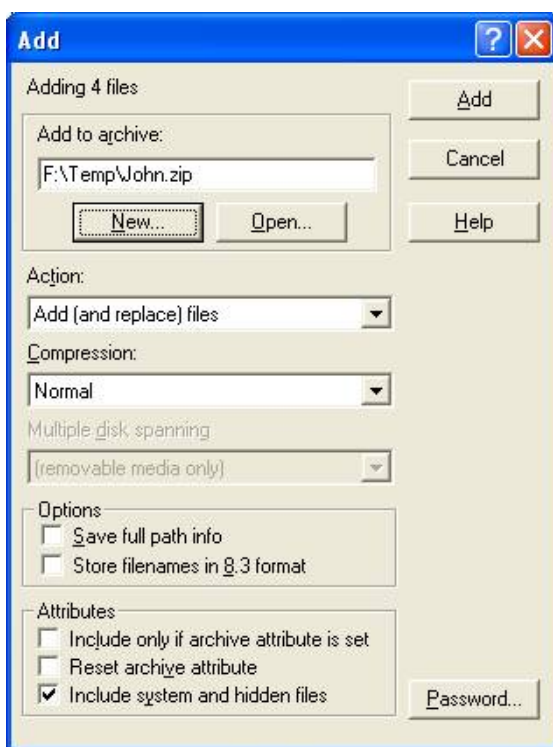


How to use WinZip

Think of a Zipped file as an archive where one or more files are stored in a compressed state. The purpose of Zipped files is to save space on the drive and to save time in file transferring. Zipped files take the form of “username.zip.” After the WinZip program is installed it can be used directly or Windows Explorer can be used. Personally I like Windows Explorer method the best. Here is how it works.

To Zip (add files to an archive)

1. In Windows Explorer highlight the files you want to compress into an archive and do a right click.
2. In the drop down menu box that appears choose Add to Zip and the Add window will appear.

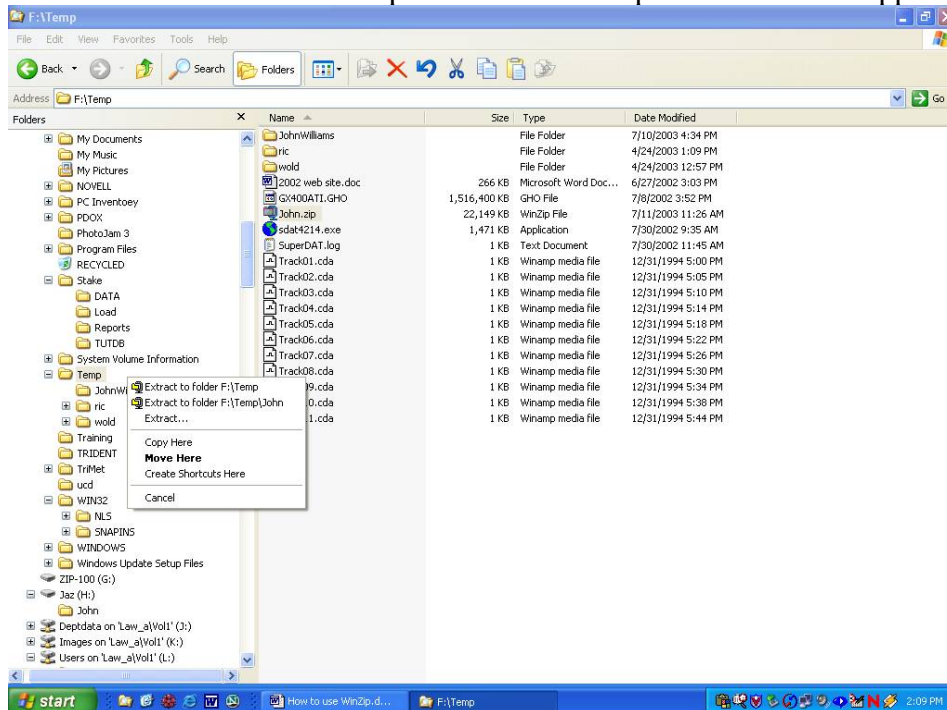


3. In the Add to archive section put the name and path of the Zip file you want the highlighted files stored in. If it exists choose Open and selected it and choose Open. If it does not exist choose New and give it a name and path and choose OK. Either way it will bring you back to the Add window where you choose Add.
4. Close the WinZip window and you are done.

To Unzip (extract files from and archive)

In Windows Explorer There are two ways to expand a zip file.

1. Right click and drag the zip file onto the folder where you want it extracted and choose one of the extraction options from the dropdown menu that appears.



2. Right click on the zip file and choose one of the extraction methods that appear in the dropdown menu.

