ZIPand UNZIP

A file with the .zip extension indicates this file has been compressed (archived or zipped) Before the file's contents can be used, the file must be unzipped (uncompressed).

Most files available for downloading have been compressed, or 'ZIPPed', so they'll download faster for you. A ZIPPed file can be easily recognized since its actual filename will end with a .ZIP extension. For example, NEWFILE.ZIP.

A single .ZIP file may contain only one file, or it may contain dozens of separate files, which is why you'll often hear the process referred to as 'extraction' or 'decompression'. Generally, the terms are interchangeable.

You have several unzipping options available. IF using Win XP, there is an unzipping program built in. AOL and some other ISPS have an unzipping program built into their program. And one can add an unzip option right to the zipped file so it can unzip itself. Many downloaded program have this option so that although the program files are all zipped, when you doubleclick to install, it first unzips the file and extracts the files within.

Two unzipping programs commonly used prior to Windows XP were Winzip, PKUnzip .

Installing Winzip and extracting files:

1. Once you've downloaded the Winzip program to your desktop, doubleclick it to install it.
2. During the install process it will create a folder in your Program Files folder for itself and will extract its many files to that folder, create an icon and put it on your desktop and will associate itself with any .zip files that are presently on your computer and any .zip files that are stored in your computer in the future.
3. During installation it will ask you to choose to use the unzipping or Classical View option to use. Always select the Classical View.
4. When you download a .zip file to your computer, just locate and doubleclick that file and Winzip will pop up. You will see a list of files contained in the zipped file.
5. You may select to View the files one by one by clicking one of the files and selecting VIEW. Or you may press CTRL + the A key to select all the files and extract all of them to the same folder where you SAVED the downloaded.zip file. Or you may extract the files to any other folder of your preference that is on your computer. For instance, you may download the zipped file you received attached to an email to your desktop, but when you extract the files, if they are pictures, you may select to EXTRACT (save) them to your My Pictures folder. Once extracted the files will have the extension of the program in which they were created such as .doc, .tif,.wks, .jpg etc.
6. To open one of these extracted file, locate the folder in which they were placed when extracted, scroll down to the particular folder you wish to open and doubleclick it.
7. The program associated with the extension of that file will pop up and open the file immediately

Revised 5/30/2009 JMM