

## How do I upload multiple files?

### SUMMARY

You can upload multiple files at a time through your web browser - click on the upload button and hold down shift and click on the files you want to upload.

If you need to upload large volumes, you may benefit from using the Folder Synchronisation utility. This is an application that is installed on a PC or server, and creates a replica of the online folder tree on your PC or server. You can then put new files or folders in the replica folders, and the new files or folders will be automatically uploaded to the corresponding folder on the online system.

MORE INFORMATION

For further details, see the attached document.

To find out more about Folder Synchronisation, please contact your Instant Intelligence provider or account manager.

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<http://www.instantintelligence.com/knowledgebase/KnowledgebaseArticle50007.aspx>

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