

Creating a "Zip" file

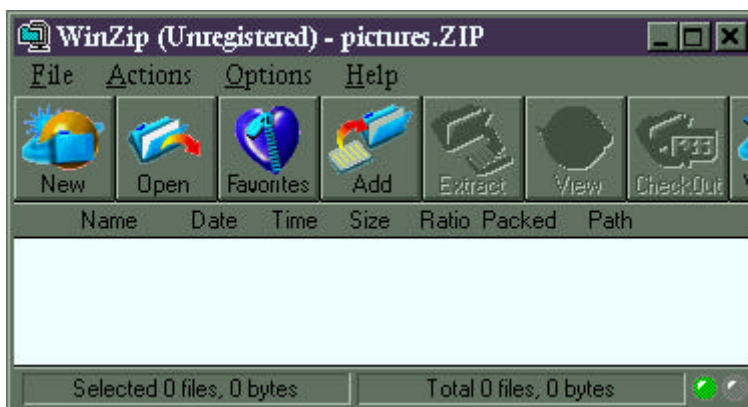
1. Open Winzip and click "New".



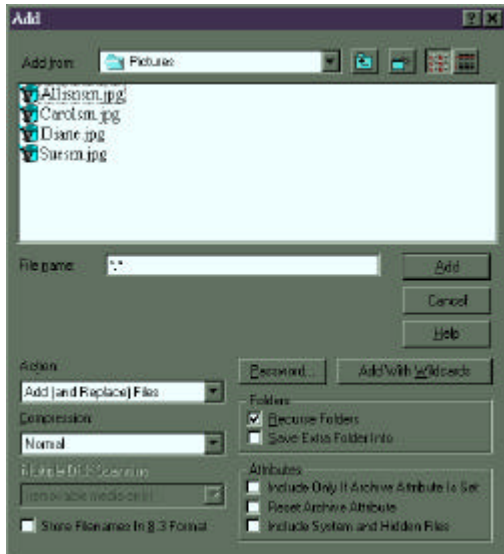
2. Select a folder in which to create and save your new archive (zip file). Your "Temp" folder is OK. Give your file a name; "pictures", for example. Click OK.



3. When the Winzip window reappears, click "Add".

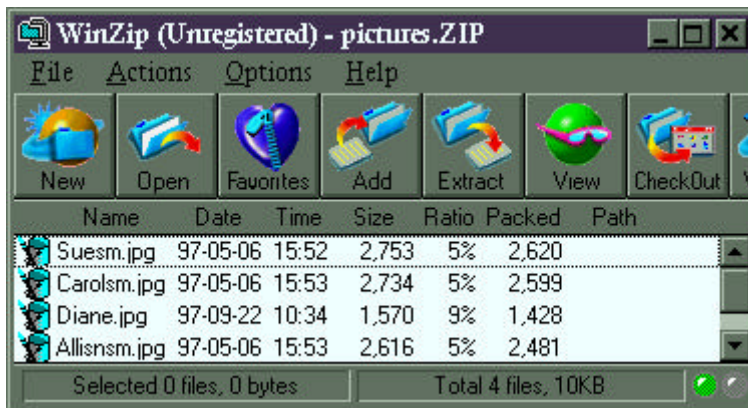


4. In the "Add from:" box, locate the folder where your pictures are. In this case, I created a folder on my hard drive called "Pictures", and saved my pictures there.



You can choose to add any or all of the pictures; if you want only selected pictures, use your mouse and Control or Shift keys to add them; the names will appear in the "Filename" box. If you want to add all of the files, simply accept the "*.*" in the "Filename" box; this indicates that all files are selected by default. When you are ready, click "Add".

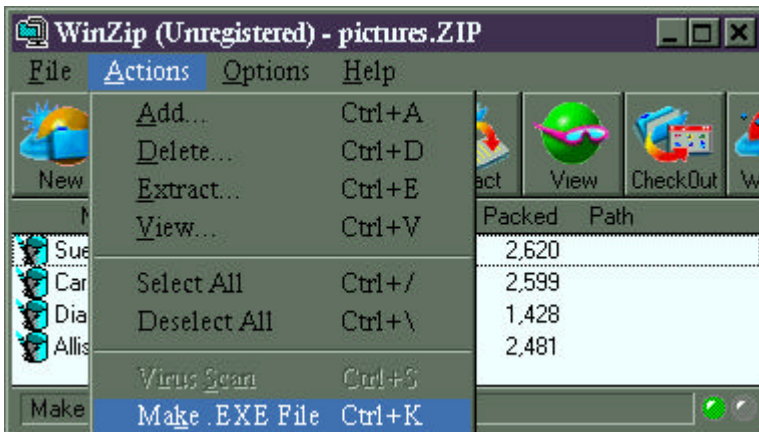
5. The Winzip window will reappear, with a list of the files you have "zipped".



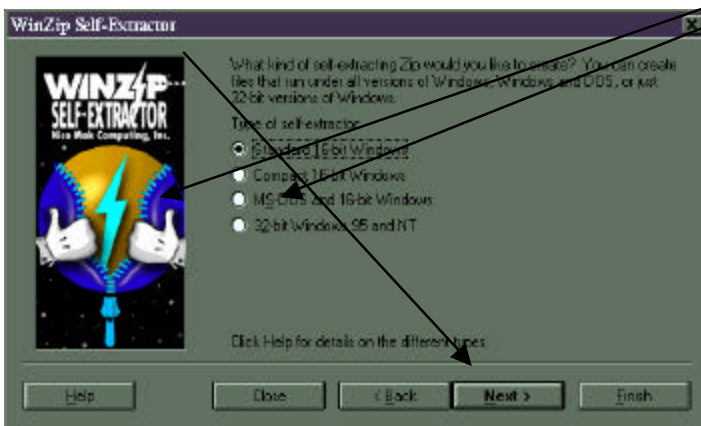
At this point, you can leave Winzip open if you want to create an "Exe" file, or close it if you don't. Your "Zip" file has now been created and saved in the folder you designated earlier.

Creating an "Exe" file

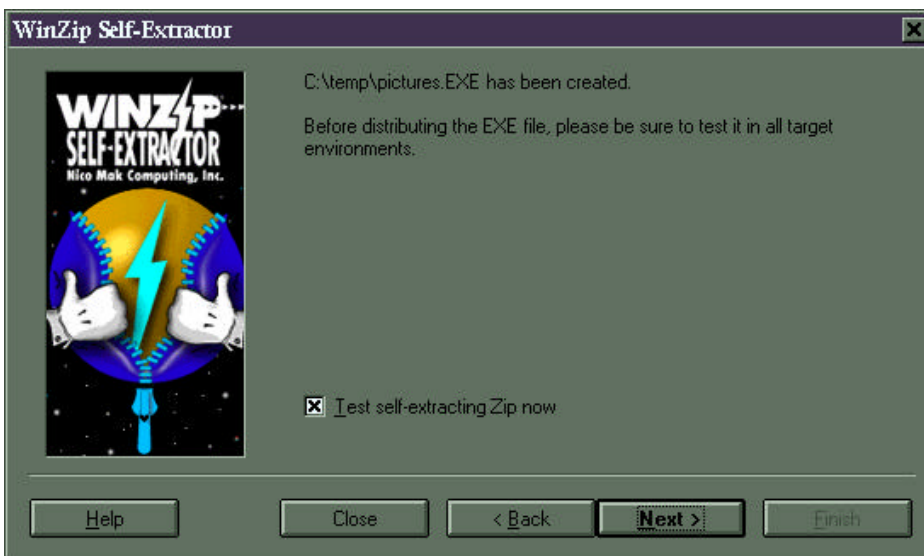
Let's continue to use the "Pictures.zip" file you just created, and we'll make a self-extracting "Exe" file from it. Click on "Actions", then on "Make Exe file" (this option was added when you installed "Winzip Self-Extractor").



Continue to click the "Next" buttons, until you get to the following screen:

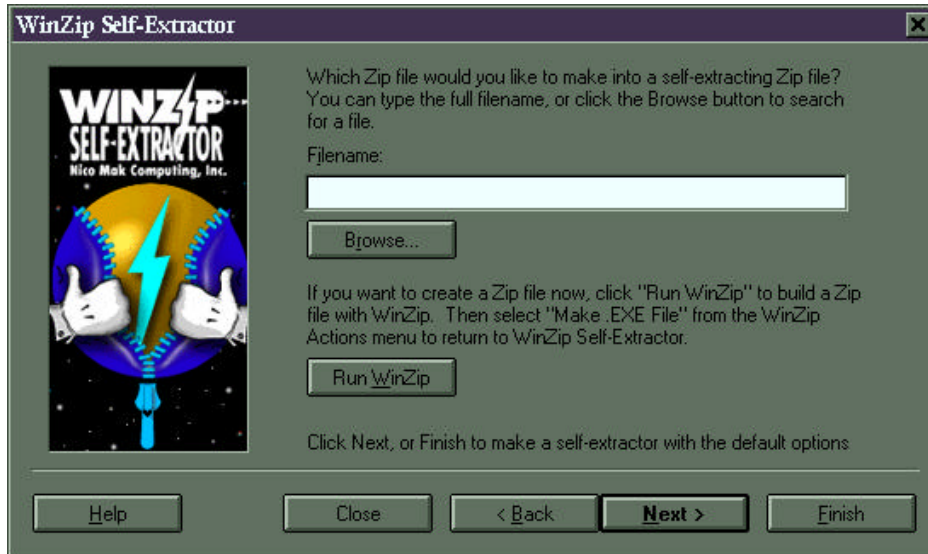


If you are sending the file to someone running Windows 3.1, accept the default "Standard 16-bit Windows". If you are sending it to someone running Windows 95 or 98, select "32-bit Windows 95 and NT". Continue to click the "Next" buttons until you reach the following screen:



Remove the "X" beside the "Test self-extracting Zip now" by clicking on it. Click "Next", then close both "Winzip" programs.

If you wish to create a new "Exe" file at some time in the future from an existing "Zip" file on your computer, open "Winzip Self-Extractor" and click on the "Next" buttons until you reach this screen:



Click the "Browse" button, and locate the "Zip" file you wish to use. Click once on the filename, then click OK. Click "Next", then continue using the steps outlined above.

You have now created and saved an "Exe" file, which you can send to someone by e-mail file attachment, just as you can with a "Zip" file. The advantage of the "Exe" file is that the person to whom you send it only needs to double-click on the filename, and it will extract itself automatically.