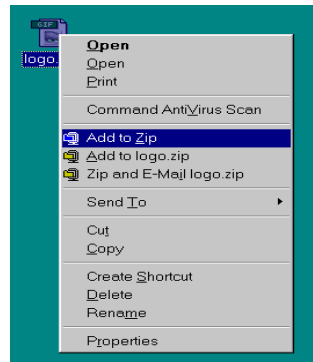# WinZip for Sending Files

You can use WinZip to decrease the space your files take up. This will allow you to send the files in an email, faster. WinZip compresses files by removing any extra space; squishing the file. After the file has been compressed, it can be expanded back to its original form by the process of extraction. Files that have been zipped are a copy of the original. Zipping your files leaves the original files in their starting location. This means you can safely delete the zip file, after sending your email, without deleting the original files.
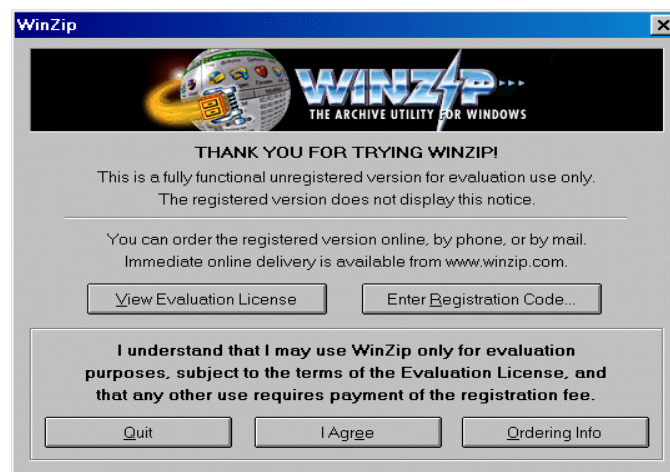
Zipping a file

Once you have selected the file you want to zip you must decide where you want to place the image on your hard drive. If you want to keep the zip files for future emailing, then choosing a central location for all zip files is a good idea, as it will save search time when you need to find them again. The central location also makes it easy to find the file when you want to attach it to an email. You can also select a temporary location, such as your Desktop, and delete the file once you have sent the email.
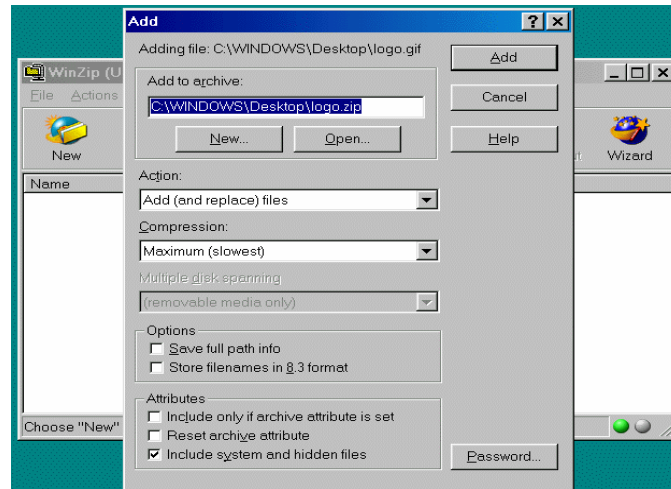
- Select the file(s) you want to Zip by *left-clicking* a **single file** or select **multiple files** by holding down the **Ctrl key** while *left-clicking* each file.
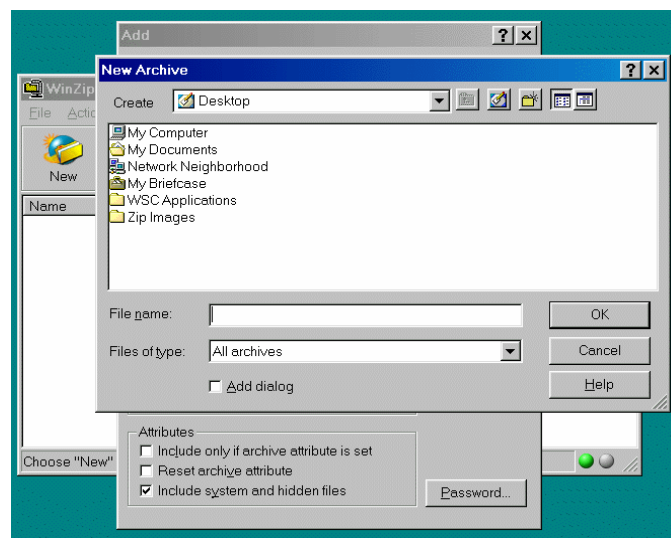- *Right-click* the **files(s)** you have selected. This opens a drop-down menu.

- *Left-click* **Add to Zip** You will see the WinZip splash box.

- *Left-click* **I Agree**. This will open **WinZip** and the **Add** file pop-up window.

- *Left-click* **New** under the **Add to archive** text window. This will open the New Archive pop-up window.
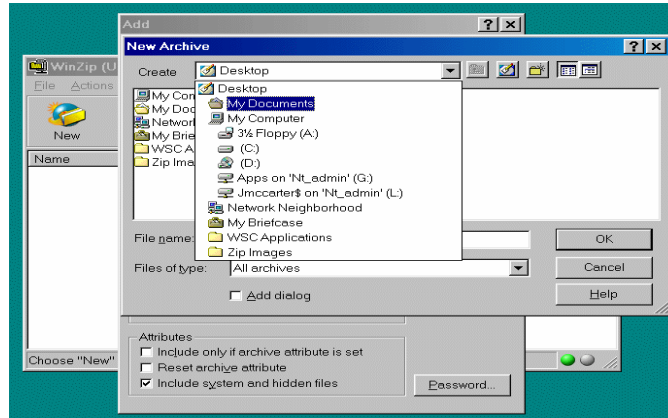

Saving the file to your **Desktop** makes it easy to find the file when you want to attach it to an email. You can then delete the file after you have sent the email. Deleting the file will not delete the original file(s); only the zipped
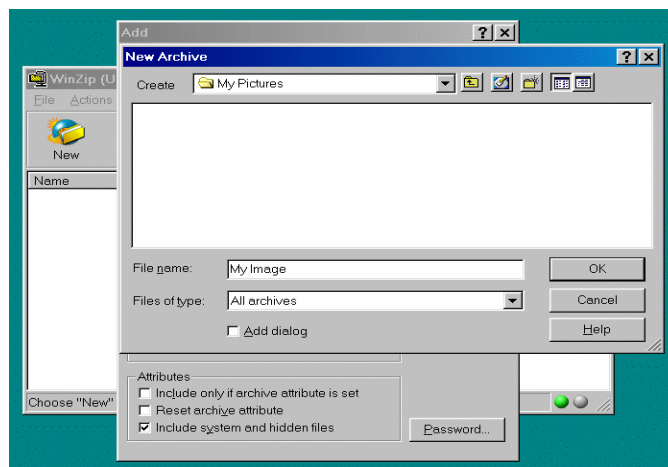
- *Left-click* the **drop-down arrow** next to **Create**, and select a folder to place your zipped files(s) in.
  - *Left-click* the **arrow** to see a view of the areas on your hard drive.
  - Normally the zipped file(s) are placed in a **folder** contained in **My Documents**, but you may select any place on your hard drive.
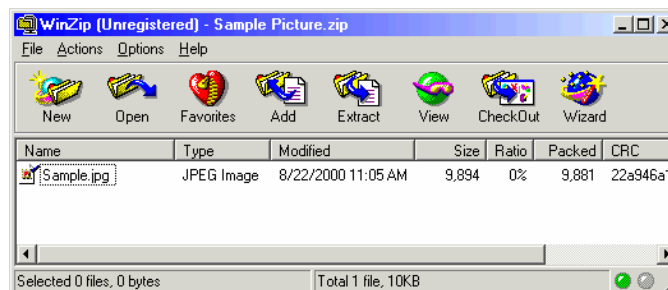
Creating the Zip File in My Documents

- Follow the directions for zipping a file.
- *Left-Click* **My Documents** from the drop-down list. This will display all the folders in my documents.

- *Double Left-click* **My Pictures** or the folder you want to keep your pictures in.
- In the **File Name** field type a name that you want to call the zipped image.

- *Left-click* **OK** to return to the **Add file** pop-up window. Your zipped file will now appear in the **WinZip** window.
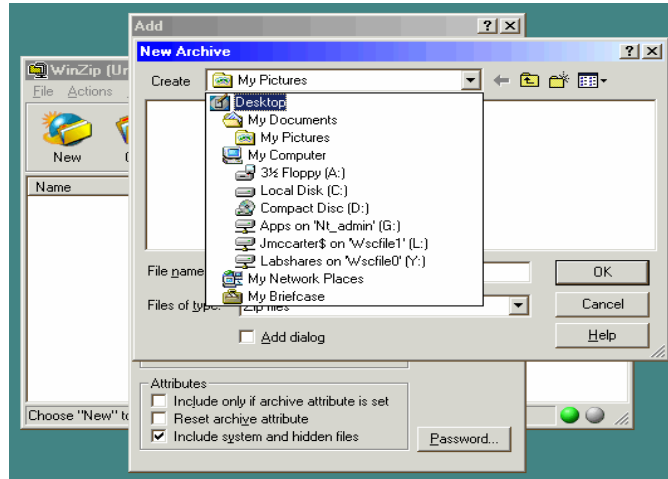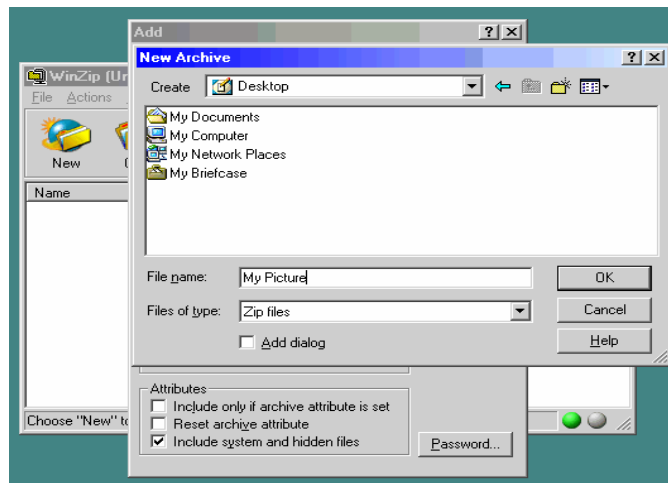

- You have now created your zip file.
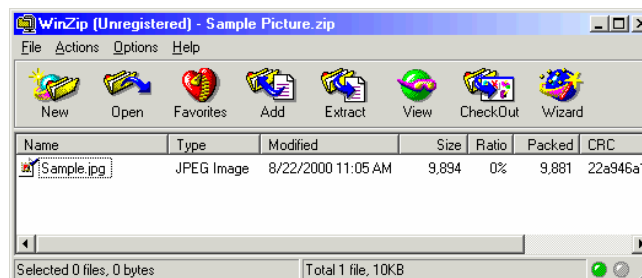
Creating the Zip File on Your Desktop

- Follow the directions for Zipping a file.
- *Left-Click* **Desktop** from the drop-down list. This will display all the items on your Desktop.

- In the **File Name** field type a name that you want to call the zipped image.

You must remember where you place the zipped pictures and the file name you chose. You will need to navigate back to this location when you want to attach the pictures to your email.

- *Left-click* **OK** to return to the **Add file** pop-up window. Your zipped file will now appear in the **WinZip** window.

- You have now created your zip file.

Attaching a Zipped File

You can send your zipped file(s) along with an email so that anyone with WinZip can view the file(s).

1. Write your email as normal.
2. When you have finished writing your email *left-click* the **Attach** button. Placement of the button will vary with different email programs.
3. Using the browse feature, navigate to the **zip file** of the file(s) you want to send, and *left-click* the zip file.
4. *Left-click* **Attach**, **OK** or **Insert**, depending on the program you use.
5. You should now see confirmation, on your email, that the zip file is attached.
6. Send your email.

Most email programs open a pop-up window that allows you to browse for the file you want to attach. This pop-up window functions similar to the pop-up window you used to place the zip file on your computer.