

## WinZip 8.1

*WinZip is a utility to handle (create and open) archives. Archives allow you to save several files to one file and to compress its file size.*

*The degree of compression varies with file content (e.g. a text document may be compressed by 40%, however tables and graphics reduce compression)*

*These instructions cover the WinZip Classic Interface.*

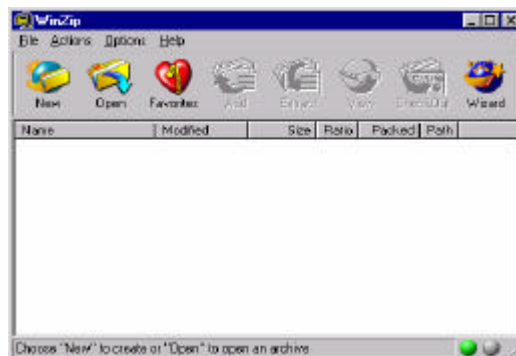
### Features:

- Creates ("zips") compressed archives as either Zip and/or EXE formats
- Opens ("unzips") ZIP archives

### To Install WinZip on Windows NT:

1. Select **Networked Applications, General Software, Utilities, WinZip 8.1**

By default, the **WinZip Classic** interface opens:



If the **WinZip Wizard** interface opens, you may switch to **WinZip Classic** by selecting the **WinZip Classic** button.

### How to Create a Zip Archive:

#### Method I. From within WinZip

1. Select **New** to create a New Archive
2. Enter a **filename** for the archive and Select **OK**
3. The Add dialog box will open by default (select **Add** otherwise)
4. Select files to add to the archive  
(Hold down **Shift** key on keyboard to select multiple files)
5. Select the **OK** button  
The selected files are then archived

Additional files may be added to an archive by similar means

#### Method II.

1. Select all files required, or even an entire folder
2. Right-click on one of the files
3. From the menu, choose **WinZip, Add to Zip**
4. Enter a *filename* for the archive and select **OK**

#### ***How to Create a Zip Archive Spanning Multiple Floppy Disks:***

This is useful if the files you are working with will not fit on one disk.

To make a Zip file that spans multiple disks, simply create a **new** Zip file (as described above) *but on a floppy disk* (i.e. specify the A:\ drive when entering the filename). If the floppy disk fills during the process, you will be prompted for another floppy disk. Simply insert the next disk and click the **OK** button.

**Note:** Disk spanning is not available when adding files to an existing archive; it is only available while creating a new archive. Also note that you cannot add or remove files from a Zip file that spans disks. An alternative to Spanned Zip archives, is **Splitting** an archive: This gives you the option to specify size.

#### ***You can also Create a Self-Extracting File:***

A self-extracting Zip file is an executable program file (.EXE file) that includes both a Zip file and software to extract or “unzip” the contents of the Zip file. End users can simply extract the contents of a self-extracting Zip file by simply running it, without the need for an unzip program (like WinZip) to extract the files.

1. Right-click on the Zip file
2. From the menu, choose **Winzip, Create Self-Extractor (.EXE )**
3. Click **OK**

**Note:** Within WinZip, there is no facility to create a self-extracting file, spanning multiple floppy disks (or split).

#### ***How to View a Zip Archive:***

##### Method I. From within WinZip

1. Select **Open**
2. Select the **Zip** file and Select **Open**

##### Method II.

1. Double-click on the **Zip** file

Right-clicking on a column header allows you to change the columns that are displayed.

#### ***How to Print a list of files in a Zip file:***

##### Method I. From within WinZip

1. Select File menu
2. Print

## Method II.

1. Right-click on the Zip file
2. From the menu, choose **Print**  
Note: This appears in the main context menu (not in the WinZip submen

## **How to Extract an Archive:**

### Method I. From within WinZip

1. Select **Open**
2. Select the **Zip** file and Select **Open**
3. Select the file(s) to extract and Select **Extract**
4. Select **destination**  
Files, archived as part of a folder, are extracted to a folder of the same name.

### Method II.

1. Right-click on the **Zip** file
2. From the menu, choose  
**Winzip, Extract to...** and select a **destination**  
or  
**WinZip, Extract to H:\”folder”**  
(where “folder” is a destination folder pre-set by archive)  
or

One of several options e.g. **here** (the open folder) or **recently used folders**

If the open Zip file contains a setup or install program, you will be given the option to run the installation or to simply extract the files.

Note: Unless you are a workstation administrator you will not be able to install to C:\