



# **Bulk Zip & Unzip 2.0**

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## **User Guide**

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Our web site: <http://www.boostsolutions.com>

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## 1. Introduction

BoostSolutions Bulk Zip & Unzip enables users to compress and unpack documents inside the SharePoint Library without installing additional software.

This user guide will guide you to install and configure Bulk Zip & Unzip on your SharePoint.

For latest version of this copy or other user guides, please visit our document center:

<http://www.boostsolutions.com/download-documentation.html>

## 2. Installation

### 2.1 Product Files

After you download and unzip the Bulk Zip & Unzip zip file from [www.boostsolutions.com](http://www.boostsolutions.com), you will find the following files:

Path	Descriptions
Setup.exe	A program that installs and deploys the WSP solution packages to the SharePoint farm.
EULA.rtf	The product End-User-License-Agreement.
Bulk Zip Unzip_User Guide.pdf	User guide for Bulk Zip & Unzip in PDF format.
Library\2.0\Setup.exe	The product installer for .Net Framework 2.0.
Library\2.0\Setup.exe.config	A file containing the configuration information for the installer.
Library\4.0\Setup.exe	The product installer for .Net Framework 4.0.
Library\4.0\Setup.exe.config	A file containing the configuration information for the installer.
Solutions\Foundation\ BoostSolutions.FoundationSetup12.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2007 or WSS 3.0.
Solutions\Foundation\ BoostSolutions.FoundationSetup14.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2010 or SharePoint Foundation 2010.
Solutions\Foundation\ BoostSolutions.FoundationSetup15.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Foundation\Install.config	A file containing the configuration information for the installer.
Solutions\Classifier.Basic\ BoostSolutions.SharePointClassifier.Platform14.2.wsp	A SharePoint solution package containing product fundamental files and resources for SharePoint 2010 or SharePoint Foundation 2010.

Solutions\Classifier.Basic\ BoostSolutions.SharePointClassifier.Platform15.2.wsp	A SharePoint solution package containing product fundamental files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Classifier.Basic\Install.config	A file containing the configuration information for the installer.
Solutions\Classifier.BulkZipAndUnzip\ BoostSolutions.BulkZipAndUnzip14.2.wsp	A SharePoint solution package containing Bulk Zip & Unzip files and resources for SharePoint 2010 or SharePoint Foundation 2010.
Solutions\Classifier.BulkZipAndUnzip\ BoostSolutions.BulkZipAndUnzip15.2.wsp	A SharePoint solution package containing Bulk Zip & Unzip files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\ Classifier.BulkZipAndUnzip\Install.config	A file containing the configuration information for the installer.

## 2.2 Software Requirements

Before you install Bulk Zip & Unzip, ensure your system meets the following requirements:

### SharePoint 2010

Operating System	Microsoft Windows Server 2008 x64 Microsoft Windows Server 2008 R2
Server	Microsoft SharePoint Foundation 2010 or Microsoft SharePoint Server 2010 Microsoft .NET Framework 3.5
Browser	Microsoft Internet Explorer 8 or above Mozilla Firefox Google Chrome

### SharePoint 2013

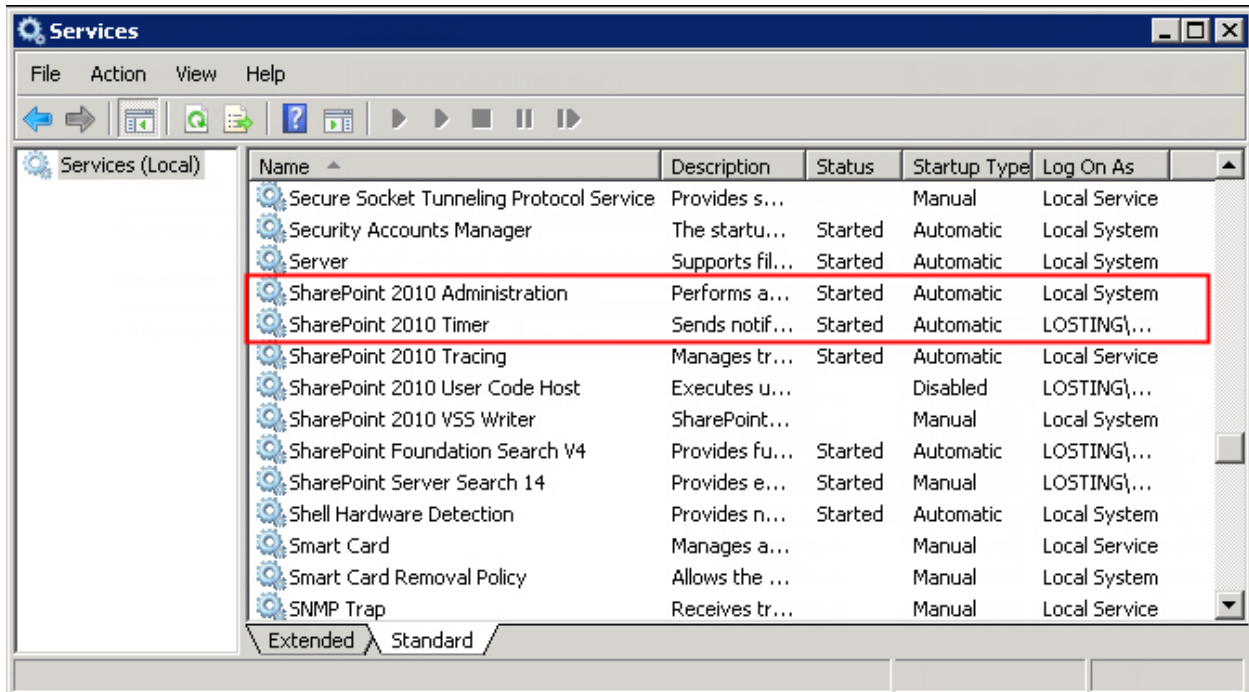
Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64 Microsoft Windows Server 2008 R2 SP1
Server	Microsoft SharePoint Foundation 2013 or Microsoft SharePoint Server 2013 Microsoft .NET Framework 4.5
Browser	Microsoft Internet Explorer 8 or above Mozilla Firefox Google Chrome

## 2.3 Installation

Follow these steps to install Bulk Zip & Unzip on your SharePoint servers.

### Installation Preconditions

Before you start installing the product, please make sure these services are started on your SharePoint servers: **SharePoint Administration** and **SharePoint Timer**.



Bulk Zip & Unzip must be run on one front-end Web server in the SharePoint farm where **Microsoft SharePoint Foundation Web Application services** are running. Check **Central Administration → System Settings** for a list of servers running this service.

### Required Permissions

To perform this procedure, you must have specific permissions and rights.

- Member of the local server's **Administrators** group.
- Member of the **Farm Administrators** group.

### To install Bulk Zip & Unzip on SharePoint server.

1. Download the zip file (\*.zip) of the product of your choice from the BoostSolutions website, then extract the file.
2. Open the created folder and run the **Setup.exe** file.

**Note** If you cannot run the setup file, please right click the **Setup.exe** file and choose Run as administrator.

3. A system check is performed to verify if your machine meets all the requirements for installing the product. After the system check is finished, click **Next**.
4. Review and accept the End-User License Agreement and click **Next**.
5. In the Web Application Deployment Targets, select the web applications you are going to install and click **Next**.

**Note** If you select **Automatically activate features**, the product features will be activated in the target site collection during the installation process. If you want to manually activate the product feature later, uncheck this box.

6. Upon completion of the installation, details are displayed showing which web applications you product has been installed to.
7. Click **Close** to finish the installation.

## 2.4 Upgrade

Download the latest version of our product and run the **Setup.exe** file.

In the **Program Maintenance** window, select **Upgrade** and click **Next**.

Note: if you have installed Classifier 1.0 on your SharePoint servers, to upgrade to Bulk Zip & Unzip 2.0 or above, you need to:

Download the new version of Classifier (2.0 or above), and upgrade the product.

Or,

Remove Classifier 1.0 from your SharePoint servers, and install Bulk Zip & Unzip 2.0 or above.

## 2.5 Uninstallation

If you want to uninstall the product, double-click the **Setup.exe** file.

In the **Repair or Remove** window, select **Remove** and click **Next**. Then the application will be removed.



## 2.6 Command\_Line Installation

The following instructions are for installing the solution files for Bulk Zip & Unzip in **SharePoint 2010** by using the SharePoint STSADM command line tool.

### Required permissions

To use STSADM, you must be a member of the local Administrators group on the server.

### To install Bulk Zip & Unzip to SharePoint servers.

If you have installed BoostSolutions products before, please skip the steps of Foundation installation.

1. Extract the files from the product zip pack to a folder on one SharePoint server.
2. Open a command prompt and make sure your path is set with the SharePoint bin directory.

- **SharePoint 2010**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\14\BIN

- **SharePoint 2013**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\15\BIN

3. Add the solution files to SharePoint in the STSADM command line tool.

```
stsadm -o addsolution -filename <full path>>BoostSolutions.FoundationSetup14.1.wsp
stsadm -o addsolution -filename <full path>>BoostSolutions.BulkZipAndUnzip14.2.wsp
stsadm -o addsolution -filename <full path>>BoostSolutions.SharePointClassifier.Platform14.2.wsp
```

4. Deploy the added solution with the following command:

```
stsadm -o deploysolution -name BoostSolutions.FoundationSetup14.1.wsp -allowgacdeployment -
url [virtual server url] -immediate
stsadm -o deploysolution -name BoostSolutions.BulkZipAndUnzip14.2.wsp -allowgacdeployment -
url [virtual server url] -immediate
stsadm -o deploysolution -name BoostSolutions.SharePointClassifier.Platform14.2.wsp -
allowgacdeployment -url [virtual server url] -immediate
```

5. Wait for the deployment to complete. Check the final status of the deployment with this command:

```
stsadm -o displaysolution -name BoostSolutions.FoundationSetup14.1.wsp
```

```
stsadm -o displaysolution -name BoostSolutions.BulkZipAndUnzip14.2.wsp
stsadm -o displaysolution -name BoostSolutions.SharePointClassifier.Platform14.2.wsp
```

The result should contain a <Deployed> parameter for which the value is TRUE.

6. In the STSADM tool, activate the features.

```
stsadm -o activatefeature -name SharePointBoost.ListManagement -url [site collection url] -force
stsadm -o activatefeature -name SharePointBoost.ListManagement.DocShare -url [site collection url] -force
```

### **To remove Bulk Zip & Unzip from SharePoint servers.**

1. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.BulkZipAndUnzip14.2.wsp -immediate -url [virtual server url]
stsadm -o retractsolution -name BoostSolutions.SharePointClassifier.Platform14.2.wsp -immediate -url [virtual server url]
```

2. Wait for the removal to finish. To check the final status of the removal you can use the following command:

```
stsadm -o displaysolution -name BoostSolutions.BulkZipAndUnzip14.2.wsp
stsadm -o displaysolution -name BoostSolutions.SharePointClassifier.Platform14.2.wsp
```

The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.

3. Remove the solution from the SharePoint solutions storage:

```
stsadm -o deletesolution -name BoostSolutions.BulkZipAndUnzip14.2.wsp
stsadm -o deletesolution -name BoostSolutions.SharePointClassifier.Platform14.2.wsp
```

### **To remove BoostSolutions Foundation from SharePoint servers.**

The BoostSolutions Foundation is mainly designed to provide a centralized interface to manage licenses for all BoostSolutions software from within SharePoint Central Administration. If are still using BoostSolutions product on your SharePoint server, please do not remove Foundation from the servers.

1. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.FoundationSetup14.1.wsp -immediate -url  
[virtual server url]
```

2. Wait for the removal to finish. To check the final status of the removal you can use the following command:

```
stsadm -o displaysolution -name BoostSolutions.FoundationSetup14.1.wsp
```

The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.

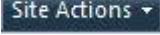
3. Remove the solution from the SharePoint solutions storage:



```
stsadm -o deletesolution -name BoostSolutions.FoundationSetup14.1.wsp
```

## 2.7 Feature Activation

By default, the application's features are automatically activated once the product is installed. You can also activate the product feature manually.

To activate the product feature you must be a site collection administrator.

1. On the Site Actions menu  click **Site Settings**.
2. Under **Site Collection Administration** click **Site collection features**.
3. Find the application feature and click **Activate**. After a feature is activated, the Status column lists the feature as **Active**.

	<b>BoostSolutions ECM Framework 2.2.517.0</b> This is the fundamental feature for BoostSolutions ECM solution. (Powered by BoostSolutions)	Deactivate	Active
	<b>Bulk Zip &amp; Unzip 2.2.517.0</b> Enable SharePoint users to email documents, zip & unzip documents, and download multiple documents at a time directly in SharePoint document library. (Powered by BoostSolutions)	Deactivate	Active

## 3. How to use Bulk Zip & Unzip

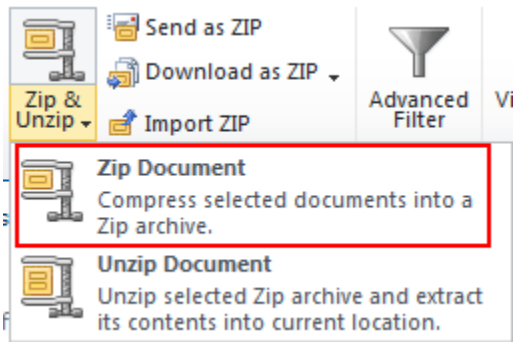
**Note:** To use the zip and unzip features, users must have **Contribute** permission levels.

### 3.1 Zip or unzip documents

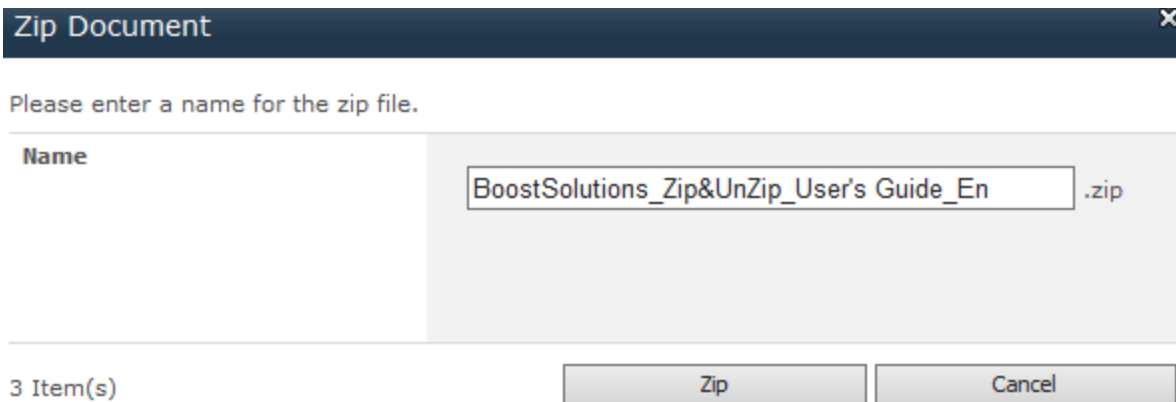
#### 3.1.1 Zip Documents

This function enables users to compress documents as a zip file in the document library.

1. Enter a document library, select the desired documents and click **Zip Document** under the **Documents** tab.



2. A dialog window will appear as follows:



**Note:** If you select only one file, then the value in the name field will be the same as the source file by default.

3. Enter a name for the zip file and click the **Zip** button.
4. Wait for the operation to complete. You will see the following message:

### Zip Document



#### Finished

The selected documents have been compressed successfully.

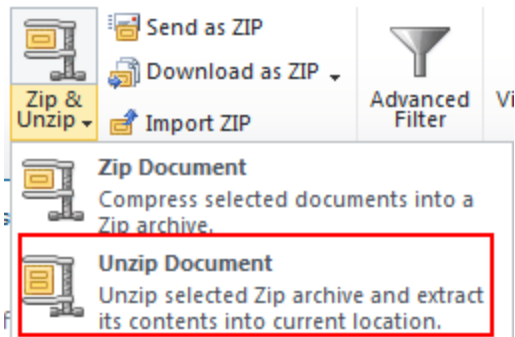
Date and Time: 5/9/2013 2:27 AM

Close

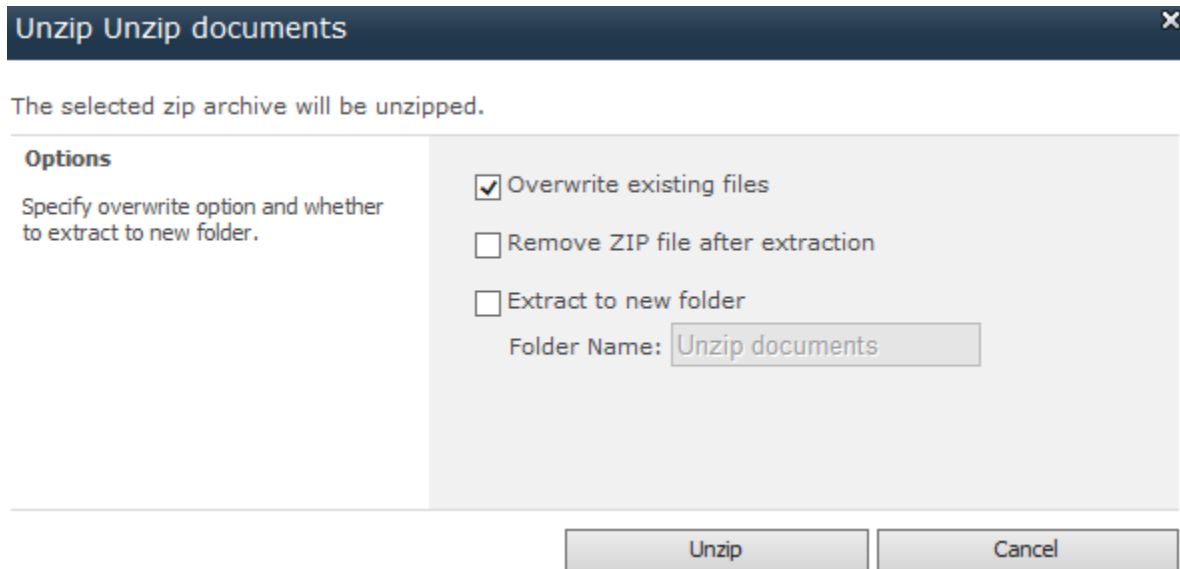
## 3.1.2 Unzip Documents

Extract any document or file from the zip file directly in the SharePoint document library.

1. Select a Zip file from your document library and click **Unzip Document**.



2. A dialog window will appear as follows:



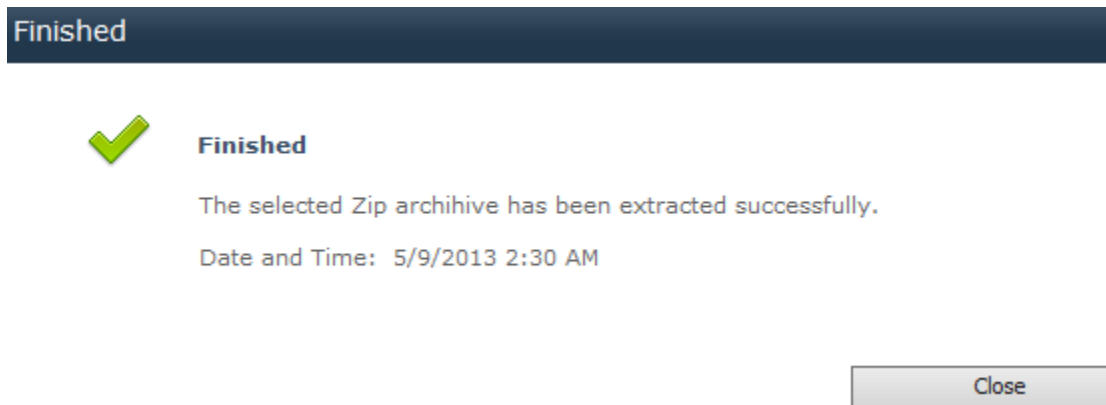
**Overwrite existing files:** Overwrite existing files in the current location.

**Remove ZIP file after extraction:** Delete the source Zip file after the extraction is successfully finished.

**Extract to new folder:** Extract all contents in the zip file to a new folder. The new folder name is the same as the zip file name by default and can be modified.

**Note:** If you select both **Overwrite existing files** and **Extract to new folder** and the Folder name you entered already exists in the library, then the new folder will overwrite the existing folder.

3. Click the **Unzip** button. Wait until the operation is complete. You will see the following message:

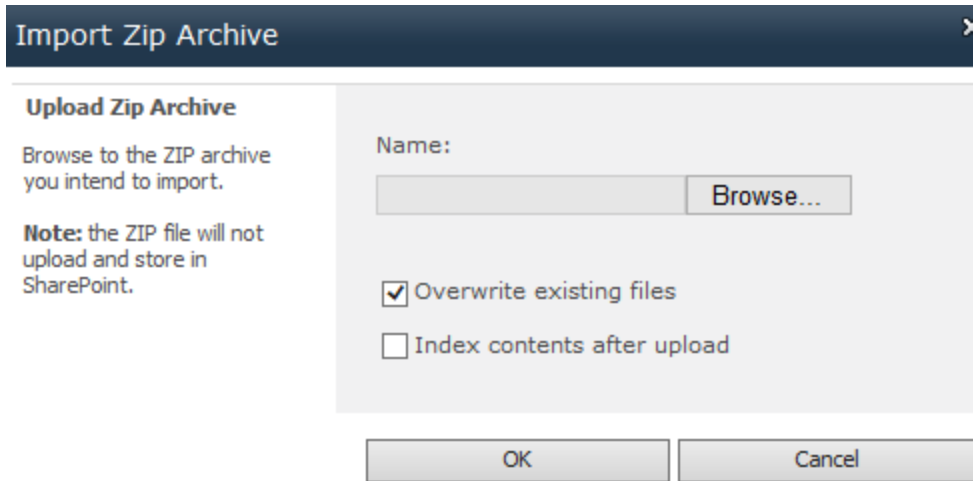


**Note:** The **Unzip Document** button is only available when you select a Zip file in the SharePoint document library. This button will be disabled when multiple documents are selected or if there is no zip file.

## 3.2 Import ZIP files

This function helps users to upload documents or files from a zip file to a document library.

1. Click the **Import ZIP** button in the ribbon and a dialog window will appear as follows:



**Overwrite existing files:** Overwrite existing files in the current location.

**Index content after upload:** Edit document properties for the documents after they have uploaded successfully. This option will redirect you to the bulk edit page.

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**Note:** The **Index contents after upload** feature is only available when the **Bulk Zip & Unzip** product is installed on your SharePoint.

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2. Select a zip file from your local computer and click **OK**.
3. Wait for the operation to finish; your documents will be uploaded into the document library.

## 3.3 Send as an Attachment

Enable users to send documents or zip files as an email attachment.

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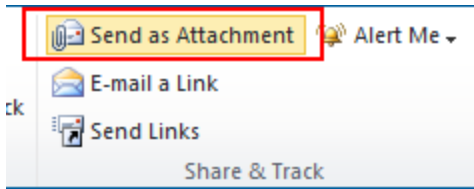
**Note:** This feature currently **ONLY** works in Internet Explorer. You must also enable the **“Initialize and script ActiveX controls not marked as safe for scripting”** feature.

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### 3.3.1 Send documents as an attachment

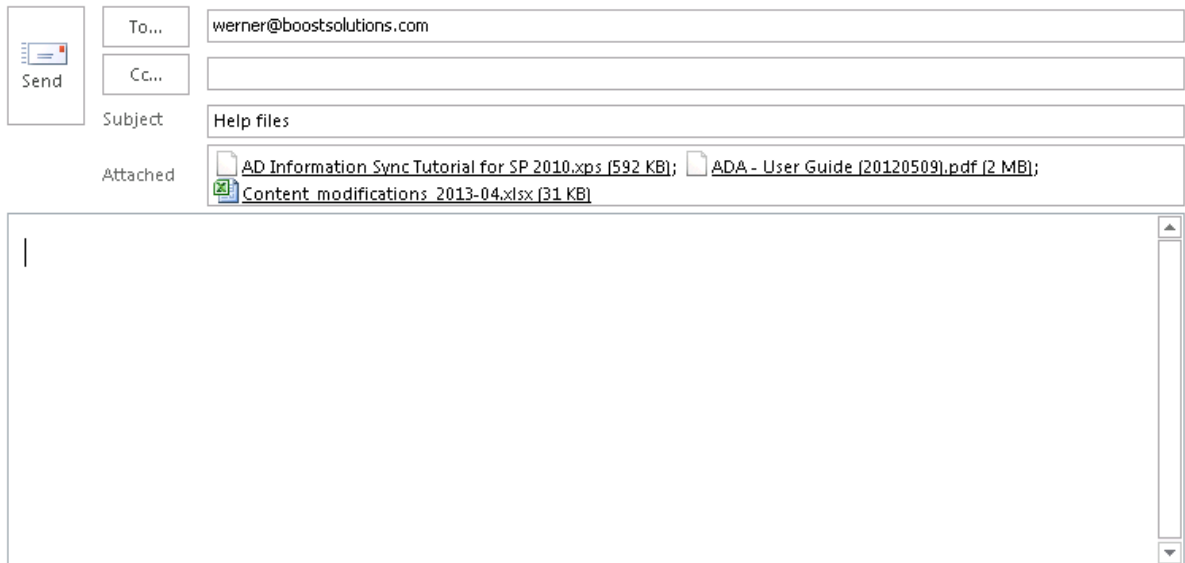
To send documents as an email attachment, follow the following steps:

1. Select the documents in a document library and click the **Send as Attachment** button.



2. The document will be attached in an email.

If you encounter the “Failed to Load Outlook” error message, please [read this](#).

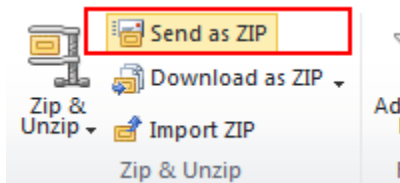


3. Compose your email and send it.

### 3.3.2 Send as a zip

This feature will compress your documents as a zip file and then attach it to an e-mail.

1. Select your documents in the document library and click the **Send as ZIP** button.



2. The zip file will be attached in an email.

If you encounter the “Failed to Load Outlook” error message, please [read this](#).



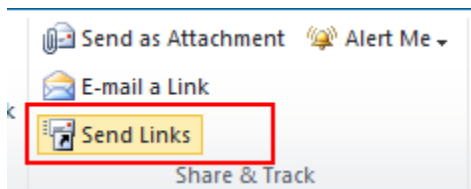


The screenshot shows an email composition window. On the left is a 'Send' button with an envelope icon. To the right are fields for 'To...' (werner@boostsolutions.com), 'Cc...' (empty), 'Subject' (Product contents), and 'Attached' (07383558063260180964.zip [2 MB]). Below these fields is a large empty text area for the message body.

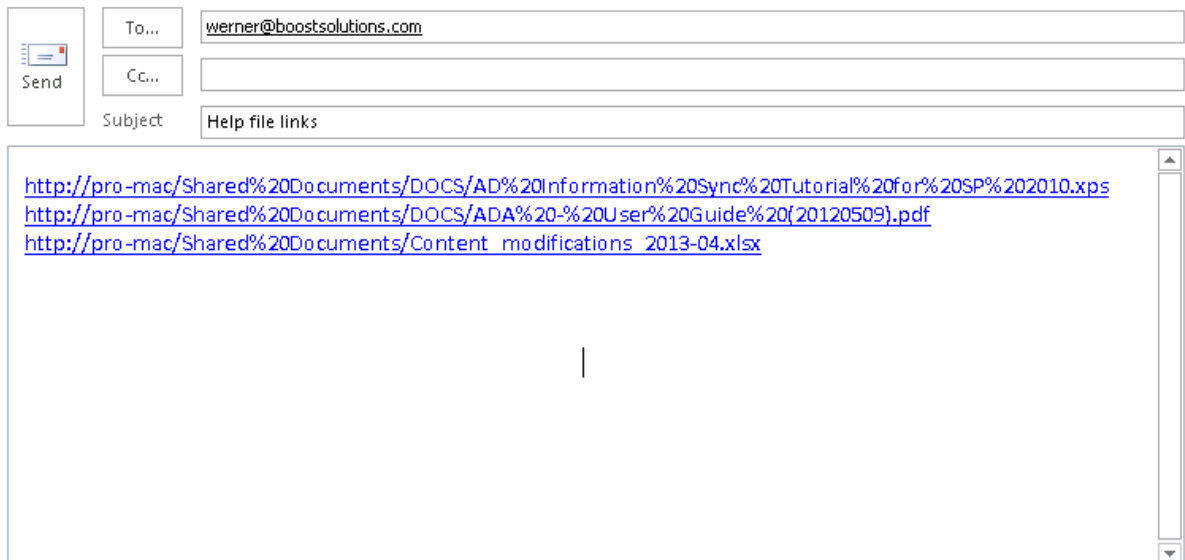
### 3.3.3 Send as Links

With this function, it is easy to share any document with your colleagues or customers.

1. Select your documents in the document library and then click the **Send Links** button in the **Documents** tab.



2. An email message window will pop-up with all your documents links in the body of the message.



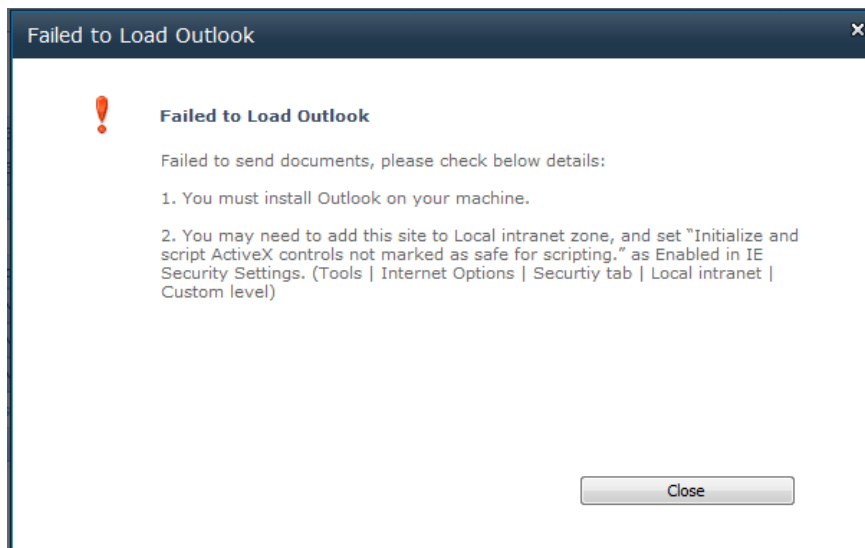
The screenshot shows an email composition window. On the left is a 'Send' button with an envelope icon. To the right are fields for 'To...' (werner@boostsolutions.com), 'Cc...' (empty), and 'Subject' (Help file links). Below these fields is a large text area containing three blue hyperlinks:  
<http://pro-mac/Shared%20Documents/DOCS/AD%20Information%20Sync%20Tutorial%20for%20SP%202010.xps>  
[http://pro-mac/Shared%20Documents/DOCS/ADA%20-%20User%20Guide%20\(20120509\).pdf](http://pro-mac/Shared%20Documents/DOCS/ADA%20-%20User%20Guide%20(20120509).pdf)  
[http://pro-mac/Shared%20Documents/Content modifications 2013-04.xlsx](http://pro-mac/Shared%20Documents/Content%20modifications%202013-04.xlsx)

3. Compose the email and send it.

**Note:** Unlike the native SharePoint **Email a Link** function, this feature works with multiple files as well.

### 3.3.4 Fix the “Failed to Load Outlook” issue

While sending documents as an attachment, you may encounter the “Fail to Load Outlook” error message as follows:

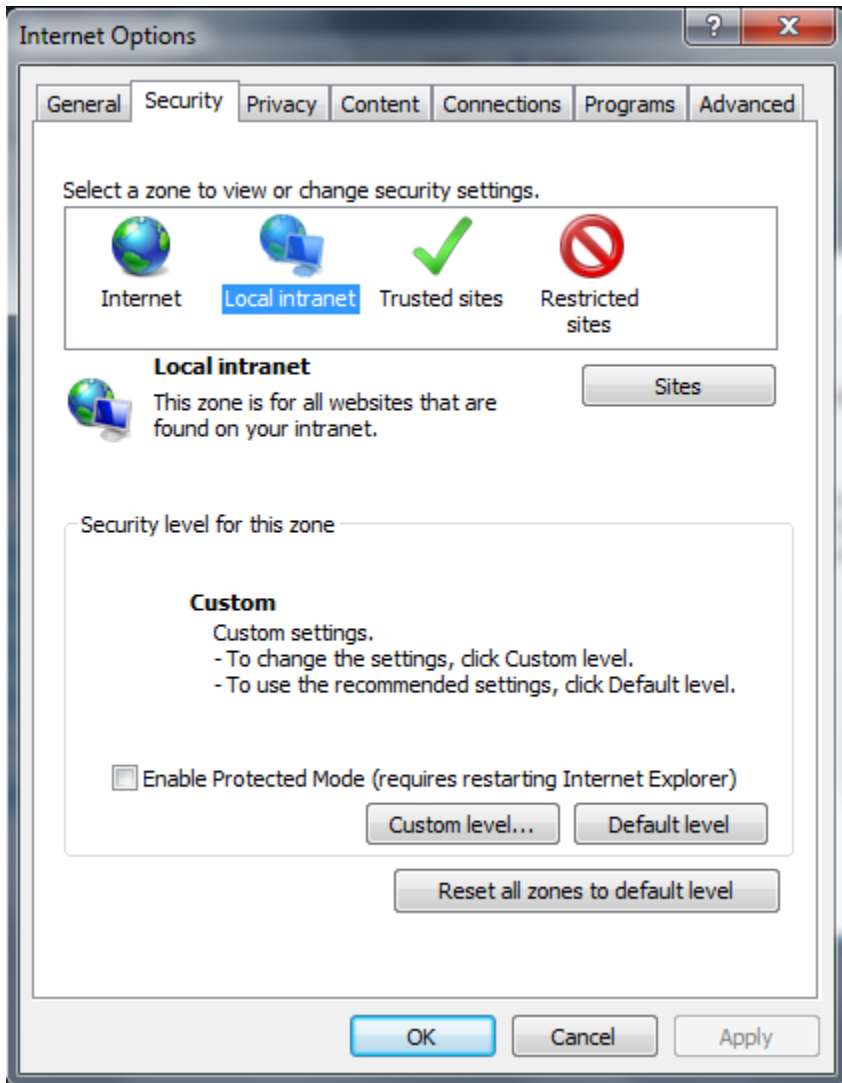


This issue may be caused by the following:

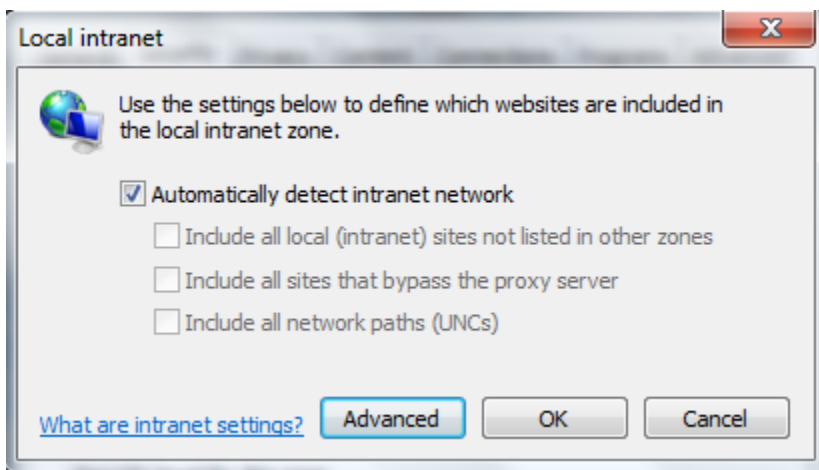
- *Microsoft Outlook not installed.*
- *Internet Explorer Security Settings not properly configured.*

Follow these steps to configure your Internet Explorer Security Settings:

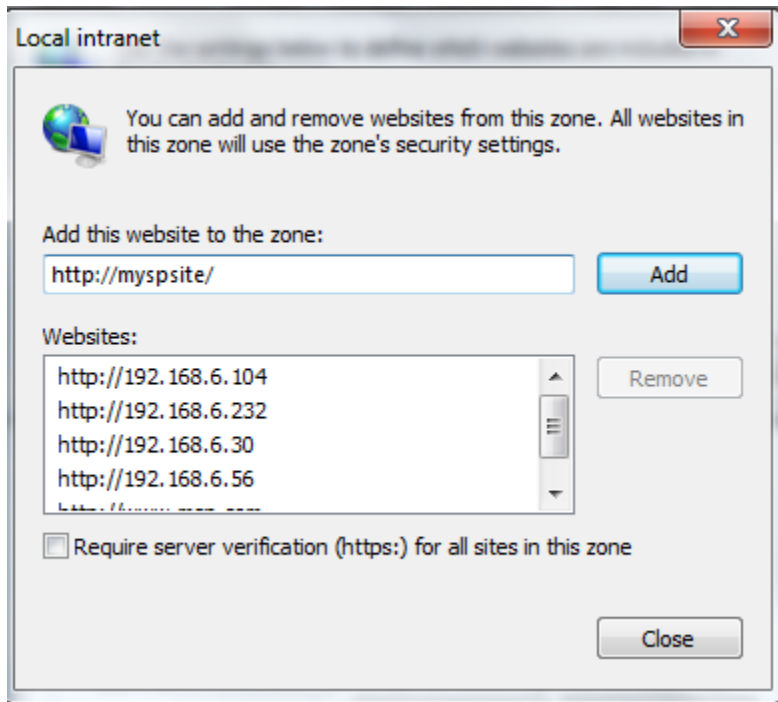
- a. Open your SharePoint site in Internet Explorer and then open the **Internet Options | Security** dialog.



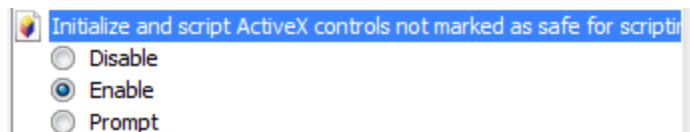
- b. Select **Local intranet** and click the **Sites** button.
- c. In the **Local intranet** dialog, click the **Advanced** button.



- d. Click the **Add** button to add the current SharePoint site to a Local intranet zone and then close the dialog to save all the changes you have made.

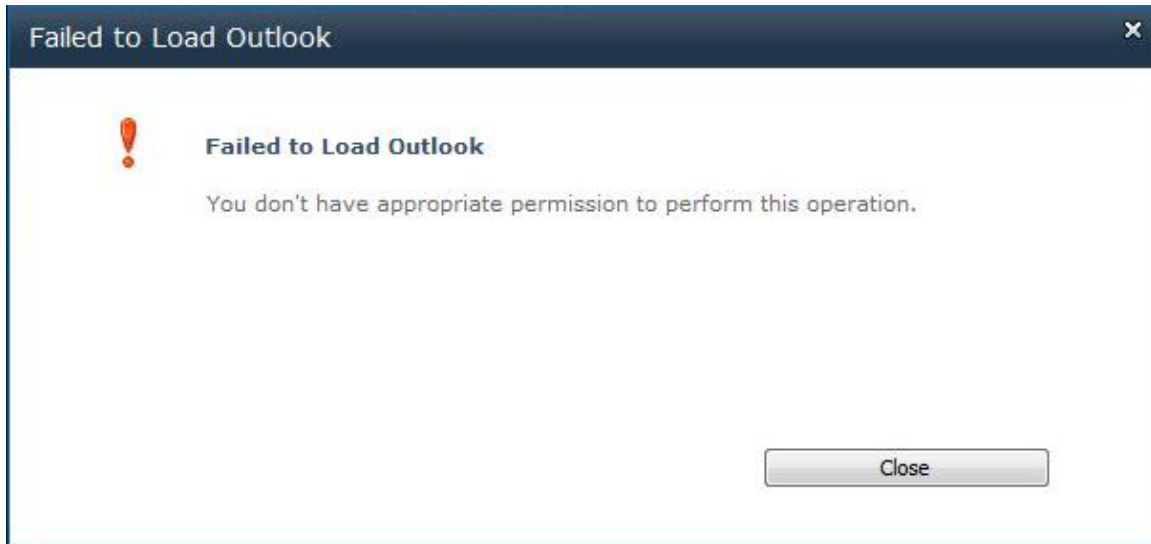


- e. Next, in the **Internet Options | Security** dialog, click the **Custom Level...** button.
- f. In the **Security Settings – Local Intranet Zone** dialog, locate the **Initialize and script ActiveX controls not marked as safe for scripting** and select **Enable**.



- g. Click **OK** to save all changes and close the Internet Options dialog.
- h. Select a document and click **Send as Attachment** again.

**Note:** If you still encounter the "Failed to Load Outlook" error message, then follow the steps below.



This issue is caused by you having insufficient permissions on your local computer. To solve this issue you need to add a windows credential onto your local computer.

- a. Open **Control Panel | Credential Manager**.
- b. Click **Add a Windows credential**. A window will appear as follows:

**Type the address of the website or network location and your credentials**

Make sure that the user name and password that you type can be used to access the location.

Internet or network address  
(e.g. myserver, server.company.com):

User name:

Password:

- c. Fill in the user credentials and click OK to save the settings.

**Type the address of the website or network location and your credentials**

Make sure that the user name and password that you type can be used to access the location.

Internet or network address  
(e.g. myserver, server.company.com):

User name:

Password:

**Internet or network address:** Type the SharePoint server name or IP address.

**User Name:** Type the user login name.

**Password:** Type the password.

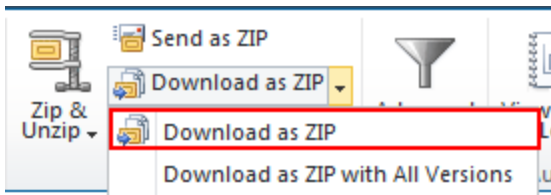
- d. Click **OK** to save the settings.
- e. Enter your document library and select a document. Click **Send as Attachment**. The document will be added as an email attachment.

## 3.4 Download as a ZIP file

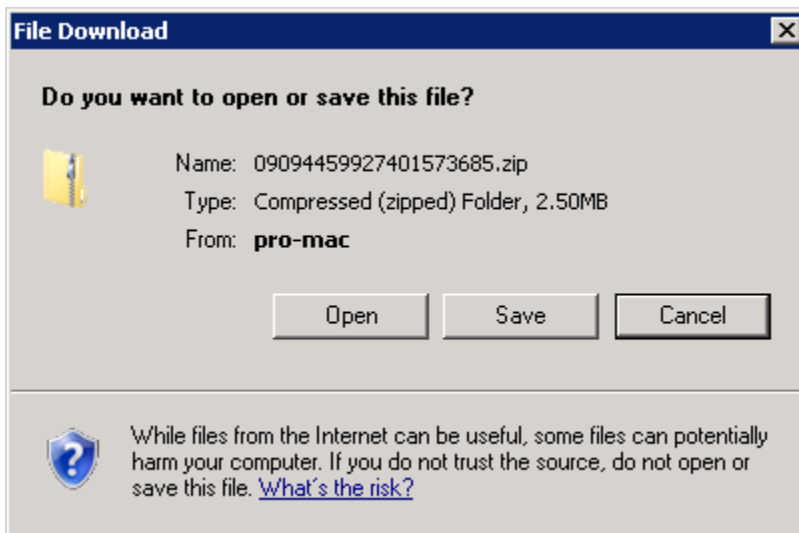
Bulk download documents as a ZIP file.

### 3.4.1 Download as a ZIP file

1. Select documents in the Document Library. Click the **Download as ZIP** button.



2. A dialog box will appear as follows:



3. Click the **Save** button to download the zip file to your local computer.

---

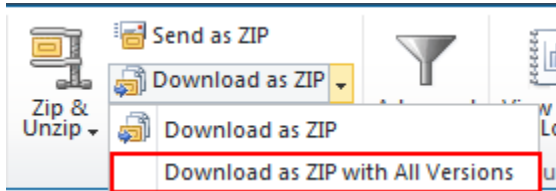
**Note:** The Zip file name is generated randomly each time.

---

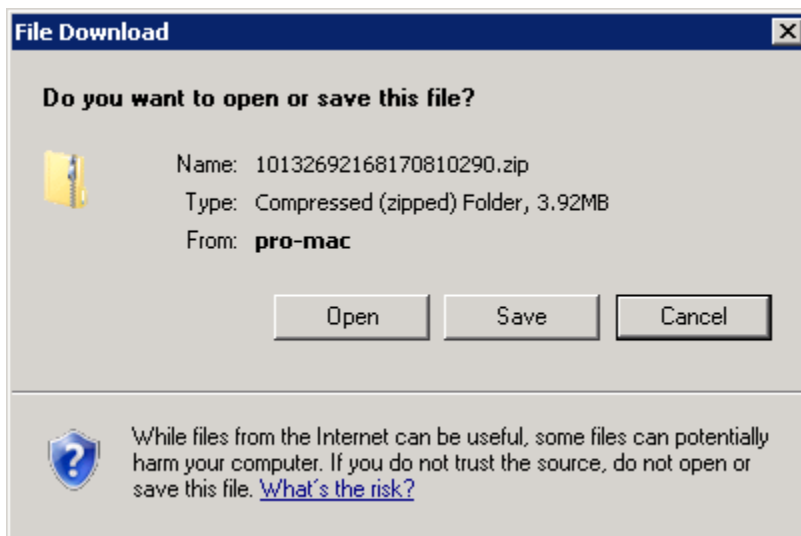
### 3.4.2 Download as Zip with All Versions

This feature will download the document and older versions as a ZIP file.

1. Select the documents in the document library and click **Download as ZIP with All Versions**.

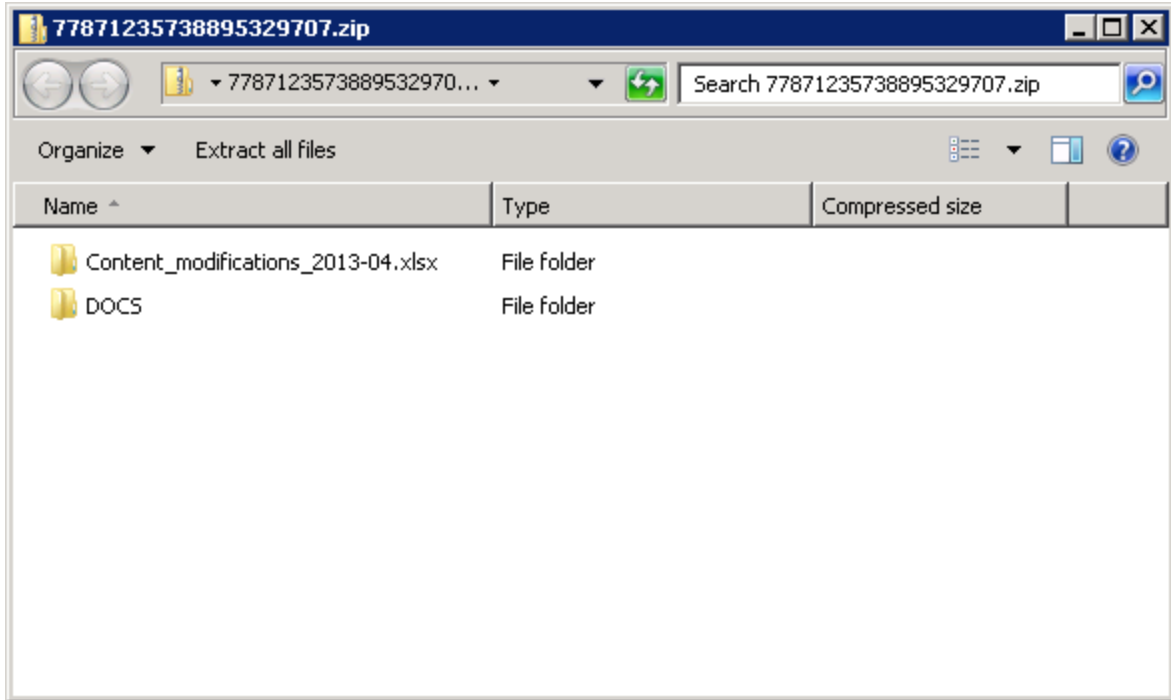


2. A dialog box will appear as follows:

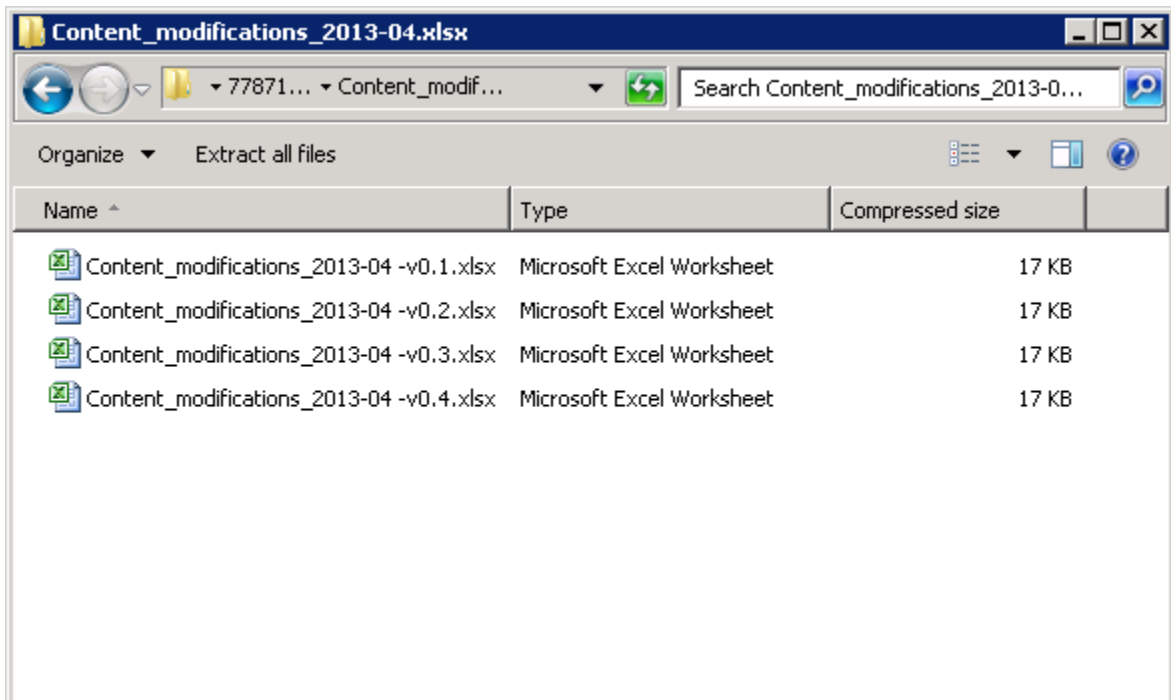


3. Click **Save** to save the zip file to your local computer. Open the file to view your documents.

The new folder is created using the same name as the original file name. If a file doesn't have any versions, then no folder will be created.



4. Open the folder; the versions are sorted by version number.





## 4. Supported libraries

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

**Libraries:** Asset Library, Document Library, Dashboard Library, Form Library, Report Library and Site Pages Library

## 5. Troubleshooting & Support

### Troubleshooting FAQ:

<http://www.boostsolutions.com/general-faq.html#Show=ChildTitle9>

### Contact Info:

Product & Licensing Inquires: [sales@boostsolutions.com](mailto:sales@boostsolutions.com)

Technical Support (Basic): [support@boostsolutions.com](mailto:support@boostsolutions.com)

Request a New Product or Feature: [feature\\_request@boostsolutions.com](mailto:feature_request@boostsolutions.com)

### Live chat:

<http://www.boostsolutions.com/support/chat/livezilla.php?intgroup=U3VwcG9ydA==&reset=true>

## Appendix A: License Management

You can use Bulk Zip & Unzip without entering any license code for a period of 30 days from when you first use it.

To use the product after expiration, you will need to purchase a license and register the product.

### Finding License Information

1. Navigate to the **BoostSolutions Software Management** section in Central Administration. Then, click **License Management Center** link.
2. Click Download License Information, choose a license type and download the information (Server Code, Farm ID or Site Collection ID).

Download License Information

Download the license type information and send to sales@boostsolutions.com to get license.

**Choose a license type**

Server License  
Server Code: e4c9171bd1aa49cea8903e0a7e0e812643f8360be  
a74459ca3bf6b2e0240f194

Farm License  
Farm ID: {e4c9171b-d1aa-49ce-a890-3e0a7e0e8126}  
Number of Users: 24 user(s)

Site Collection License  
Site Collection ID: 1316fb72-1436-41cf-949d-56ca6020320e Change  
Site Collection: <http://pro-mac>

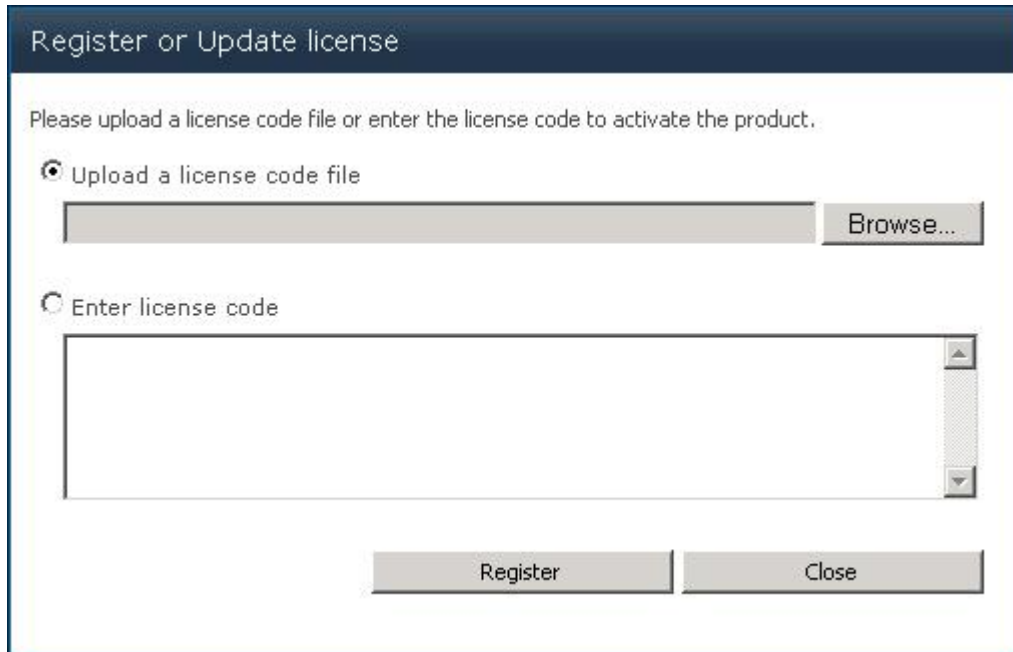
Download Close

In order for BoostSolutions to create a license for you, you need to send us your SharePoint environment identifier (Note: different license types need different information). A server license needs a server code; a Farm license needs a farm ID; and a site collection license needs a site collection ID.

3. Send the above information to us ([sales@boostsolutions.com](mailto:sales@boostsolutions.com)) to generate a license code.

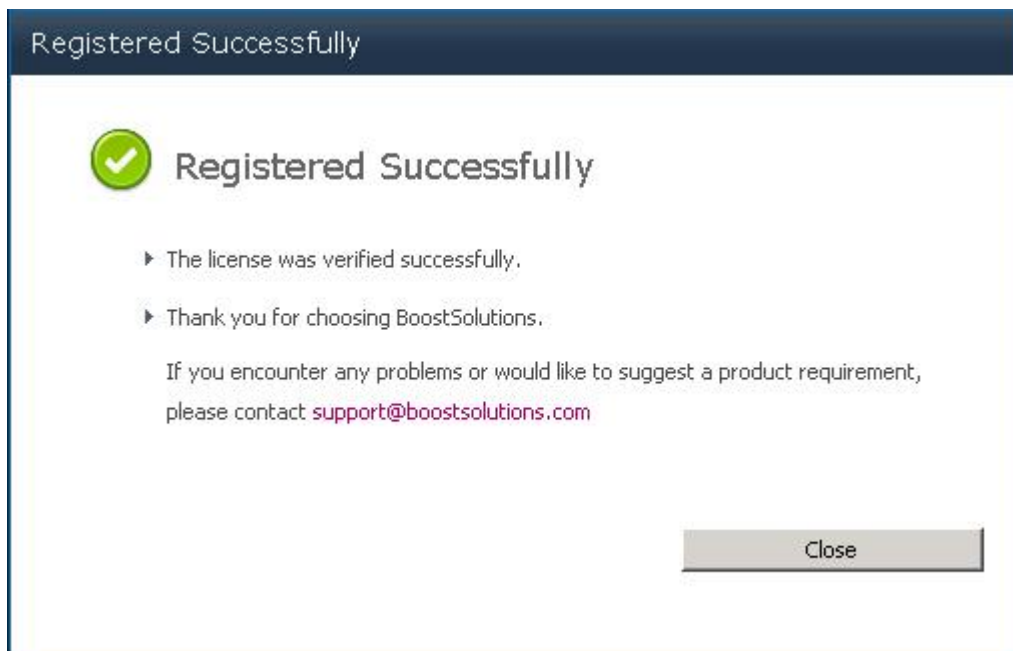
## License Registration

1. When you receive a product license code, enter the **License Management Center** page.
2. Click **Register** on the license page and a **Register or Update license** window will open.



The screenshot shows a dialog box titled "Register or Update license". The main text reads: "Please upload a license code file or enter the license code to activate the product." There are two radio button options: "Upload a license code file" (which is selected) and "Enter license code". Under the first option, there is a text input field and a "Browse..." button. Under the second option, there is a larger text input field. At the bottom of the dialog, there are two buttons: "Register" and "Close".

3. Upload the license file or enter the license code and click **Register**. You will get confirmation that your license has been validated.



The screenshot shows a dialog box titled "Registered Successfully". It features a green checkmark icon in a circle. The main text reads: "Registered Successfully". Below this, there are two bullet points: "▶ The license was verified successfully." and "▶ Thank you for choosing BoostSolutions." At the bottom, there is a paragraph: "If you encounter any problems or would like to suggest a product requirement, please contact [support@boostsolutions.com](mailto:support@boostsolutions.com)". A "Close" button is located at the bottom right of the dialog.

For more details on license management, see the [BoostSolutions Foundation](#).