

Sending a zip file to Martel Accounting

Martel Accounting's email policy blocks zip files. There are two options available for sending us zip files. Option 1 uses Acclipse to send the file to us. If you need assistance with Acclipse or wish to have a free Acclipse account please contact us.

Option 2 is to rename the file extension of the zip file. The file extension of a file is a full stop and then 3 or 4 letters/numbers after a filename. For example, a word file could be called 'HowTo.docx' The .docx is the file extension. A zip file's file extension is .zip. If you add a .old after the .zip you can send the zip file to us via email. We will then remove the .old and be able to access your data.

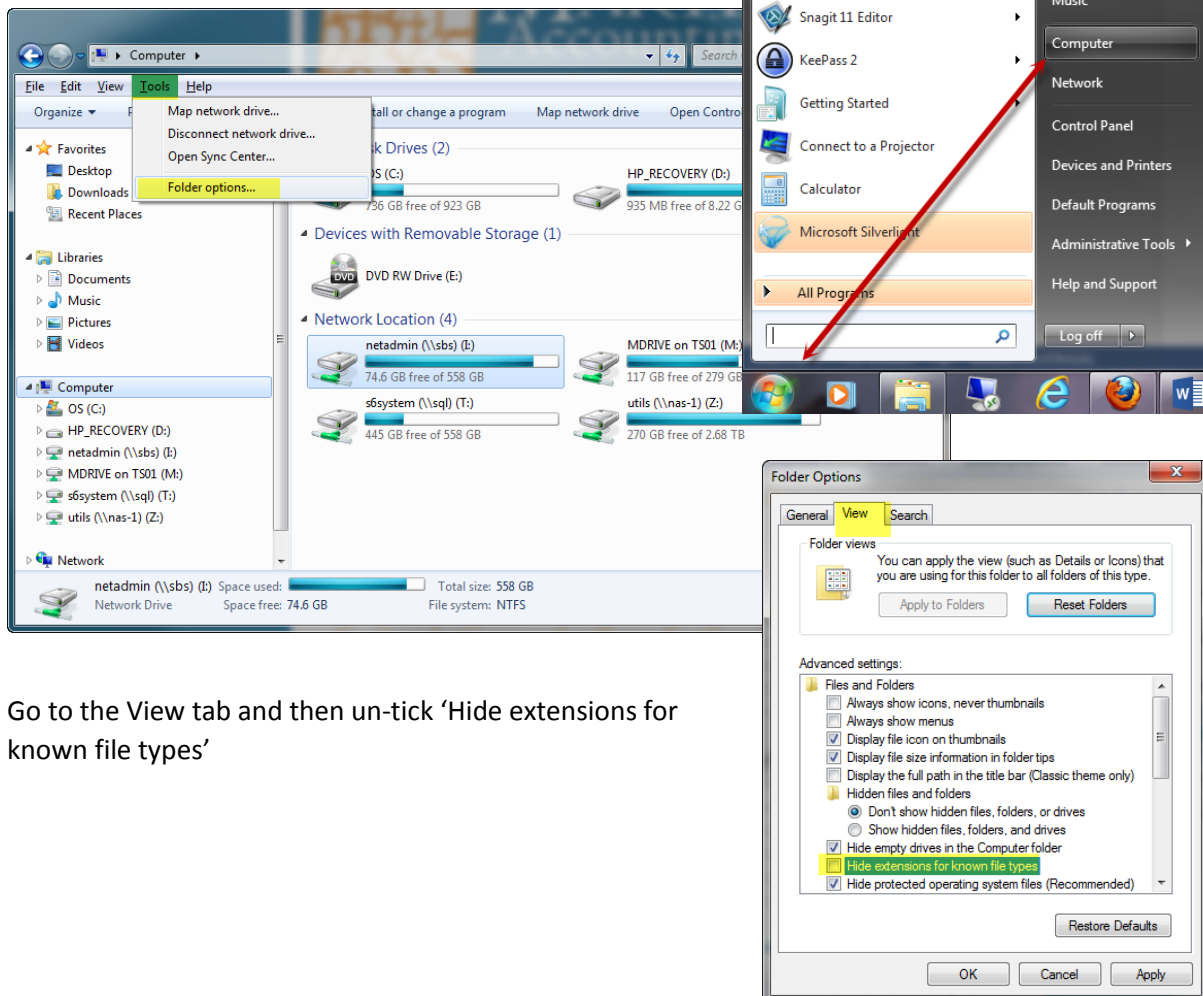
How to do this

To do this you will need to unhide the file extensions and then find your file and add a .old to the end of it (after the .zip).

Unhide the file extensions

Go to 'My Computer' by clicking on the orb or start menu and then Computer.

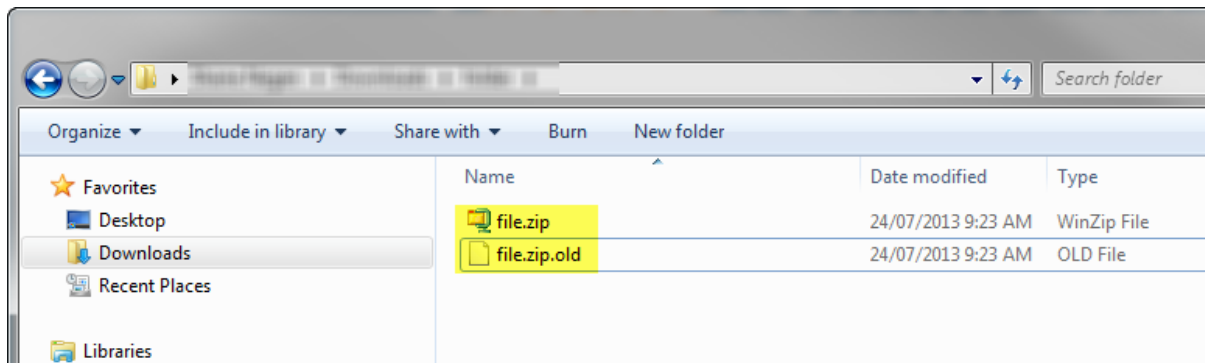
Then hit the ALT key and choose Tools → Folder options...



Go to the View tab and then un-tick 'Hide extensions for known file types'

Change file extension

Now find your file. Right click on it and choose 'Rename.' Then append a .old to the end, after the .zip.



Your file is now ready for emailing to Martel Accounting.

If you prefer to have the file extensions hidden, hit the ALT key on your keyboard, choose Tools → Options. Then choose the View tab and then tick 'Hide file extensions for known file types.'