Upload multiple files

You can upload multiple files at once in three different ways:

- You can upload multiple files when you are browsing for them after having clicked the *Browse* button. Hold down the *Ctrl* key (or *Command* key on a Mac) and click on all the files that you wish to upload at once.
- You can drag and drop multiple files into the *drop zone*.
- You can also place all files into a compressed file, a *.zip file*, and upload that to Folioz. This method allows you to upload multiple files from different folders on your computer at once. You can create a zip file from any number of files that you have selected in your document management program by making a right mouse click and selecting *Compress…* (or something similar).

Zip files in MacOSX
Image file not found or type unknown
Zip files in the Finder under MacOSX

Zip files in Ubuntu
Image file not found or type unknown
Zip files in Ubuntu's Nautilus

Zip files in Windows
Image file not found or type unknown
Zip files in Windows Explorer

Once you have uploaded your zip file to Folioz, you can unzip it there. Click on the *Unzip* button ▫ next to the *Edit* button ▫. Please follow the on-screen instructions.

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