

Procedure
Zip a Document
(compress a large file so it's smaller and may be emailed)
Revised September 5, 2007

1. Click on Start menu, Programs, choose WinZip
2. Click on Wizard Icon (top right menu bar)
3. Click NEXT
4. Click CREATE A NEW ZIP FILE and NEXT
5. Enter the file name you want and click NEXT
6. Click on ADD FILES (double click on file names to add)
7. Click ZIP NOW
8. Click CLOSE

Screenshots for each step shown below.

1. Click on Start menu, Programs, choose WinZip
2. Click on Wizard Icon (top right menu bar)



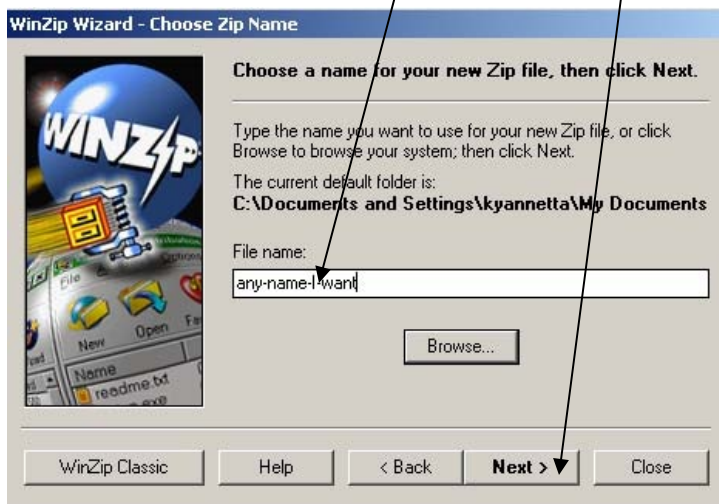
3. Click NEXT



4. Click radio button for CREATE A NEW ZIP FILE and NEXT



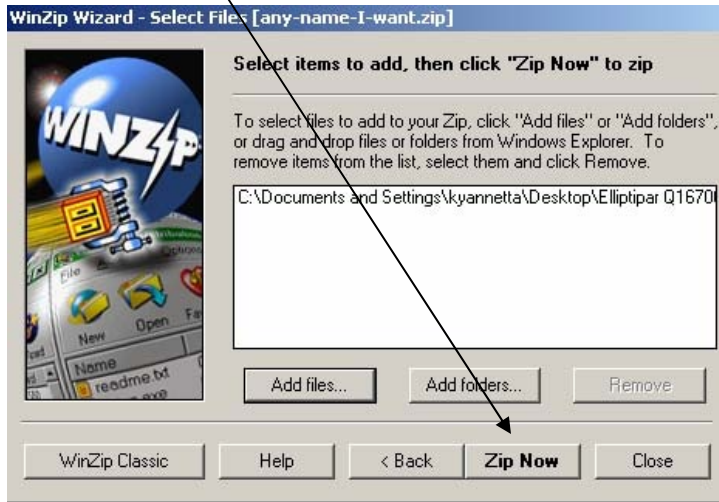
5. Enter the file name you want and click NEXT
(note that your file will be saved to My Documents unless you change the directory using the browse button)



6. Click on ADD FILES (double click on file names to add)



7. Click ZIP NOW



8. Click CLOSE

