

## WHY ZIP A FILE?

Zipping a file creates a compressed version of the file that is considerably smaller than the original file.

The zipped version of the file has a .zip file extension. For example, if you zip a Microsoft Office Word document called FILENAME.doc that is 6.5 megabytes (MB) in size, the file created, FILENAME.zip is reduced to 2.5 MB. File types that are reduced the most as a result of zipping are text-oriented file types, such as .txt, .doc, .xls, and graphics files that use non-compressed file types such as .bmp. Some graphic files, such as .jpg and .gif files, already use compression; therefore, the file size is reduced very little by zipping. Also, a Word document that is full of graphics files does not get reduced as much as a document that is mostly text.

## ZIP OR UNZIP A FILE

1. You save storage space. Zipping large files can save up to 80 percent or more in hard disk space.
2. Smaller file size drastically reduces e-mail transmission time.
3. The smaller file size of e-mails that you want to keep is useful if your mailbox has a space limit.
4. Many zip utilities allow you to encrypt files to protect sensitive data, especially when you send it in e-mail.
5. You can send and receive e-mail attachments, such as .exe files, that would otherwise be blocked by Outlook for security reasons.
6. Many zip utilities support disk spanning, which means when you create a .zip file on a removable disk and run out of disk space, the utility prompts you to insert additional disks as needed and then continues the process.
7. Many zip utilities allow you to create a self-extracting archive. These are archives that compress and package the files that you specify as an executable (.exe) file. When you click the executable file to open it, the .exe has the ability to extract the files from within itself and produce the original files.

Note: By default, .exe attachments are blocked by Outlook.

## WHO MAKES ZIP UTILITIES?

There are a number of excellent zip utilities available that have good Help systems and supporting Web sites, including the following: ArchiveXP, PentaZip, PicoZip, PKZip, PowerArchiver, StuffIt, and WinZip.

If you are not sure which utility to use, most programs offer a 30-day limited trial period where you can download and try the utility for free.

**Important** Some zip utilities have both a "classic" interface and an easy to use "wizard"

interface. Most come with a Help system in addition to FAQ articles and other guides on the software vendor's Web site.

### **Integration with Windows Explorer**

After they are installed, many zip utilities integrate with Windows Explorer in Microsoft Windows XP so that when you right-click a file, zip commands are available on the shortcut menu.

### **ZIP A FILE**

To create a .zip file, right-click a file, such as *Government Proposal.doc*, and then click a command on the shortcut menu, such as *Add to Zip file* or *Add to Archive*, to create *Government Proposal.zip*. Often the zip utility shortcut menu also includes a command such as *Configure* or *Options* to access the zip utility's option settings.

### **UNZIP A FILE**

To unzip a file, right-click the file, such as *FILENAME.zip*, and then click *Extract* on the shortcut menu.

### **Integration with Outlook**

Most zip utilities work with Outlook to facilitate sending and receiving attachments as .zip files.

Send a zipped attachment

If you want to send an attachment, such as a .zip file, do the following:

In Outlook, open a new message.

Click in the body of the message, and then click *Insert File*

Do one of the following:

If the .zip file, such as *FILENAME.zip*, already exists, double-click the file to insert it into the message.

If the .zip file doesn't exist, right-click the file that you want to zip, such as *FILENAME.doc*, and then on the shortcut menu, click the zip utility's command for sending a .zip file in e-mail. Doing this converts the file to a .zip file, such as *FILENAME.zip*, and inserts it into the message.

Compose your message, and then click *Send*.

### **Send all attachments as .zip files automatically**

If you want to attach a regular file, such as *FILENAME.doc*, in the usual way and always have it sent as *FILENAME.zip*, you can configure most zip utilities to do this automatically. See the utility's option settings and documentation.

**Important** If you don't want attachments to be automatically zipped, turn off that setting in the utility. If the behavior persists, make sure that you not running another zip utility or add-in program. On the *Tools* menu, click *Options*. On the *Other* tab, click *Advanced Options*. In the *Advanced Options* dialog box, click *COM*

Add-Ins. In the Add-Ins available list, check to see if there is a utility that is causing the behavior. If yes, clear the check box next the utility name to disable it or click the utility, and then click Remove.

### **Open a zipped attachment**

To open a zipped attachment, double-click the attachment.

In the Opening Mail Attachment dialog box, if you click Open, the zip utility automatically unzips the file for you if the utility is configured to do that; typically this is the default setting.

If you click Save, you can save the .zip file to the location that you want by using the usual Windows Save As dialog box.

### **Compressed folders in Windows XP**

Windows XP has basic built-in zip capability so that you can compress files by using the Compressed (zipped) Folder feature. Folders compressed by using this feature are identified by a zippered folder icon.

You can either create a compressed folder, and then move or copy the files to that folder to compress them, or you can right-click a file, point to Send on the shortcut menu, and then click Compressed (zipped) Folder.

Compressing folders by using the Compressed (zipped) Folder feature does not decrease your computer's performance. Compressed folders can be moved to any drive or folder on your computer, and you can work with a compressed folder and the files or programs that it contains just as you would an uncompressed folder.

You can open files directly from compressed folders, or you can extract files before opening them.

**Note** You can run some programs directly from compressed folders, without decompressing them. However, to run programs that are dependent on other files, you must first extract them.

You can send a compressed folder in e-mail by clicking E-mail this file in the File and Folder Tasks pane.

If you use the Windows "classic" view, you can right-click the file, point to Send To on the shortcut menu, and then click Mail recipient.

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