



WinZip Basics

WHAT IS A ZIP FILE?

Zip files are “archives” used for distributing and storing files. Zipping files is a way of compressing the data to a smaller size. Since they take up less space, Zip files are great for storing files, for moving several files from one computer to another or for transporting large files. WinZip uses the term "Add" to mean "compress files and add them to an archive". "Extract" means "decompress files in an archive, creating separate files on a disk".

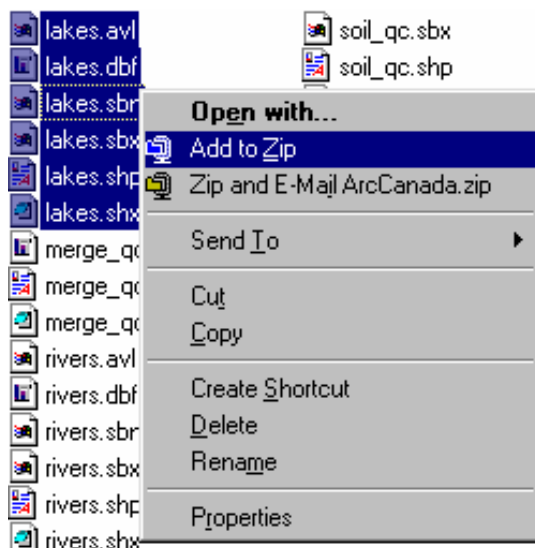
To zip or unzip a file, WinZip must be installed on the computer you are using. If you do not have WinZip on your computer, you can obtain a free version from www.winzip.com

HOW DO I USE WINZIP?

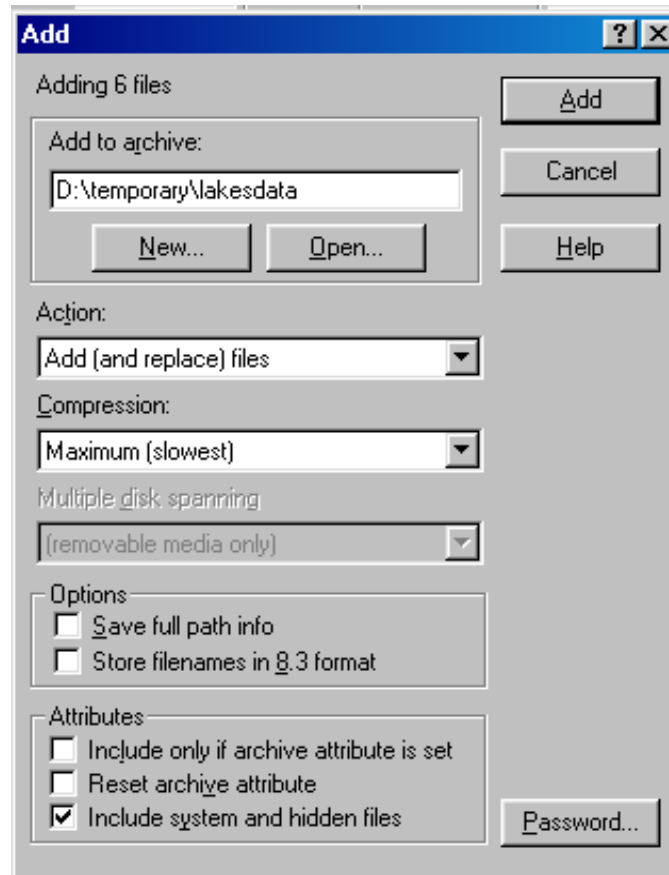
Method #1

To zip (compress) a file:

1. Select the files you want to zip(compress) by highlighting them.
2. Right click on the highlighted files. Choose ‘ADD TO ZIP’.
3. Type in the name you want your file to be called and select ‘ADD’ in the top, right-hand corner of the window.



Your files are now zipped!



Method #2

For this method you need Windows Explorer.

1. With Explorer open, highlight the files you want to zip and drag them to the WinZip icon on the desktop.
2. Type in the name you want to have your new file called and click on 'ADD' in the top right-hand corner.

Your files are now zipped!

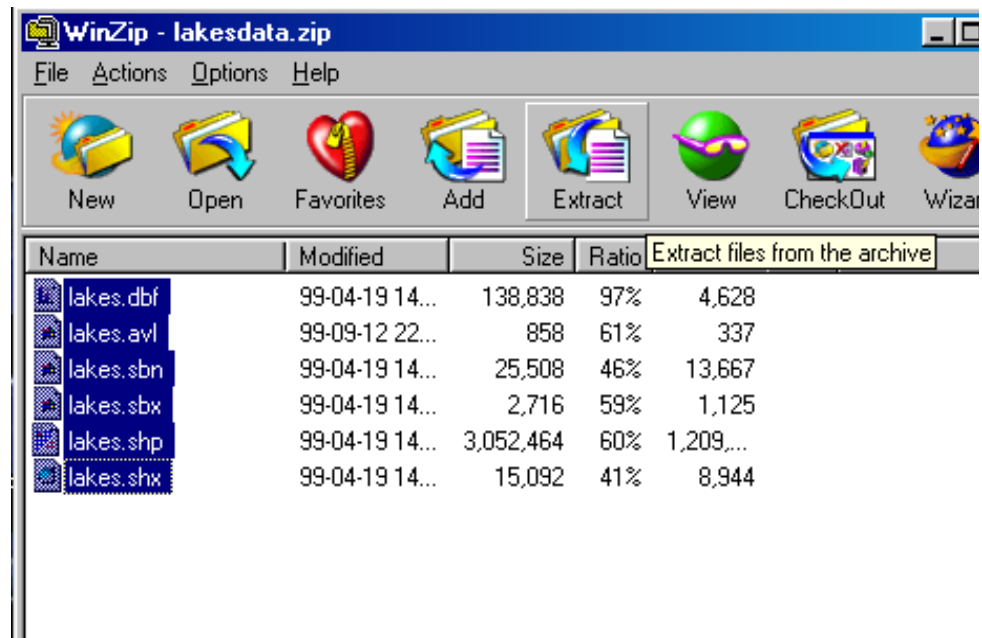
Method #3

1. Double click on WinZip to open the program.
2. Click on 'NEW' in the top, left-hand corner and type in the name you want your zipped file (archive)new folder to be called.
3. Click on 'ADD' in the middle of the tool bar, and select the files you want to zip from the appropriate directory by highlighting them.
4. Click on 'ADD' in the dialog box.

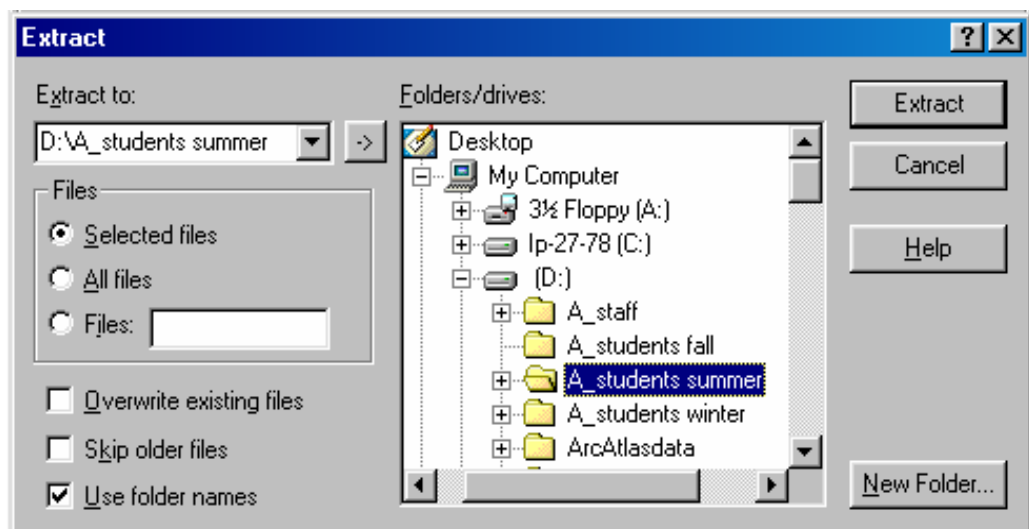
Your files are now zipped!

TO UNZIP (DECOMPRESS) A FILE:

1. From the desktop, double click on WinZip to open the program.
1. With WinZip open, select the files you want to unzip (decompress).
2. Click on 'EXTRACT', found on the toolbar at the top of the window.



3. Choose the directory you want to send the decompressed files to and then select 'EXTRACT' in the top, right-hand corner of the window.



Your files are now unzipped

If you require more detailed instructions, see the tutorial under the HELP menu in WinZip.