



Guide to Using WinZip - Zipping Files

The following information has been obtained from WinZip's help index.

What is WinZip?

WinZip is a tool to make working with Zip and other types of archive files easier. Archives are files that contain other files, and Zip files are the most common archive format. Typically, the files in an archive are compressed. WinZip uses the term "Add" to mean "compress files and add them to an archive". "Extract" means "decompress files in an archive, creating separate files on a disk". Some people use the verbs "zip" and "pack" instead of Add, and "unzip" or "unpack" instead of "extract".

Getting started:

The WinZip window is where you start many of your operations. You can open it by clicking on the WinZip icon or through the Windows Start menu. The WinZip window also opens automatically if you double-click on an archive (eg. papers.zip) in Windows Explorer.

The WinZip window includes standard Windows components. Of particular interest:

The Title Bar displays the name of the archive you are currently working with. The Toolbar provides quick ways of performing the most common tasks. The Main Window Area displays information about the files in the archive. The Status Bar displays the number and sizes of currently selected files, along with other archive information.

Creating a new archive:

1. Create a new archive by selecting "New Archive" from the WinZip File pull-down menu or from the New toolbar button. This activates the New Archive dialog box.
2. Type the name of the archive you want to create, not the names of the files you want to compress. This dialog box works similarly to standard Windows' file dialog boxes, so you can choose the drive and folder where the archive will be created. The names of any existing archives on the selected drive and folder are listed to help you choose a name that is not already in use.
3. Normally after creating an archive you will want to add files to the archive, so verify that the Add Dialog box is checked to automatically activate the Add dialog box.

Adding files:

You can add files to an existing archive you have opened or to a new archive you have created. If the Add dialog box is not displayed select "Add" from the Actions pull-down menu or from the "Add" toolbar button. In the Add dialog box you can select the files to add to the archive in one of two ways:

- Type the name(s) of the file(s) you want to add to the archive. Multiple names can be separated by spaces, for example, *.TXT *.DOC will add all TXT and DOC files.
- Click on any file(s) in the dialog box.

Once you are done making your file selection, click to add the files. Once WinZip finishes, it will update the file list in the main window to reflect the new files in the archive.

Note: When you add files to an archive, the original files on disk are not deleted. If you want to delete the original files automatically after a successful Add operation, select Move from the Action field.

Deleting files or archives:

WinZip can remove selected files from within an existing archive, or delete the entire archive. Choose "Delete" from the Actions menu to activate the Delete dialog box. There are two ways to start the action to delete files from an archive:

- You can select entries from the list box in an archive already opened by WinZip, and then select "Delete" from the Actions pull-down menu or press the delete key.
- Select "Delete" from the Actions pull-down menu to bring up the Delete dialog box. You can then specify the file names you want to delete. You can specify multiple file names, separated by spaces.

Note: These operations cannot be undone.

To delete an entire archive, select "Delete" from the Actions pull-down menu to bring up the Delete dialog box. Then select "Entire Archive" and click on the "Delete" button. Alternatively, you can select "Delete Archive" from the File menu.

If you have any queries about using WinZip please contact your Library or go to the WinZip help page: <http://www.winzip.com/xsupport.htm>

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