

File Compression using ZipCentral on Staff PCs running Windows® XP

A zip file is a method of storing data in a format which require less space than usual. A zipped file saves time and space, and makes downloading software or transferring large e-mail attachments much faster.

To compress a file which is otherwise too large, e.g. to save on a removable storage device, you can use the application ZipCentral. The process involves creating a zip archive and then adding one or more files to be compressed into the single zip archive. Once a file is compressed, it cannot be opened directly in another application and will need uncompressing first.

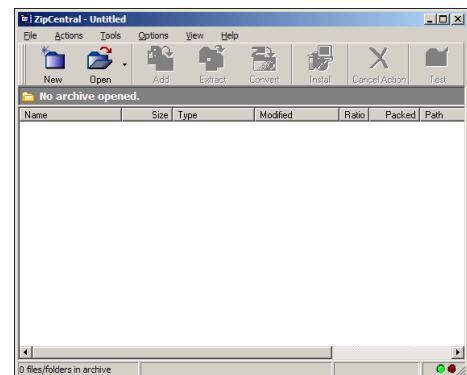
Note: It is recommended that files are initially compressed onto the hard disk of a PC, and then transferred onto a removable storage device (e.g. memory stick) using **Windows Explorer**, or **My Computer**.

COMPRESSING A FILE ONTO THE HARD DISK

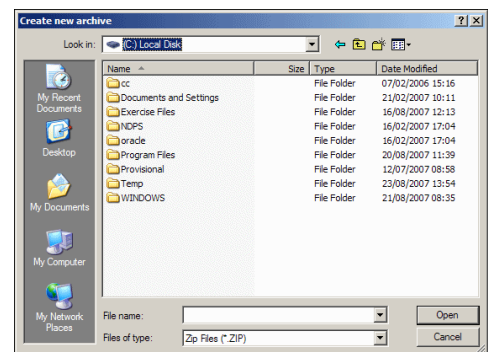
1. Click on the **Start** button, and then select **UoB Apps, Utilities, Zip Central**.

2. In the opening window, click on the **New** button.

Alternatively, click on the **File** menu and choose **New archive**.

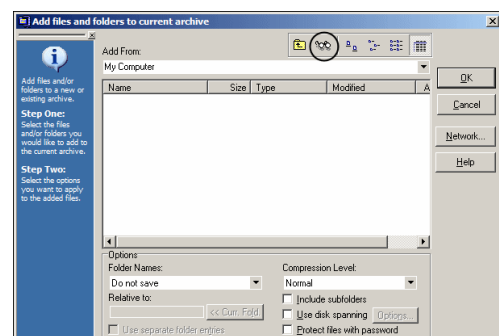


3. When the **Create new archive** window appears, click on the arrow to the right of the Look in box, and select a suitable location.
4. Give the new zip file a name (a .zip extension will be added automatically).
5. Click on **Open** to create the new archive.



The **Add files and folders to current archive** window will be displayed.

6. Click on the Browse for folder button and select the directory which contains the file(s) to be compressed.
7. Click **OK**.



- Click on the file(s) to be added to the current archive. (To select more than one file, hold down the CTRL key.)

In most cases, the compression level Normal is satisfactory. For large files, it may be necessary to choose Maximum, but this takes longer to complete.

- Click on **OK**.

After compression, details of the files which have been compressed and added to the archive, are displayed in the archive file window.

- Close down ZipCentral by choosing **File**, and then **Exit**.

- The zipped file may now be transferred from the hard disk onto a removable storage device (memory stick, floppy disk, etc), or sent in an email message.

UNCOMPRESSING A FILE ONTO THE HARD DISK

- Open the ZipCentral application as described previously.

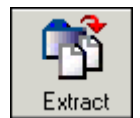
- On the ZipCentral toolbar, click on the **Open** button.



- When the Open existing archive window appears, click on the arrow to the right of the **Look in:** box. If the file is on a removable storage device, select the applicable drive, otherwise choose the correct directory on the hard disk.

- Select the compressed Zip file, and then click on **Open**. The ZipCentral window will now display all the compressed files contained in the ZIP file.

- Select the file(s) to be uncompressed (to select more than one file, hold down the CTRL key), and then click on the **Extract** button on the toolbar.



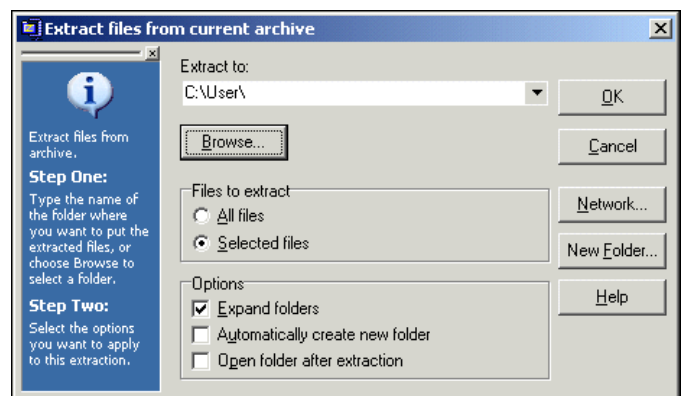
- In the Extract to: box, type in the location where the extracted file is to be placed.

Alternatively, use the Browse button and navigate to the desired folder.

- Click on **OK**.

The files will now be extracted.

- Close down ZipCentral by choosing **File**, and then **Exit**.



OTHER OPTIONS

ZipCentral can create self-extracting archives (which do not require uncompressing first) and disk spanning (which stores large files on multiple disks). Information on how to use these features is available from the ZipCentral Help menu.