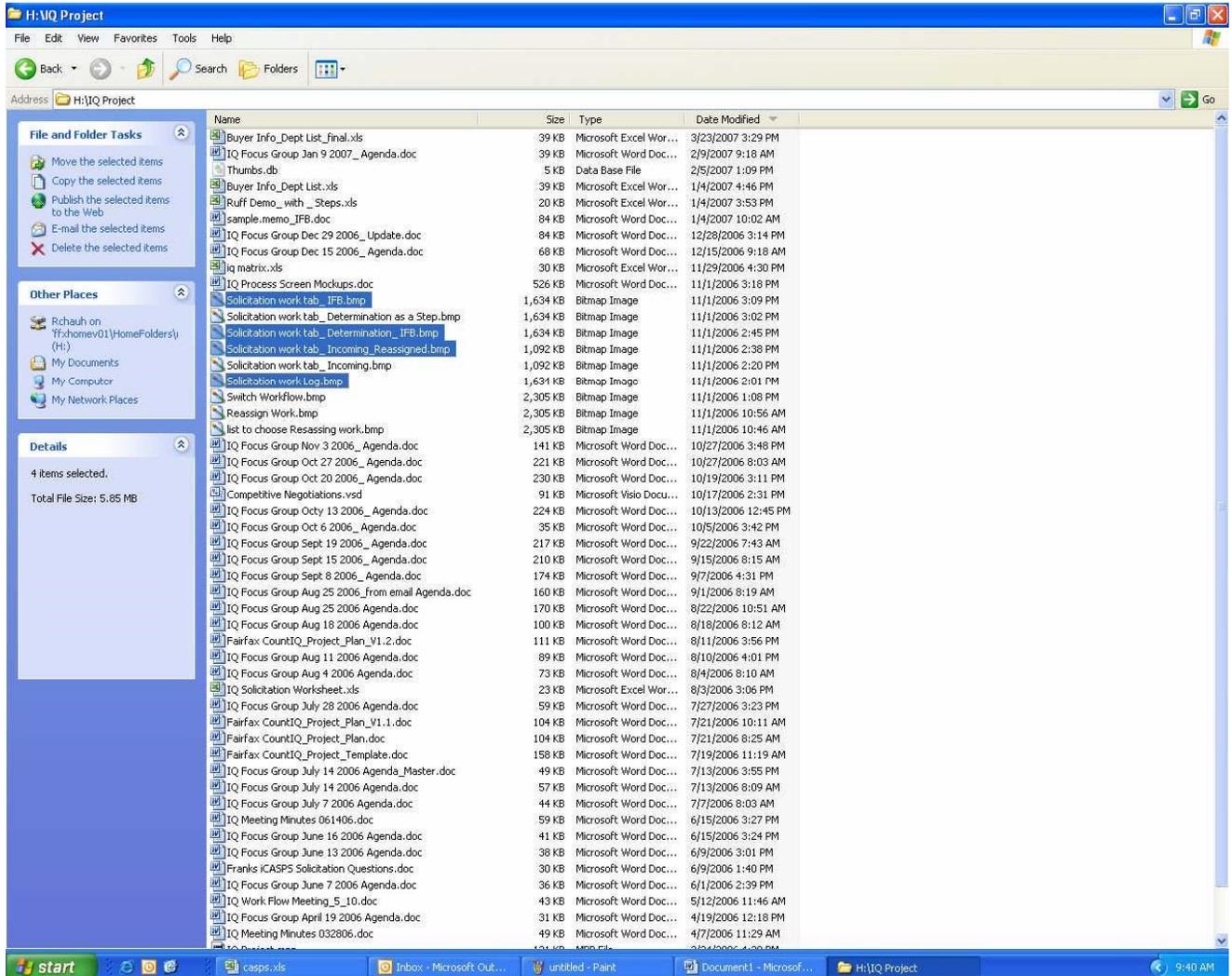


HOW TO ZIP A SINGLE LARGE FILE OR MULTIPLE FILES INTO ONE COMPRESSED FILE

Introduction:

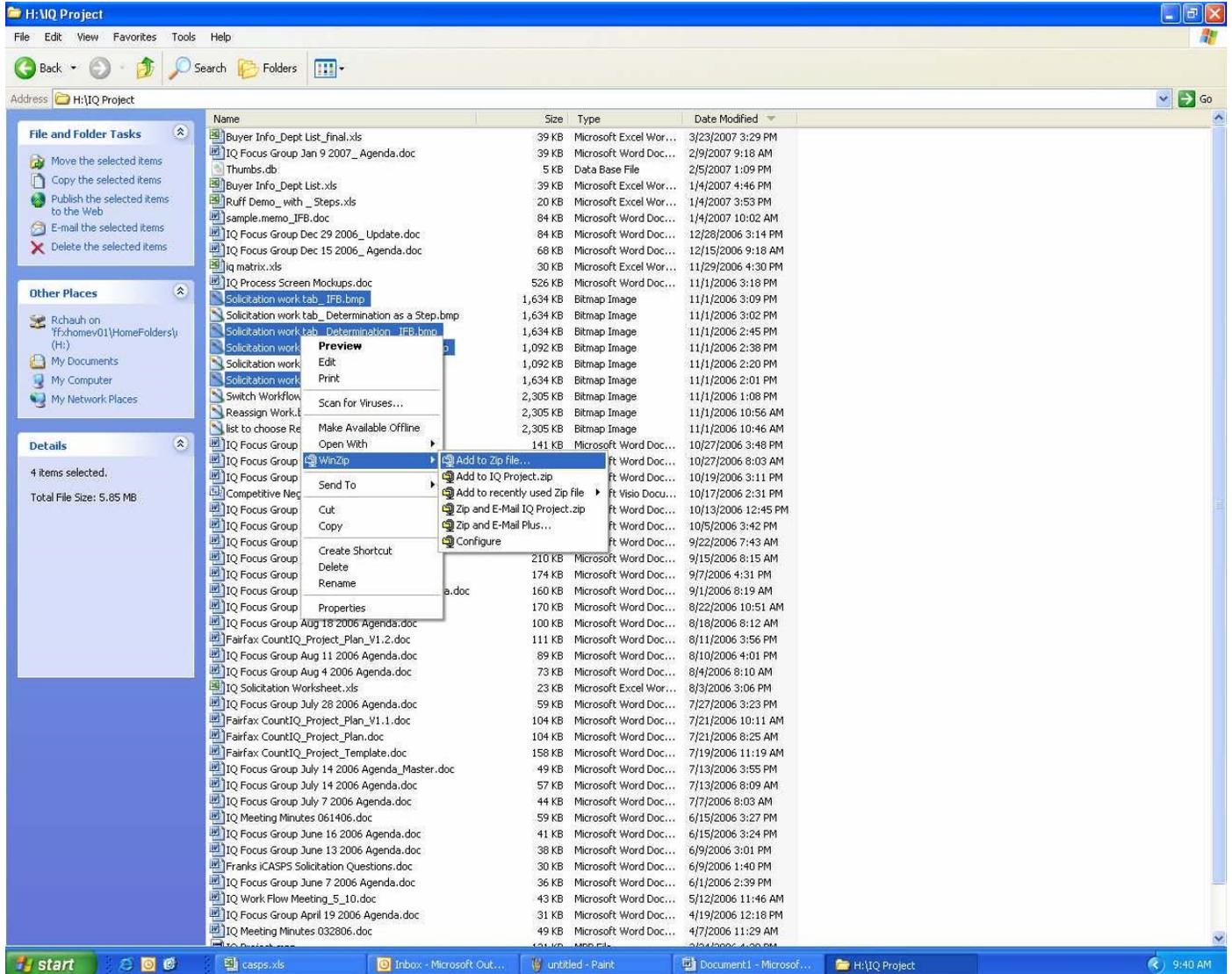
The zip process allows multiple files or a single large file to be compressed into a smaller size file. This makes the file easier to copy to a CD, removable drive or email where size may be a restriction.

In order to zip multiple files or a single large file, go to the directory where the file resides on your PC. Single click on the first file and press and hold the **Ctrl** key while you single click any additional files.

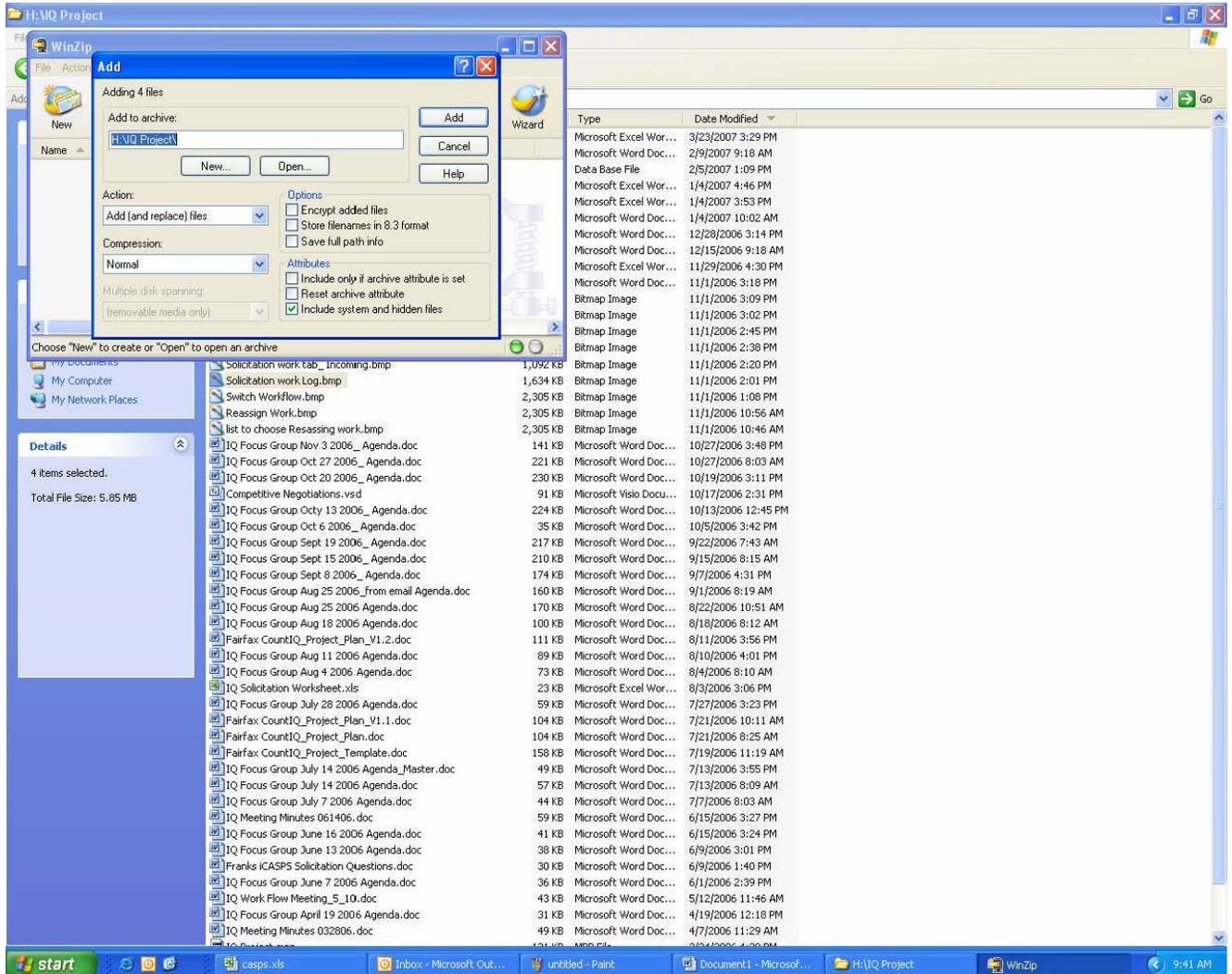


Once you are done selecting the files which need to be zipped, right click on one of the highlight files. When a popup menu appears, select **WinZip**.

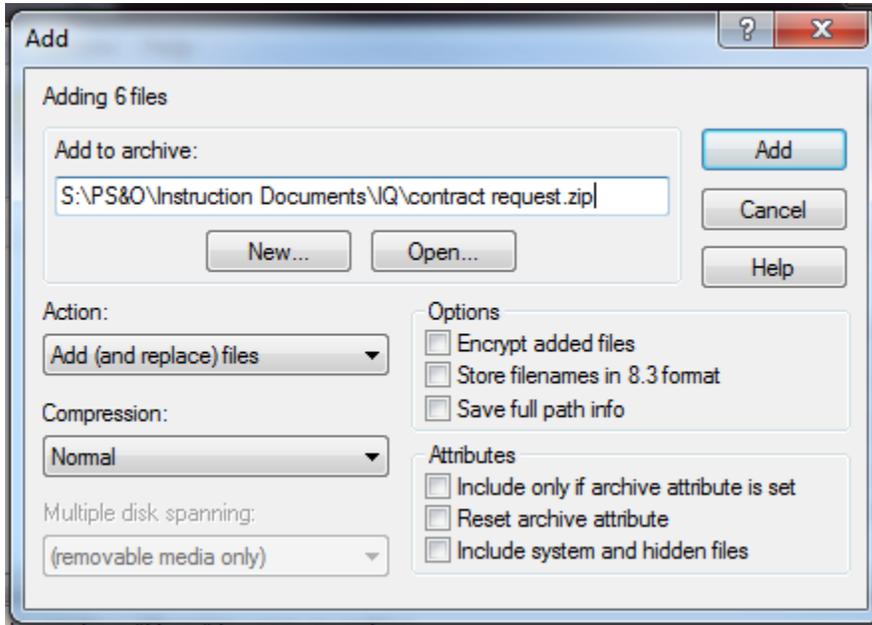
Another popup menu will appear. Select **Add to Zip file**. Note: you can also select the **Zip and Email** option which opens an Outlook Message Box.



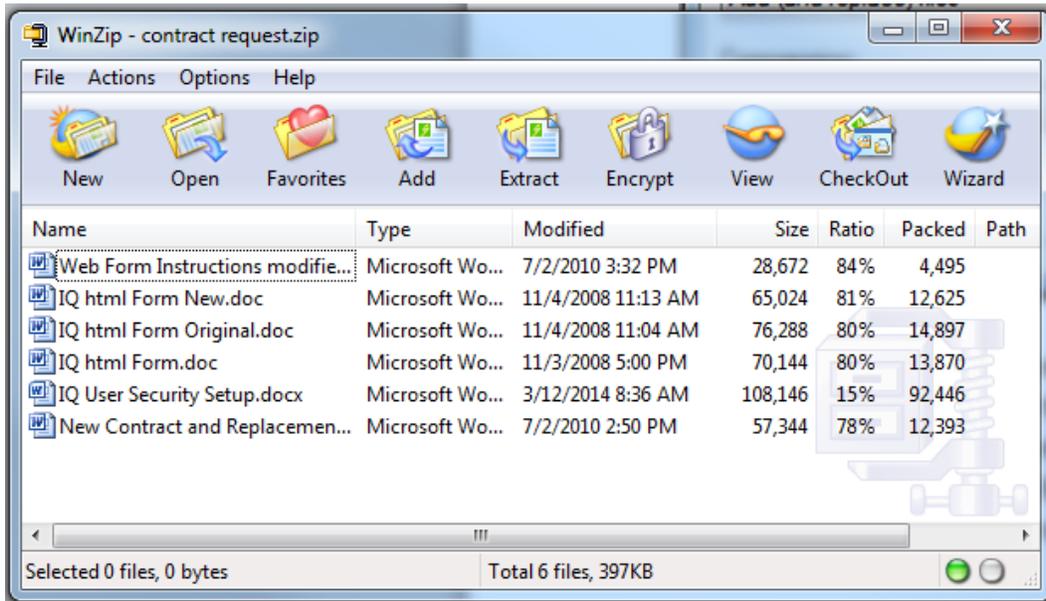
Once **Add to Zip file** is selected a popup window will appear. You have two options
Option 1: The **New...** button will allow you to select the path and file name you would like the zipped file to reside.



Option 2: From the popup Window instead of clicking New.. you can type in the file name at the end of the path name displayed if you want to save the zipped file in the same folder displayed. Once you have typed the file name, click the **Add** button.



You will see the WinZip file with all the documents you originally selected. Click the Red X at the top right hand corner to close this file.



You will now see your original folder where you made your file selection. Click on the Date Modified column twice. You should be able to see the WinZip file you just created at the top of the list. Notice the file size is only a fraction of what the original files added up would have been.

