

Compressed Files

XP has a zip/unzip program built into it but if you're using Win9x or ME, you'll need a program such as Winzip to unzip and extract files that are sent to you as .zip files.

Windows XP Archive

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**.

Zip a file in XP

To create a .zip file, right-click a file, such as Government Proposal.doc, and 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 in XP

To unzip a file, right-click the file, such as Government Proposal.zip, and then click **Extract** on the shortcut menu. You may extract the files to the same folder where the original .zip file is located or extract the files to a different folder of your choosing.

Using the Winzip Program

Download the WINZIP Program

Using your WWW browser, go to <http://www.winzip.com> (the WinZIP home page). This is a shareware program and after trying it for its lengthy trial period, you will be asked to pay for it or to uninstall it.

Locate the WINZIP.zip file in the folder to which you downloaded it. Doubleclick the file Winzip.zip and it will unzip and install itself. During installation you will be asked to select a preference of using the Winzip WIZARD or Winzip CLASSIC to unzip compressed files. It is recommended that you select WINZIP CLASSIC.

Using Winzip

Double click a file with the .zip or .mim extension and Classic Winzip will bring up a list of the files in the compressed file. Select one of the files and click VIEW to see it. Select one or all files and Click Extract to move the files to a folder of your choice. Example: Photo files can be extracted directly to your my C:\DOCUMENTS\MY PICTURES folder.

Note: After unzipping a compressed file, you still must have a program on your computer that can open a file in the format that the file was saved. Example: Imaging, a program built into

Windows 95 & 98 will open most picture files. A .bmp can be opened using the Windows program MSPaint. To open a .pdf program you must have Acrobat Reader. To open a .pps you must have MS Powerpoint. Therefore, if you see a file in the list of files from a zipped file and it has the extension .pps and it doesn't open when you click on it, but instead you get the OPEN WITH box, it probably means you do not have the MSOFFICE program Powerpoint in your computer. You can download viewers to open nearly any program you receive by going to www.microsoft.com and search for VIEWERS.

CREATING AND SENDING ZIPPED FILES:

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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