

Applications – WinZip

How to use WinZip

WinZip is a program similar to PKZip. Look for the WinZip icon on the desktop or in Start > All Programs. Double-click the icon to start the program.

(**Note:** WinZip cannot “span” diskettes. Thus, you cannot use WinZip for files that will take up more than one diskette in their compressed format. Use the PKZip for these, or, if the file is a PowerPoint presentation, use the PowerPoint’s Pack and Go utility. Also, Windows has a built in Zip tool. To use this tool, merely right click on the file to be zipped, select Send To > Compressed (zipped) Folder.)

These instructions for compressing and decompressing files (WinZip uses the terminology “create a new archive” and “open an existing archive”) are taken directly from WinZip Help:

- **To create a new archive**, go to **File > New Archive**. This activates the New Archive dialog box. Type the name of the archive you want to create. Do not enter the name of the files you want to compress. This dialog box works almost like the standard Windows Open dialog box. You can use the Drives and Folders list boxes to choose the drive and folder where the archive will be created. For example, to create an archive on your floppy drive, select A: from the Drives drop-down list box. The names of any existing archives on the selected drive and folder will be listed in gray to help you choose a name that is not already in use.
- **To open an existing archive**, go to **File > Open Archive**. This activates the standard Open Archive dialog box. Then select the archive you want to open in the Open dialog box. Opening an archive is just like opening a document in Word or a spreadsheet in Excel; the only different is that you open an archive instead of a document or spreadsheet. Use the Drives and Folders list boxes to select the appropriate folder and click on the archive in the Archive Name list box. Press the OK button when you have made your selection.