



# PINNACLE LISTS

A division of West Coast Solutions, Inc.

## UNZIPPING FILES: WINZIP



Download WinZip for Windows: <http://www.winzip.com/downwz.htm>

### UNZIPPING USING WINZIP CLASSIC

1. Start WinZip (perhaps by clicking on the file/attachment you've received).
2. Choose **New Archive** from the **File** menu.
3. Type the name of the archive, e.g.,

MYDIR.ZIP

and press the Enter key.

4. Choose **Add** from the **Actions** menu.
5. Type the full file specification of the files you want to add, e.g.,

C:\MYDIR\\*.\*

6. Be sure the "Include subfolders" box is checked and the "Save full path info" box is **not** checked.
7. Click the **Add With Wildcards** button.

### UNZIPPING USING THE WINZIP WIZARD

1. Start WinZip and click **Next** in the Welcome panel.
2. In the Select Activity panel, choose **Create a new Zip file** and click **Next**.
3. Type the name of the archive, e.g.,

C:\MYDIR.ZIP

and click **Next**.

4. Click **Add Folders**. Navigate to the desired folder, click to select it, and click **OK** to add it to the list.
5. Click **Zip Now**.

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2624 Bruce Road, Duncan, Vancouver Island, BC, Canada V9L 6L4  
Tel. 1 (888) 351-LIST (5478) ▲ Fax. 1 (888) 845-3405  
[info@pinnaclelists.com](mailto:info@pinnaclelists.com) ▲ [www.pinnaclelists.com](http://www.pinnaclelists.com)