

## **Introduction:**

WinZip is the most popular archiving software for Windows today. It enables users to put multiple files into one archive, and that allows them to store the files on a floppy, or e-mail them to someone across town or across the country by compressing the files and reducing their size.

## **Opening WinZip:**

Once you have installed WinZip onto your PC, there should be a WinZip icon in your system tray on the taskbar. With that in mind, there are several ways to open WinZip.

### *From the Desktop*

Locate the WinZip icon on your desktop. The icon will look like a file cabinet within a vise or clamp. Once you've located the icon on your desktop, double click it to launch WinZip.

### *From the System Tray*

This method is similar to launching it from the desktop, but instead, you will be using the icon that looks like a folder within a vise or tray in the system tray on the taskbar next to the Start button. Once you've located the icon on your system tray, click it to launch WinZip.

### *From the Start Menu*

To launch WinZip application from the Start Menu, click the Start Button, then select Programs, and then click on the WinZip Folder. There you will see the WinZip 8.1 icon. Click on it, and WinZip will launch.

## **WinZip Basics:**

The easiest way to zip or unzip files is via your mouse. If you have downloaded a zip file, right-click on the file. Assuming you have WinZip or a similar program installed, the menu will provide options for unzipping. Similarly, to create an archive, select a folder or group of files and then right-click. If a zip program is installed, you'll see an option to add the files to an archive.

These two options should cover all of your needs, but there's a lot more you can do.

## **The WinZip Interface:**

The WinZip interface has three different levels. On the top is the menu bar with the following items: **New**, **Open**, **Extract**, **Favorites**, **Add**, **Extract**, **View**, **Checkout**, and **Wizard**.

The second level consists of a toolbar with the following icons: **New** (a folder that is rocketing around the earth), **Open** (a folder with a blue arrow), **Favorites** (a zipped up heart), **Add** (a folder with a file next to it and an arrow pointing from the file to the folder), **Extract** (a folder with a file next to it and an arrow pointing from the folder to the file), **View** (a green globe or ball with glasses on it), **Checkout** (a

folder with a Program Group in front of it, and **Wizard** (a dark blue ball or globe with stars whizzing around it).

The third level is the window where the files in the archive are contained. There are column headings above the portion of the window where the files are contained. Listed in these headings are: **Name**, **Modified**, **Size**, **Ratio**, **Packed**, and **Path**. Below are the descriptions of each.

- **Name**-Lists names of all the files in the archive.
- **Modified**-Date in which the file was last modified.
- **Size**-The total size in KB (kilobytes) of the file.
- **Ratio**-Percentage of the file that was packed.
- **Packed**-The compressed size of the file.
- **Path**-The location of the file on the computer.

### **Using the WinZip Wizard:**

A quick way to get yourself up and running with WinZip is to use its **Wizard** feature, which is a Windows style wizard that allows you to perform common WinZip tasks without having to go through all the details. To start the WinZip wizard, you can follow either one of the following steps:

- 1.) Click on the **File** Menu on the menu bar, and select **Wizard, or**
- 2.) Click on the **Wizard** icon on the toolbar.

Once you have done one of those two steps, you will get the WinZip Wizard's Welcome Window. Here you will be told that the WinZip Wizard basically automates the most common tasks performed in WinZip. It will also suggest using the **Options** button to the right to change your **Favorite Zip Folders**, which will be covered later, and other options.

To proceed to the next step in the Wizard, click the **Next** Button. Before moving on, you will notice that the WinZip Wizard feature is quite similar to other Wizard features in other applications. This is consistent with the Windows WYSIWYG format.

Moving on to the next screen, you will be asked to **Select an Activity**. That will be followed by several radio buttons for tasks that you can do. Since you are going to be creating an archive for the first time, click on the option that says, "Create a New Zip file", and click the **Next** Button.

The next window will contain a field where you will enter a filename for your archive. So in the **File name** field, type in a filename, and then click the **Next** Button. The next window, the **Select Files** window, asks you to select a file or group of files to store in your archive. Below that appears three buttons. Two of them are active, and they are: **Add files** and **Add folders**.

For the purposes of this exercise, click on the **Add files** button, and select a file from a directory that you are using. Then click the **ZipNow** button to zip up the files you have chosen to archive. When the ZipNow button is clicked, WinZip will zip your archive. Upon completing, WinZip will inform you that your archive has been zipped. You are finished. If you'd like to see if everything worked right, you may proceed to the **Opening An Archive** in WinZip section.

### **Closing An Archive In WinZip:**

Closing an archive in WinZip is quite simple because there's no saving involved. WinZip has already taken care of the saving for you when you created your archive and added files to it. To close your archive, you can just click on the File Menu and select Close Archive.

### **Opening An Archive In WinZip:**

With the archive that you just created and added files to now closed, you can go back into WinZip, and open that archive again. To open an archive in WinZip, you can do either one of two things:

- 1.) Click on the **File** Menu on the menu bar, and select **Open Archive**,  
or
- 2.) Click on the **Open** Button with the Folder and Blue Arrow icon on the toolbar.

At this point, you will see the **Open Archive** dialog box. This dialog box is much like the previous dialog boxes discussed in this tutorial. You have the **Look in** drop down menu along with our familiar friends from the **New Archive** dialog box. There is also the window that views the current contents of the directory that you are in.

However, there is something different. Instead of seeing the files in your directory, you should be able to see your newly created archive. To open your newly created archive, click on it in the file window, and then click the **Open** Button. At this point, you should see the contents of your archive in the standard WinZip window, which should contain the filename of your archive.

**Note:** Another way to open your archive in WinZip is by clicking on the **File** Menu on the menu bar, and going down to the bottom of the menu item list, and selecting the filename of your archive from a list of recently created archives.

### **Creating An Archive In WinZip:**

Now that you have been introduced to WinZip and its interface, it is time to start learning it so that you can make it work for you. First, before you can start adding and zipping files, you must create an archive so that the files can be stored in it. To do that, you can do either one of the following:

- 1.) Click on the **File** Menu on the menu bar, and select **New Archive**,  
**or**
- 2.) Click the **New** Button icon along the toolbar.

At this point, you should see a dialog box appear that is similar to other Open File dialog boxes that you see in Windows applications. WinZip is like all of the Microsoft Office family of products in the sense that it is WYSIWYG (What you see is what you get).

In the **New Archive** dialog box, you will see a window with folders in it below a drop down menu that should have the name of the current directory your in. To the right of that drop down menu are four icons: an arrow pointing to the left, a folder with an up arrow, another folder with a little star in the upper right corner, and a table. Below is a description of what each one does.

- **Left arrow**-Sends you to the directory that you were last in.
- **Folder with Up Arrow**-Places you in the parent directory of the directory that you are currently in.
- **Folder with Star**-Creates a new folder for you.
- **Table**-Provides a drop down list of ways to view the contents of your current directory.

For the purposes of this tutorial, you will not need to use these features at the moment. Just go to the field that is labeled **File Name**, and type in a name for your file. Here, you should try to name the file in a way that will be helpful for you to remember since there will be times when you'll be looking for the archive on your computer or floppy disk, and need to access it quickly.

Below the File Name field, you will see a drop down menu labeled **Files of Type**. For the purpose of this tutorial leave that selection in the default state, or with the selection Zip Files chosen. This is so that when you create your archive, it will have a .zip extension. There are other options such as those for .exe and encoded files, but you do not have to worry about that right now.

### **Adding Files To An Archive In WinZip:**

Now, you are ready to create your first WinZip archive. Click OK. At this point, you should see the Add File window. This only occurs when you first create the archive. Otherwise, you would use either the following steps to get the Add File window on your screen:

- 1.) Click on the **Actions** Menu, and Select **Add**, or
- 2.) Click on the **Add** Button in the toolbar.

With the **Add File** window currently on your screen, you will see a number of different buttons, icons, menus, and checkboxes to choose from. Some of these may be already familiar to you from when you first created your archive. In addition to those, there are several new ones. They include the following:

- **Action**-A drop down menu that selects what action to take when adding files. Actions include: Freshen existing files, Move and Replace files, and Update and add files.
- **Compression**-A drop down menu that gives choices for what kind of compression or packing you want to use for your archive. Choices include: Normal, Maximum (best available compression), Fast, Super Fast, or None.
- **Multiple Disk Spanning**-A drop down menu that allows you to span your archive over several floppy disks, or other removable media.
- **Store Filenames in 8.3 Format**-A checkbox that allows you to store the file names that you are adding in the old DOS filename format.
- **Password**-A button that allows you to password protect the files you are storing in your archive so that nobody else can access them.

- **Add With Wildcards**-A button that allows you to archive a group of files that have similar filenames by using such standard wildcards as \* and ?
- **Folders**-A series of checkboxes that provide options for subfolders in your archive and a file's path information.
- **Attributes**-A series of checkboxes that provide options for the kinds of attributes you may want to assign to your archive.

To add a file or group of files to your archive perform the following tasks:

- 1.) Click on the Drop Down Menu in the top of the **Add File** window that is labeled **Look in**.
- 2.) Select the directory where the files that you want to archive are located.
- 3.) Select all the files that you want to add to your archive by using Click, Shift+Click, or Ctrl+Click.
- 4.) Once you have all the files that you want to archive selected, click on the **Add** Button in the lower right corner of the **Add File** window.

Upon clicking the **Add** Button, you will see a progress bar moving along the bottom of the main window in WinZip, and then the files you are archiving will appear in the **Archive Window**

### **Extracting An Archive In WinZip:**

After creating an archive, adding files to it, closing the archive, and opening it again, the next critical feature to learn in WinZip is to extract files from an archive, or the archive itself. To extract files in WinZip, you can do one of two things:

- 1.) Click on the **Actions** Menu, and select **Extract, or**
- 2.) Click on the **Extract** Button with the Folder icon with a blue arrow coming out of it with a file.

Now, you should see a window labeled **Extract** on your screen. In the **Extract Window**, you will see a drop down menu labeled **Extract to**. In that drop down menu, you should see a full path of a directory that you want to extract the file or files to.

To the right of the **Extract to** drop down menu, you will find two buttons. One is a blue arrow pointing downward, and the other is the familiar **Create Folder** icon. The blue arrow icon is for expanding a directory's tree structure. So, if you wanted to view the other subfolders within a directory, all you would need to do is click the blue arrow.

Beneath the **Extract to** drop down menu, you will notice a series of radio buttons for Files. These radio buttons represent options for how you would like to extract files from the archive. They are described below:

- **Selected Files**-If you want to select a certain number of files in the archive that you want to extract.
- **All Files**-If you want to extract all the files from your archive.
- **Files**-This has a field next to it for a specific file that you want to extract from your archive. This works best if you are sure that you know the exact name of the file you want to extract.

Beneath the set of radio buttons, there is a series of checkboxes, which provide additional options for extracting files from your archive. They include:

- **Overwrite Existing Files**-setting this option allows you to automatically overwrite a previous version of the file or files you are extracting from your archive.
- **Skip Older Files**-setting this option allows you to only extract the most recently modified files.
- **Use Folder Names**-setting this option allows you to use the full path names of the folders that the file or files originally came from.
- **Open Explorer Window**-setting this option makes WinZip open Windows Explorer to the directory that your file or files were extracted to.

To extract the files from your archive in WinZip, perform the following steps in the **Extract Window**.

- 1.) In the **Extract to** drop down menu, select the directory that you want to extract the file(s) to. **Note:** You may need to click on the C: drive in the **Folders/Drives** window to get yourself in the direction of the destination folder you want to extract to.
- 2.) Select the radio button with the appropriate **File** option that you want to use to extract your files.
- 3.) Then select the checkbox with the appropriate option from you wish to use when extracting your files so that the extraction is done in a way that is convenient to you.
- 4.) Click the **Extract** Button.
- 5.) Now, depending what options you selected for extracting your files, you may get an additional dialog box asking if you want to do something such as overwriting files. Once you understand what is being asked, click **OK**.

To check to see if the files you selected were extracted, go into Windows Explorer, and look in the directory you chose to extract the files to. If the files are there, or in most case, the most recent copies of the files are there, then you are done.

## Creating A Favorite Zip Folder In WinZip:

Similar to the Favorites feature used in Web Browsers, WinZip has the ability of collecting of all of the archives you have on your hard drive, and storing them in one place so that you can access them quickly without having to go through dialog boxes and folders to get to it.

To use the Favorites feature, perform one of the following:

- 1.) Click on the **File** Menu, and select **Favorite Zip Folders, or**
- 2.) Click on the **Favorites** Button, which is the zippered up heart icon.

Upon performing these actions, you should see the **Favorite Zip Folders** window. In this window, there will be zip files listed with the following column headings listed above:

- **Name**-The filename of your zip archive.
- **Modified**-The date that your archive was last modified.
- **Folder**-The path where the file is located on your computer.

Below that you will see another **File Type** drop down menu. Leave this in the default state, which is **Zip Files**. Before going on any further, there are two particular buttons that you need to know. First, the **Search** button which is located on the right side of the **Favorite Zip Folders** window.

This feature allows you to search the contents of a particular drive, or all drives on your computer for zip archives. It then stores the results of the search into the **Favorites** folder. Below that is the **Options** button, which allows you to decide what archives should be in your favorites folder, and how you should be notified when an archive has been added.

Now, if there are now archives currently in your **Favorites** folder, then you have to add them. To do that, you do either of the following:

- 1.) Click the **Search** Button. Then, select the drives you would like to search for zip files in. Then, click the **Open** Button. You will be asked whether or not you want to add the archive to the **Favorites** folder. Click **Yes**.
- 2.) Click the **Options** Button. Click the **Add a folder to the list**. Select the folder that contains your archive from the directory structure.

Your folder should now appear in the list of **Favorite Zip Folders**.

## Viewing Files Inside Archives In WinZip:

There is a feature in WinZip that allows you to view the contents of a file in a manner that is similar to opening the file in its application. This allows users to quickly access the files upon opening the archive so that they do not have to spend time opening the file through the application or Windows Explorer.

To view the contents of files in WinZip, you must do one of the following:

- 1.) Click on the **Actions** Menu on the menu bar, and select **View**, or
- 2.) Click on the **View** Button on the toolbar.

Once you have completed one of the above tasks, the **View** dialog window will appear. In the **View** window, you are presented with several radio buttons: **Associated Program**, **Internal ASCII text viewer**, or another **Viewer** such as **Notepad**, or another application. For this step, you probably want to select the **Associated Program** so that the file is opened in its native application.

When you've made your selection for how you want to view the file contents, then click on the **View** Button in the **View** dialog box. The file now appears.

### **Using WinZip's Checkout Feature:**

Another useful feature available in WinZip is the Checkout feature, which can be seen on the toolbar as the Folder with an arrow coming out of it with a Program Group. This feature allows you to not only extract the contents of your archive to a folder, and create a Program Group for it.

To use the **Checkout** feature, follow either one of these two steps:

- 1.) Click on the **Actions** Menu on the menu bar, and select **Checkout**, or
- 2.) Click on the **Checkout** Button on the toolbar.

At this point, the **Checkout** dialog window should appear. In the **Checkout** window, there are several fields that should already have information in them. They are:

- **Folder**-The location of the folder that contains your archive.
- **Group Name**-The name of the Program Group you are creating.
- **Maximum Icons**-The maximum number of icons that can be in your Program Group.

Below these three fields is a checkbox asking whether or not you would like to create icons for programs and documents only. Leave it in the default mode, which is checked. You can edit the information in the three fields above to configure the Checkout feature to extract files to a specific folder, have any Group Name you'd like for its Program Group, and set the maximum limit for icons in the soon to be created Program Group. Once you have completed that click OK. Upon clicking OK, WinZip will extract the files in your archive.

### **Outside Resources:**

WinZip Home Page < <http://www.winzip.com> >

WinZip Tutorial < <http://ois.unomaha.edu/casde/webshop/webshop/WNZPTUT/WINZIPOK.HTM> >

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