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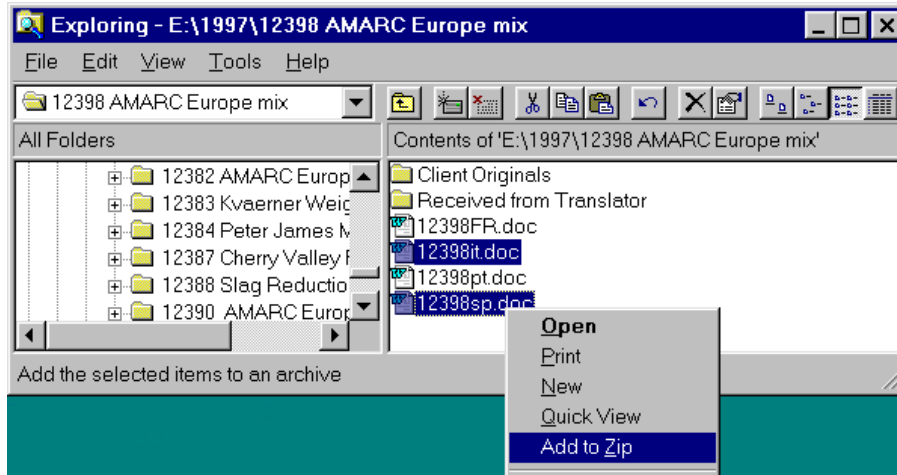


Compress (zip) files with WinZip

Guide to

WinZip compresses files, which means less time transmitting them over the Internet and therefore saves money and your valuable time! You should use it if you have to send very big files or if you want to send multiple files together.

Open Windows Explorer or File Manager and go to the location where the file(s) you want to compress are located. Select the particular file(s) you want to compress (In this case **12398it.doc** and **12398sp.doc**) by clicking on them.



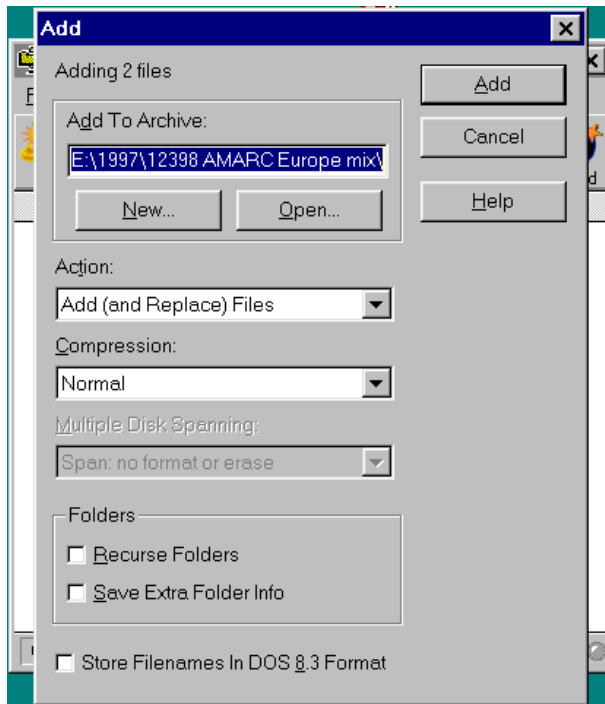
By selecting a file and then keeping the **Ctrl** key pressed down and clicking on a different filename you can select more than one at a time. This allows you to compress them together into one WinZip archive – this is handy if you are sending more than one file to someone via the Internet or if you are trying to fit them onto a floppy disk.

If you want to compress an extra file which is not located in the same folder follow these steps and then go to the section **Adding or deleting a file within a zip file** below.

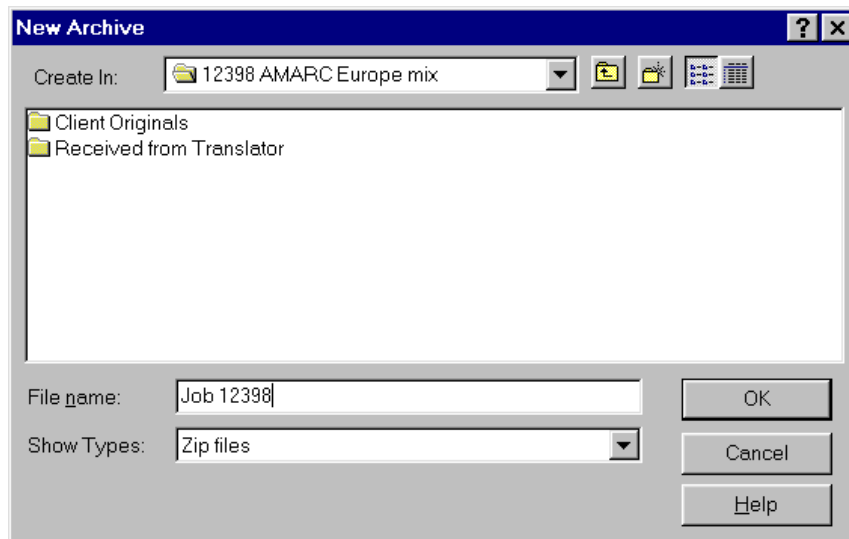
Over one of the selected files, click with the right hand mouse button. A little menu then pops up. Select **Add to Zip**. Click on **New** – this creates a new WinZip or 'zip' archive which will contain the file(s) you have selected.

Zip archives or files have the extension **.zip** and look like this in Windows Explorer:



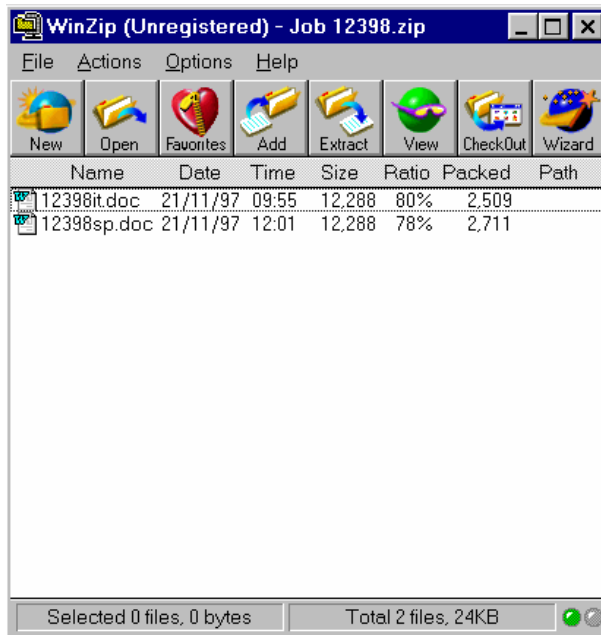


WinZip asks you where to save the zip file (In **Create In:**) and what to call it (In **File name:**):



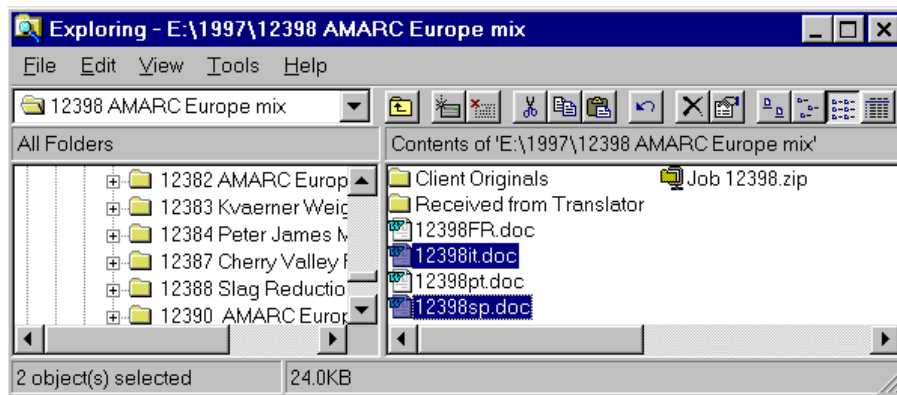
WinZip always creates the zip file in the same folder as your selected files. If you want to change this, select your new destination in the **Create In:** box. Type in the name you want to call the zip file (In this case **Job 12398**) and click on **OK** or press **Return**.

WinZip then returns to the **Add** dialogue box. Click **Add**.



The file(s) will now have been compressed into a new zip file (Called in this case **Job 12398.zip**): You will notice that in this case the files have been compressed by up to 80%, which will mean a lot shorter transfer time over the phone.

You can then exit WinZip and you'll find that the zip file is waiting for you in Windows Explorer:



Now you can send it off as an email attachment or as a modem transmission.

Adding or deleting a file within a zip file

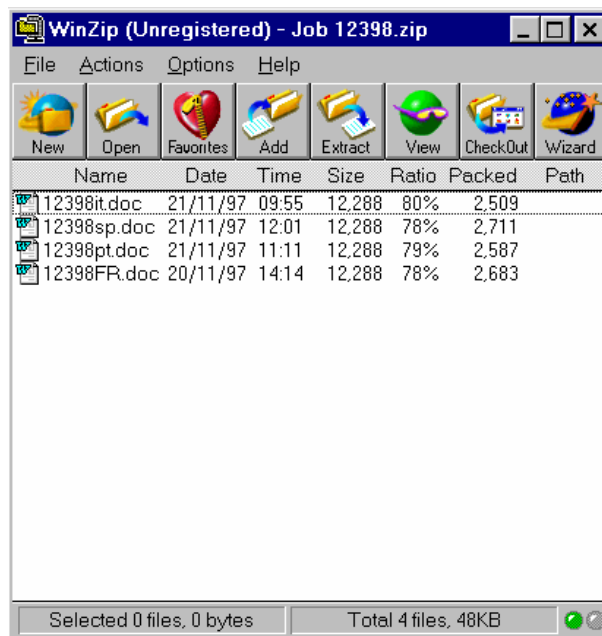
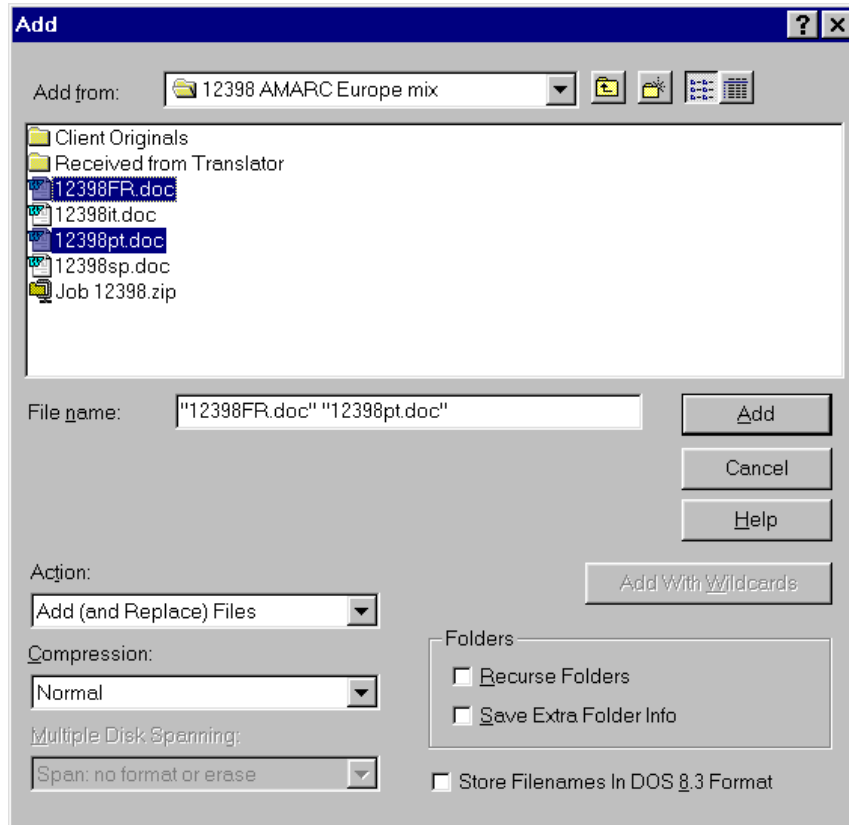
If you have already created a zip file and you want to add another file to it, do the following:

Find the zip file you want to change in Windows Explorer and double-click on it. This will open it. Click on **I Agree** if you have to.

To **add** a file or files click on the **Add** icon:



Go to the location of the file(s) you want to add through the **Add from:** box if you are not already in the correct folder. Select the file(s) you want to add to the zip file and click **Add**.

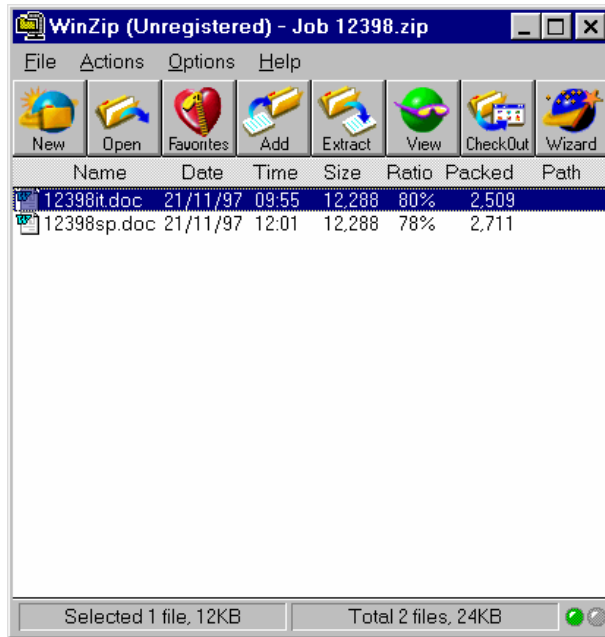


The files have now been added.

Alternatively in Explorer you can drag and drop the files to be added straight onto the zip file itself.

You can also open the zip file and then drag and drop the files straight from Explorer onto the WinZip window.

To **delete** a file from within a zip file follow the steps above to open it.



When the contents of the zip file appear, to remove a file highlight it and press the **Delete** key.

You are then asked what you want to delete – in this case **Selected Files**.

Click on **Delete**. In this case only **12398sp.doc** will remain within the zip file.