018-05-25 1:31 PM

## UPLOAD & SHARE THE ZIP FOLDER

In the **xchangedocs** workspace, select the zip folder during the **Upload & Share** process.

The screenshot shows the 'UPLOAD & SHARE' dialog box. At the top, there is a dashed box with the text 'Drag and Drop or Paste (Ctrl+V) documents here' and 'OR' below it. A blue button labeled 'Select Documents' is positioned below this area. A red arrow points from the 'Select Documents' button to the document name field. The document name field contains 'Affidavit of Documents with Attachments' and has a close icon (X) to its right. Below the document name field is the section 'Select Recipient(s) and Notification Method'. This section contains a table with the following data:

Name	Role	E-mail	Notification Method
<input type="checkbox"/> Daniel Todes	Contact	danieltodes252@gmail.com	Automated e-mail
<input type="checkbox"/> Jane Doe	Contact	pammymcquaid+jane@gm...	Automated e-mail
<input type="checkbox"/> John Doe	Contact	pammymcquaid+johndoe@...	Automated e-mail
<input type="checkbox"/> Michael Jones	Contact	pammymcquaid+michael@...	Automated e-mail
<input checked="" type="checkbox"/> Pamela McQuaid	Contact (Expert)	pamelamcquaid@hotmail.ca	Automated e-mail
<input type="checkbox"/> Patricia Doe	Contact (Expert)	pammymcquaid+patricia@...	Automated e-mail
<input type="checkbox"/> Thomas Smith	Defendant	thomas.smith@fakemail.com	Automated e-mail

At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Upload & Share Document'. A red arrow points from the 'Upload & Share Document' button to the 'thomas.smith@fakemail.com' email address in the table.

The recipient of the shared zip folder is then able to download these multiple documents at once rather than one document at a time.

The order (sequence) of the documents will also be preserved.

