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Extract (unzip) files with WinZip

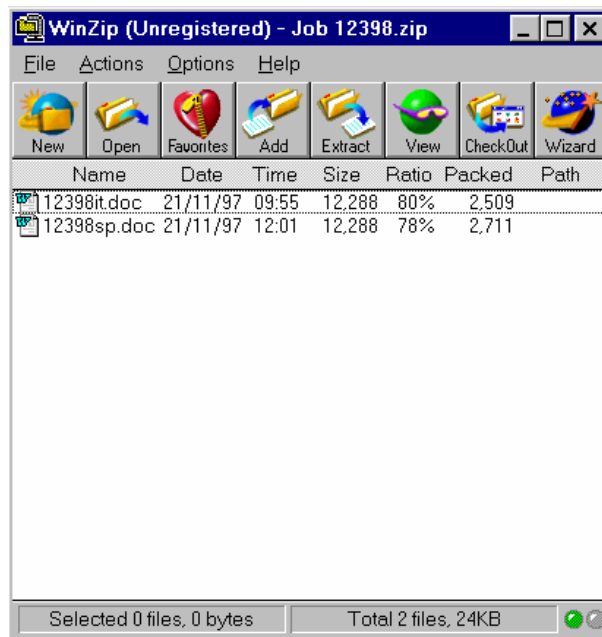
Guide to

WinZip compresses files which means less time transmitting them over the phone/Internet and therefore saves money and your valuable time. It also means less time for you to download them to your computer.

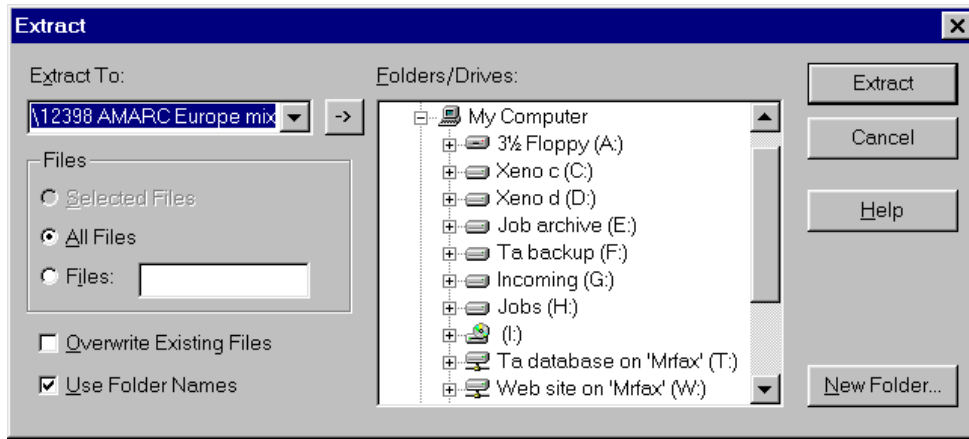
Open Windows Explorer (or File Manager) and go to the location where the zip file you want to extract from is located. Zip files or archives have the file extension **.zip** and their icon looks like this:



Double-click on the file to open it. In this example it's **Job 12398.zip**. Click on **I Agree** if you have not yet registered your copy of WinZip. A window then appears, displaying the contents of the zip file.



Click on the **Extract** button.



If the location displayed in the **Extract To:** box is not the location to which you wish to unzip your files, choose a different location in the **Folders/Drives:** box. Clicking on the little 'plus' signs reveals the folders lower down the hierarchy. Click on the **Extract** button and your files will now be unzipped and extracted to your chosen location.

If you only want to extract one or only a few of the files in a zip file, highlight them before clicking on the **Extract** icon, make sure **Selected Files** is selected in the **Files** box before clicking the **Extract** button.

The unzipped files are now waiting in the folder you specified, ready to be opened and edited.