

## ARCHIVING FILES

(Creating a ZIP file)

1. Bring up the WINZIP program.
  2. Click FILE...NEW.
  3. In the top box, locate the folder to which you wish to save the new archived file.
  4. Give the new archive being created a name. Click OK
  5. Click ADD, locate the file you wish to add to the archive.
  6. Locate and ADD other files you wish to include in this archive.
  6. When all files have been added, click FILE and CLOSE ARCHIVE.
- The new archived file will be located in the folder you selected in step 3 and it will now have a .zip extension.

This is an excellent way to send large files to someone using dialup. It reduces the size of the file greatly taking less download time for the recipient.

The recipient must have the Winzip program on his/her computer in order to decompress (unzip) the archived file. It can be downloaded as shareware from [www.winzip.com](http://www.winzip.com)

## UNZIPPING FILES

**(Files with the extension .zip have been compressed and must be unzipped to be viewed)**

1. **Doubleclick the .zip file. This will bring up Winzip if it is on your computer.**
2. **Select one file and click view if you wish only to view the file.**
3. **Select one or all files to be saved on your hard drive and click EXTRACT.**
4. **Browse to locate the folder in which you wish to store the unzipped files.**
5. **Click EXTRACT. The unzipped files will be stored in the folder selected.**
6. **Close Winzip.**
7. **Rightclick START...click Explore. Locate the folder in which you stored the unzipped files.**
8. **Doubleclick the file and if you have a program that can open a file with this new extension, it will open the file.**

**Note: Windows XP has a built in unzipping program**

**To extract files from a zipped compressed folder in Windows XP**

1. Open [My Computer](#), and then locate the compressed folder.
2. Do one of the following:
  - o To [extract](#) a single file or folder, double-click the compressed folder to open it. Then, [drag](#) the file or folder from the compressed folder to a new location.
  - o To extract all files or folders, right-click the compressed folder, and then click **Extract All**. In the Compressed (zipped) Folders Extraction Wizard, specify where you want to store the extracted files.

- To open My Computer, double-click the **My Computer** icon on the desktop.
- You can identify compressed folders by the zipper on the folder icon.
- If the file is protected with a password, you must provide the password before the file can be extracted to the folder you specify.
- When you extract a file, a compressed version remains in the compressed folder. To delete the compressed version, right-click the file, and then click **Delete**.
- When you extract a file from a compressed folder that is password protected, the extracted file is no longer protected.

### **To add files to a zipped compressed folder using Windows XP**

1. Open [My Computer](#), and then locate the compressed folder.
  2. [Drag](#) files to the compressed folder to compress them.
- To open My Computer, double-click the **My Computer** icon on the desktop.
  - Double-click programs and files in compressed folders to open them.
  - You can identify compressed folders by the zipper on the folder icon.

NOTE: Installing a different compression program to Windows will remove Compressed (zipped) Folders from the right-click menu choices and replace it with the new compression program's icon e.g. Winzip.

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