

Prerequisite:

Using WinZip (PC Users)

This section covers:

- Downloading the application
- Installing the application
- Zipping and Unzipping files

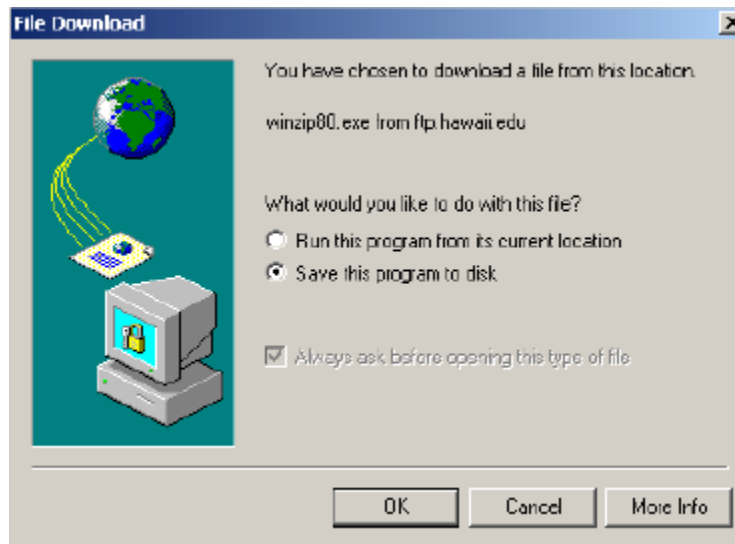
WinZip is a shareware program that compresses and uncompresses files in the "ZIP" format (usually with extension .zip) and other common Internet compression formats.

Downloading WinZip

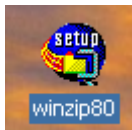
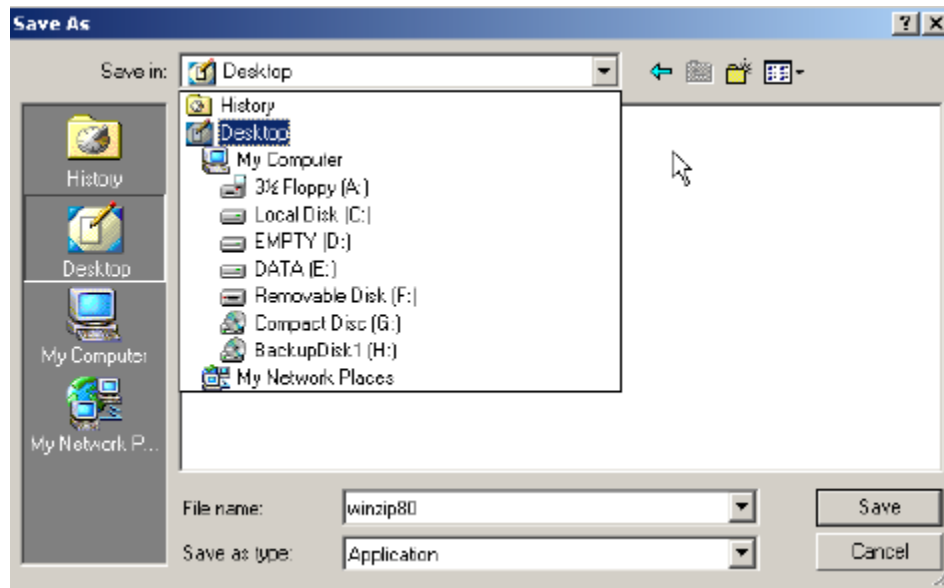
- Using a browser, go to the URL <http://www.hawaii.edu/help/software/pcsoft.html>.
- Click on the download button under WinZip 8.0.



- Select "Save this program to disk".
- Click on the **OK** button.

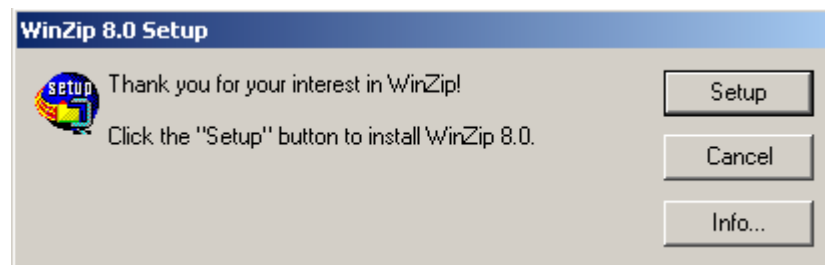


- Save the file to your desktop.

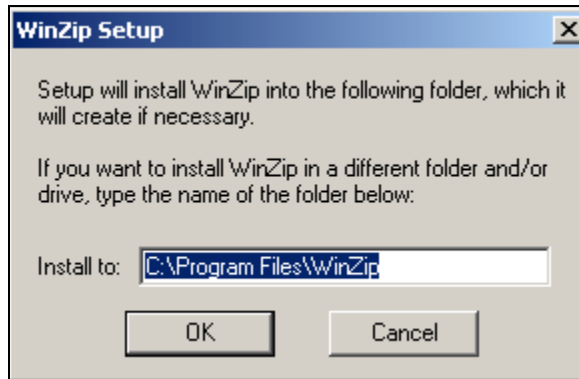


Double-click on the WinZip.exe file on your desktop. The installation program should start up.

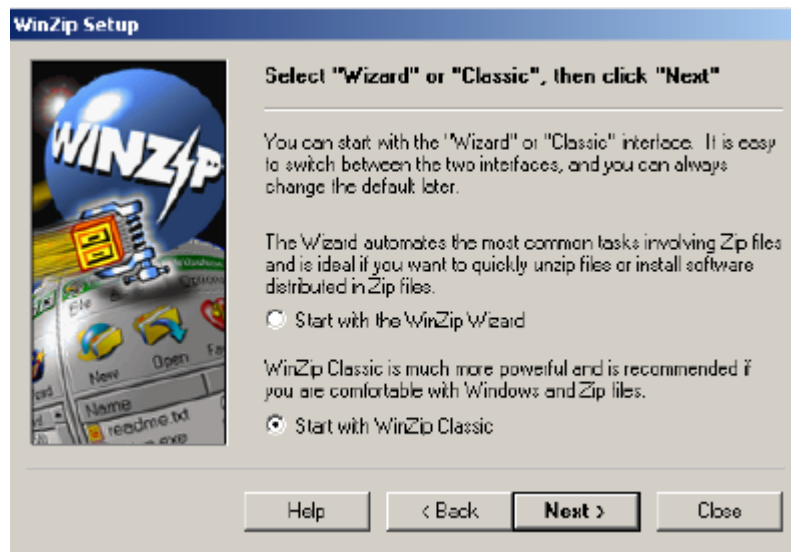
- Click on the **Setup** button.



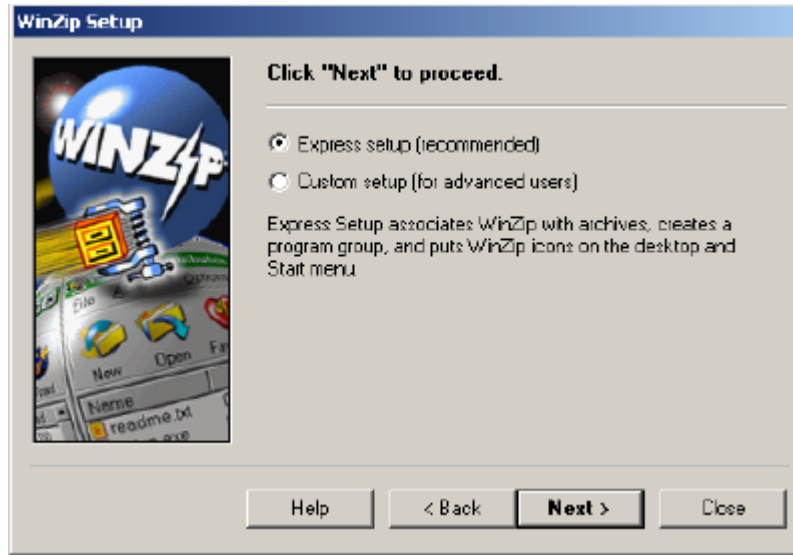
- The following window should appear.
- Click the **OK** button to install the WinZip application to the C: drive. If you would like to install it in a different location, specify the location.



- Click on the **Next** button.
- Click on the **Yes** button to accept the agreement.
- Click on the **Next** button to start the program.
- “Start with WinZip Classic” should be selected. Click on the **Next** button.



- “Express setup (recommended)” should be selected. Click on the **Next** button.

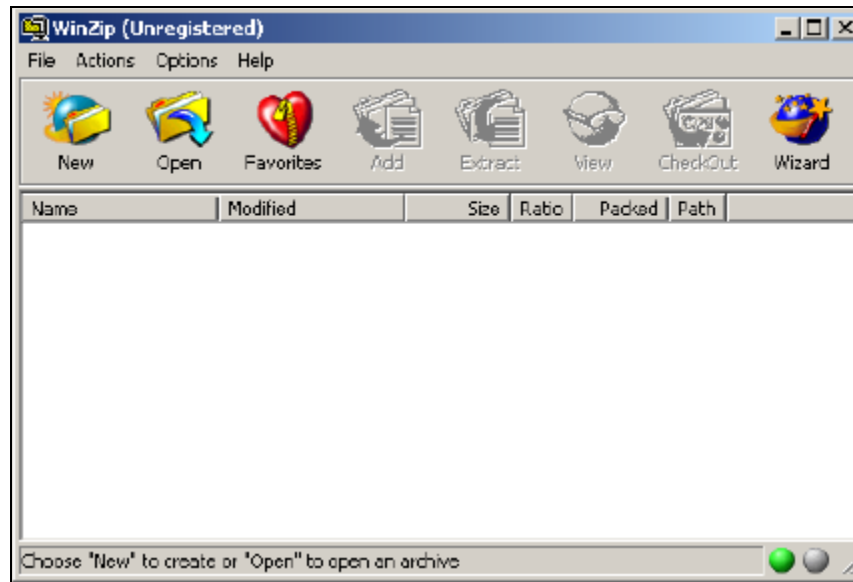


- Finally, click on the **Finish** button.
- A WinTip of the Day window will appear. Click on the **Close** button.

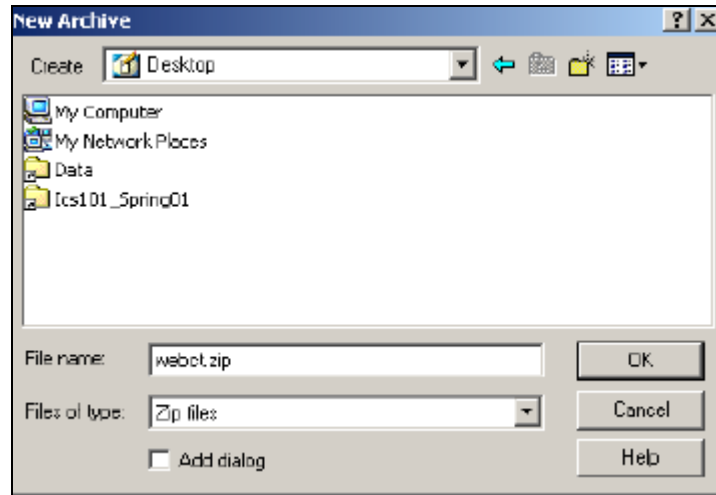
Zipping Files

- Launch WinZip 8.0. The following window will appear.

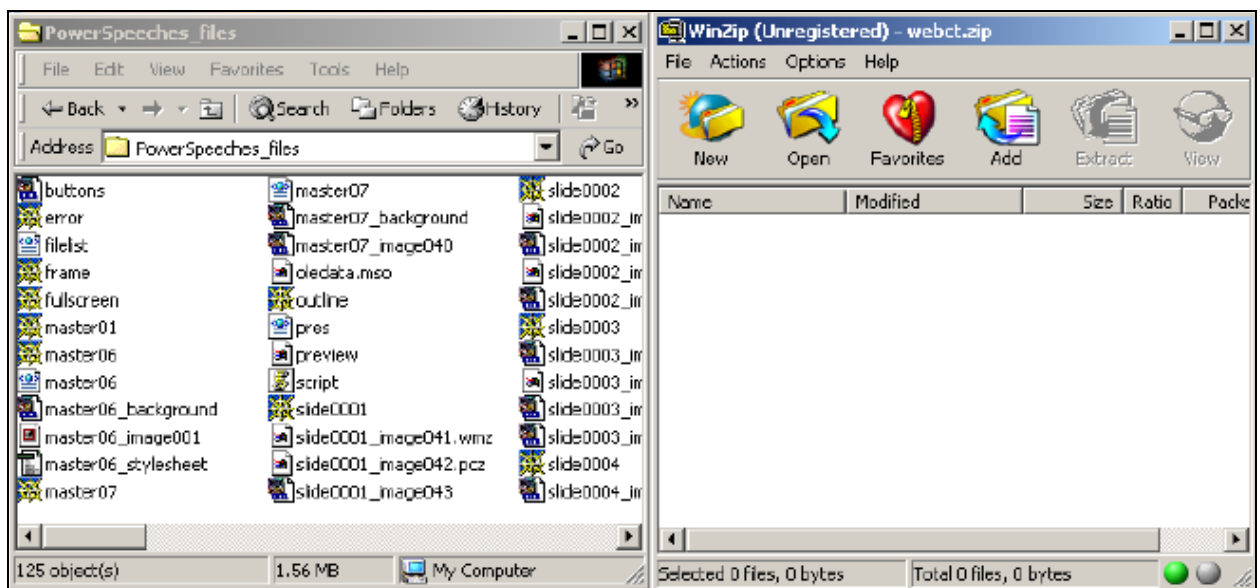
Main
WinZip
window



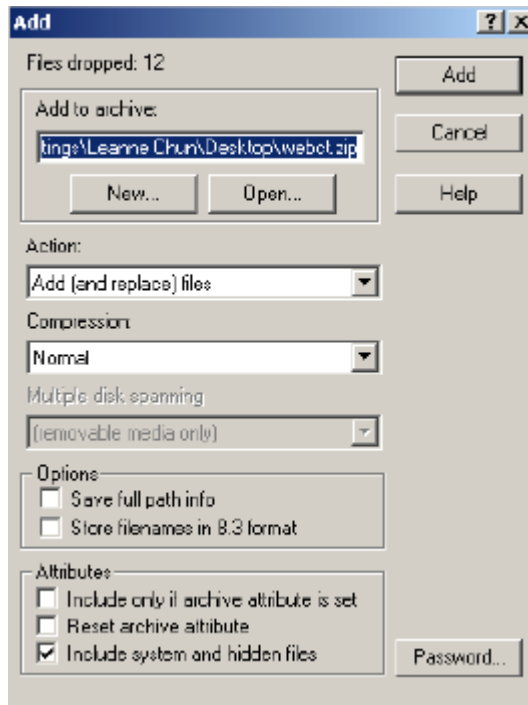
- Click on the “New” icon in the toolbar to create a new zip archive.
- Enter a name in the File name field.
- NOTE: WebCT files cannot have spaces or special characters in the filename.
- Click on the **OK** button.



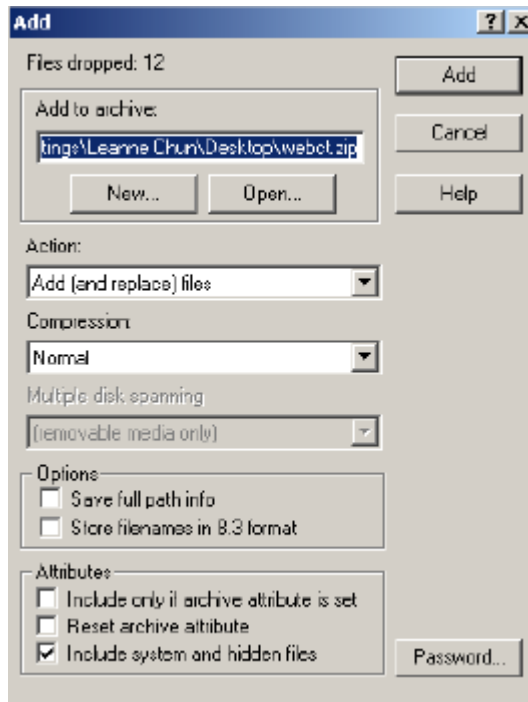
- The Main WinZip window should still be showing. Open a Window with the files you would like to include in the archive.
- Using “drag and drop”, move the files from your hard drive to the Main WinZip window.



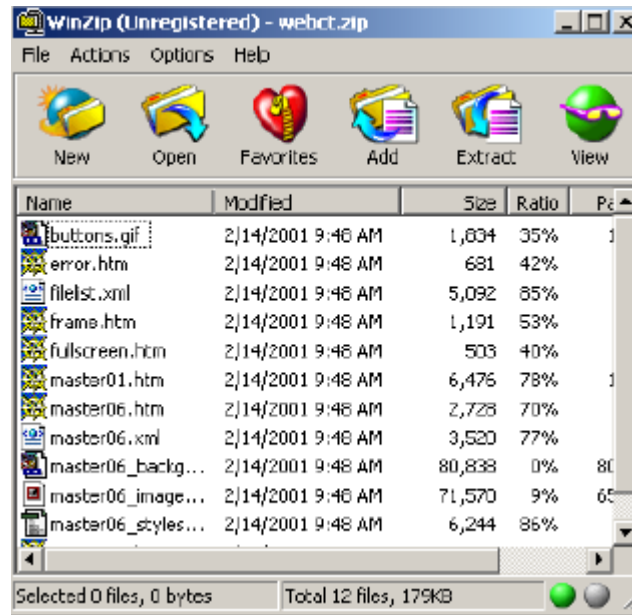
- The following screen should appear:



- Click on the **Add** button.



- You will see a screen similar to the following.



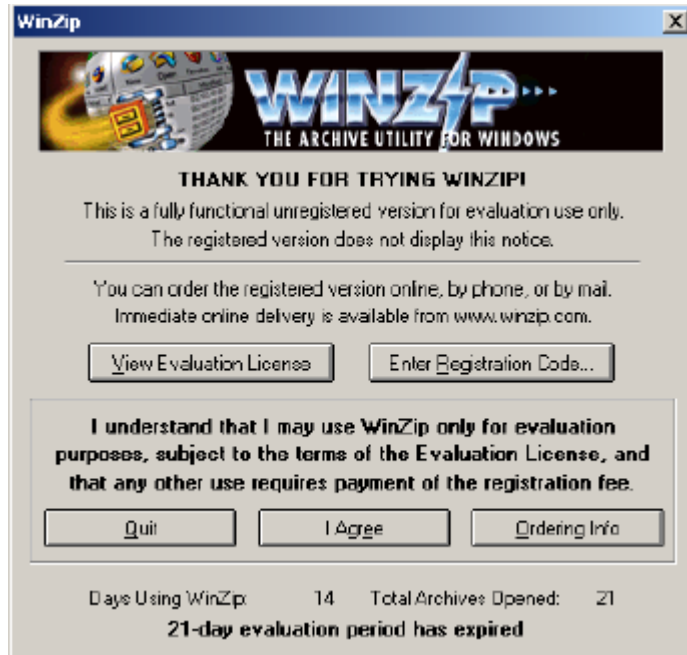
- You have successfully zipped your files into one archive.
- NOTE: You can now upload that single file to WebCT using the File Manager.

Unzipping Files

Zipped files are easily identifiable by their icon. The icon looks like the following:



- Double-click on the file to start unzipping the file.
- The following window will appear:



- Click on the **I Agree** button.
- Click on the **Extract** button.
- In the “Extract To:” field, specify the folder you want to extract your files to by navigating to that folder.
- Click on the **Extract** button.
- Double-check the files were extracted by going to the folder you specified to see if all the files are there.
- You have successfully uncompressed an archive file.