




WinZip And XP Compressed Folder


Compressing and Extracting Files

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 =Shortcut  =Advice  =Caution

WinZip is software used for condensing and extracting files. WinZip can take one or more files and condense them into one smaller file. The condensed file has a smaller file size, making it more efficient to store or be placed on a disk or CD-ROM. This one file is called a zip file. The extractor removes the files from the .zip file. This document covers downloading WinZip, condensing, extracting and E-mailing files.

Windows XP also includes a file compressing and extracting program.

 .Zip files can not be sent through the Towson e-mail server, unless they are renamed, due to security concerns.

Summary

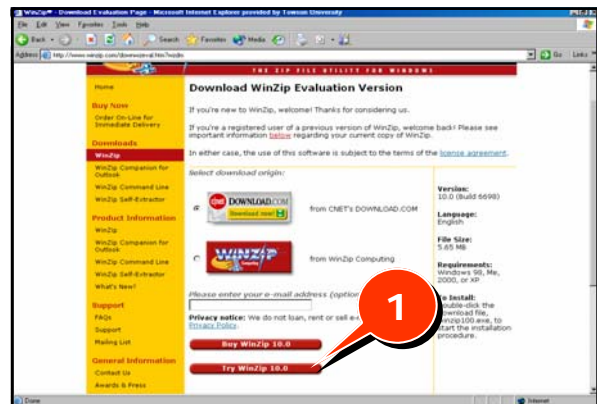
1. Downloading WinZip
2. Compressing Files
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Download WinZip

The evaluation version of WinZip is free to download. WinZip 10.0 and WinZip 10.0 Pro, available from <http://www.winzip.com>, must be purchased. To download the free evaluation version of WinZip:

1. Open your Web browser and type <http://www.winzip.com> into the address bar.
2. Click on the **Try Now** button (**Figure 1, 1**).
3. The download will be initiated automatically. Click on **Save** and install the software.

Figure 1

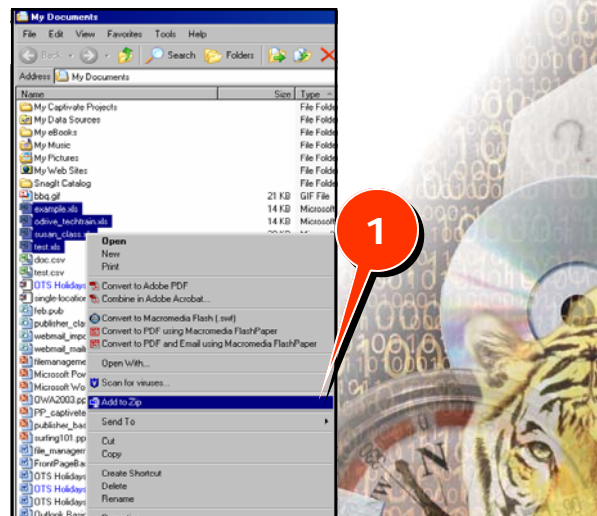


Compressing Files

Condensing files creates one zip file of smaller file size. To condense one or more files:

1. Highlight file (or files) by left clicking. You can select more than one file by holding down the Ctrl key on the keyboard and left clicking files.
2. Right-click the highlighted files. Choose **Add to Zip** (**Figure 2, 1**) from the menu.
3. The WinZip Evaluation version will open. Click on the **I Agree** button.
4. If you want to change the location where the zip file is going to be created and stored, click the **Open** button.
5. You must give the zip file a name. Place your cursor at the end of the file's path under **Add to archive**.
6. Click the **Add** button to create your .zip file.

Figure 2



Adding Files to a .zip File

Files can be added to a .zip file after it is created. To add files to a .zip file:

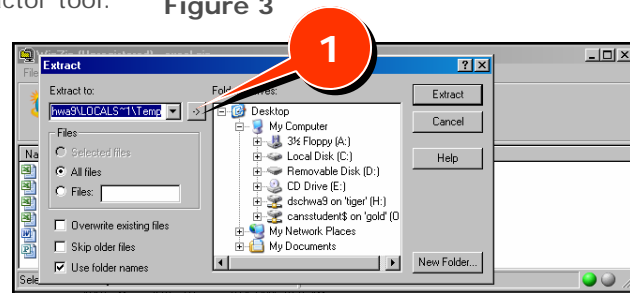
1. Double-click the file to open it.
2. Click the **I Agree** button.
3. Click the **Add** button.
4. Double-click on a file to add to the .zip file.

Extracting Files from a .zip File

To remove a file from the .zip file, use the Extractor tool:

Figure 3

1. Double-click the file to open it.
2. Click the **I Agree** button.
3. Click on the **Extract** button.
4. Click on the arrow (**Figure 3, 1**) to change the location of where the files are going to be extracted to.
5. Close the file.



Compressed (zipped) Folder

Windows XP includes its own compression tool. The tool does not work on computers with WinZip. If you do not have WinZip and you want to compress a file:

Figure 4



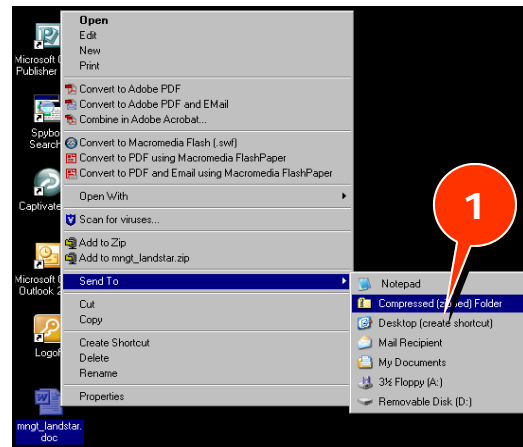
This only works with Windows XP.

1. Highlight a file.
2. Right-click the file.
3. Scroll over **Send To** and choose **Compressed (zipped) Folder** (**Figure 4, 1**).

Your file will now be compressed. The extension is the same as WinZip, .zip. To remove the file from the compression folder, highlight the file and drag it to where you would like the file to be stored.



.Zip files can not be sent through the Towson e-mail server, unless renamed, due to security concerns.



Sending .zip Files through Towson E-mail

.Zip files must be renamed to be sent through Towson e-mail. To rename a file:

1. Right-click on the file.
2. Select Rename.
3. Add the number 1 to the end of the file extension. For example, if the file is named training.zip, rename the file so it is called training.zip1. Have the e-mail recipient rename the file to training.zip and the file will be restored.



Always remember to **only** open files E-mailed to you from trusted sources. .Zip files and .exe files are filtered because, they are the most often used extension to deliver malicious files.