



Tutorial by Philemon Yalamu

<http://www.artech.com.pg/>

**Date:** 11<sup>th</sup> February 2014

## Introduction

In today's world, we deal with electronic files every day and a lot of us move files around regularly. It doesn't really matter when we're moving files from a local machine or between two computers. However, when it comes to sending files over the net, in particular emailing files, those who have already gone through this experience would know how time-consuming it would be to browse for every single file to select as attachments. We have a useful tool that can help ease such burden.

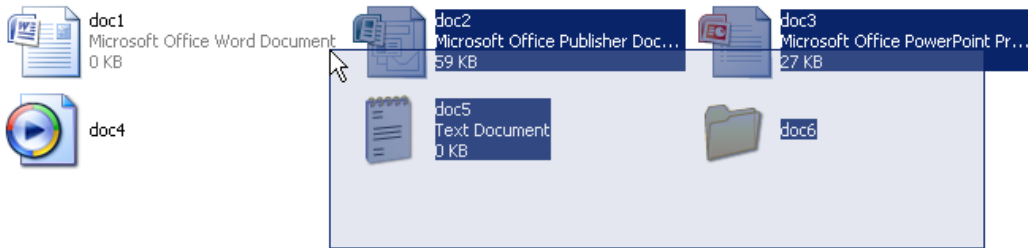
Already available in the market is a program called WinZip. It is a reliable program that helps compress your files or even breaks down your files into file sizes of your choice. This file uses the format **.zip** (older versions) or **.zipx** (later versions). Well, if you haven't thought of using WinZip until the reading of this tutorial, I'm pretty sure you'll make up your mind to add this program to your lists of daily programs you will be using. Mind you, this program is very powerful when it comes to compressing files.

Unfortunately, to utilise all of the capabilities of this program, you have to obtain a commercial version from their website; [://www.winzip.com/downws.htm](http://www.winzip.com/downws.htm) . You can however, use the trial version to unzip compressed files. The latest version, as of the writing of this tutorial was version 18. I am going to demonstrate using version 16 because that is what I have on my pc.



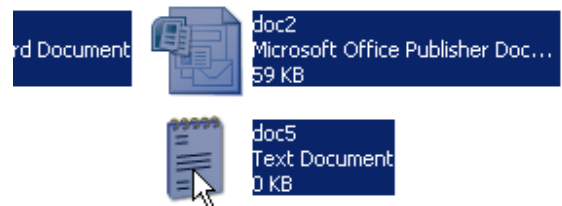
## 1 SELECT FILES TO ZIP:

First off, go to where your files are (*the files you'd like to compress*) and select them. I have created some dummy files for this exercise which I will use. There are several ways to select files. Use any of the methods you're comfortable with; In the case here, I am using the **drag-and-highlight** method (*left-click & drag to highlight files*).

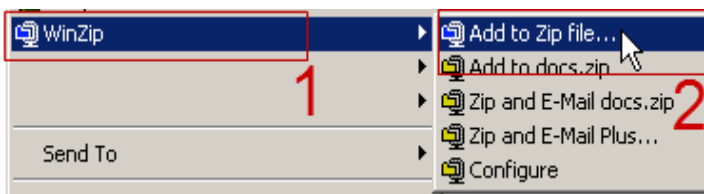


## 2 RIGHT CLICK TO ZIP:

Once your files are selected, right – click on one of the selected file(s). You should see from the pop-up contextual menu a list of tasks. There should be 1 called **WinZip** (1). Go across to the extended options and select the first option "**Add to Zip file**" (2).



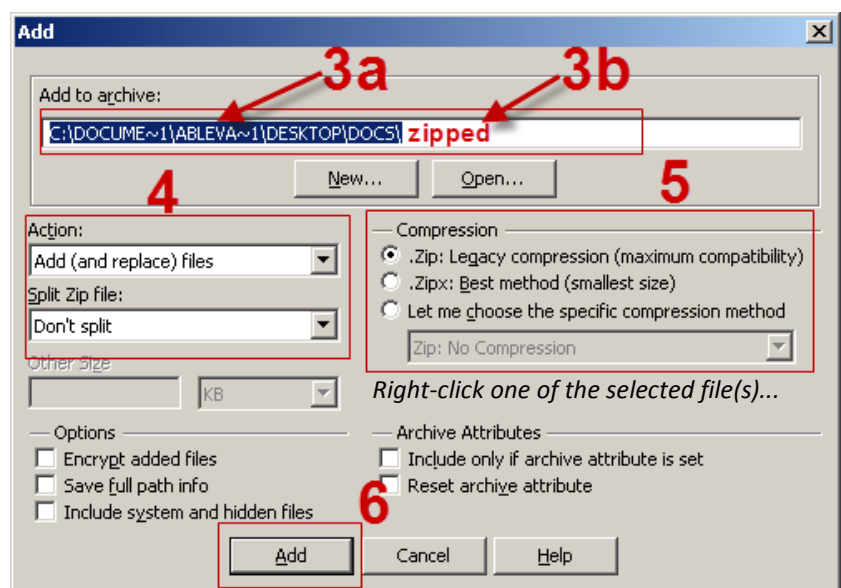
Right-click one of the selected file(s)...



## 3 ADJUST SETTINGS:

After you right-click on one of the selected files and choose the extended WinZip option, you should get a pop-up *Add* dialogue similar to the one on the right. Adjust the settings appropriately as shown (*opposite right*).

*The description of each numbered settings can be seen on the next page.*



Right-click one of the selected file(s)...

**3a:** Path to where your zip file will be saved

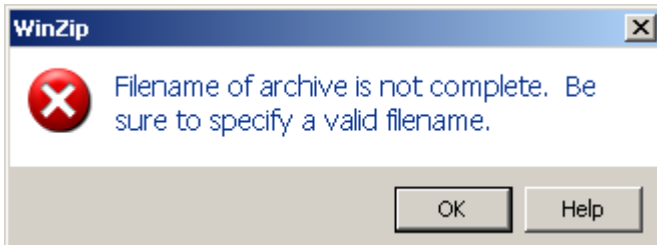
**3b:** The name of your zip file. You will have to type this down

**4:** How you want to manipulate (Action) and control (Split Zip File) the size of the file

**5:** The type of compression you prefer to use.

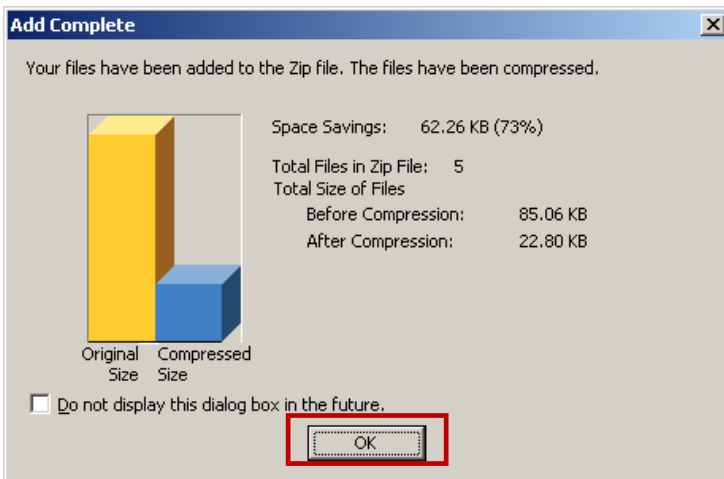
**6:** Button that allows you to Create a zip file

When all your settings are set, the **Add** button should be clicked.

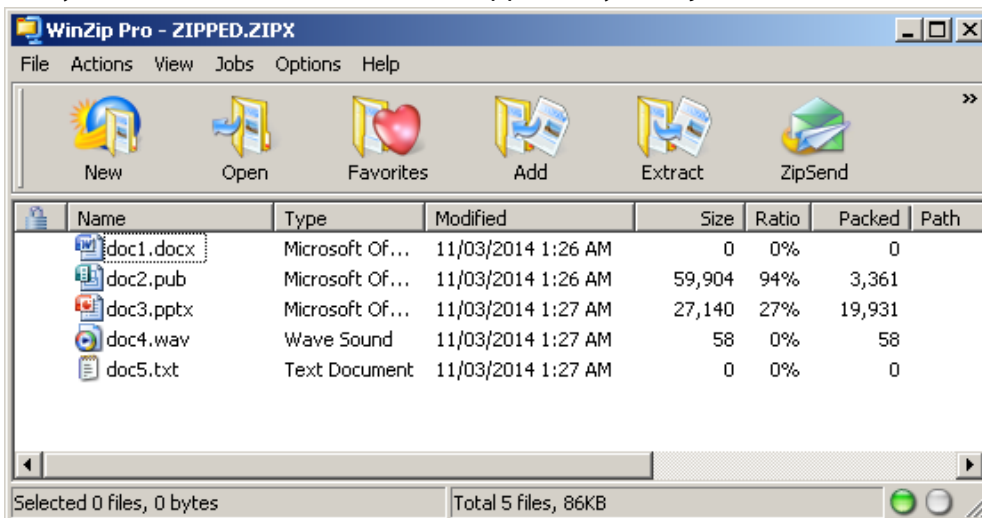


**Note:** If you get a prompt like the one on the left, it means that you haven't specified a name to your zipped file. You should go back to step 3b and type in a filename.

Finally, you should get a summary report of the process you've just completed. Simply click the OK button to proceed.

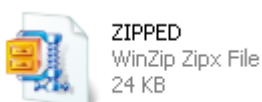


Now your files should be added to the zipped file you've just created.



Well, that is basically how you create a zip file.

WinZip has a whole lot of other settings to play around with. Try to explore more and utilise the other functions.



*A Zipped file should be created and all the files selected to be zipped will be inside.*

In the first part, I showed you the simple steps to follow when creating your zip file. Here below, I will show you how to unzip (*uncompress*) the file we created in the above steps. You can use these steps to unzip/ uncompress any zipped files you may come across.

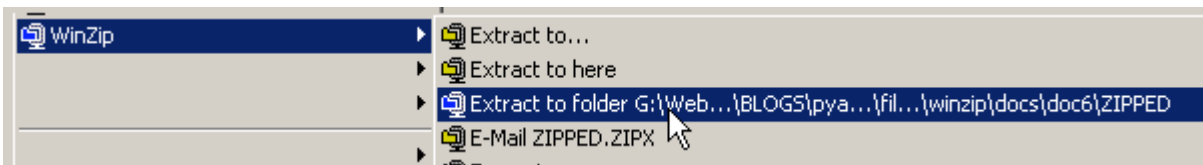
## 4 UNZIPPING A ZIP FILE:

To unzip or uncompress a zip (**.zip**) file is very easy and straight forward. The only thing you need to consider is having the program WinZip installed in your computer. You can use the trial version to unzip however, you might not be able to do other tasks when creating zip files with a trial version. In this example, I will use the same created in the first part of this tutorial (**ZIPPED.zipx**) file to go through the unzipping process.

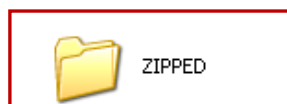
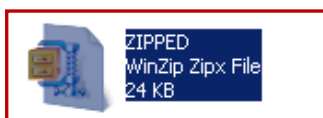
First, you locate where your zip file is.



Next, right-click the file and go down to WinZip, then go to the expanded option and select any one of the options shown. In most cases, you would want to extract the contents of the zipped file to where you currently are (*in other words, where your current zip file is*). Use the **Extract to folder** option (shown below) to accomplish this.



You should now have your compressed files placed in a folder with the same name as the zip file.



- ✓ Uncompressed Files
- ✓ Compressed file

## 5 MORE TUTORIALS:

For more of our Free tutorials, visit <http://www.artech.com.pg/pages/freeTutes.php> and check if there's one that fits your need. You can even **subscribe** there to receive free Monthly videos.



**NOTE:** This tutorial gives you the basics of using WinZip. Don't limit yourself by not discovering other capabilities it has. Spend some time to explore and you'll be amazed at some of its features. More than this, there are other video tutorials we also provide that can only be downloaded based on request. If you need a copy, visit <http://www.artech.com.pg/> under contacts; get the address and send us your request using the email & phone.

*Copyright © 2014, ArTech*

**OTHER TUTORIALS:** + Digital Media Design + Web Design + Office Applications + 3D Graphics  
+ Interactive Media Design + Digital Video + Digital Audio + 2D Animation