

How do I unzip my files?

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You can download a fully functional evaluation version here: <http://www.winzip.com/download.htm>

Extracting Zip Files

Extracting a Zip file with WinZip can be accomplished in a number of ways. Here are a few methods to get you started:

Right Click - To extract your files using the right click method, locate the file you would like to extract and place your mouse pointer over the file. Right click on your mouse to launch the menu. Select "Extract to" and select the folder in which you'd like to place your files.

WinZip Wizard - To extract your files with the wizard, locate the file you would like to extract and double click the file. This will load your file within WinZip. Click on the "Wizard" button located at the top of your screen to use the wizard. Follow the step by step instructions.

WinZip Interface - To extract your files within WinZip, your first step will be to open the WinZip program. Once opened, click on the "Open" button at the top of your screen to locate and open your Zip file. Once your file is open, click on the "Extract" button at the top of your screen and select the folder in which you'd like to place your files.

Creating Zip Files

Creating a Zip file with WinZip can be accomplished in a number of ways. Here are a few methods to get you started.

Right Click - To create a Zip file using the right click method, locate the file or folder you would like to place within your Zip file and place your mouse pointer over the file. Right click on your mouse to launch the menu. Select "Add to Zip" to launch the WinZip program. Click on "New" to create a new Zip file, or on "Open" to add the file to an existing Zip file.

WinZip Wizard - To create a Zip file with the wizard, your first step will be to load the WinZip program. Once loaded, click on the "Wizard" button located at the top of your screen to use the wizard. Follow the step by step instructions to create your Zip file.

WinZip Interface - To create a Zip file using WinZip, your first step will be to open the WinZip program. Once opened, click on the "New" button at the top of your screen to launch the "New Archive" window. Select the folder in which you'd like to place your Zip file, type in a name for your file and click on the "OK" button. Your new Zip file has been created. You can now add files by clicking on the "Add" button at the top of the screen.

Although there are other methods you can use when working with WinZip, the above methods will provide you with a basic guideline.

Zip files provide Internet users with the ability to easily compress and transfer files in an organized fashion. Use them to your fullest advantage.