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- ~ More Worthy Websites

# ReadyNetGo .... News

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<http://www.readynetgo.net>

### Tip of the Month

WinZip is a valuable program to learn and will benefit your current use of applications such as Word, Excel and many others. In a nutshell, the primary use of the WinZip program is to create and open archives.

When you create an archive of a file, you create a compressed copy of that file. The original document remains intact in the original location.

As with a traditional filing system, think of WinZip archives as file folders and your computer documents as the paper you would store within each folder. Some folders can have one piece of paper whereas others have reams. So it is with archives.

You can create an archive with one file in it perhaps to email to a colleague or you can create a backup archive with many files stored. In addition, the .zip archive can be stored in the same folder as the original file or you can create a separate folder for all your archived files.

Give WinZip a try and you'll see how easy and worthwhile this program really is!

### WINZIP TO THE RESCUE !

Have you ever wanted to send a file to someone but it was too large to email? Have you ever run out of space on a floppy or zip disk? Are you looking for a fast and easy way to backup your most important files? Well, WinZip is the answer for you. With the WinZip program you create archives that store one file or many files. Each file is compressed which saves space and makes copying and moving files easier and faster. Here's what to do:

1. Go to **[www.winzip.com](http://www.winzip.com)** to download the evaluation or registered version. The evaluation version is good for 21 days. After this period, there is a one-time charge of \$29 for the registered version. Free upgrades are included.
2. Click on "Download Evaluation Version" or "Order Now".
3. Follow the on-screen instructions for downloading.
4. Save the WinZip Install program in a temp or source directory.
5. After saving, you must run the Install program before using it. Open the winzip80.exe file in Windows Explorer and follow the on-screen instructions.

There are two ways to use the WinZip utility:

- A) by opening the WinZip program directly and adding or extracting files; or
- B) through Windows Explorer (the super easy way...).

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### WWW (Websites Worth Watching)

1. [www.adbusters.org](http://www.adbusters.org) - satirical magazine and ad agency focused on corporate and social injustices
2. [www.learnthat.com](http://www.learnthat.com) - what do you want to learn?
3. [www.expertcentral.net](http://www.expertcentral.net) - Got a question? Get an answer
4. [www.gophila.com](http://www.gophila.com) - Excellent site for Events, History, Dining, Movies & more all around Philadelphia
5. [www.travel-finder.com](http://www.travel-finder.com) - plan that much needed vacation

( ...WinZip continued)

**A) To use the WinZip utility follow these directions:**

1. From your Windows Task Bar go to Start – Programs – WinZip – WinZip 8.0.
2. To create an archive (or .zip file), click the **New** button.
3. Choose a folder to store your archive and then select the name of an archive you'd like to create.
4. A dialog box prompts for the file name you'd like to archive. Choose the file and click Add.
5. Your file is now added to the WinZip archive while leaving the original in its initial place. Click the Add button to add more files.
6. To open an archived file, choose open from the WinZip screen. When the file appears, just double click & it will open in its uncompressed state.

**B) Another option is to create a WinZip archive directly within Windows Explorer:**

1. Open Windows Explorer.
2. Right click on the file you would like to add to an archive.
3. Select Add to filename.zip and you're done. The .zip file is created automatically in the current folder!
4. Or, if you'd like more options, such as adding this new file to an archive already created, select Add to Zip. A dialog box opens with the name of the file and path highlighted. To change the name of the file, type the new name in the box Add to Archive.
5. Hit OK and the WinZip utility opens with your file listed. Notice the difference between the value in the Size column and the Packed column.
6. Either way, the .zip file is now ready to transfer to a removable disk or send as an attachment in an email.

**To extract a file from an archive:**

1. Open Windows Explorer.
2. Right click and drag the .zip archive to the folder where you want it stored. The original document (not the .zip file) is now viewable and editable in this new location.
3. If you're unsure where to store the archive, right click on the .zip file and choose Extract to ... A dialog box appears and you can browse your directories. Choose a location and click Extract.

Note: If you receive an archive via email, right click on the file and choose save as... Save the file to a folder and then open it by following the steps above.