

## WinZip — compressing files

WinZip is archive software which compresses and reduces the size of certain types of files to a percentage of their original size – this process is known as zipping files. A zip file is often known as an archive, and it can contain one or more files.

You may encounter zip files when downloading files from the internet; files are often zipped to enable smaller file sizes and faster download times. If you do not have WinZip on your home PC see section 5 of this guide.

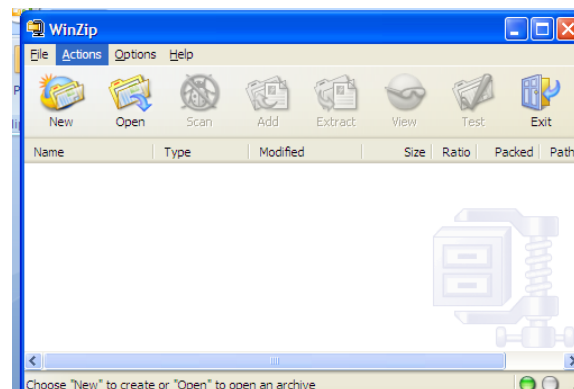
### 1. Accessing WinZip

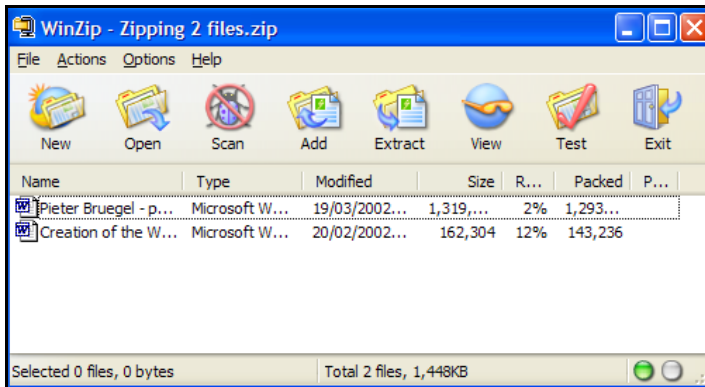
- Click on the Windows **Start** menu, select **All Programs** and click on **WinZip 9.0**



### 2. Creating an archive file

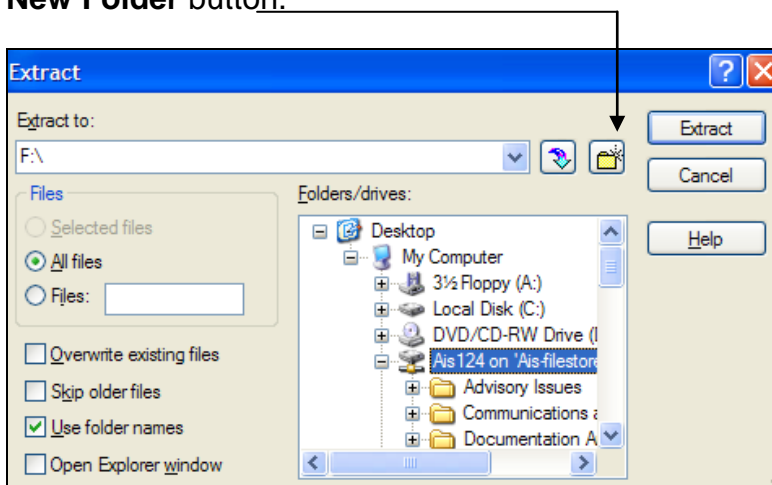
- Open the program from the **WinZip icon** on the computer desktop, or via the Start menu.
- Click on the **New** button in the toolbar.
- Browse to the drive you wish to save the archive file, for example your A: drive, and type a file name for the archive you want to create. Click on the **OK** button.
- The Add file dialog box should be displayed. Locate the file/s for archiving, select them with the mouse and click on the **Add** button to add the file(s) to the archive. You may select more than one file by holding down the **Ctrl** key while clicking on relevant files.
- You can return to this dialog box to add more files by clicking on the **Add** button in the main WinZip window.
- The archive is now created, and it should look something like the diagram overleaf. It will be saved automatically when you exit WinZip.





### 3. Extracting an archive file?

- Open **WinZip** and click on the **Open** button.
- Locate and select the relevant archive file via the **Open Archive** dialogue box, and click on the **OK** button.
- The name(s) of the original file(s) will now be listed in the WinZip window.
- Select the file(s) you wish to extract and then click the **Extract** button on the toolbar. Note: to select all of the files you can choose the **All files** option within the Extract window.
- In the Extract window browse to the drive/folder you wish to extract the files to, e.g. the network drive - F: , floppy disk drive – A: or Zip drive - D:.
- If you want to create a new destination folder at this stage click on the **Create New Folder** button.



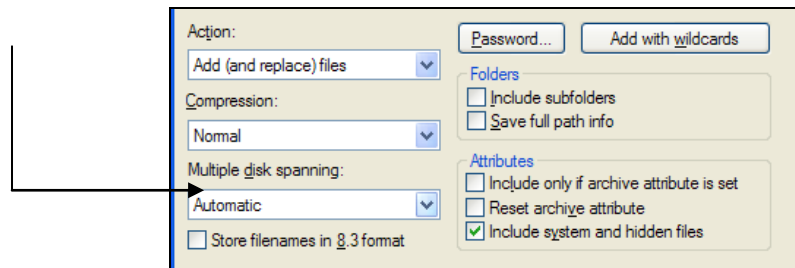
- Click on the **Extract** button on this window to save the files from the archive into the selected folder. Close **WinZip**.
- Use Windows Explorer to confirm that the file has inflated and appears in its correct location.

## 4. Spanning disks

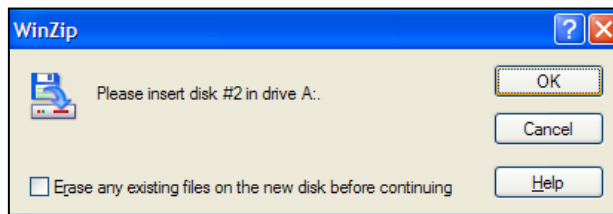
If your zip file is still too large you can use the spanning facility to fit the required files across a number of storage formats.

To ensure that the Spanning feature is available you must create the zip file on the A: drive.

- Create a zip file as outlined in Section 2 of this guide.
- In the Add dialog box ensure that the **Multiple Disk Spanning** section is set to **Automatic**.



- Locate the file/s you wish to copy to the disks.
- WinZip will ask you to insert other disks as appropriate – see below.



WinZip asks for the second disk to be inserted. Then click on **OK** to proceed.

## 5. Extracting the contents of multiple spanned disks

- Open **Windows Explorer** and insert the first disk into the A: drive (if you insert your disks in the wrong order Explorer will tell you).
- Double-click on the archive file name and WinZip will open; listing the contents of the zip file.
- You can select all or just some of the files in the archive. Make your selection and click on the **Extract** button on the WinZip toolbar.
- Select an appropriate drive/folder as the destination for the contents of the archive, and click on the **Extract** button in the dialog box.
- WinZip will prompt you for inserting and removing disks as it works through the extraction process.
- Use Windows Explorer to check that the process has worked.

## 6. Making a self-extracting archive — an exe file

If you do not have access to WinZip on your home PC you will not be able to re-inflate an archive file. However, WinZip allows you to create a self-extracting archive – once you open the archive on your home PC the files in the archive will be automatically extracted.

- Create a zip file as outlined in Section 2 of this guide.
- With the zip file still open, and its contents listed on-screen, select **Make .Exe File** from the **Actions** menu.
- A WinZip Self-extractor box is displayed. Click the **OK** button.
  - A message will appear asking if you would like to test the exe file. Click on the **No** button and then click on the **Close** button to remove the dialog box from the WinZip screen. Close the WinZip application.
- Now open Windows Explorer and locate the .exe file. Copy the .exe file to a floppy disk to take home.

## 7. Extracting the contents of the Exe file

- Open **Windows Explorer** and locate the **.exe** file. A dialog box will open, requesting the location of the destination folder – use the **Browse** button to select the correct drive/folder. Click on the **Unzip** button and then close the box. The contents of the .exe file will now be listed in the Explorer window.

Note: It is also possible to use the Disk Spanning facility when making an .exe file. The WinZip Self-extractor box has a section called **Spanning Support** - select the **Safe spanning method**, and WinZip will prompt you accordingly.

