

ZIP Files

Author

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Background Information

COMPUTER SKILLS:

- Need to understand files, folders, and how to run an application.

TECHNOLOGY NEEDED:

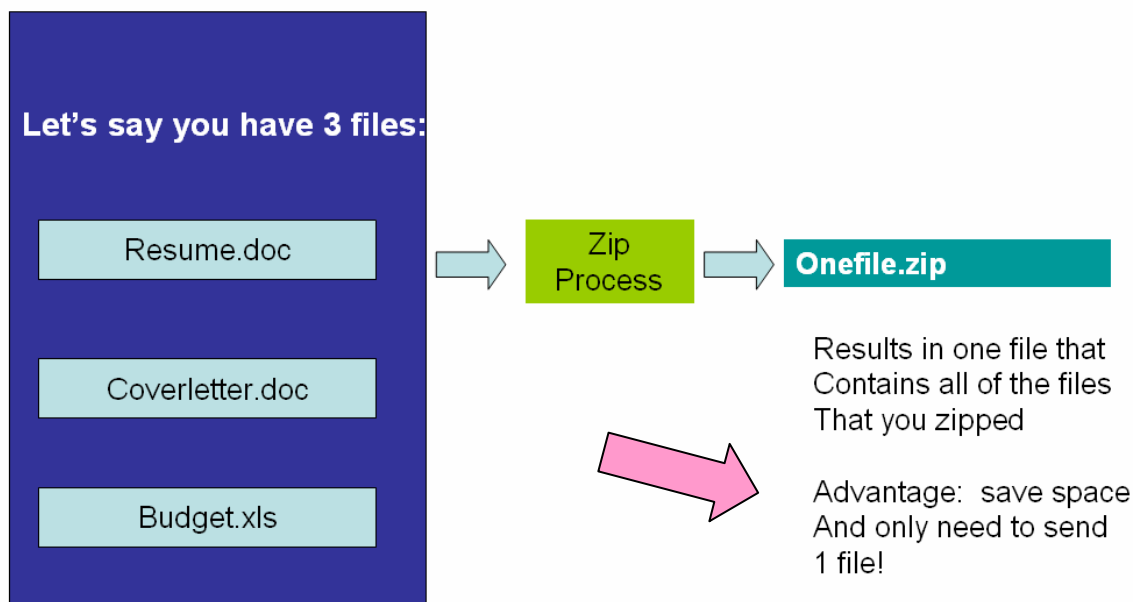
- To utilize this technology Windows XP (has a built in zip program) is needed.

SUMMARY:

- A summary of the steps can be found at the end of this document for those who do not need detailed information.

Purpose

This handout is to briefly illustrate how multiple files can be zipped together. What does this mean?



Example

What's another way that this technology be used? Hmmmm....

Let's say you have a web site that you wish to share. It is comprised of multiple files. ZIP technology can be used to zip up all of your web site files into 1 file. For example, if you create 1 web page, the total number of files comprising this web page may be 5 files. What are the files? Well in this example, the web page has 1 .htm file and 4 graphic files to make up the web page. Let's look at another example:

This is the home page of Google at: <http://www.google.com/>



Looking at the above web site is a simple clean design that many of you are quite familiar with. From a visual scan of this web page, you see text and 1 graphic image.



The graphic file name in the above example is:

olympics06_opening.gif

The html file name in the above example is:

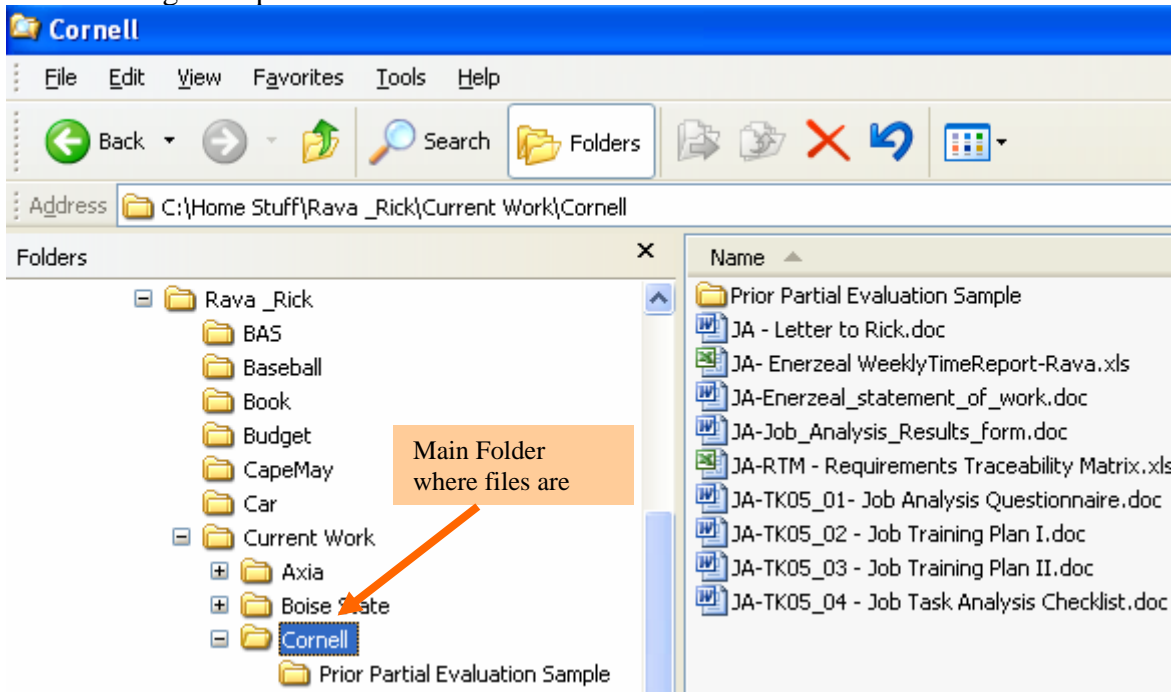
google.htm

Using the ZIP combines the above two files into one. For example, google.zip. Most web sites consist of many more files than just 2! Actually one home page may consist of 100 or more files (graphics images, graphic buttons, graphic text, flash animation, etc).

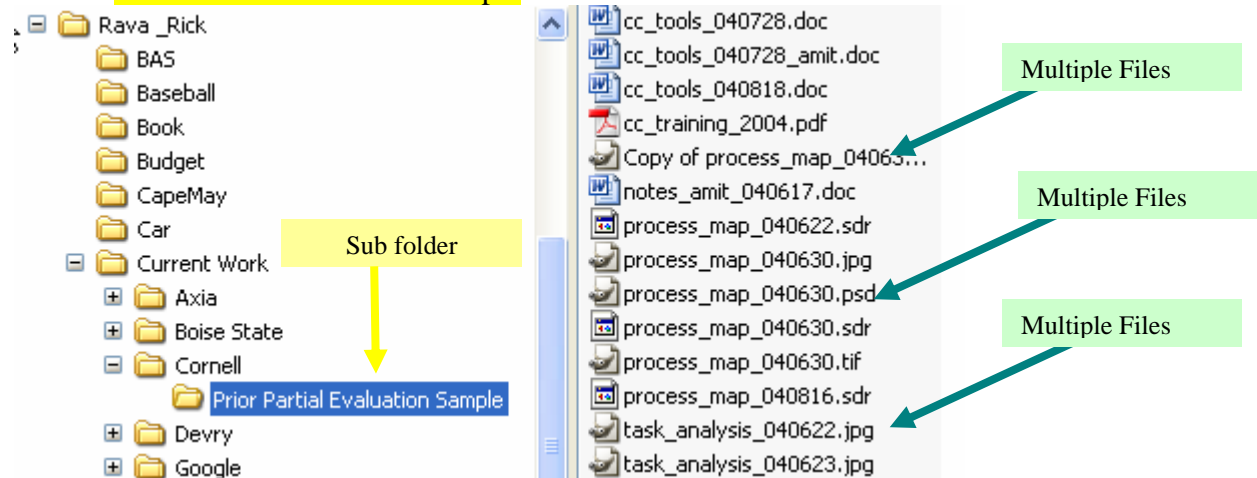
How to ZIP Multiple Files

Let's say you were on a Windows XP PC.

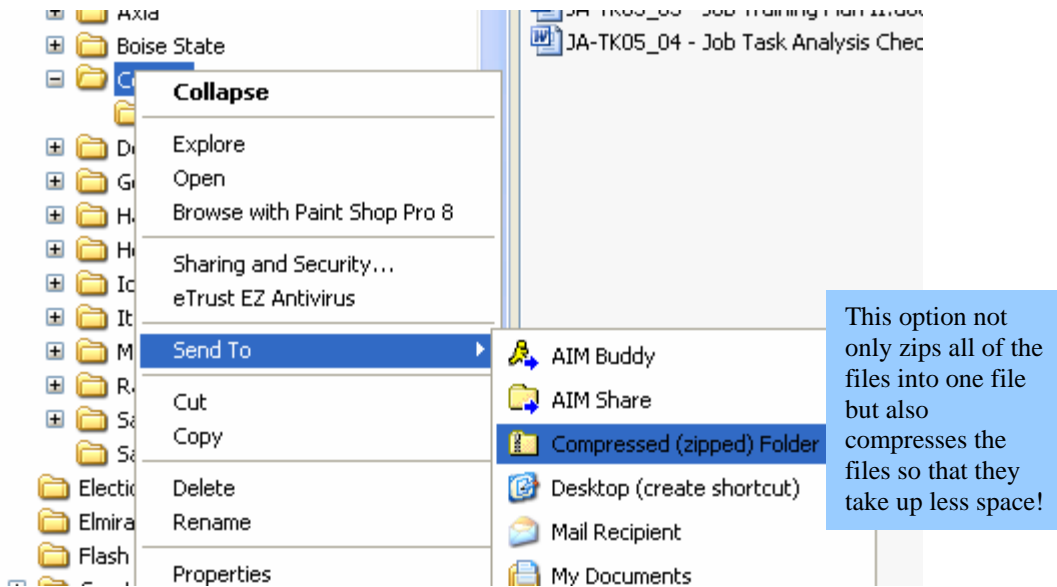
1. First, I recommend storing all of the files that you wish to zip into one main folder. Please see the following example:



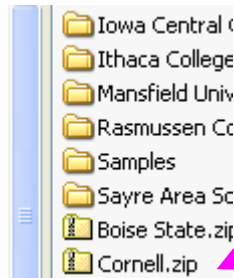
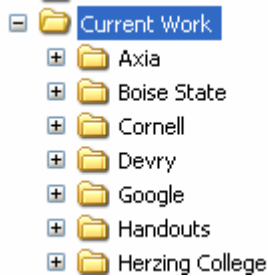
2. From the above folder, please note that there are multiple files in the folder plus a sub folder named "Prior Partial Evaluation Sample" that contains even more files! - see screen shot below:



3. After making sure that all of the desired files are in this folder, I just right click on the folder – then select Send To – then click on Compressed (zipped) Folder:



4. This results in the following:



Note that this file has an .zip extension. This tells your computer that the file is zipped and compressed.

- 5.
6. Note that the zipped file is stored at the **same level** as your initial folder (in this case Current Work). The zipped file name is Cornell.zip. Now all of your selected files are in one convenient file. Great, isn't it!

Summary of Zip Steps

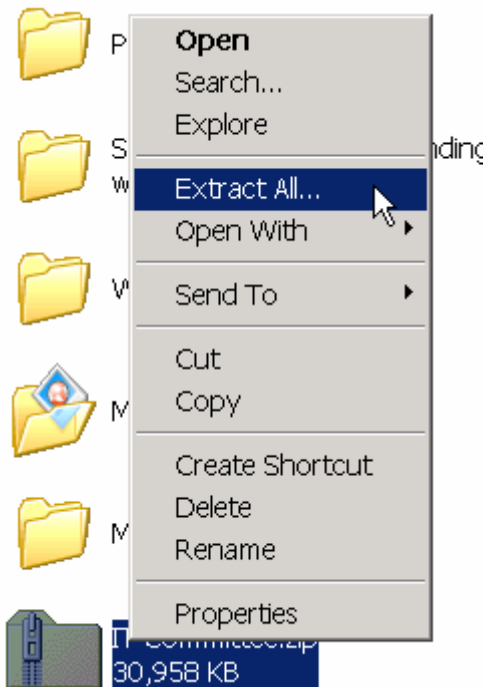
Step	Action
1.	Make a folder
2.	Create / copy all desired files to this location
3.	Right-click folder > Send to > Compressed (zipped) folder
4.	You will now have a .zip file that contains all of your multiple files

How to UNZIP

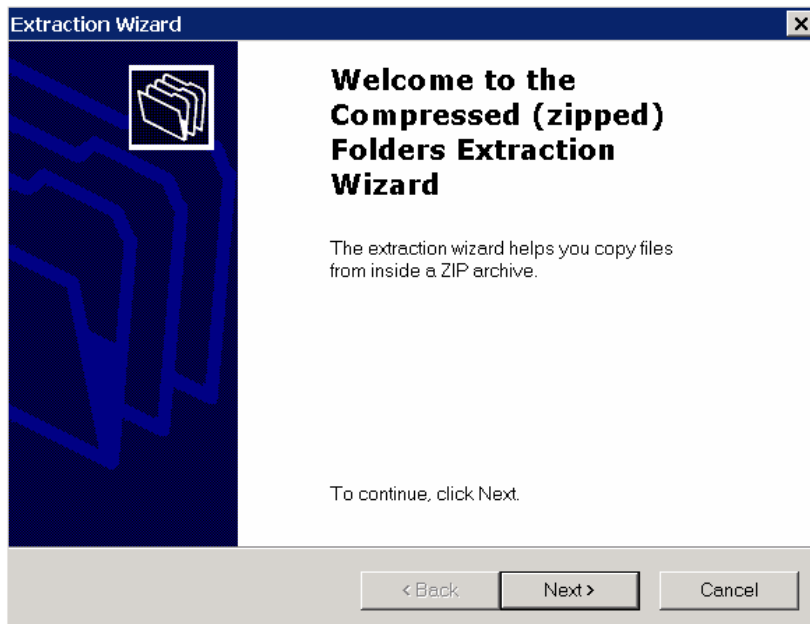
Let's say you have received the following ZIP file:



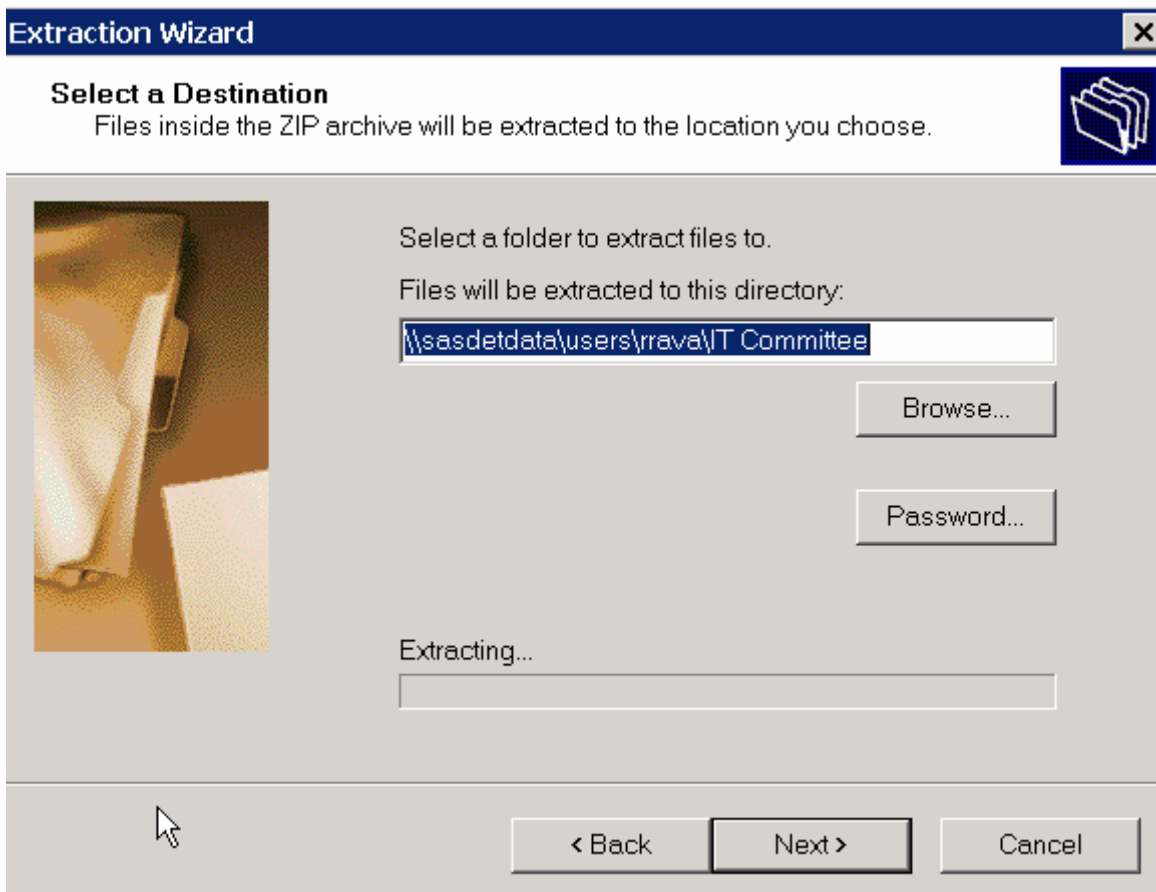
Just right-mouse click on the file



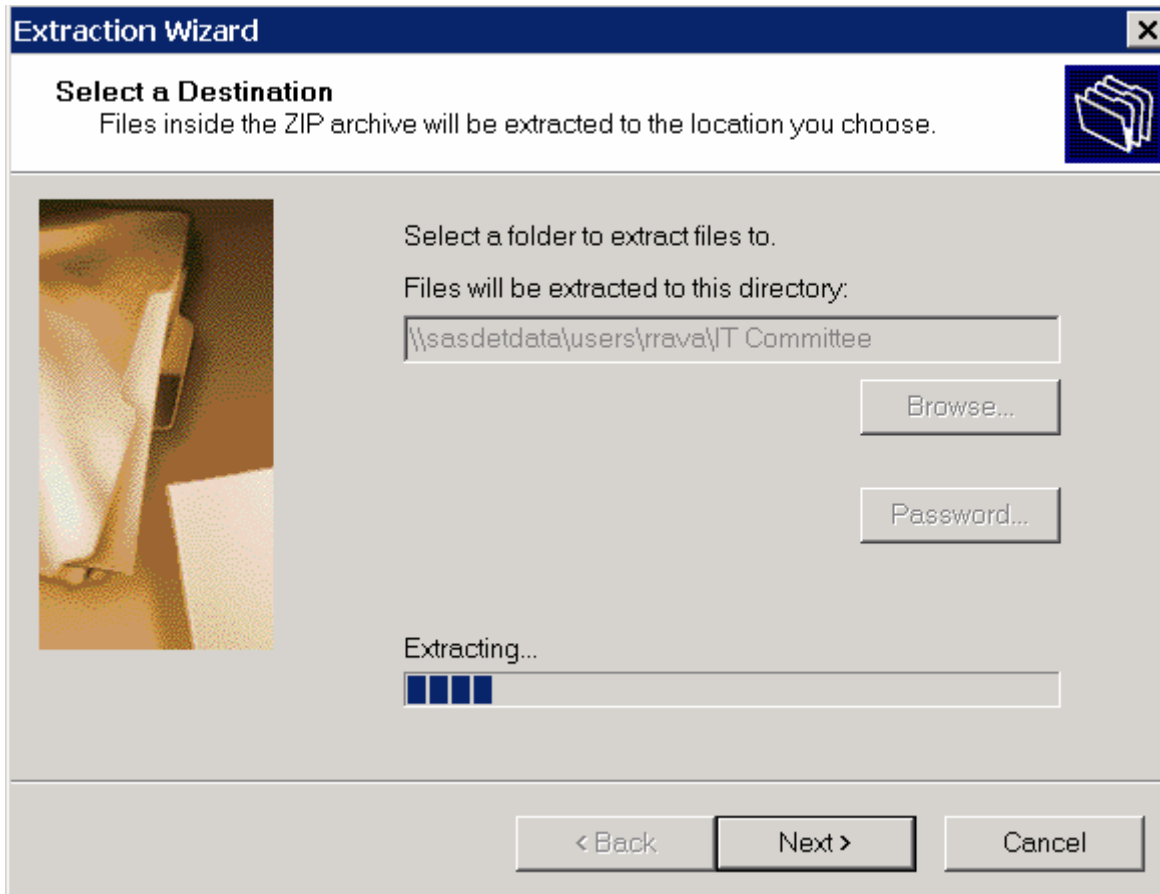
Click on Extract All...



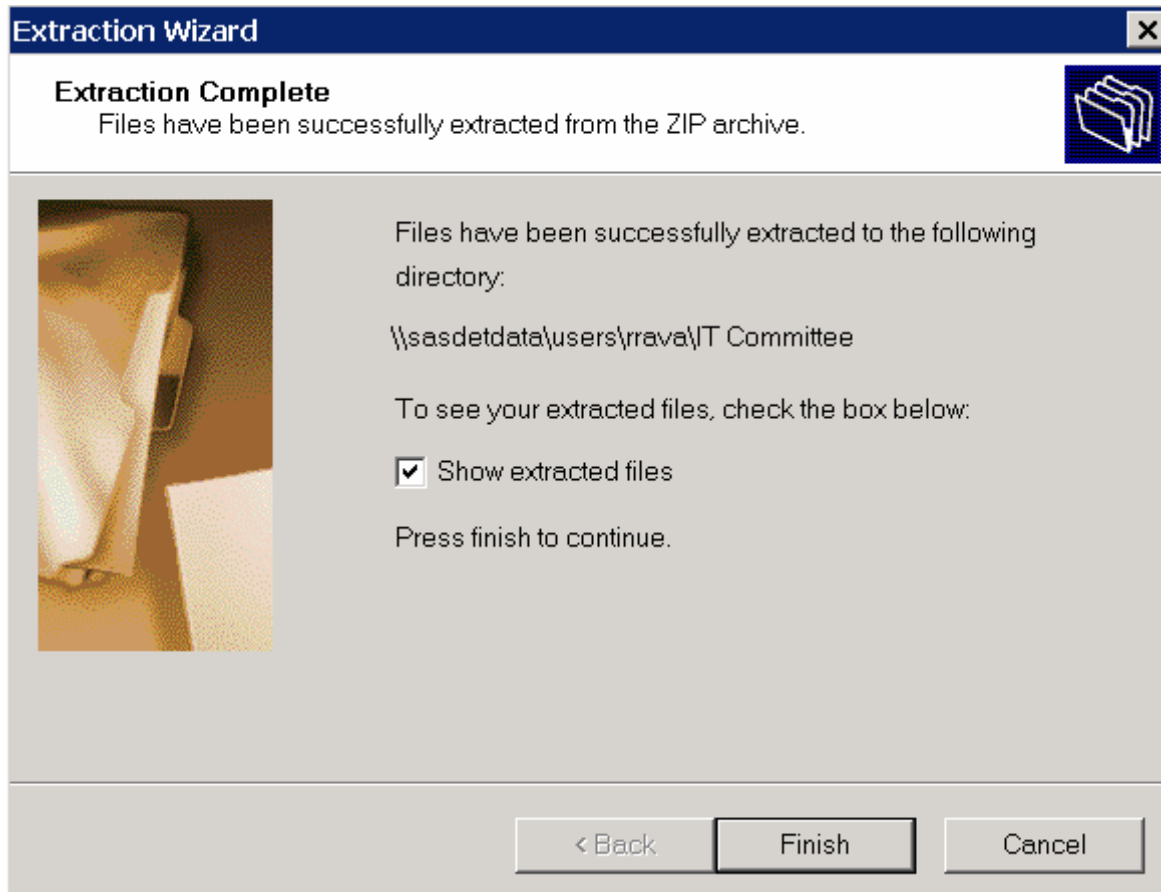
Click on Next



Pick where you wish to store the files & click on Next



Wait until the extraction is complete



Click on finish

