

Page # 1 Step by Step Unzipping of *.Zip files

Note: A Zip program should be installed on the computer at this time

- 1. To Find the *.Zip file you've downloaded.**
Click **START, FIND, FILES and Folders, Look in C:**, type in
Named window: ***.zip**
Click the date tab! Click **BETWEEN** button! Click the down arrow!
Highlite the date when the download occurred. Click **(Find Now)**
- 2. Your downloaded file showing, double click that file. Click (I agree)**
The Winzip program window opens!
- 3. Now you can see, what is in that file without Extracting it.**
You can double click the Readme file, to see, what it is all about.
Then Extract all the files into a Folder, so that a program can be installed.
Mostly, I Extract my Zipped files in to a Temp folder such as C:\1Atemp.

Note: The (1Atemp) folder is automatically created! Where?
on the C: drive!

- 4. Click the Extract button! Fill in the "Extract To" window (C:\1Atemp)**
and click extract
- 5. To Install this program. or any Program.**
(End Task all TSR's which would interfere with the Installation of
Programs.)
hit Ctrl, Alt, Delete at the same time.
End Task all, but windows Explorer and Systray!!
- 6. Open the Install/remove Program window.**
Go to START, Settings, Control Panel
and click Add/Remove Programs
- 7. Click the install button!**
Browse, find the 1ATemp folder and click the program setup file.
- 8. Read what comes up and fill in the answers.**
- 9. The program should now be installed.**

Step by Step Zipping files into one Archive.

Note: A Zip program should be installed on your machine now!

1. Determine which files you want to zip up and Compress.
 - a. Open Windows Explorer
right click Start, Explore
 - b. Find your files
 - c. Select the files
 1. if the files are contiguous, click the first one, then with the shift key held down, click the last one. With all of them selected, right click in the selected files, that brings up a menu. Click ADD TO ZIP
 2. if the files are not contiguous, select the first one, then with the CTRL key held down, click the others. Then right click one of them and select add to zip.
2. The Winzip window opens.
Click the IAGREE button!
Then the Winzip ADD TO ARCHIVE window opens.
 - a. Give the Archive a name and location.
like (C:\1Zip\My first Zip)
 - b. Click the Action down arrow and select UPDATE AND ADD FILES
 - c. Click the Compression down arrow and select NORMAL
 - d. In Options , check SAVE FULL PATH
 - e. Click the UPDATE button

The "My first Zip.zip" file is now completed!

Lets check it out!!