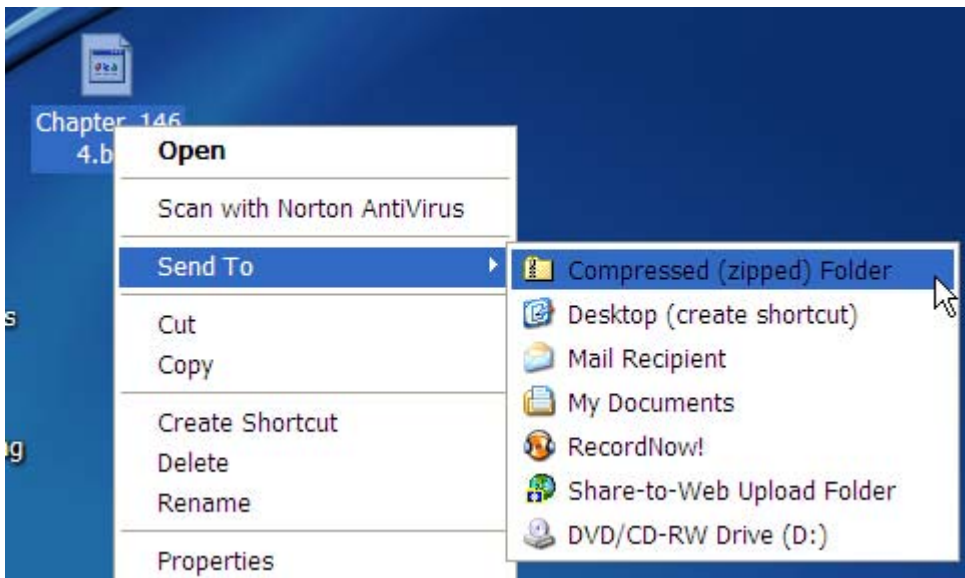


HOW TO ZIP OR COMPRESS A FILE

Zipping or compressing a file is a way to make an existing file smaller so you can send it in email or even to save space on a drive or disc.

To zip or compress a file you must first save the file to a specific location, like doing a backup of LCL or QuickBooks and saving it to your flash drive or a Compact Disc (CD).

Most computers have a compress program loaded in Windows. If you **right click** with your mouse on the file a drop down window will appear. Choose **Send To** then slide over to **Compressed (zipped) Folder** and click.



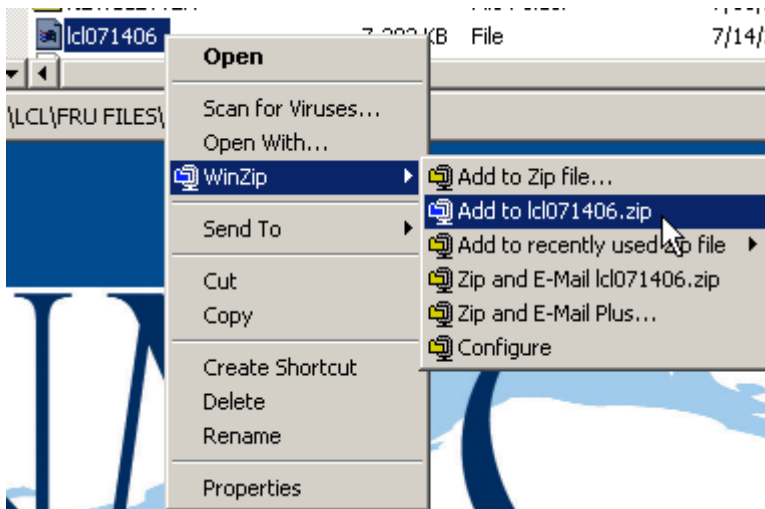
A zipped file will be created in the location that the original file is in.



In this example I saved it on the Desktop and then right clicked and did the compressed file and it saved it on my desktop.

If you have the **WinZip** program loaded on your computer you can use it to zip the file. If you do not have a copy of **WinZip** you can get a free trial copy from the Internet.

To use the **WinZip** the same process would be used. Locate the file you wish to compress using **WinZip** and **right click** with your mouse. A drop down will appear with **WinZip** as a selection. Click and then slide over to the “**Add to**” and click.



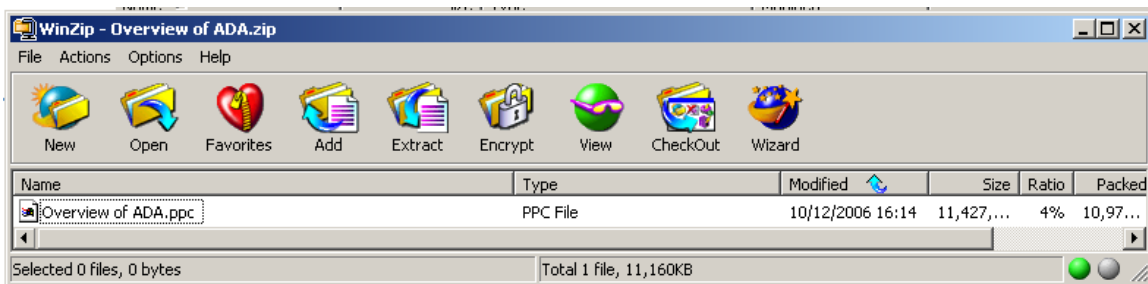
The **WinZip** program will run and create a zipped version of the existing file in the same location as the original file.



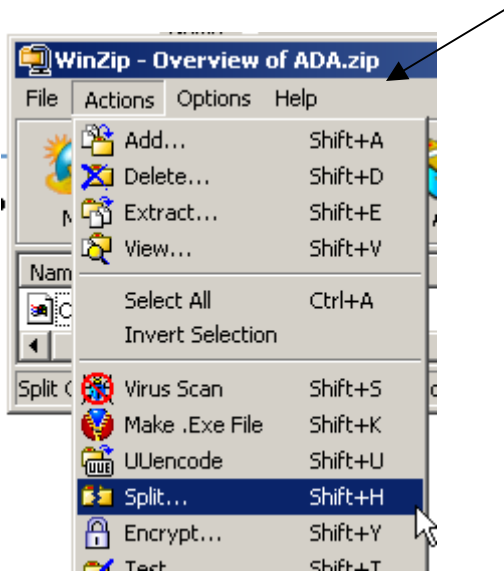
The file can now be sent as an attachment through email.

If the file is still too big to send through email the **WinZip** program allows the file to be split into smaller parts.

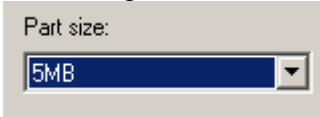
To do this, open the zipped file by double clicking on the file. This opens the **WinZip** program.



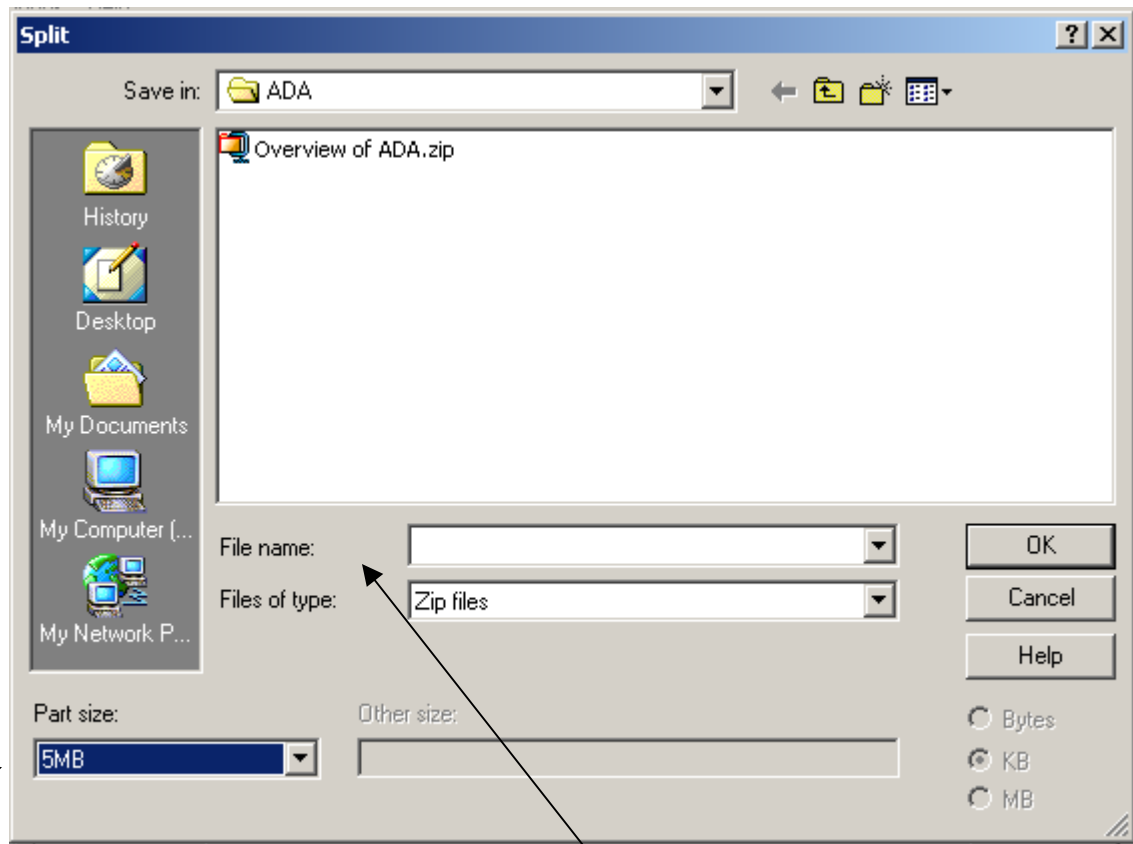
Select Actions and then slide down to Split.



You will get a window where it will be necessary for you to determine the size



that you would like the "pieces" of the file to be split into.



The files will be given separate names during the split and the name must be different that the original file name (notice in the File name: I have given it a different name).



The **WinZip** program will split the files into the appropriate pieces based on the size of the original file. In this example it split the pieces into 2 separate files.

ADA Overview.zip	480 KB	WinZip File	10/25/2006 9:50
ADA Overview.z01	5,120 KB	Z01 File	10/25/2006 9:50
ADA Overview.z02	5,120 KB	Z02 File	10/25/2006 9:50

Notice that it kept the original folder and renamed it to the new file name.

All three pieces of the file must be sent to the recipient separately. The recipient must be instructed to save all three pieces together in the same location so that the **WinZip** program can reconstruct the file on the recipient's computer.

All the recipient needs to do is double click on the **WinZip** file, the one with the .zip after it or the one with the **WinZip** icon (see the arrow above). The **WinZip** program will then put the three pieces back together into a single file.

