



How do I upload / download empty folders?

It is possible to include empty folders in the data that you upload to and/or download from the Data Archive application.

- [How to include empty folders in the upload process](#)
- [How to include empty folders in the download process](#)

Upload:

To ensure that empty folders are included in the data you are uploading, check the **Import Empty Folders** checkbox *before* you click on the **Import Files** button.

The screenshot shows the 'Import Files' dialog box with the following settings:

- Steps: 1. Packaging + 2. Name etc. + 3. Location + 4. Metadata
- Packaging: None
- Compression Level: (info icon)
- Quota Impact: No quotas apply to this upload.
- Import Empty Folders: ☒ (highlighted with a red box)
- Parent Asset: (info icon) [text box]
- Create Parent Asset: (info icon) ☐

Name	Total	Size
testing	2	86.03 KB

Buttons at the bottom: Cancel, Previous, Next, Import Files

For more information on uploading see the [Web application guide](#).

Download:

To ensure that empty folders are include in the data you are downloading:

- check the **Include Empty Namespaces** checkbox when using the [Web application](#). For more information on downloading see the [Web application guide](#).

Download as Archive

Namespaces: /UNSW_UAT_RDS/D23423649/carmel test

Format: ☒ ZIP ☐ TAR ☐ TAR.GZ ☐ AAR ☐ EAAR

Compression Level: 1

Include Empty Namespaces: ☒

Cancel Download as Archive

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Help and further information:

- To learn more about the Data Archive:
 - go to the [Start here](#) page
 - see all [Help Topics](#)
 - see all [Frequently Asked Questions](#) (FAQs)
 - browse through the carousel on the [homepage](#) to view all available videos
- To access the Data Archive Web application, use this [link](#), or, go to the [Home](#) page for other access options
- To create, or update, a Research Data Management Plan go to the [ResData](#) service
- **Note:** the Data Archive service is also available over SFTP, see the [SFTP client guide](#) for more information