

WinZip is a utility program that allows you to compress and collect several files so that you can send them as a single attachment via email. These directions will show you how to create WinZip files. The directions will also explain how an email recipient will "extract" and save the individual files to their hard drive. If you don't have WinZip, you can download an evaluation copy from their web page; WinZip.com. Your email recipient does not need this!

How to Zip Files >

Using WinZip

CREATE A FOLDER somewhere on your computer, for example on the desktop, and save your collection of pictures to that folder.

START WINZIP by double-clicking the desktop icon or by going to Start, then Programs, and then WinZip.

If you are using an evaluation copy of WinZip you will see a special screen. Click on "I Agree."

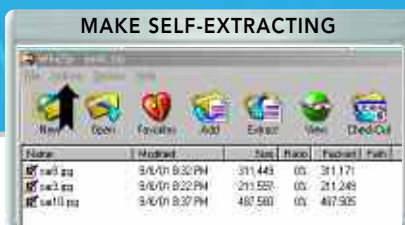
If the Tips screen appears, click on "Close."

You are now at the **MAIN WINZIP SCREEN**.

Click on "New." You will be asked where you want to save your WinZip file and what you want to call it. You can call it anything you like. For example, follow the 3 steps in the diagram at right, top.

Now you are at the **ADD FILES SCREEN**. Find the folder with your pictures in it. Hold down the **Control Key** as you click on each picture you want to add to your Zip file. **Finally click on "Add"** as shown at right, below.

Once you've clicked on the "Add" button, the Zipped file will be created where you told it to. The icon for it looks like a file cabinet held in a vise.



HOW TO MAKE YOUR ZIP FILE SELF-EXTRACTING so that the email recipient doesn't need WinZip to retrieve the files.

FROM THE SCREEN ABOVE, click on "Actions" and then on "Make .Exe file"

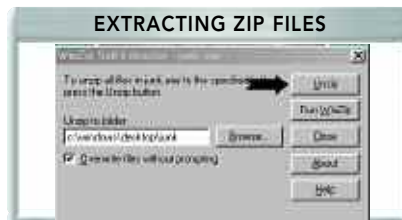
THE ZIP FILE you just made should be named on the top line. If it's not, you may have to browse for it.

ON THE BOTTOM LINE

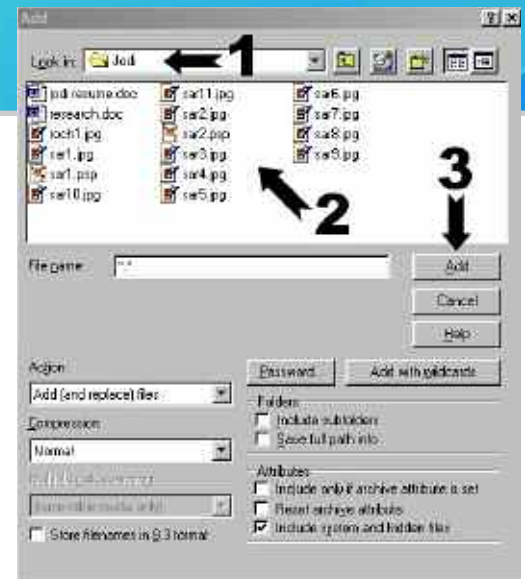
Type the following:

"c:\windows\desktop\junk."

This will automatically create a folder on the email recipients desktop called "junk". Now click "OK."



HOW TO EXTRACT THE FILES SENT VIA EMAIL **SAVE** the emailed attachment to your desktop. **DOUBLE-CLICK** on the desktop icon representing the file you just received. **CLICK ON UNZIP**. Do not change anything else. A folder will be created on your desktop and it will contain all of the pictures that were sent to you.



For more technology resources, visit www.nea.org/neatodayextra/technology.html

