WinZip and Compressed Files
Download and Install WinZip

To download and install a free evaluation copy of WinZip 9.0, go to www.EarthworkSoftwareServices.com and follow these steps:

Step 1: Click the **Resources** tab.

Step 2: On the Resources page, click the link under **Useful Third-Party Software**, then click the link under **WinZip 9.0**.
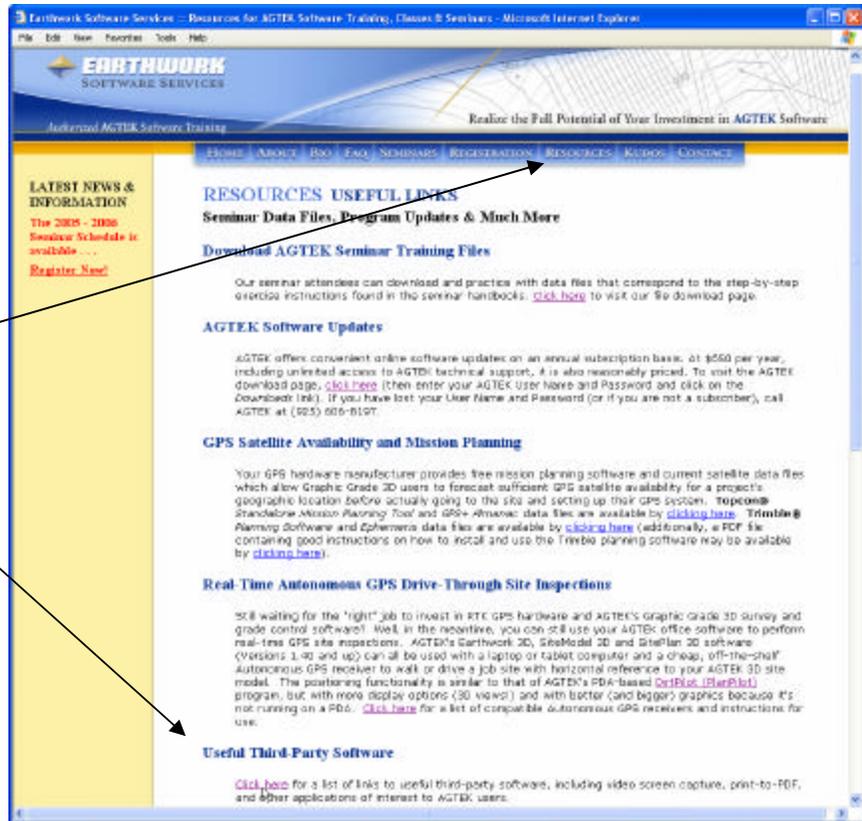
Step 3: Click on the **Download Evaluation** (or the **Buy Now**) button and follow the prompts to download (or purchase) to reach the download dialog.

[In the File Download dialog, select "Save this program to disk", then click on **OK** and accept the default download folder.]

WinZip and Compressed Files
Download and Install WinZip (Cont.)

o If a Security Warning dialog appears, click on **Yes**.
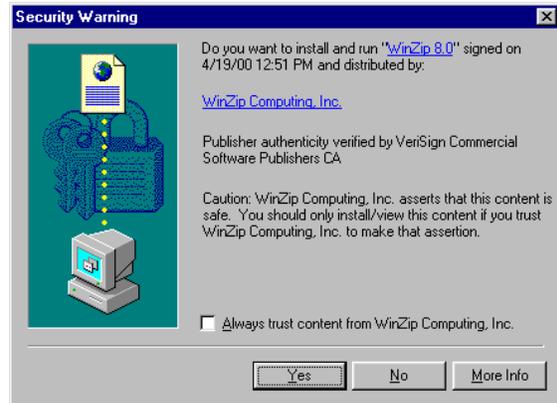
o Click on **Setup**.
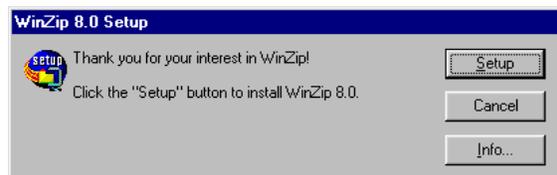
o Accept the default directory by clicking on **OK**.

o Click on **Next**.

WinZip and Compressed Files
Download and Install WinZip (Cont.)

o Accept the license agreement by clicking on **Yes**.
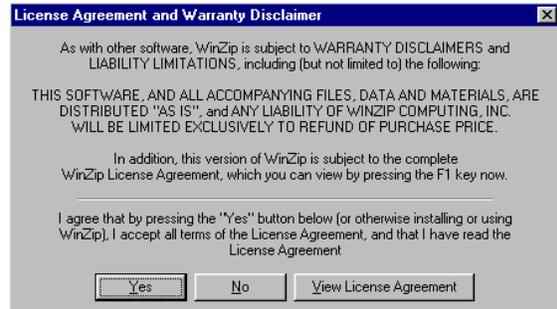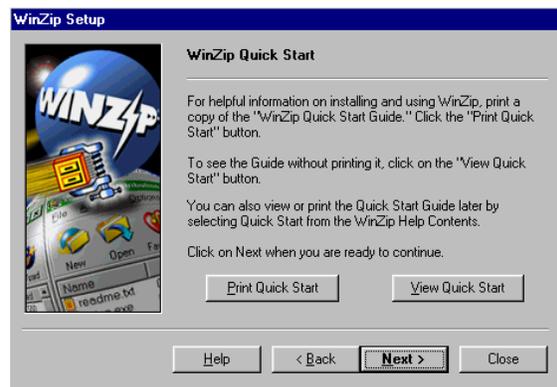
o Click on **Next**.

o Select **Start with WinZip Classic**, and then click on **Next**.
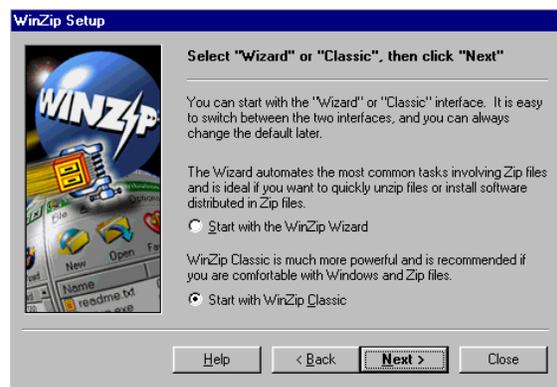
WinZip and Compressed Files
Download and Install WinZip (Cont.)

o Select "Express setup", then click on Next.

o Click on Done to complete the installation.
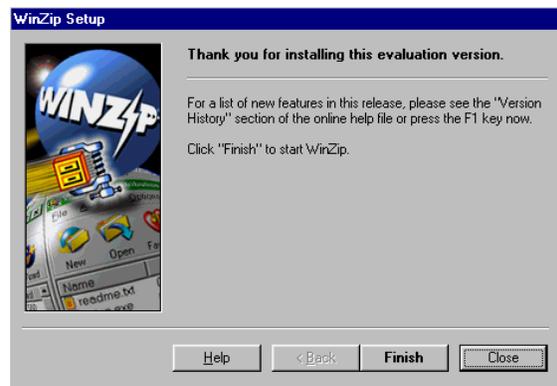
o WinZip is now installed on your computer and is ready for use by double clicking the program's desktop shortcut.
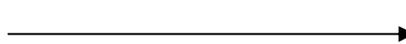
WinZip and Compressed Files
Unzipping Compressed Files

When you receive a .ZIP file, use WinZip to extract (unzip) the compressed files.

♦ Launch Windows Explorer by right clicking the Start button on the Windows Task Bar and selecting Explorer. In Explorer, double click the .ZIP file that you wish to unzip.
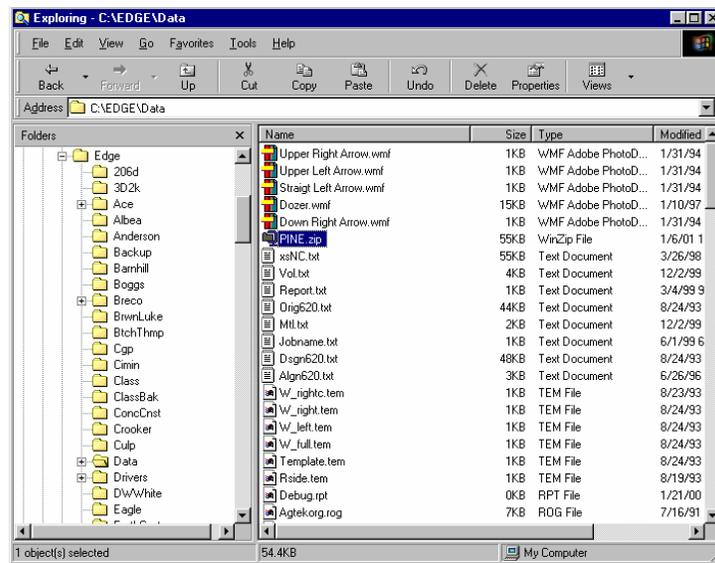
♦ WinZip starts with the Evaluation dialog until you order the product—click on I Accept to proceed.
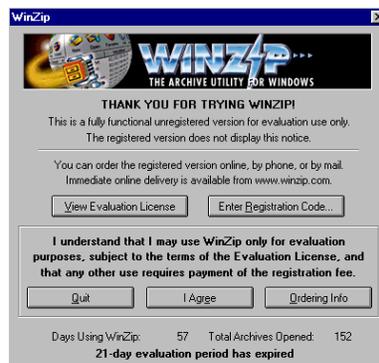
WinZip and Compressed Files
Unzipping Compressed Files (Cont.)

♦ Click on Extract.
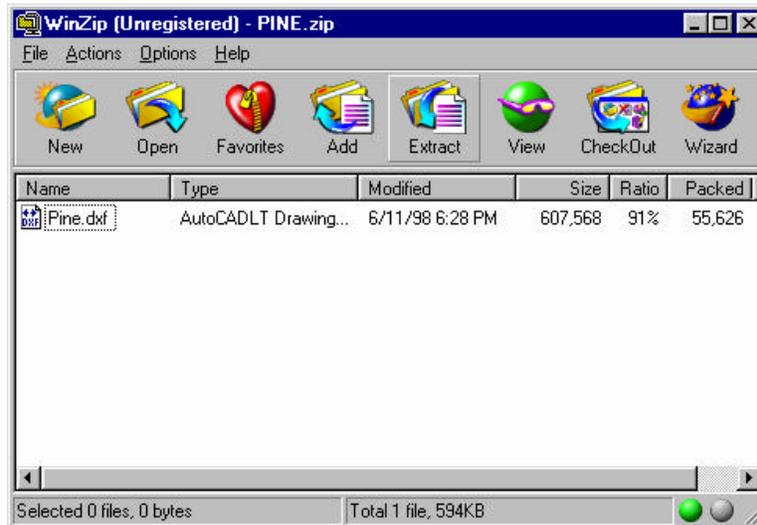
♦ Select the folder to extract to by double clicking it in the Folders/drives display, then click on Extract.
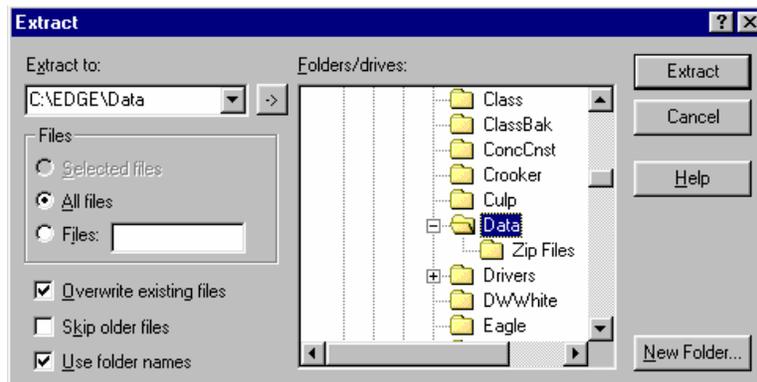
WinZip and Compressed Files
Unzipping Compressed Files (Cont.)

♦ The compressed file has been extracted and you can now
exit WinZip.
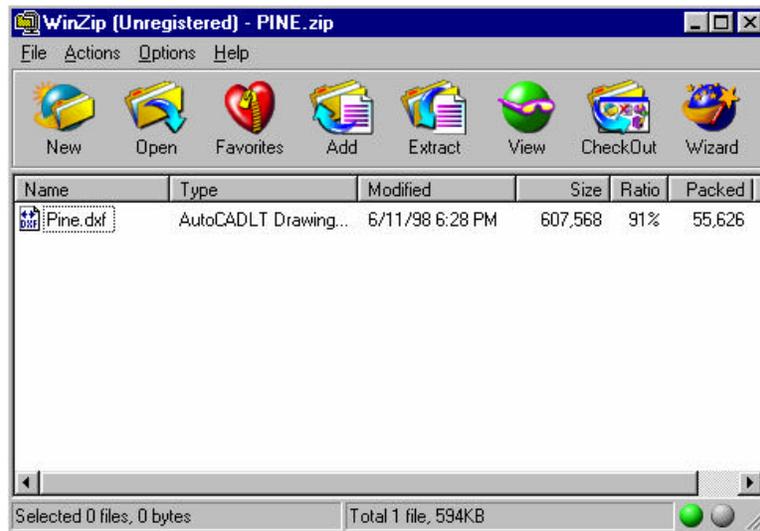
WinZip and Compressed Files
Zipping Files

WinZip can also be used to compress (zip) large files so they are easier to send via e-mail.

♦ Launch Windows Explorer by right clicking the Start button on the Windows Task Bar and selecting Explorer. In Explorer, right click the file that you wish to zip, and then click on Add to Zip in the pop-up menu.
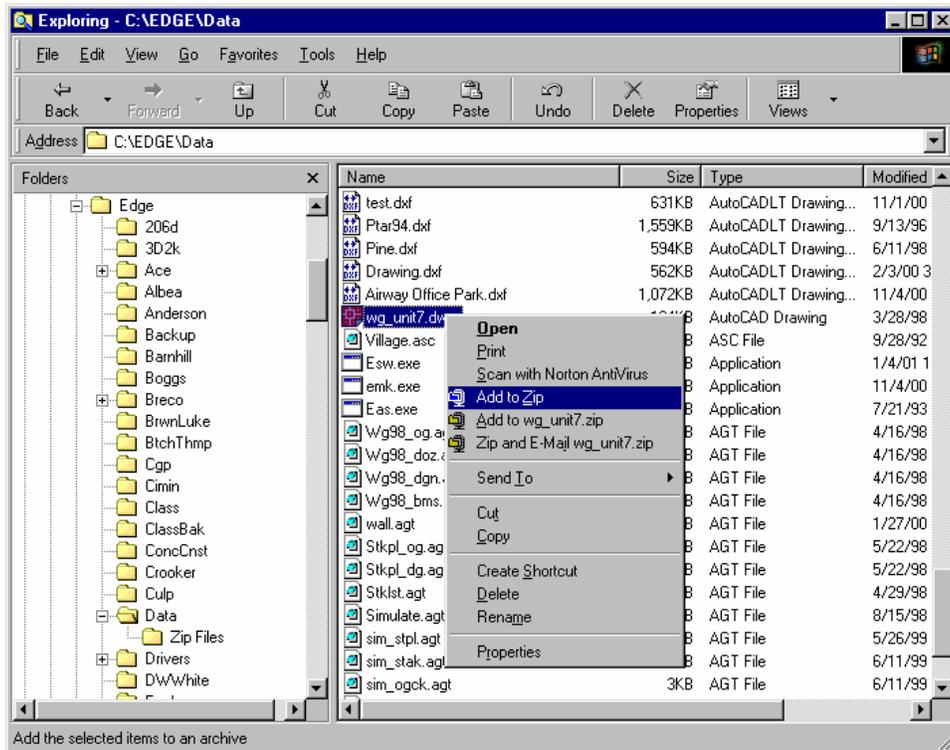
WinZip and Compressed Files
Zipping Files (Cont.)

♦ Click on the New button.
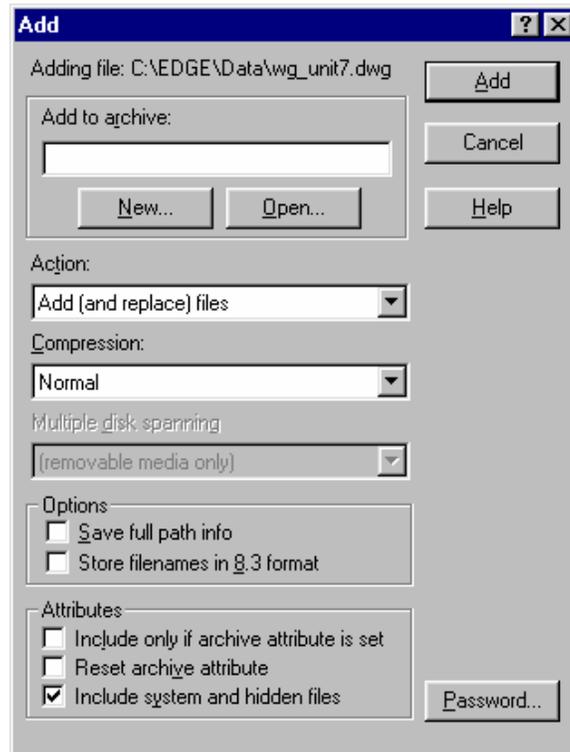
♦ Select a destination folder, type a file name, and click on
OK.
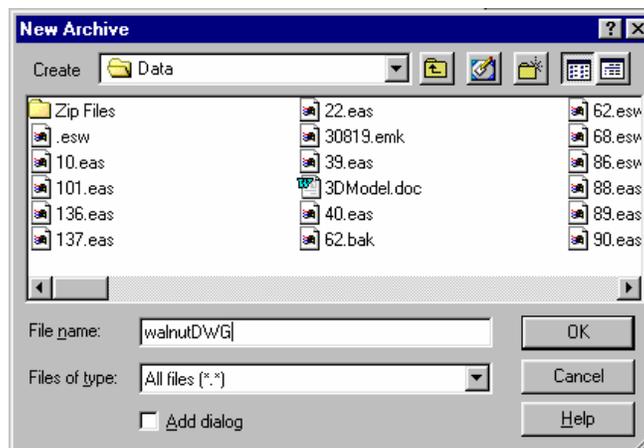
WinZip and Compressed Files
Zipping Files (Cont.)

♦ Click on the Add button.
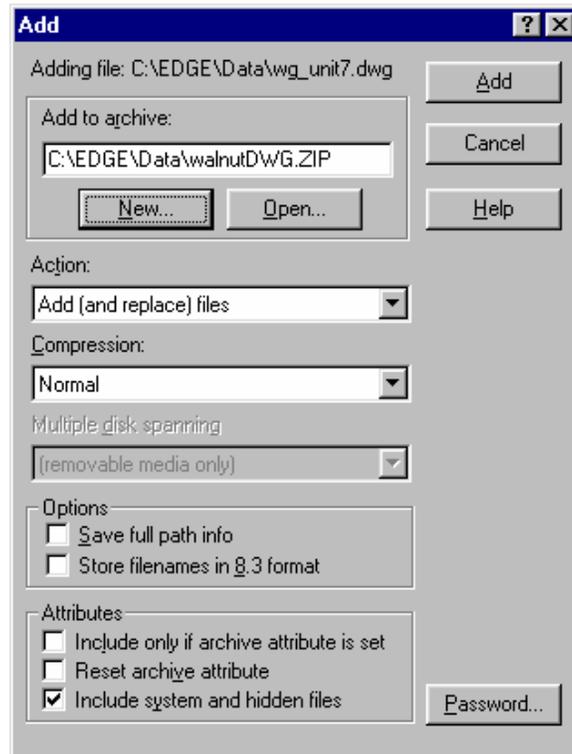
♦ The file is now compressed. Exit WinZip.