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1 Create Folder

Folder name

Project Folder /RenamedFiles

2 Extract/Unzip Files

File to extract

Introduction to File and Folder Automation - ...

Destination folder

Select a value

☒ Extract to dedicated folder

Select a value

Extracted contents folder

ExtractedFolder

3 For Each File in Folder

For each

CurrentFile

In folder

ExtractedFolder.FullName

☒ Include subfolders

☐ Skip folders where access is denied

Filter by (ex: \*.xlsx) Select a value

Order by

Name ascending first

3.1 Copy File

From

[CurrentFile] Full Name (includes full path)

To

Project Folder \RenamedFiles

☒ Overwrite

3.2 Modify Text

Text to modify

[CurrentFile] Name

3.2.1 Find and replace text

Search for

CurrentFile.Extension

Replace with

Select a value

☐ Match case

Add Modification Test

Save result as

FilewithNoExtension

3.3 Rename File

File

Project Folder \RenamedFiles\ [CurrentFi

New name

Project Folder \RenamedFiles\ FilewithNoExten

☐ Keep extension

4 Compress/Zip Files

Compressed file name

New Zipped Folder

Content to zip ☐ Files ☒ Folder

Project Folder \RenamedFiles

Select a value

Compressed file

Select a value