

# OPPORTUNITIES TRAINING & DEVELOPMENT

## IT TRAINING



# WINZIP

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## WHAT IS WINZIP?

WinZip is a utility program which mainly creates .zip files. Zip files are usually used when compressing or “archiving” files. One or more files may be archived in a Zip, they are compressed to save space.

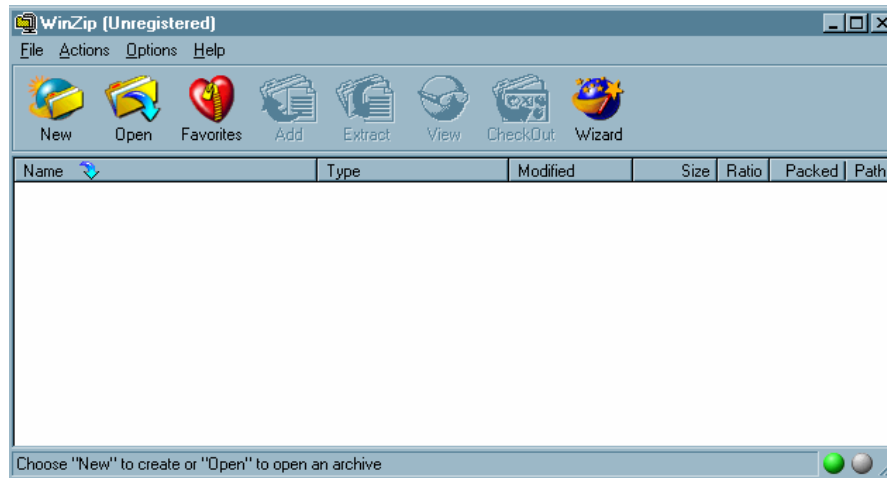
There are numerous reasons for archiving files:

1. **A floppy disk will only contain 1.44Mb of data.** If files are larger than this it's impossible to fit them on a disk. However, they can be “archived” then un-zipped onto the destination computer
2. **To store files on an internet site.** This saves whomever is downloading the file time online, the smaller the file the shorter the download time.
3. **Emailing large files.** There is a limit of 2Mb for file attachments across the POISE Upgrade, archiving files may help in transmitting these. It is general protocol to email files which have been archived across the internet.
4. **Backing-Up Data.** Business areas may have a short term requirement to store files off the network. This can easily be done using WinZip's archiving facilities.

### ***WinZip Terms***

Archive	A file which contain one or more files, which have been compressed
Compress	To reduce the size of a file within another file, squashing the bits of a file to a small size
Decompress	To extract the file/s from a .zip file, recovering it to its original form
Extract	Acquiring the compressed file from the .zip file
Unzip	To extract the file/s from a .zip file
Zip	The most common form of Archive file, although there are many others

## The WinZip Screen



### The Title Bar

This contains the product name. If a file is open the name will be displayed alongside it.

### Toolbar

Like most other software packages this contain shortcuts for regularly used functions. The toolbar may be modified – this is new to WinZip 7.0

### Main Window

This is where file details within the Archive are stored.

### Status Line

This displays the number and sizes of files selected within the archive

## How to Compress a File

The following steps are the basics at creating an Archive:

1. Open WinZip
2. Click on the NEW button on the toolbar or File⇒New Archive...
3. Select the directory you wish the archive to be saved to by clicking on the Create drop down menu

If you are archiving to a floppy disk its important to save the .zip file to the a:\ drive in the first instance especially if the file needs to be spanned across more than one disk.

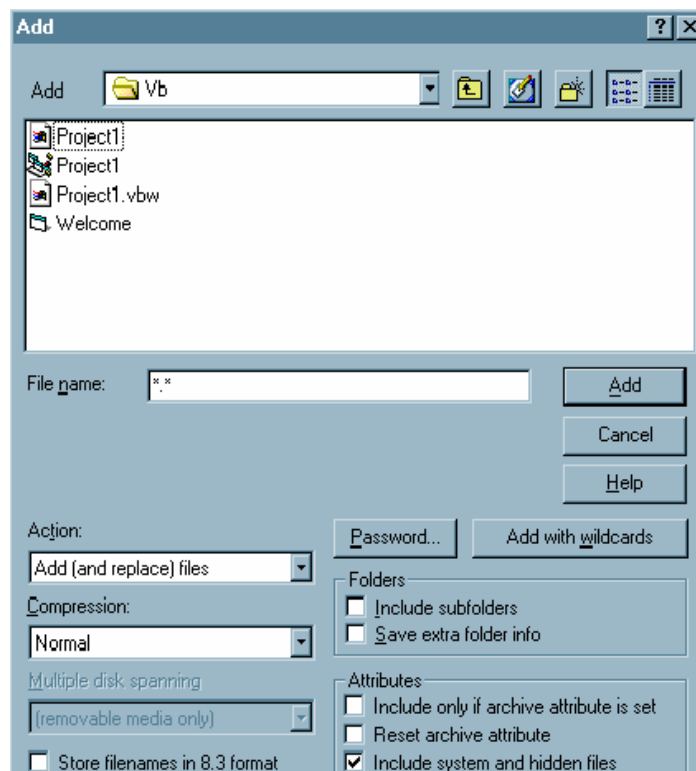
4. Type in the filename of the archive i.e. test.zip

This is not the name of the file you wish to be archived but the .zip file.

5. Click on the ADD button on the toolbar or Actions⇒Add... or SHIFT+A

You will click on ADD when you wish to archive a file within the .zip file

6. The following window will appear;



## WINZIP

7. In the Add drop down menu select in which directory to which the files need compressing are based
8. Select the file or files to be Added.  
  
If you wish to select more than one file at a time use the SHIFT and CTRL keys which making the selection.
9. All the files which have been selected should now appear in the Filename field
10. Click on Add
11. Close down WinZip

## **Opening an Archive**

To unzip an Archive file:

1. Click on the OPEN button on the Toolbar or File⇒Open Archive... or Ctrl+O
2. Choose the directory where the Archive is stored
3. Select the Archive file you wish to open
4. Click on Open

Alternatively double-click over a .zip file anywhere on your computer i.e. within an email message, in Windows NT4 Explorer, My Computer etc. The file will be opened automatically.

The files within the Archive are displayed in the Main WinZip window.

There are now a number activities you can perform from within WinZip to the files listed.

## Viewing Files

If there are a number a columns giving details of the files within WinZip.

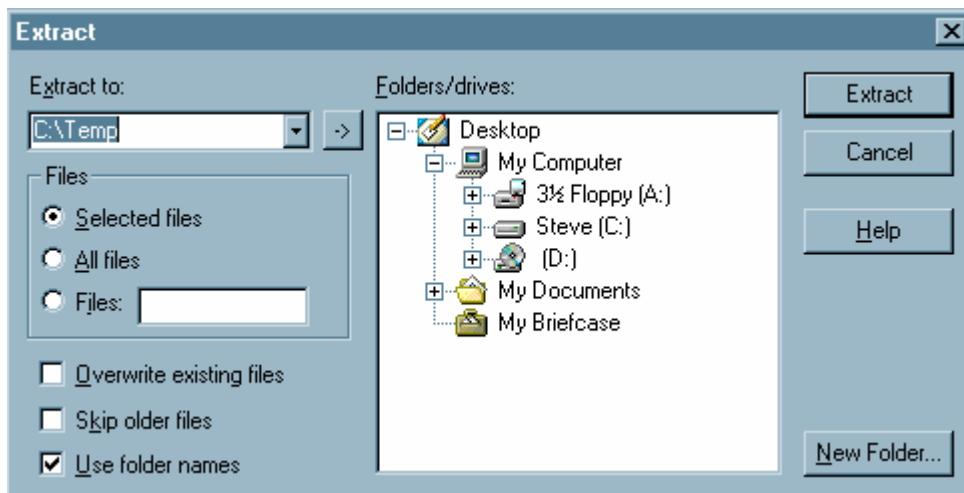
Name	Type	Modified	Size	Ratio	Packed	Path
------	------	----------	------	-------	--------	------

The list of files can be re-organised by clicking once over any of the column heading.

## Extract

Extracting a file is decompressing it from the Archive and placing it in a directory where you have stated.

1. Select the file or files you wish to Extract
2. Either click on the Extract icon on the Toolbar or Actions⇒Extract or right click over any File of the ones you've select then Extract...
3. The following window will appear:



4. Under Extract to choose the folder or directory where you wish the file to be Extracted to. Alternatively make the selection within the Folders/drives: section. If a Folder doesn't exist to place your file in click on New Folder... to create a new one.
5. Under Files check which action you wish to perform:
  - Selected Files – if you wish the files you selected to be Extracted
  - All Files – all the files in the Archive to be extracted
  - Files – Type in the filenames of your choice.
6. Click on Extract

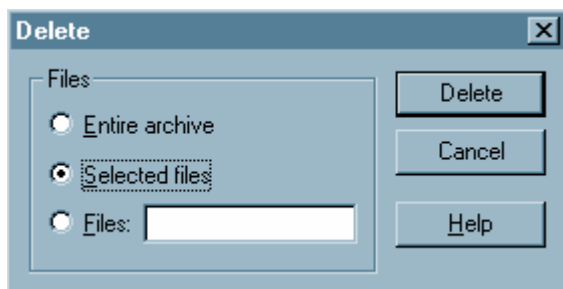
## Adding to Archives

Further files may be added to an existing Archive.

1. Open the Archive as described on Page 7
2. Click on the Add button on the Toolbar or Actions⇒Add... or SHIFT+A
3. Follow steps 5 through 11 on pages 5 and 6.

## Deleting from Archives

1. Open the Archive as described on Page 7
2. Select the file or files within the main WinZip window you wish to delete



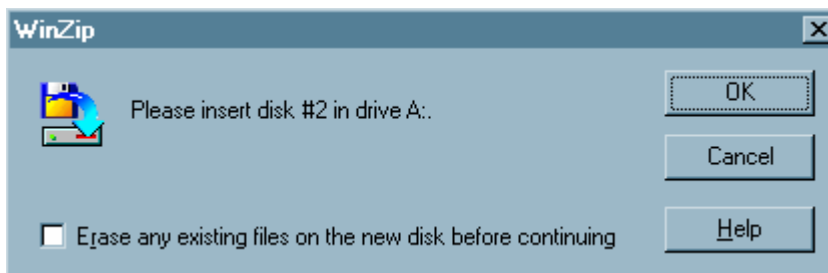
3. Actions⇒Delete... or SHIFT+D, the following window will appear
  4. Select to delete the Entire Archive (the whole WinZip file), the selected files or Files you specify where requested.
  5. Click on the Delete button
- NB. The same action may be performed by right-clicking over the file.

## Creating an Archive: Disk Spanning

Spanning is the ability to Archive the file across more than one disk. These circumstances arise when the file is too big to fit on one disk, even when compressed.

Disk spanning will **NOT** work when adding to an existing Archive.

1. Create an Archive in the same way as on Pages 5 and 6.
2. When the first disk is full you will be prompted to insert a new one, as in the window below:



3. Insert Disk
4. If you have any data files on the next disk click the following to have them erased "erase any existing files on the new disk before continuing"

**VERY IMPORTANT!!**

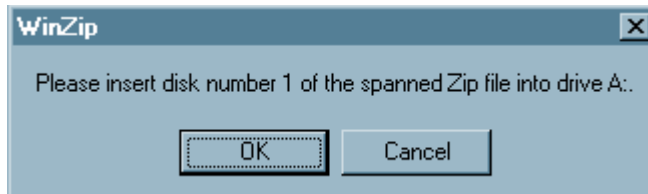
It is important to number your disks as you go along.  
When decompressing spanned disks the last disk  
needs to be inserted first.

5. Click on OK (please note you will get the same message for every other disk you need to insert)

## Decompressing Spanned Disks

Spanned disks need to be decompressed using the following procedure.

1. Place the last disk of the spanned set into the Floppy drive
2. Click on the OPEN button on the Toolbar or File⇒Open Archive... or Ctrl+O
3. Choose the directory where the Archive is stored
4. Select the Archive file
5. Click on Open
6. You will be prompted by the following message:



7. Take out the last disk and insert the first one
8. Click on OK (you will be prompted with this message for each following disk)

## Archiving Folders

Rather than archiving files it is possible in WinZip to compress complete folders and all the contents of them.

The easiest way to do this is to drag and drop a folder from either My Computer or Windows NT Explorer over to a WinZip shortcut. However, this can be done from within WinZip.

### *How to Compress a Folder*

1. Open WinZip
2. File⇒New Archive or click on the New button on the toolbar
3. Choose the directory where the archive should be saved to in the Create drop down menu
4. Type in a filename for the .zip file
5. Click on Ok
6. File⇒Add or click on the Add button on the toolbar
7. Choose the folder that needs archiving from the Add drop down menu at the top of this window
8. Ensure that Include Subfolders is checked
9. Ensure that Save Extra Folders Info is NOT checked
10. Do not select any of the files in the list, simply click on the Add With Wildcards button

### *How to Decompress a Zipped Folder*

1. Open the Zip file
2. Actions⇒Extract or click on the Extract button on the toolbar
3. Ensure that Use Folder Names is checked
4. Type in the destination folder, where you want to files to decompressed to
5. Click on the Extract button

## **Drag and Drop**

In line with Windows 95, 98 and NT4 WinZip 7.0 has improved Drag and Drop facilities which can speed up your work.

### ***Opening Archive***

From either My Computer or Windows NT4 Explorer click and drag the .zip file over the WinZip icon on the Desktop.

### ***Adding to Archive***

To add to an existing archive click and drag any file (i.e. Word document) over the top of an existing .zip file (or shortcut)

### ***Extracting***

Open the Archive within WinZip, then click and drag one of the files over a folder within My Computer, Windows NT4 Explorer or any folder shortcut.

You can even print the file by clicking and dragging from WinZip over a Printer shortcut.

It is possible to open up a file in this way too. For example, click and drag a Word Document from WinZip over to the Word shortcut on the Desktop and the file will be opened. Corruption could occur when you drop a file over a software package its un-associated with i.e. Word file over an Excel shortcut.

### ***Application Dropping***

It is possible to click and drag a .zip file and place it within another application. For example, this could be useful when sending an attachment with an Outlook email.

## **Opened Archive Features**

There are many features within WinZip that can be performed on an Opened Archive.

First, open an archive as described on Page 7

### ***Opening File***

- Double-click the file
- Right-click the file⇒Open
- Drag and Drop the file over the an associated

The Application associated with the file will open along with the file.

### ***Printing File***

- Drag and Drop over to a Printer shortcut

### ***Deleting Files***

- Select file or files then Actions⇒Delete...
- Right click over Delete...

### ***Virus Checking***

Runs a virus scan over the whole archive. There is no need to select particular files within the archive

- Actions⇒Virus Scan
- Shift+S

### ***Test***

A test will produce a report on the integrity of an Archive. There is no need to select particular files within the archive.

- Actions⇒Test

### Comments

It is possible to place free text comments within Archive files. Please note that this option is only available for .zip files.

Open the Archive file as described on Page 7.

1. Actions⇒Comments
2. Type in any comment
3. Click on Save – this will save the comment on the file
4. Click on Close, to shutdown the comment window

Clear: this will delete any comments

Font: to change the typeface of the comments

### Password

WinZip can password protect .zip files. Whenever the following features are used WinZip will request the password:

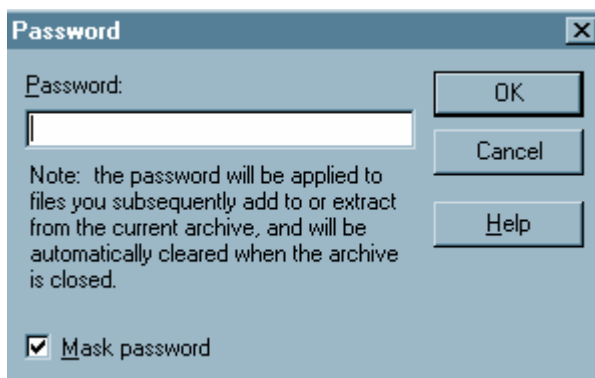
- Extract
- Check Out
- Test
- Install

### IMPORTANT

When password protecting Archives please remember them!

Passwords must be added upon creation or opening an archive  
NOT following Adding files to an Archive  
Files in an existing Archive will NOT be passworded

1. Open or Create Archive
2. Options⇒Password...



3. Check on Mask Password if you do not want anyone to see what you are typing
4. Type in Password
5. Click on Ok
6. Re-type the Password
7. Click on Ok

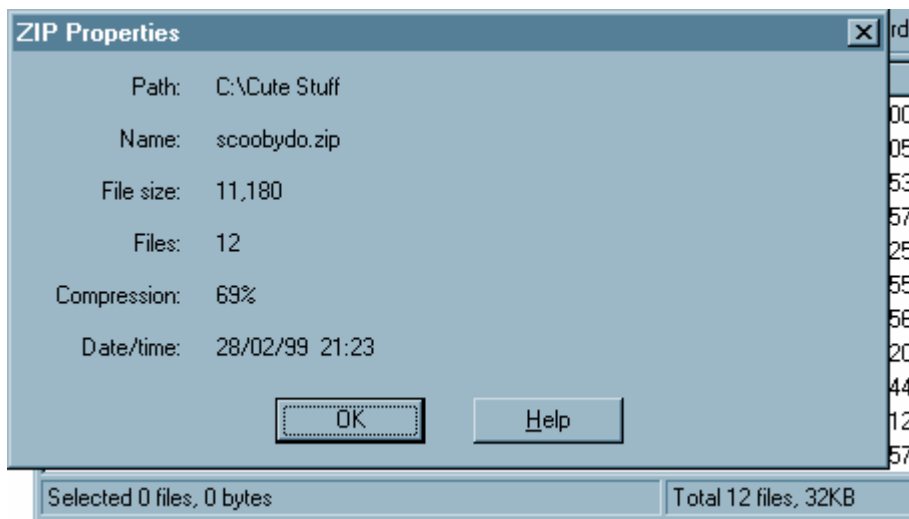
### Sort

You may sort files within an Archive.

1. Open the Archive
2. Options⇨Sort ▶
3. Choose from one of the 10 sorting criteria

### Zip Properties

To see a Properties report simply click anywhere on the Status bar



## Self-Extracting Executables

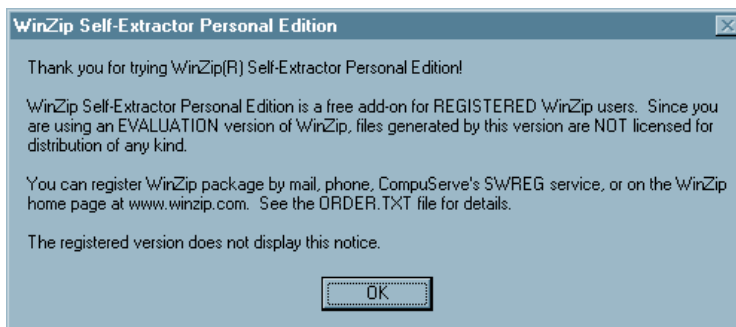
You may need to send someone a file but the recipient doesn't have a copy of WinZip. In these circumstances you can create a Self-Extracting Executable. The file will be archived and a small WinZip program will be added to it, the recipient will run the .exe file.

### STEP ONE – Create the .zip file

1. Open Winzip
2. New
3. In Create choose the directory where the .zip file is to be stored
4. Type in the filename of the .zip
5. Click on OK
6. Click on Add
7. In the Add drop down menu choose the folder where the file to be archived is
8. Select the file or files
9. Click on the Add button

### STEP TWO – Create the .exe file

1. Ensure the .zip file is still open, continue straight on from 9. Above
2. Actions
3. Make .Exe File – you will receive this message, you are now entering a sub-program of WinZip called Self-Extractor Personal Edition

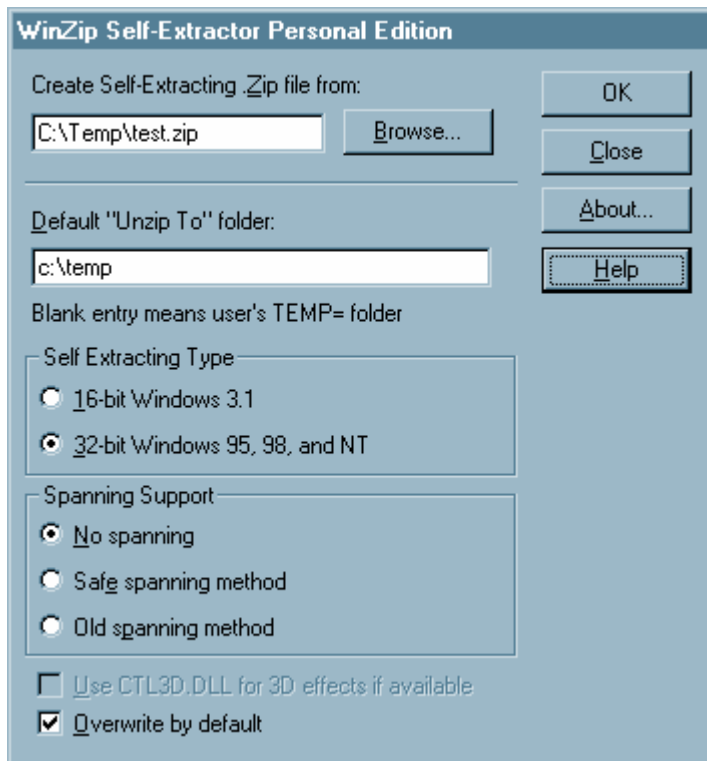


4. Under “Create Self-Extracting Zip File From” ensure the directory and file name of the .zip you are creating an .exe file for is correct
5. Under “Default Unzip Folder to” type in where the recipient will be prompted to decompress the file to (note: the recipient will be able to change this)
6. Under “Self-Extracting Type” choose 16bit for those recipients who have Windows 3.11 or less, or those who who have Windows 95, 98 or NT – long file names is not supported in 16bit. Choose 32bit if you know the recipient has Windows 95, 98 or NT, otherwise choose 16bit.
7. Under Scanning Support make the following selection:

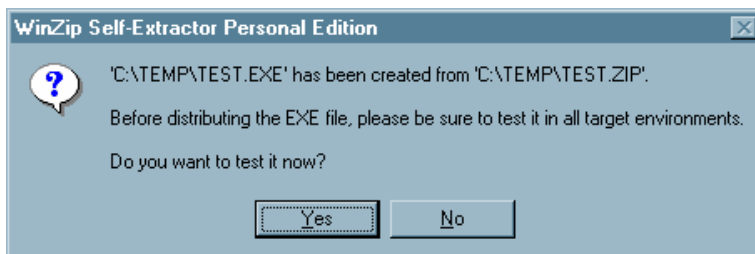
No Spanning – if the archive will fit onto one disk

Safe Spanning Method – this method is recommended if the archive needs to be spanned across more than one disk. A small .exe file will be written to the first disk along with the .zip file, subsequent disks will have the remaining of the .zip file on them.

Old Spanning Method – this method is not recommended for archiving spanned files. An .exe file will be created across all disks, without a .zip file. If the recipient runs the .exe file from other than the 1<sup>st</sup> disk this could cause corruption.



8. Ensure that Overwrite by default is checked
9. Click on OK, you will be prompted to test the .exe



10. The .exe file which has been created will be written to where ever the original .zip is located.

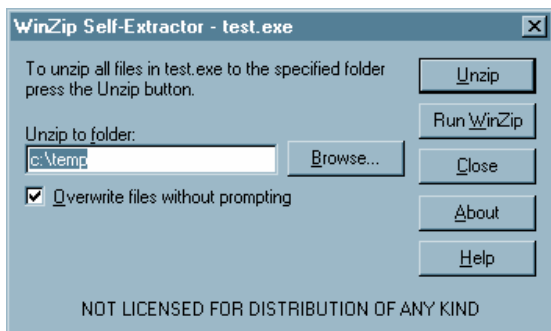
## Running a Self-Extracting Executable

You may need to give the recipient some instructions on how to run the .exe file you have just sent them.

1. Double-click over the .exe file (this is relevant in all versions of Windows). A WinZip Self-Extractor licence agreement may appear.



2. Click on OK, the following Window will appear



3. The default folder to unzip to appears, the recipient should overwrite this if they want to save it somewhere else, or choose from one of their current folders by clicking on Browse...
4. Click on Unzip – the following message will be received



5. Click on OK
6. Click on Close

### IMPORTANT

Do not send Self-Extracting Executables to POISE users  
It is against Home Office Policy to run executables on POISE

## Updated Windows Environment

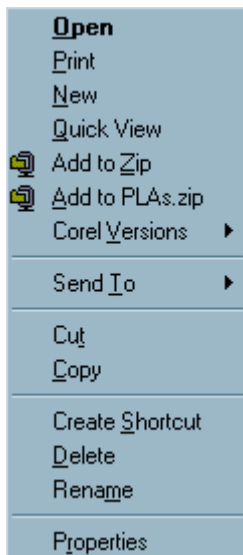
When WinZip is installed there will be some modifications to the Windows Environment which will make it easier for you to create archive files.

### *The Start Menu/Desktop*

You will be able to access WinZip from the Start Menu and also from a shortcut icon on the Desktop

### *Explorer/My Computer*

Right click over a file in My Computer or Windows NT Explorer. There are two shortcuts which will jump to WinZip.



#### Add to Zip

1. You will be taken straight into WinZip Add window
2. Under Add to Archive choose the path and filename for the .zip, you will be given a default one to use
3. Click on Add

#### Add to {filename}.zip

1. WinZip will run but you won't be given any choices as in Add to Zip. The .zip file will be created wherever you had the original file.

### *The Desktop*

You may create an Archive right from the Desktop

1. Right click a blank area of the Desktop
2. Hang over New ▶
3. Click on WinZip file
4. A new WinZip icon will appear on your Desktop, rename it
5. Double-click on the icon which will take you into WinZip where you can build up your Archive

## Favourites

This will store your most favourite, or frequently used, .zip files you use.

### Opening Favourites

To open Favourites:

Click on the Favourites button on the toolbar or

File⇒Favourite Zip Folders...

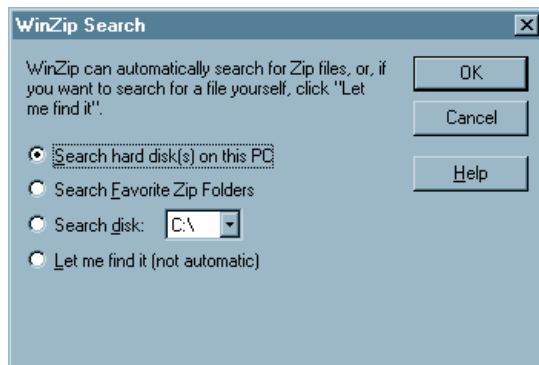
### The First Time

When you open Favourites for the first time WinZip will search you computer and list all the .zip files it finds.

### Modifying Favourites

You may ask WinZip to search for .zip files

Click on the Search button and make a choice of different search types



Click on the Options button to change the Favourite Options

## **The Wizard**

The WinZip Wizard is useful for new users of the program as it will guide you through unzipping files.

If one of the archived files is an installation program the Wizard will also help the users run this file.

### ***Unzipping***

1. Open WinZip
2. Click on the Wizard button, or File⇒Wizard
3. Click on Next
4. WinZip will search for all .zip files, if yours is not listed click on Search to choose the folder and filename
5. Click on Next
6. WinZip will suggest a directory for the decompressed file to be stored, click on Select Different Folder to choose or create another
7. Click on Unzip

## Year 2000 Compliancy

Following is Nico Mak Computing's statement on Year 2000 compliancy:

Statement on Year 2000 Compliance for WinZip and WinZip Self-Extractor WinZip 7.0, WinZip 6.3, and WinZip Self-Extractor 2.1, the most recent releases of Nico Mak Computing, Inc.'s products, have all been tested by Nico Mak Computing, Inc. for Year 2000 (Y2K) Compliance and these programs are, to the best of our knowledge, Year 2000 Compliant.

By "Year 2000 Compliant", we mean the following: A product is Year 2000 Compliant if, when it is used with accurate date data in accordance with its documentation, it will not produce errors processing date data in connection with the year change from December 31, 1999 to January 1, 2000, provided all other products (e.g., other software, firmware, and hardware) used with the product in question properly exchange date data with it. A Year 2000 Compliant product will recognize the Year 2000 as a leap year.

This Statement does not constitute a warranty or extend the terms of any existing warranty. Unless you have a different license agreement signed by Nico Mak Computing, Inc., your use of Nico Mak Computing, Inc. software is governed by the terms in the license agreement included with the product. The information available from Nico Mak Computing, Inc. concerning the Year 2000 is provided for the sole purpose of assisting our customers in their planning for the transition to the Year 2000.

WinZip 7.0 was released in October 1998. WinZip 6.3 was released in September 1997. WinZip Self-Extractor 2.1 was released in August 1997. Older WinZip Versions WinZip 6.1 and earlier displayed dates in the next century as question marks.

This was a cosmetic flaw only, and did not affect file processing; it was fixed in WinZip 6.2, released in October, 1996. However, we recommend that all users download the upgrade to the current release rather than use older versions of the software.

We have not tested versions of WinZip prior to 6.1 and versions of WinZip Self-Extractor prior to 2.1 for Year 2000 Compliance. We recommend that all users download the upgrades to the latest versions rather than use older versions of the software.

## KEYBOARD SHORTCUTS

The following Keyboard Shortcuts are supplied with WinZip 7.0

F1.....	Activate help system
Ctrl+N.....	Create a new archive.
Ctrl+O .....	Open an existing archive.
Shift+F .....	Favorite Folders.
Shift+L.....	Close an archive.
F7.....	Move an archive
F8.....	Copy an archive
Shift+R .....	Rename an archive.
Shift+M.....	Mail an archive.
Shift+A .....	Add files to an archive.
Shift+D .....	Delete files from an archive.
Shift+E .....	Extract files from an archive.
Shift+V .....	View files in an archive.
Ctrl+P.....	Print a listing of files in an archive.
Shift+W .....	Switch to the Wizard interface.
Ctrl+A.....	Select all items in the list box.
Shift+S .....	Run virus scanner.
Shift+T .....	Test an archive.
Shift+U .....	Uencode an archive.
Shift+G.....	View, add, or edit a comment
Shift+K .....	Create a self-extracting archive.
Shift+C .....	Activate the CheckOut feature.
Shift+I.....	Install files in an archive.
Direction key(s) .....	Move the cursor and/or scroll a list.
Shift+direction keys..	Select multiple items in a list box.
Enter .....	Same as Double Clicking in the main window.
Alt+F4 .....	Exit (terminate) WinZip