

ZIPPING and UNZIPPING Files

Many files, which are available for download on the Internet, are stored as "ZIP" files. Storing files in the ZIP format provides two advantages for the person who downloads the file:

1. several files can be downloaded as one file, and
2. the files stored in a ZIP file are compressed, so that the ZIP file is smaller than the size of the uncompressed files, resulting in faster download.

The process of extracting files from a .ZIP file is called "**unzipping**"

WinZip is available by download from <http://www.winzip.com/>

How to use WinZip:

WinZip is a type of compression software that compacts large files into much smaller ones. If you want to conserve space on your hard drive or need to save a large file to floppy disk you should use WinZip.

To "zip" a File:

1. Launch "WinZip" by clicking on the Windows Explorer Start menu and selecting WinZip.
2. When the licensing agreement Window appears, click the "**I Agree**" button.
3. If WinZip opens in the Wizard mode, select the WinZip Classis option in the bottom left-hand corner of the Window. Click the "New" button on the WinZip workspace.
4. Go to the drop-down menu at the top of the Window. Click on the down arrow. Select the folder in which you wish to save the *.zip file. In the "file name" box, type the name of the *.zip file. Click **OK**.
5. In the new Window, click on the "**Add**" button.
6. A new dialog box will open. This is where you select the file that you want to zip. It is just like any other "**Open**" menu that you would find in Word, etc.
7. Double click on the file that you want to zip. The program will zip the file and save it in the directory that you selected. It will have an icon that looks like a filing cabinet being compressed.

To "Unzip" a File:

1. Find the icon of the file that you wish to decompress. Double click on it.
2. Follow the same steps as above, except click on "**Extract**" instead of "**Add**."
3. Select the destination of the decompressed file to be saved.