

TO CREATE A ZIP FILE

1. Click on first icon button (looks like a blank piece of paper).
2. A dialogue box should appear.
 - a. Choose the directory where you want the zip file to be put.
 - b. Type in the name of the file. You don't have to put ".zip". The program does this automatically.
 - c. Click OPEN.
3. Another dialogue box appears.
 - a. Choose the directory where the files to be zipped are located. The files should appear in the center column.
 - b. Click on the files to be included then click the ADD button.
 - i. You can choose more than one file by holding down the CTRL key on your keyboard and clicking on the files desired.
 - ii. If you add the wrong file, click on the file and then click on the delete key.
 - c. When you have selected all the files you wish to add, click OK.
4. You can watch what the program is doing in the WIZ Edit/Status Window. The following text will appear:

Creating/Updating Archive: your file name
adding: your file #1
adding: your file #2

The process is completed when the files to be zipped appear in the main window.

BEFORE YOU UNZIP THE FIRST TIME

1. Click on FILE
2. Click on UNZIP ARCHIVE TO
3. Choose the directory where the files are to be sent.
4. Click OK

TO UNZIP A FILE

1. Click on second icon button (looks like a folder half open).
2. A dialogue box should appear.
 - a. Locate the directory and file you wish to extract (this means to unzip or uncompress)
 - b. Click OK
3. You will be taken back to the main screen. Choose the files you wish to be extracted by holding down CTRL key and clicking on files.
4. Click on the third icon button (don't know what this looks like).

WIZ Edit/Status window will show:

Inflating: your file #1
Inflating: your file #2

Main window will show the files that have been unzipped.