

# Pay2k Tips & Tricks

## Using Winzip


### Important Notes:

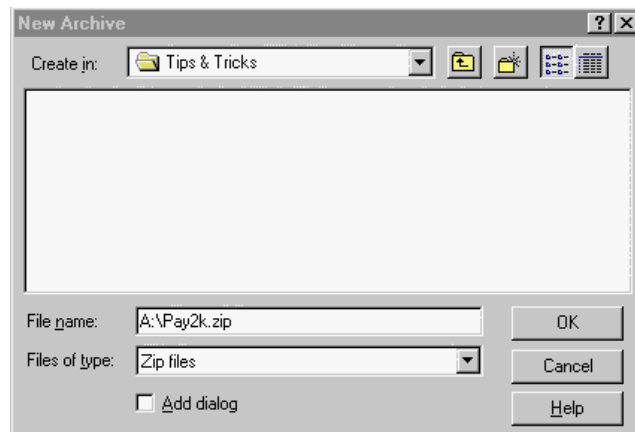
- a) You are unable to span a disk when adding files to an existing archive. Spanning is only available while creating a new archive. (See the Creating New Archives for detailed steps.)
- b) You cannot add or remove files from a Zip file that spans disks.
- c) You can only add one file to span multiple disks. i.e. You will need to use another set of disks to span another file.
- d) Winzip requires preformatted disks.


---

### Creating New Archives or Zip Files

1. Insert a floppy disk.
2. Select New Archive from the Winzip file pull down menu or;


3. Click the  button on the tool bar to activate the New Archive dialog box. **Note:** This dialog box works similarly to the usual Windows file dialog box.



4. Type the name of the archive you wish to create in the file name field and choose the drive and folder where the archive will be created. In this instance it will be to your floppy disk or A drive. For example: A:\Pay2k.zip.
5. Tick the 'Add dialog' box  to enable files to be added to the new archive afterwards.
6. Click OK.

---

### Opening an Archive

1. Click the Open tool bar button . The files in the archive will now be displayed in the list box in the main Winzip window.
2. Select the archive you want to open from the list of files and click the Open button.

# Pay2k Tips & Tricks

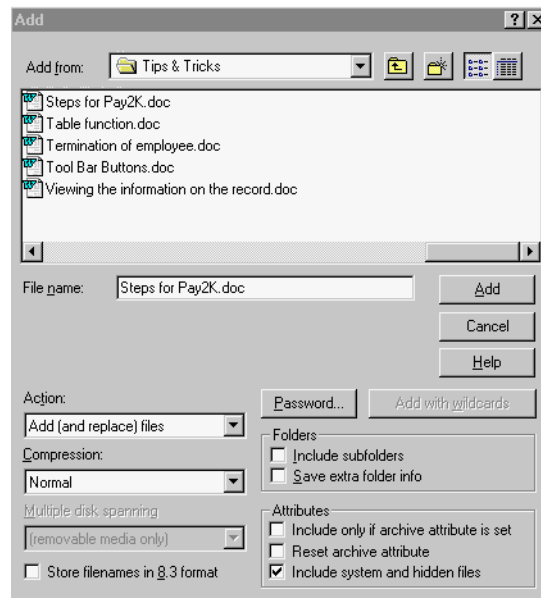
## Adding Files

1. Once you have opened an archive, select Add from the Actions pull-down menu or click the



tool bar button.

2. In the Add dialog box choose the files you wish to add to the archive.



3. Now you can either:
  - a) Click on an individual file or;
  - b) Select multiple files by holding down the shift key while you click.
4. Once you have selected your files, click the Add button to add the files. The files in the list will now be updated in the main Winzip window to show the new files in the archive.

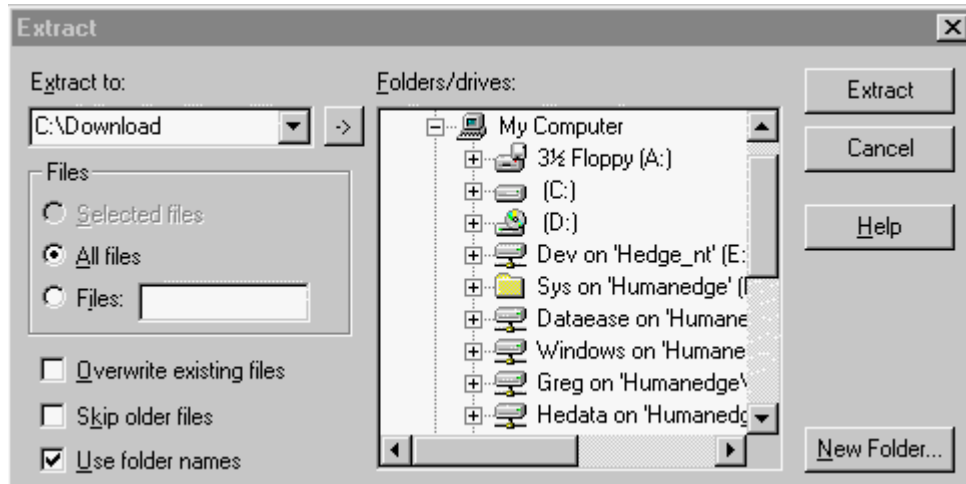
## Extracting Files

When you extract a file you decompress the files in an archive to create separate files on a disk. They can be placed in a folder of your choice from an open archive to your disk.



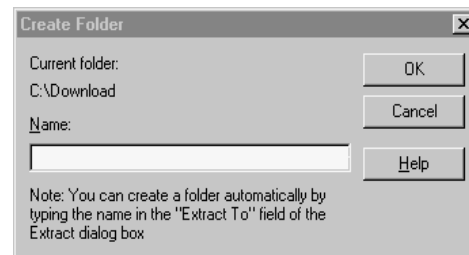
1. Select Extract from the Actions pull-down menu or click the Extract button on the tool bar to display the Extract dialog box.

# Pay2k Tips & Tricks



2. Type a folder name in the “Extract To” field to specify which folder you would like the extracted files from the archive to go to. Or you can choose from one of the following three options in the Extract dialog box:
  - a) Select a folder and drive in the Folders/Drives list boxes.
  - b) Pull down the “Extract to” dropdown list and select a folder from the list of previous “Extract to” folders.
  - c) Press the New Folder button to create a folder.

The **New Folder...** button activates the Create folder dialog box on the right.



3. Type in a name in the name field and click OK.
4. Now press the Extract button.

---

## ***Deleting Files from Archives***

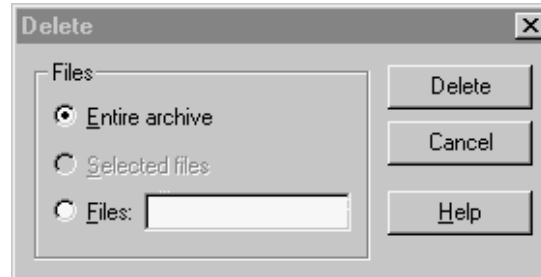
Winzip can remove selected files in an existing archive or delete an entire archive.

### **To delete a file from an archive:**

1. Select the file you wish to delete from the list in an open archive.
2. Click Delete from the Actions pull-down menu. Alternatively, you can press the delete key.

# Pay2k Tips & Tricks

3. In the Delete dialog box specify the file name you wish to delete.



4. Click the Delete button.

## **To delete an entire archive:**

1. Select Delete from the Actions menu to display the delete dialog box.
2. Click the Entire Archive option button  Entire archive .
3. Now click the Delete button. Alternatively, you can select Delete Archive from the File menu.