# Bulk Zip & Unzip App

# User Guide

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# Content

# 1. Introduction

BoostSolutions Bulk Zip & Unzip enables users to compress and unpack documents inside the SharePoint Online Library.

This user guide will provide instructions on how to use the zip or unzip features in your SharePoint Online document library.

Please note that Bulk Zip & Unzip is only available in SharePoint Online modern experience.

## 2. Zip or Unzip Documents
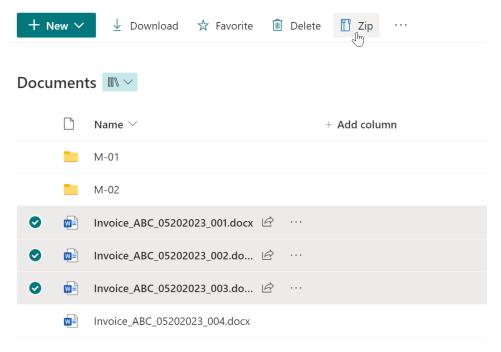
**Note**: Users must have Contribute permission levels to use the zip and unzip features.
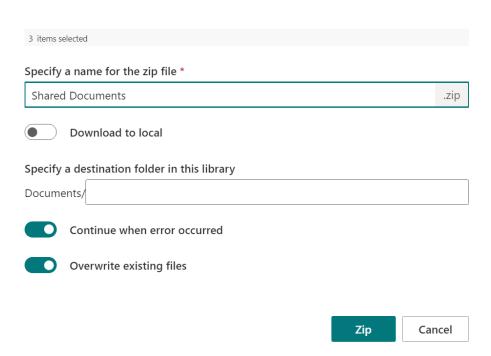
## 2.1 Zip Documents

This function enables users to compress documents as a ZIP file in the SharePoint Online document library.

1. Enter a document library, select the desired documents, and click on **Zip** in the list action bar.



2. A **Zip** dialog window will appear as shown below:

## Zip Document

3 items selected

**Specify a name for the zip file** *

Shared Documents | .zip

◉ Download to local

**Specify a destination folder in this library**

Documents/ [                    ]

◯ Continue when error occurred

◯ Overwrite existing files

**Zip**    Cancel

3. Provide a unique name for the ZIP file.

4. Specify a destination where you want to store the ZIP file. If no destination is specified, the ZIP file will be stored in the current location; if there are folders in the document library, you can choose a folder or subfolder for storing the ZIP file.

   **Continue when error occurred**: Enable this feature to continue zipping even if an error occurs during the process. If disabled, the zipping process will stop when an error occurs.

   **Overwrite existing files:** Choose whether to overwrite existing files in the current location if files with the same name already exist.

5. Click on **Zip**.
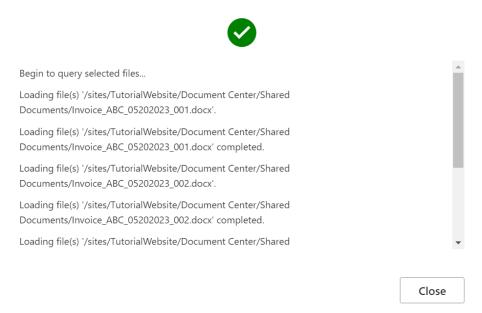
   **Zip**    Cancel

6. Wait for the zip operation to finish. The ZIP file will be stored in the document library as shown below.

   Detailed messages will provide information on the compression process and any errors that may have occurred.

Zipping



Begin to query selected files...

Loading file(s) '/sites/TutorialWebsite/Document Center/Shared Documents/Invoice_ABC_05202023_001.docx'.

Loading file(s) '/sites/TutorialWebsite/Document Center/Shared Documents/Invoice_ABC_05202023_001.docx' completed.

Loading file(s) '/sites/TutorialWebsite/Document Center/Shared Documents/Invoice_ABC_05202023_002.docx'.

Loading file(s) '/sites/TutorialWebsite/Document Center/Shared Documents/Invoice_ABC_05202023_002.docx' completed.

Loading file(s) '/sites/TutorialWebsite/Document Center/Shared

Close

**Note**: Keep the **Zipping** dialog open during the compression process to avoid interruptions.

## 2.2  Download as a ZIP File

1.  In a document library, select several documents and click **on the ZIP** action. (Please note that the Zip or Unzip features are only available in SharePoint modern experience.)

2.  A dialog box will appear as shown below:



3.  Enter a unique name for the ZIP file.

4.  Turn on **Download to local**, leave the other settings as default and click on **Zip & Download**.

## Zip Document

4 items selected

Specify a name for the zip file *

| 4 Invoices | .zip |

⬤ Download to local

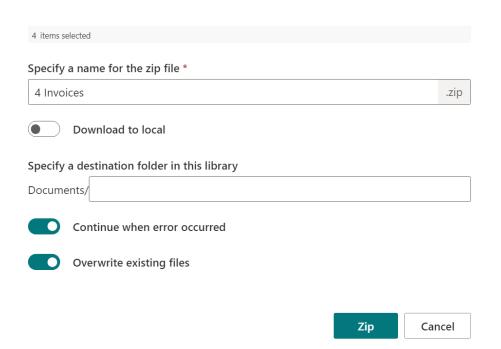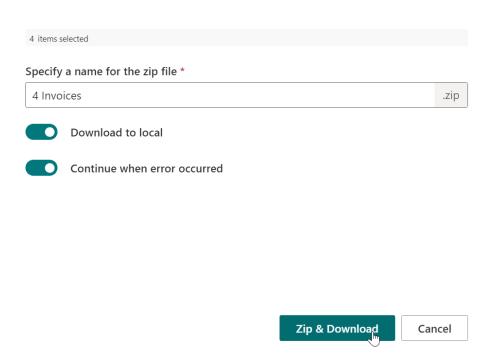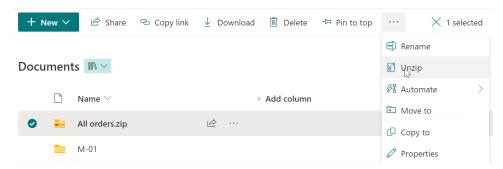⬤ Continue when error occurred

**Zip & Download**   Cancel

5. Wait for the operation to finish. You will find the ZIP file, typically saved in the "/downloads" folder.

## 2.3  Unzip a ZIP File

Extract documents or files from a zip file directly in the SharePoint Online document library.

1. Select a Zip file from your document library and click on **Unzip** in the top action bar.

+ New ⌄   ↱ Share   ⊖ Copy link   ↓ Download   🗑 Delete   ⌁ Pin to top   · · ·   ✕ 1 selected

Documents ║\ ⌄

| | Name ⌄ | + Add column |
|---|---|---|
| ✅ 📁 | All orders.zip | ↱  · · · |
| 📁 | M-01 | |

▭ Rename
▭ Unzip
⌘ Automate  ＞
▭ Move to
⎘ Copy to
✎ Properties

2. An **Unzip** dialog window will appear as shown below. Specify a destination for storing the extracted files or folders. If no destination is specified, the extracted files or folders will be stored in the current location; if there are folders in the document library, you can choose a folder or subfolder for storing the extracted files or folders.

Unzip

1 items selected

Specify a destination folder in this library

Documents/M-02   ✕

⬤ Continue when error occurred

⬤ Overwrite existing files

[Unzip]   [Cancel]

**Overwrite existing files:** Choose whether to overwrite existing files in the current location if files with the same name already exist.

**Continue when error occurred**: Enable this feature to continue unzipping even if an error occurs during the process. If disabled, the unzipping process will stop when an error occurs.

**Note**: If you select the **Overwrite existing files** option, subfolders in the ZIP archive will overwrite existing folders with the same names.

3. Click on **Unzip**. Wait until the operation is complete. All documents will be extracted to the destination folder.

   Detailed messages will provide information on the uncompression process and any errors that may have occurred.

Unzipping

✅

Loading file(s) '/sites/TutorialWebsite/Document Center/Shared Documents/All orders.zip'.

Loading file(s) '/sites/TutorialWebsite/Document Center/Shared Documents/All orders.zip' completed.

Upload file '/sites/TutorialWebsite/Document Center/Shared Documents/M-02/HK orders.xlsx' …

Upload file '/sites/TutorialWebsite/Document Center/Shared Documents/M-02/JP orders.xlsx' …

Upload file '/sites/TutorialWebsite/Document Center/Shared Documents/M-02/SG orders.xlsx' …

Upload file '/sites/TutorialWebsite/Document Center/Shared Documents/M-02/UK orders.xlsx' …

Upload file '/sites/TutorialWebsite/Document Center/Shared Documents/M-02/US orders.xlsx' …

The selected zip file has been extracted and uploaded successfully.

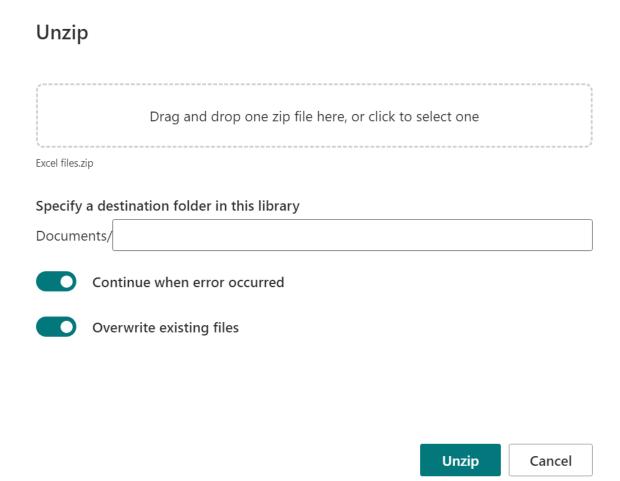Close

**Note**: Keep the **Unzipping** dialog open during the decompression process to avoid interruptions.

## 2.4  Upload a ZIP File

This function allows you to upload documents or files from a ZIP file to a SharePoint Online document library.

1.  In the document library, unselect any documents, click on the **Unzip** action in the top action bar.

2.  In the **Unzip** dialog, upload a ZIP file. You have two options to upload a ZIP file :

    ▪  Click "Drag and drop one file here, or click to select one" to open the file chooser and then select a ZIP file.

    ▪  Drag and drop the ZIP file directly onto the Unzip dialog.

3.  Specify a destination for storing the extracted files or folders. If no destination is specified, the files or folders will be stored in the current location. If there are folders in the document library, you can choose a folder or subfolder for storing the extracted files or folders.

## Unzip

Drag and drop one zip file here, or click to select one

Excel files.zip

**Specify a destination folder in this library**

Documents/

⬤ Continue when error occurred

⬤ Overwrite existing files

**Unzip**    Cancel

**Overwrite existing files:** Choose whether to overwrite existing files in the current location if files with the same name already exist.

**Continue when error occurred**: Enable this feature to continue zipping even if an error occurs during the process. If disabled, the zipping process will stop when an error occurs.

4. And then click on **Unzip**.

5. Wait for the operation to finish; the documents in the ZIP file will be extracted and uploaded into the destination folder.

## 3. Supported Libraries

Bulk Zip &Unzip supports almost all libraries in SharePoint Online, including:

**Libraries:** Asset library, Document library, Form library, Picture library, Wiki Page library, Data Connection library, Report library and Pages library.

# Appendix 1: Subscription Management

You can use the Bulk Zip & Unzip App trial subscription for a period of 30 days from the day you first use it.

If the trial subscription period ends, you will need to purchase a subscription.

The subscription for the Bulk Zip & Unzip App is per site (previously called "site collection") or tenant, and it is billed annually.
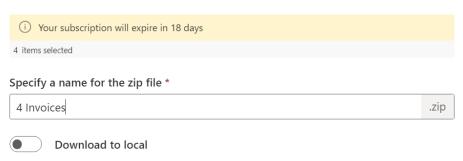
For a site collection subscription, there are no end-user limitations. All users in the site collection can access the app.

For a tenant subscription, there are no limitations on sites or site collections. All users can access the app in all sites or site collections within the same tenant.

**<u>Checking Subscription Status</u>**

a.  When you open the Zip or Unzip dialog, the subscription status will be shown at the top of the dialog. If the subscription is about to expire within 30 days, the notification message will display the remaining days.

> ## Zip Document
>
> ⓘ  Your subscription will expire in 18 days
>
> 4 items selected
>
> **Specify a name for the zip file** *
>
> | 4 Invoices | .zip |
>
> ◉  Download to local

b.  To update the subscription status, click on the notification message, and the License Information dialog will appear.

## License Information   ✕

Your subscription will expire in 16 days

| | |
|---|---|
| **Tenant ID:** | ae586225-a936-4e32-b424-6a57e257cf0c |
| **Site ID:** | {6ac53356-aa8c-4bc4-acd3-1d4163e15ac0} |
| **Site Url:** | https://bsmark.sharepoint.com/sites/TutorialWeb... |
| **Product:** | Bulk Zip Unzip 🛍 |
| **License Type:** | Site |
| **Expiration Date:** | 6/30/2023 ↻ |

Click the refresh icon next to the expiration date, and the new status will be loaded.

c. Once the subscription status changes to "Your subscription has expired on mm/dd/yyyy", it means that your subscription has expired.

## Zip Document

ⓘ Your subscription has expired on 6/25/2023.

4 items selected

Specify a name for the zip file *

| 4 Invoices | .zip |
|---|---|

(●  )  Download to local

d. Please send us (sales@boostsolutions.com) the Site URL/Site ID/Tenant ID to proceed with a subscription or renewal.

e. If you purchase a site (site collection) subscription, the license status will be as follows.

The license type is Site.

## License Information ✕

Your subscription will expire in 356 days

| | |
|---|---|
| **Tenant ID:** | ae586225-a936-4e32-b424-6a57e257cf0c |
| **Site ID:** | {6ac53356-aa8c-4bc4-acd3-1d4163e15ac0} |
| **Site Url:** | https://bsmark.sharepoint.com/sites/TutorialWeb... |
| **Product:** | Bulk Zip Unzip 🛍 |
| **License Type:** | Site |
| **Expiration Date:** | 6/4/2024 ↻ |

f.  If you purchase a tenant subscription, the license status will be as follows.

The license type is Tenant.

## License Information ✕

Your subscription will expire in 352 days

| | |
|---|---|
| **Tenant ID:** | ae586225-a936-4e32-b424-6a57e257cf0c |
| **Site ID:** | {6ac53356-aa8c-4bc4-acd3-1d4163e15ac0} |
| **Site Url:** | https://bsmark.sharepoint.com/sites/TutorialWeb... |
| **Product:** | Bulk Zip Unzip 🛍 |
| **License Type:** | Tenant |
| **Expiration Date:** | 5/31/2024 ↻ |