

# WinZip<sup>®</sup> Quick Start Guide

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## About the Quick Start Guide

This Guide introduces some file compression terms, describes some of the initial steps in installing WinZip, and provides a first look at using some WinZip features. For additional information, see the tutorials that come with WinZip, the WinZip help file, and the WinZip web site at <http://www.winzip.com>.

## What is an Archive or Zip File, Anyway?

Zip files are "archives" used for storing and distributing files, and can contain one or more files. Usually the files "archived" in a Zip are compressed to save space. Zip files are often used to:

- **Distribute files on the Internet:** Only one Zip file transfer operation (download) is required to obtain all related files, and file transfer is quicker because the archived files are compressed.
- **Send a group of related files to an associate:** When you distribute the collection of files as an archive, you benefit from the file grouping and compression as well.
- **Save disk space:** If you have large files that are important but seldom used, such as large data files, simply compress these files into an archive and then unzip (or "extract") them only when needed.

## What Does WinZip Do?

WinZip makes it easy for Windows users to work with archives. WinZip features an intuitive point-and-click drag-and-drop interface for viewing, running, extracting, adding, and deleting files in archives with a standard Windows interface, and also provides a Wizard interface that further simplifies the process of working with Zip files.

## About WinZip's Setup Options

During the WinZip setup procedure you are asked to select either the WinZip Classic interface or the WinZip Wizard interface.

- **WinZip Classic:** The powerful WinZip Classic interface is preferred if you have a general understanding of Windows and of Zip files. Most users will be quite comfortable with its Explorer-like interface once the basics of Zip files are understood.
- **WinZip Wizard:** The WinZip Wizard guides you through some of the most common operations involving Zip files. If you are new to Windows or unfamiliar with Zip files, you may wish to start with the Wizard and switch later to the more powerful Classic interface.

In the following sections we will describe the Classic and Wizard interfaces. With either interface, the setup panels provide information about the options offered. Whichever setup option you choose, you can easily switch between the two interfaces at any time with a single click, and you can always change the default settings later.

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## Using WinZip Classic

Here is a brief introduction to some of the features of WinZip Classic.

### Quick Unzipping with WinZip Classic

1. In the WinZip window, click the **Open** toolbar button or choose **Open Archive** from the **File** menu. The Open Archive dialog will appear.
2. In the Open Archive dialog, locate the archive you want to unzip, then click **Open**. The contents of the archive will be displayed in the WinZip window.
3. To extract files from the archive, click the **Extract** toolbar button or choose **Extract** from the **Actions** menu. The Extract dialog will appear.
4. In the box labeled **Extract to**, choose the folder where you want to place the extracted files and click **Extract**.

That's it--you have extracted the contents of the archive to the chosen folder. You can now work with the extracted files, select another activity within WinZip, or close the WinZip window.

**Note:** You can also extract files from an archive in the WinZip Classic window by dragging them to the desktop or to the desired folder in Windows Explorer.

### Quick Zipping with WinZip Classic

1. In the WinZip window, click the **New** toolbar button or choose **New Archive** from the **File** menu. The New Archive dialog will appear.
2. In the New Archive dialog, specify the location where you want to create the archive and type the name you want to use for your new archive, then click **OK**. The Add dialog will appear.
3. In the Add dialog, select the files that you want to add to your new archive and click **Add**.

That's it--you have created a new archive. You can now examine the contents of your new archive, select another activity within WinZip, or close the WinZip window.

**Note:** You can also add files to an archive by dragging the files from My Computer or Windows Explorer and dropping them on the WinZip window.

### WinZip Classic Tips

You can view the contents of most documents in an archive (such as Microsoft Word documents and Excel spreadsheets) by just double-clicking them in the WinZip Classic window.

You can extract files from an archive in the WinZip Classic window by dragging them to the desired folder in Windows Explorer or to the desktop.

Using WinZip Classic's **Help** menu, you can:

- work with the built-in Brief Tutorial to get acquainted with more of WinZip's features

- view collections of Hints and Tips
- find answers to Frequently Asked Questions

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## Installing the WinZip Wizard

If you decide during installation that you want to use the WinZip Wizard, WinZip will need to perform a brief setup procedure that will help it find the Zip files on your computer. This simple procedure will only need to be performed once.

1. In the WinZip Setup panel, click **Start with the WinZip Wizard** and then click **Next**.
2. In the Search for Favorite Zip Folders panel, we recommend that you choose **Search Entire Hard Disk** so the Wizard can search your system for Zip files. You will see the search progress, and then a panel that indicates how many folders were added to your Favorite Zip Folders. Click **Next**.
3. The Wizard will open an Explorer window displaying the WinZip program group icons. Click **Next** to continue, and the Wizard Welcome panel will appear.
4. In the Wizard Welcome panel, click **Next** again, and the Select Activity panel will appear.

That's it--you have installed WinZip, and you're ready to begin using the WinZip Wizard. The sections below describe using the Wizard for unzipping and zipping files.

## Using the WinZip Wizard

If you have just installed WinZip and chosen the WinZip Wizard interface, you should see the Select Activity panel on the screen.

If you have previously installed WinZip, you can start a WinZip session using the **Start** menu, the WinZip icon on your desktop, or the WinZip item in the **Programs** menu. Click **Next** in the welcome panel to reach the Select Activity panel.

Here is a brief introduction to the features of the WinZip Wizard.

### Quick Unzipping with the WinZip Wizard

1. In the Select Activity panel, choose **Unzip or install from an existing Zip file** and click **Next**.
2. In the Select Zip File panel, click on the Zip file you want to work with and click **Next**. The Unzip panel will appear.
3. In the Unzip panel, click **Unzip Now** to unzip (extract) the files in the archive. The WinZip Wizard will open a Windows Explorer window showing the unzipped files.

That's it--you've just unzipped a Zip file using the WinZip Wizard. You can now work with the unzipped files, or click **Next** to select another activity within WinZip, or close the WinZip Wizard window.

### Quick Zipping with the WinZip Wizard

1. In the Select Activity panel, choose **Create a new Zip file** and click **Next**.
2. In the Choose Zip Name panel, type the name you want to use for your new Zip file and

click **Next**. For example, if you are creating a Zip file that will contain some files related to yearly reports, you might type "1999 reports" as the name for your Zip file.

3. In the Select Files panel, click **Add files** to choose the files you want to add to the Zip file. Select the files you want to add and click **OK**.
4. Click **Zip Now** to create the new Zip file.

That's it--you've just created a Zip file using the WinZip Wizard. You can now click the **WinZip Classic** button if you would like to examine the contents of your new archive, or click **Next** to select another activity within WinZip, or close the WinZip Wizard window.

## WinZip Classic and Wizard: Switching Interfaces

You can easily switch between the WinZip Classic and WinZip Wizard interfaces with a single mouse click. Here's how:

**In WinZip Classic:** to switch to the WinZip Wizard interface, click the **Wizard** button at the right end of the toolbar.

**In WinZip Wizard:** to switch to the WinZip Classic interface, click the **WinZip Classic** button at the lower left.

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## Zip and Unzip Files without Leaving Windows Explorer

Using WinZip's Explorer interface, you can access most of WinZip's functionality directly from My Computer, Windows Explorer, or the desktop. Here is how to zip and unzip files directly from Explorer; be sure to see the WinZip help for more things you can do, including Zip and E-Mail.

**To create an archive:** select the file(s) you want to compress in Windows Explorer, right click, choose **WinZip**, and then click **Add to Zip file** from the submenu menu that appears.

**To extract files from an archive:** select the archive in Windows Explorer, and either:

- right click and choose **Extract to...** from the WinZip menu, or
- right click and drag the archive onto the folder where you want it extracted, and then choose an extract option from the WinZip menu.

## Contacting Technical Support

The best way to ask questions or report problems is to use the support form available from the "Support" link on the WinZip home page (<http://www.winzip.com>). We try to respond to all inquiries within one business day.