

## **CREATING AND SENDING ZIPPED FILES SIMPLIFIED:**

WinZip allows you to create self-extracting archives---or in other words, Zip archives that decompress themselves.

1. First, create a new Zip archive(zipped file). (Click New, name the archive, then add files to it by clicking ADD and locating and selecting a file.) Next, open the archive and select "Make .EXE File" from the Actions menu in the Classic interface.

2. In the window that opens, you can set a default folder for the self-extracting file to send files once they're unzipped (such as C:/temp) by entering the path in the "Default 'Unzip To' folder" text field, or you can simply leave it blank.

3. You can also span the .EXE file across multiple diskettes by checking the radio button in front of "Safe spanning method," or you can just create the self-extracting archive by clicking OK. Now you have a zipped archive you can send to your friends. All they need to do is double-click to extract the files.

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## **SEND ZIP FILES OVER EMAIL**

Version 8.0 of WinZip lets you easily compress and email any file on your system. Right-click the file you'd like to send and select "Zip and E-mail (filename).zip" from the pop-up menu. WinZip will automatically compress the file and create a blank email message that you can address and send via your default email client. After you've sent the message and the attached file, WinZip deletes the unneeded Zip archive.

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