Hello! I'm your WinZip® Tutor, ready and waiting to keep you company and help you through your first experience with WinZip. I'll take you through each of the steps to unzip a sample file and create a new one. While there are many advanced features within WinZip, we'll just go through the basics in these exercises.

Click on *How to use the Tutor* if this is our first meeting, so you can understand the best way to use this guide.

- **How to use the Tutor**
- **Unzipping your first file**
- **Creating a Zip file**
- **Close the Tutor**

I will guide you through each step of unzipping and zipping with WinZip®.

When you've completed a step, click on the [Next>] **button** above or repeated below. You can click the [<Back] button above or repeated below to review any steps.

Notice that some text looks different from the rest, like this. It indicates that you can click on it to make something happen, or to get more information about the term highlighted.

This pop-up window can tell you or show you more about WinZip.

You can move and resize the Tutor and other windows to arrange them to make working with the Tutor and WinZip® easiest for *you.*

Click and hold down your left mouse button on the title bar of this window to drag it around the screen so it's where *you* want it to be. You can resize it by clicking and dragging a corner.

Let's unzip our first file using Windows Explorer. There are many ways to unzip files using WinZip®, but you may find that this method is the easiest and most convenient.

If you haven't already done so, **open Windows Explorer. Clicking on the icon to the left will open the Windows Explorer for you.**

Move and/or resize the windows so you can use Windows Explorer and the Tutor at the same time.

Now, click on the ⌈Next>⌋ button to move to **Unzipping your First File,** or click on the Contents button to return to the beginning of the Tutor.

I have included a special EXAMPLE.ZIP for you to practice with.

Navigate through Windows Explorer to locate the Zip file named "EXAMPLE" so you can unzip it. Mine is in my C:\Program Files\WinZip folder (the default WinZip® installation folder). Yours is in the folder where you installed WinZip.

Remember that you can move and resize both the Tutor and Explorer windows to make the process as convenient as possible.

Double-click on the Zip file named EXAMPLE using your left mouse button.

WinZip® will automatically open.

Move the WinZip dialog, if necessary, so you can work with it and the Tutor at the same time.
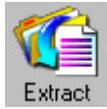
The first thing you will see is the Zip comment.   This is a small amount of explanatory text that is embedded in some Zip files.   Click the **Close** button to close the window that displays the comment. (*Note:* if you have previously disabled automatic display of Zip comments, you won't see this window.)
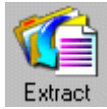
Click on the WinZip® Extract **button to open the Extract dialog.**

Now, I'm typing in the folder where I want the contents of the Zip file to go: C:\Download\example

You can also use the file management dialog to move around and select a destination folder. Now it's time for you to choose your destination for your files.

Click here to see what I'm doing and to check it against your progress.

If my C:\Download\example folder didn't already exist, WinZip would automatically make it for me.   It will create the folder for you, too, when you unzip the files.

Click on the [Extract] **button to unzip the file.**

The contents of the EXAMPLE.ZIP file are now unzipped -- just that quick! *Wasn't that easy?*
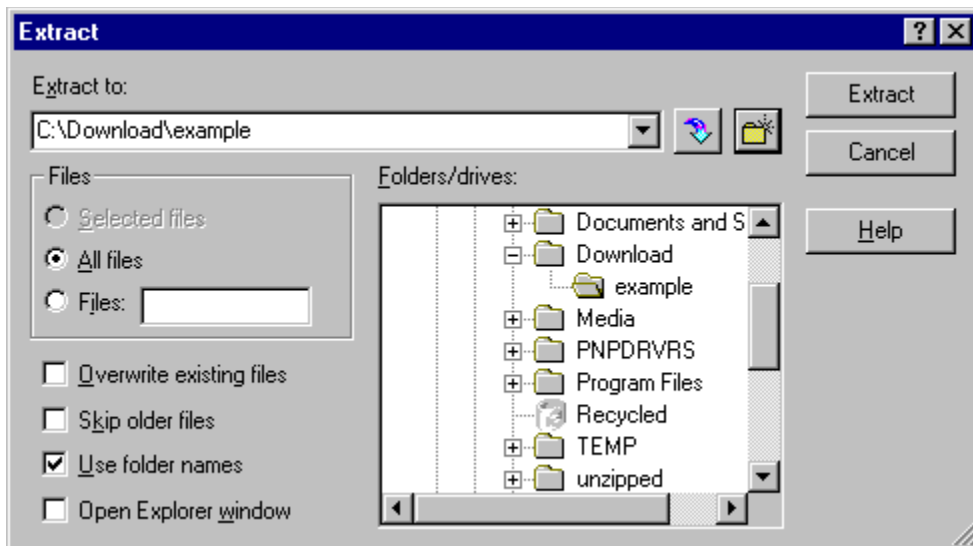
You can see that the files from the Zip are now present in C:\Download\example by using Explorer to look at the C:\Download\example folder.

Before we leave the unzipping process, I want to show you a WinZip® feature that you will find very handy.

Notice that you can see the three files inside EXAMPLE.ZIP listed in the WinZip box.

Extract

Extract to:

`C:\Download\example`

Files
- ( ) Selected files
- (•) All files
- ( ) Files: [   ]

- [ ] Overwrite existing files
- [ ] Skip older files
- [✓] Use folder names
- [ ] Open Explorer window

Folders/drives:
- [+] Documents and S
- [−] Download
  - example
- [+] Media
- [+] PNPDRVRS
- [+] Program Files
- Recycled
- [+] TEMP
- [+] unzipped

Extract

Cancel

Help

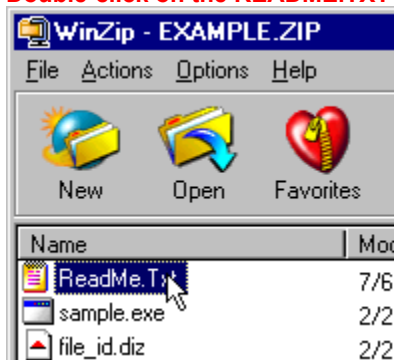**Double-click on the README.TXT file in your WinZip® window.**

It should open automatically into the program associated with files with a TXT extension (usually Notepad). Read the file to learn more about README files.

[Back]

[Next>]

You can look at files inside the zip another way.

Highlight FILE_ID.DIZ by clicking on it once. Now, click on the [View] button in the WinZip® window.

You can use the default viewer, but you can also **click on the radio button next to WinZip's "Internal ASCII text viewer" and then click on View.** Now you can view the FILE_ID.DIZ, the Zip's description file.

⊙ Internal ASCII text viewer

All this can be done without running the extract operation!

When you double-click on a file with a specific file extension (the characters after the period), Windows knows which program is *associated* with that extension, and automatically launches it to run the file for you. Some programs will automatically set up associations, and other times you may want to change the association or create a new one.

You'll find more information about Associations in the WinZip help file, and the Windows help file will tell you exactly how to handle them with ease. Just click on the Start Menu and choose Help.

Now that you've discovered how easy it is to unzip files with WinZip®, you can...

Click here to stop and say goodbye to the Tutor, and unzip all those other files you have, or...
move on to the next lesson by clicking on Next

Creating a Zip File

Let's zip up the files we just unzipped!

If any files are listed in the WinZip® window, choose Close Archive from the File menu to clear the display.

If necessary, move the WinZip dialog so you can continue to read the Tutor and work with WinZip, too.

Click on the New **toolbar button.**

This familiar file dialog will be shown:
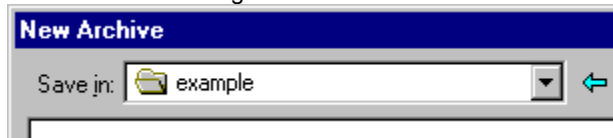
New Archive

Save in: 🗁 example ▾ ⬅

Move to the Download\example folder that was created when you unzipped the EXAMPLE.ZIP file in the previous exercise.

We'll create a new Zip file using the files we just unzipped.

Creating a Zip File   3 of 4

Now, type in EXAMPLE2 as the name of the new Zip file, as shown, and then click OK.

New Archive

Save in: 📁 example

File name: example2

Files of type: Zip files

☑ Add dialog

That's what we'll call this Zip file we're creating.

Make sure the box alongside **Add dialog** is checked.

Please note: you can always add files to an existing Zip or to a newly created Zip simply by clicking on the Add button.

Let's add the three files to the new zip!

If you are not in the example folder, move to the Download\example folder that was created when you unzipped the EXAMPLE.ZIP file in the previous exercise.
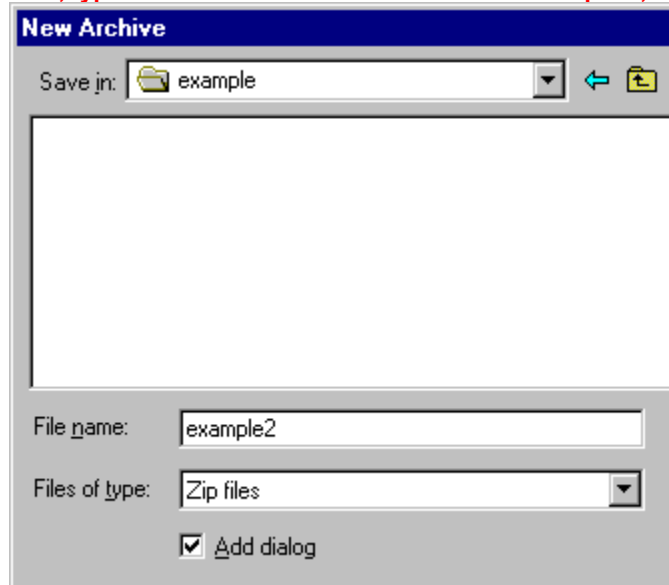
Highlight the three files by clicking on each while holding down your Ctrl key.
☐ **Click here to see what I'm doing** and to check it against your progress.

Once they are highlighted, click on the [Add] button in the lower section of the dialog, and WinZip® automatically zips up the three files within the new Zip file.

Now you can close WinZip® by choosing the Exit item from the [File] menu item.
Congratulations! You've created a Zip file!

[<Back]
[Next>]

Add ? ✕

Look in: 📁 example ▾ ⬅ 🔼 📂 ▦▾

▭ sample.exe
🔺 file_id.diz
🔺 ReadMe.Txt

File name: "sample.exe" "file_id.diz" "ReadMe.Txt"   [**Add**]

[Cancel]

[Help]

Action: [Password...]   [Add with wildcards]
Add (and replace) files ▾
                 ┌ Folders ─────────────────┐
Compression: │ ☐ Include subfolders   │
Normal ▾   │ ☐ Save full path info   │
                 └──────────────────────────┘
Multiple disk spanning
(removable media only) ▾   ┌ Attributes ──────────────────────┐
                           │ ☐ Include only if archive attribute is set │
☐ Store filenames in 8.3 format │ ☐ Reset archive attribute   │
                           │ ☑ Include system and hidden files │
                           └────────────────────────────────┘

Closing the WinZip Tutor

There's so much more to WinZip®! **Consult the complete WinZip help file anytime by pressing F1 while you're using WinZip or by clicking on its Help menu entry.**

☐ **Click here** to **leave the WinZip Tutor,** or Click on

☐ **Contents** to **return to the first page** of the Tutor.

Thanks for spending time with the WinZip Tutor, and enjoy using my favorite program!