

Using WinZip: Zipping and Unzipping Files

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WinZip software allows you to condense files for storage and transfer purposes, which eases, speeds, and makes more efficient the processes of saving and transferring large or multiple files.

1. Download WinZip

The first step is having WinZip on your computer. You can do a simple search in finder using the word WinZip to determine whether or not it is already on your hard drive. If you do not find WinZip on your computer, you can download it from the internet by visiting <http://inside.bard.edu> and clicking on the words beneath **Computing Resources** that read **Training & Software**. Click **Software Downloads** and on the next page, under Compression, select **WinZip**.

2. Zipping a File

The second step is “zipping” your files. The idea behind zipping is to organize your files and condense them so that they take up less space, whether the space is on your floppy or your hard drive.

Creating a New Zip File

Once you have opened WinZip, you will have to open a new Zip file to which you may add pre-existing files, which you desire to be zipped. To do this you simply click the **New** button in the top left hand side of the window. A new window will appear. You may search through your computer to find a place to put the Zip file (e.g. drive: //A, the disk drive). After you have chosen where you want to put the new Zip file, name your new Zip file in the letterbox at the bottom of the window and click **OK**. You have created a new Zip file.

Another window will pop up after you have hit **OK**. This is WinZip automatically giving you a chance to add files into your new Zip file. You can find and choose a file to add, or drag across many files to add many at once. After you hit **OK** you will see the titles of all selected files in your Zip file. To add more files, follow the *Adding Files* instructions below.

Opening Zip Files

After opening WinZip click the **Open** button on the tool bar. Find your file on your computer and open it. Your Zip file and any files within it will then show in the WinZip window.

Adding Files

The easiest way to add a file is to click the button on the tool bar that reads, **Add** (you can only do this after you have created a Zip file). A new window will pop up, from this window you may search for the file you want to add. Once you have found your file, click on it's name (the name should then appear in the letterbox at the bottom of the window) and click the **Add** button on the right side of the window. If you would like to zip an entire folder, click **Add with Wildcards** instead of **Add**.

3. Unzipping a File

The third step is "unzipping" your files. In order to use files that have been zipped, you must unzip them. This applies to all zipped files, whether you zipped them yourself, or downloaded a Zip file.

Extracting (Getting files of your Zip File)

First you must open the pre-existing Zip file, see *Opening Zip Files* for instruction. Once the Zip file is open you may extract files from it. You must highlight the file you want to extract by clicking on it, to select many files at once you may drag your mouse over them. Once your files are highlighted click the **Extract** button in the toolbar. A window will pop up for you to choose where you want the file to be extracted. After you have selected where you want the file to end up, click **Extract**. The file will now appear on your computer completely unzipped.