

Compressing Nearline Folders

1. Right click on the folder you wish to compress. Select 7-Zip->add to archive.
2. Doing that will open the “Add to Archive” window where you can adjust several parameters and options.
3. Under Archive format, select Zip.
4. Under Compression level, select Maximum.
5. Unless the folder requires an encryption password for security reasons, select OK.
6. Once the compression process is complete (depending on the size of the files, this might take awhile), the non-compressed nearline folder can be deleted by an administrator.

Note:

To add files to an already created compressed folder, simply drag and drop files into the zip folder. They should automatically compress.