


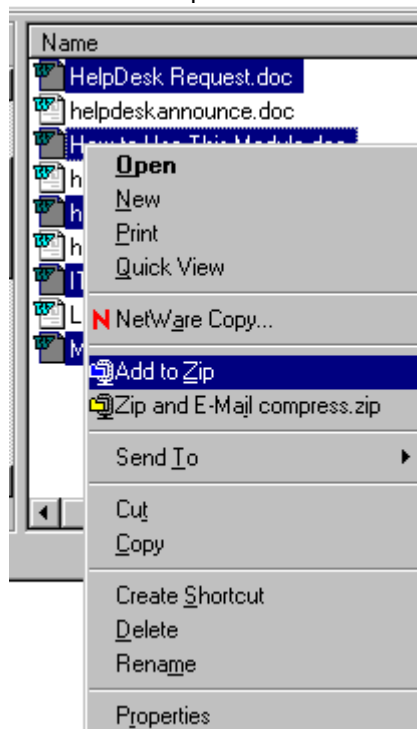
## Title: Using WinZip to Compress Files

**Purpose:** Use this procedure to compress files for transmission by email or to copy to a floppy disk.

This is an easy sure-fire way to compress files to send via email. If WinZip is not installed, click here to install it --> 

This procedure is intended to be a very basic getting started approach to compressing files. WinZip is very powerful and has many features. If you need to do more, then consult the on-line help or the Help Desk.

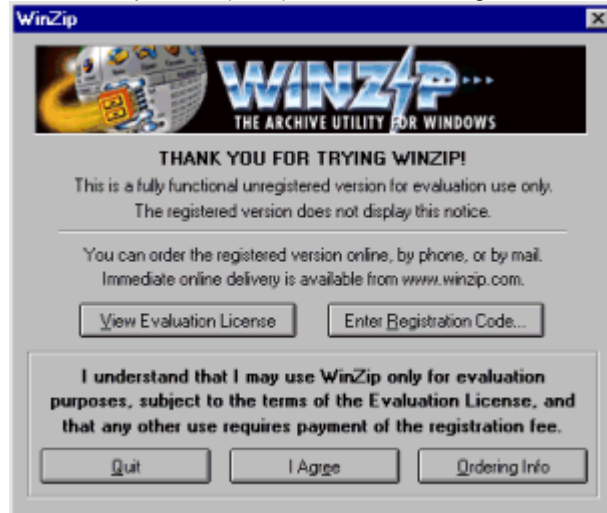
Step	Action	Information
1	<p><b>Use the Windows Explorer to select the files that you wish to compress</b></p> <ul style="list-style-type: none"><li>• hold down the Control key and click each file to compress</li><li>• right-click one of the selected files</li><li>• select Add to Zip</li></ul>	<p><b>Hint:</b> If the files that you want to compress are in several directories, then copy them to a temporary directory.</p>




2

**If the evaluation screen displays:**

- click the I Agree button
- raise a Help Desk (later) to obtain the registration code

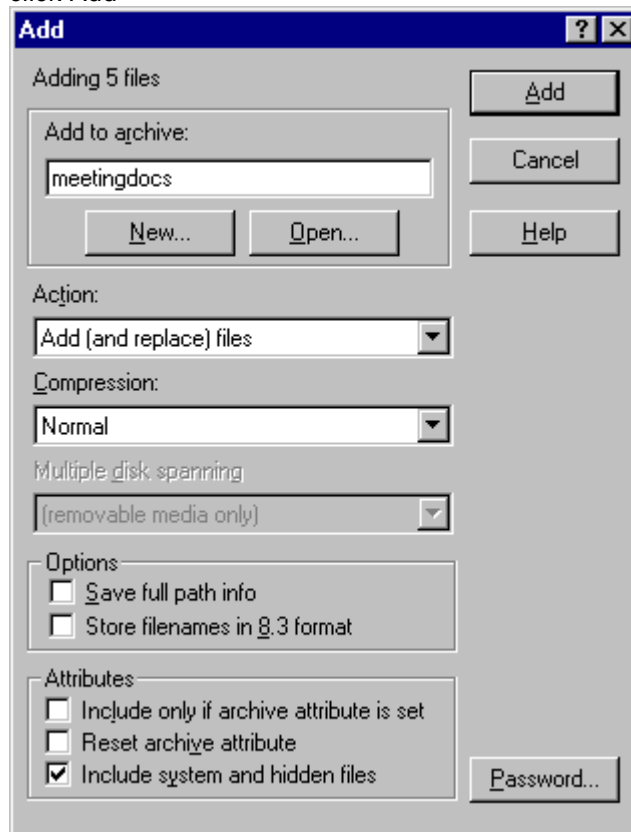


**Note:** If the evaluation screen displays, consider upgrading to the registered version, as Ricoh has a site licence. Click [here](#) to install it --> 

3

**At the WinZip Add screen:**


- type in a name for your archive [Info 3.1](#)
- click Add

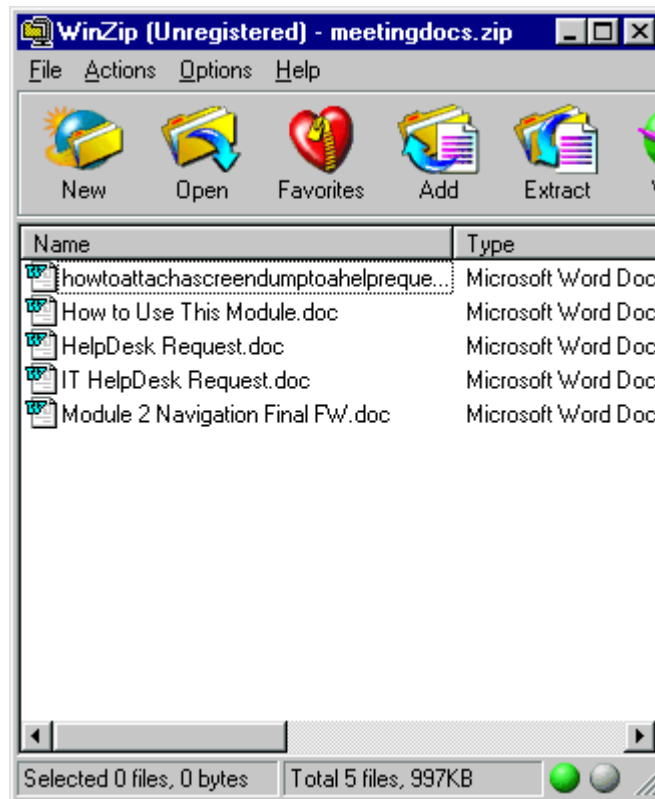


[3.1](#) You will find that when the Add screen displays, it has the name of the current directory typed in and selected, so just type in a file name (don't worry about the extension - WinZip will add it for you) and click Add. Your zip file will be created in the same directory as the files that you are compressing.

4

**After the files been compressed, the contents of the zip are displayed, you may now close WinZip and then attach your files. [Info 4.1](#)**

[4.1](#) For information about attaching files to an email, See: **Send and Receiving Email Attachments** 



To see a "movie" of the entire process, double-click this icon and then click the Launch



Lotus ScreenCam 97  
Movie

button -->