

The purpose is the same; to give you some quick tips on the Windows 2000 System and Office Suite Applications. This newsletter will be a two-page issue with no more than two subjects. It is intended to be simple and direct. If you have any comments or suggestions, feel free to email us: ssa-tips-feedback@slb.com

Winzip compression tool

Why use winzip?

1. **Compress one or more files** to reduce the size in order to send them in an email.
2. **Group and compress multiple files** in one archive in order to save them on a floppy disk.
3. **Send multiple files** in one archive file and keep the folders structure.

Start Winzip : **Start->Programs->Winzip->Winzip x.x**

The program will start either in Wizard Mode or Classic Mode.

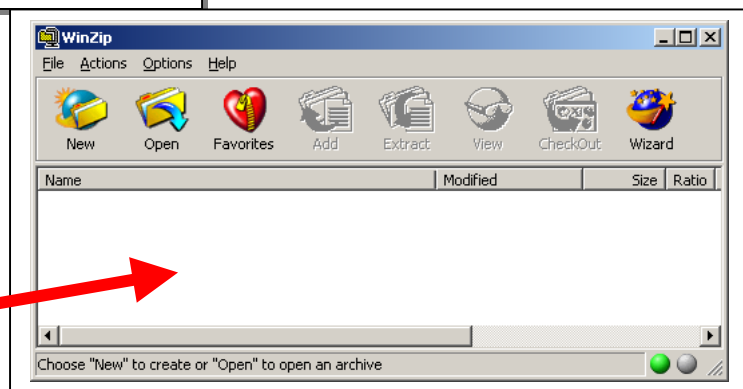
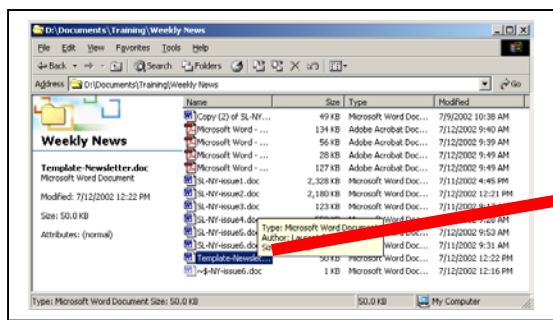
Wizard Mode



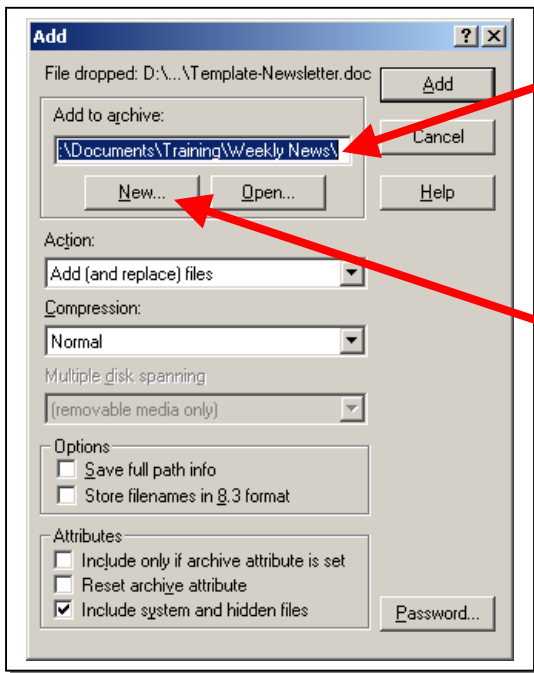
I strongly suggest that you use the Classic mode, as I don't find the wizard very helpful 😊

Classic Mode

To compress a file **Click and Drag** it from Explorer window onto Winzip Window



When you release the file onto the Winzip application you will be prompted to give the name of your archive file (compressed result file).



Enter the file name you want at the end of path with extension ZIP: **xxxxxxx.zip**
The default path is the location of the original file.

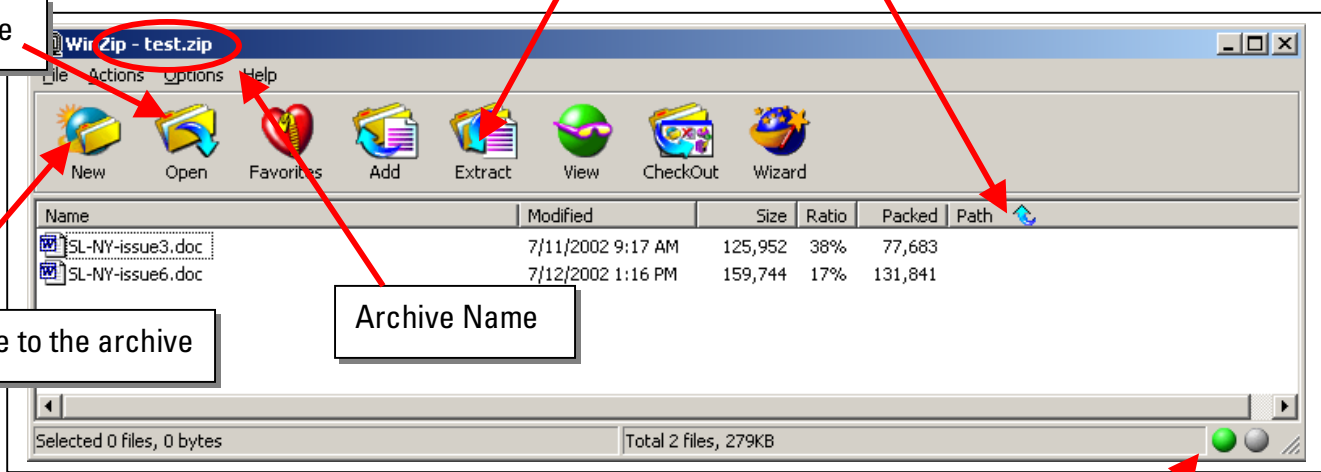
If you want to locate the compress file elsewhere, you can do so by clicking on **New...**

When you receive a zip file you can extract its content to a specific folder by clicking on **Extract**.

It will then re-create the folder structure if multiple folders have been included (see information the column **"Path"**).

If you want to add a second file and you use the click and drag, the same box will appear. The filename is already there, you just need to click on **Add**.

Open an archive



Add a new file to the archive

Archive Name

You then can attach the compressed file to your email. That will also let you send multiple files in one ZIP file.

Green = Compression Finished
Red = Winzip is working