

About WINZIP®: Basic User Guide



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Objective

The purpose of this document is give a simple and intuitive explanation of how to grasp the basics of the WinZip® tool: It is recommendable to keep these instructions in a safe place, as they will be useful, especially when you need to compress/decompress files sent by Panda Software in particular and as a user guide in general.

What is WinZip®?

WinZip® is a commercial program for compressing/decompressing files.

WinZip® allows you to compress one or more files to transfer files more quickly, optimize storage of files, etc.

Compressed files contain one or more files.

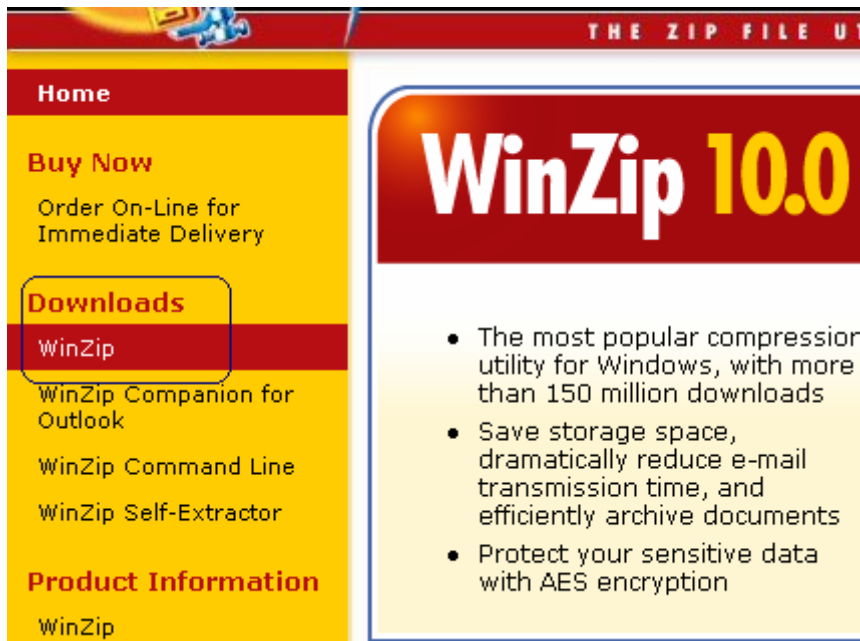
Files in ZIP format compress the data and therefore save space and time when downloading files and sending them via email, for example, as the size is reduced.

How do I install WinZip®?

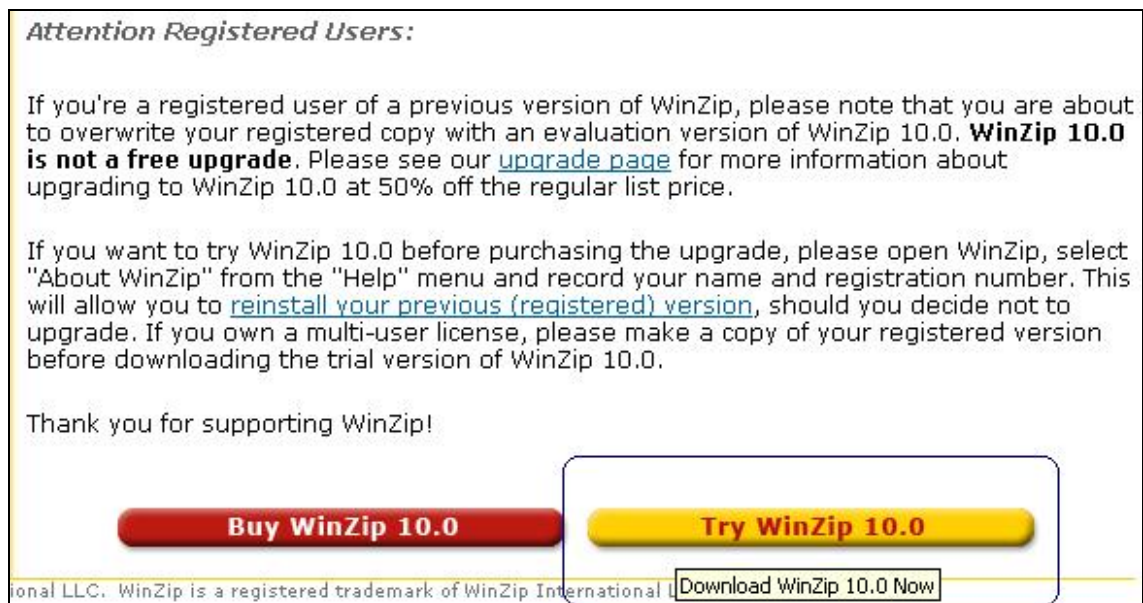
To compress and decompress files, the program WinZip® must be installed. If you do not have this program installed, go to the website of the manufacturer of WinZip® (<http://www.winzip.com/>). On this page, the updated versions of the software are always available. You can download an evaluation version that allows the user to try the product for 45 days, or you can purchase the full version.

In this example, we will describe the steps for downloading and installing the evaluation version of the software, in this case WinZip 10.0:

1. Go to www.winzip.com
2. In the panel on the left, under **Downloads**, click on **WinZip®**, as shown in the image below:



3. Then, click on **Try WinZip 10.0**, as shown in the image below:





4. The following dialog box appears:



5. Select **Save** and specify the location on the hard disk where you want to install the program, for example, *Windows Desktop*.
6. To install the application, double-click on the **winzip 100.exe** file and follow the steps that appear in the wizard.

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How to compress files

To compress a file, follow the steps below:

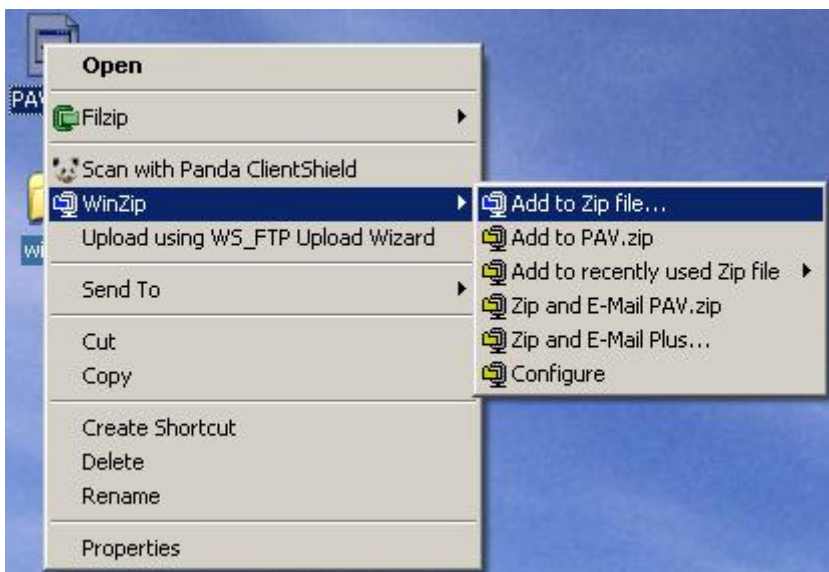
1. Find the file to compress. In this case the file is called *pav.sig* and is stored on the Windows *Desktop*.



2. Right-click on the file and select **Add to PAV.ZIP**.

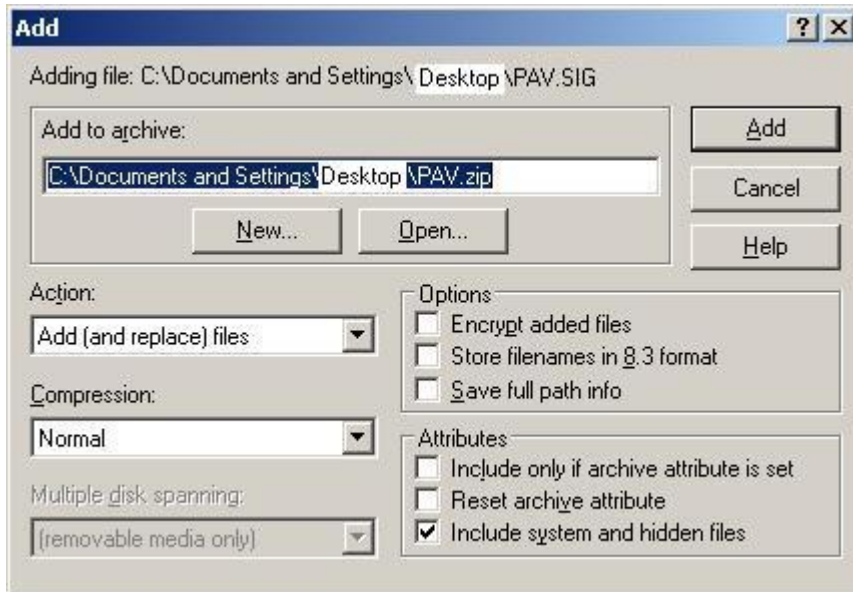
You can also compress it by clicking on **Add to Zip file...**, following the steps below:

1. Select **Add to Zip file...** as shown in the image below:





2. The following window will appear:



3. Click on **Add**.
4. After completing these steps, the file **pav.zip** is created on the *Desktop*.

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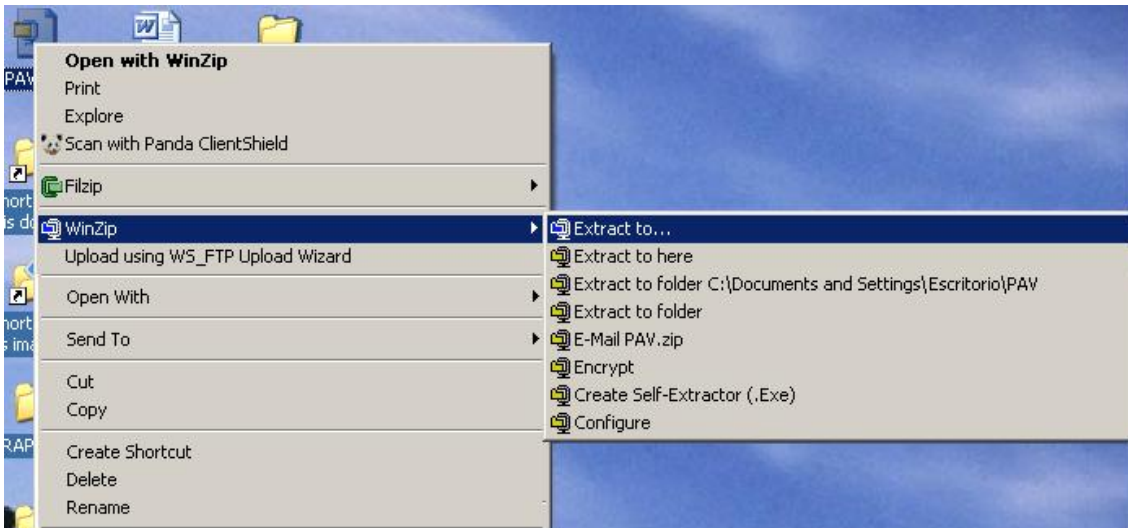


How to extract a ZIP file.

We will now describe the inverse process, i.e., the steps to follow to decompress the previously compressed pav.zip file.

1. Right-click on the pav.zip file and select any of the following options:

- ❖ **Extract to...**
- ❖ **Extract to here**
- ❖ **Extract to folder C:\Documents and settings...**
- ❖ **Extract to folder**

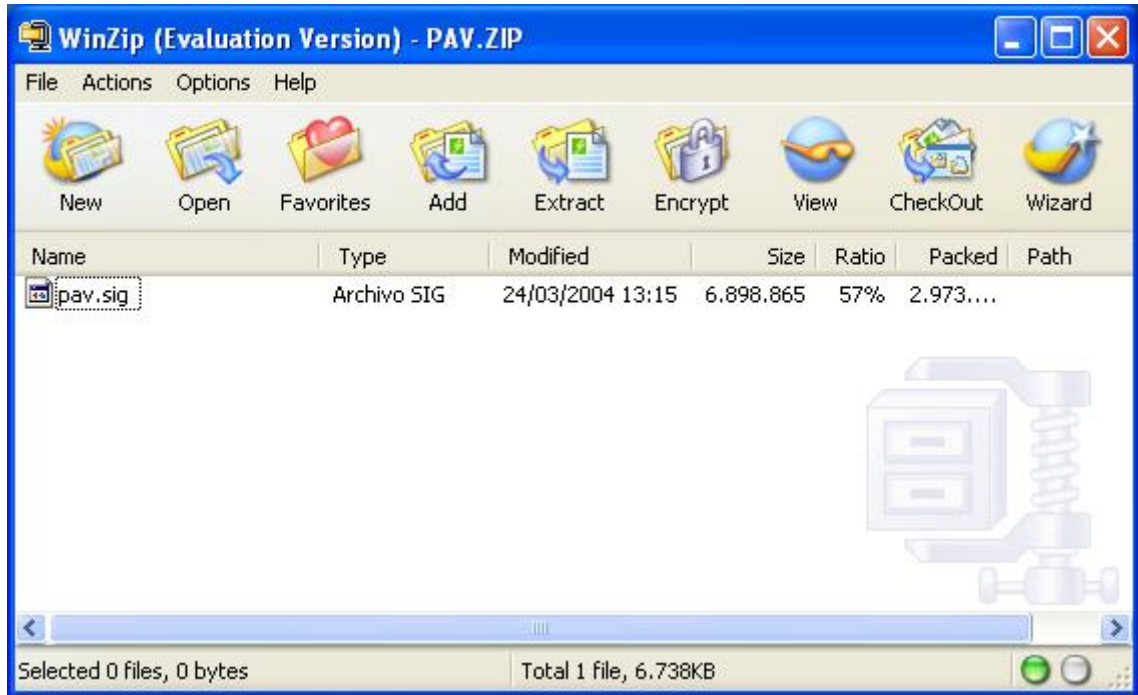


2. If you select **Extract to here**, for example, the file is decompressed directly in the folder in which the compressed file is stored, in this case, the Windows *Desktop*.



Another option is double-click on the PAV.ZIP file. To do this, follow the steps below:

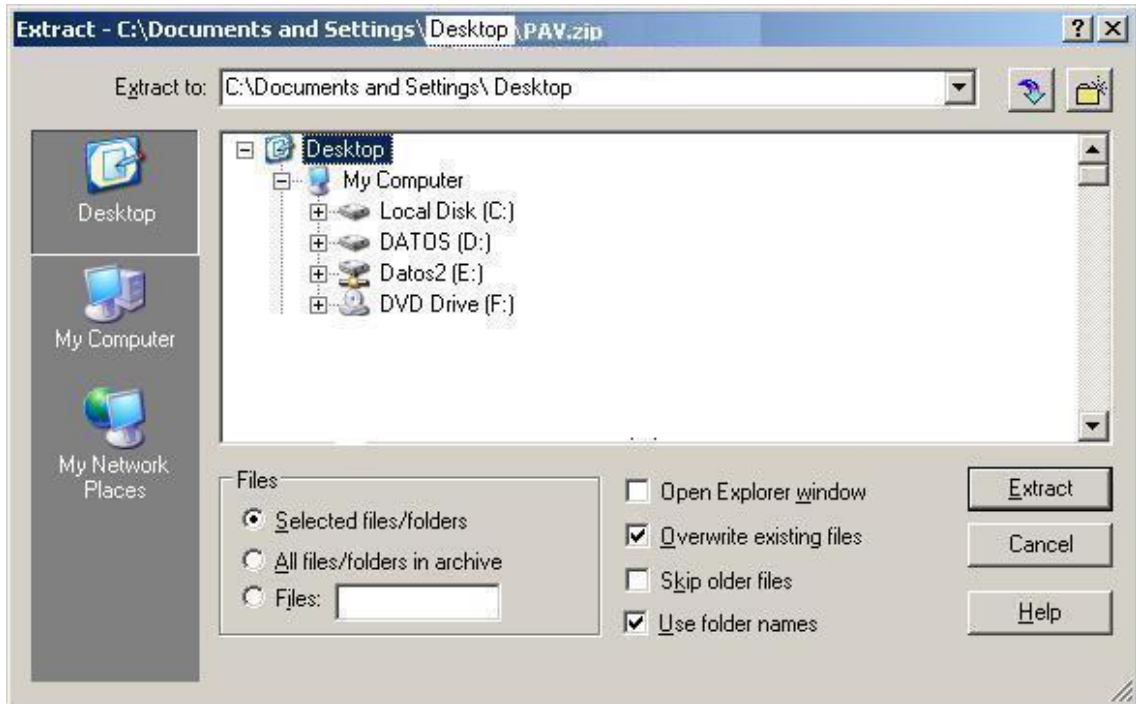
1. After double-clicking on the PAV.ZIP file, the following window appears:



2. Select the pav.sig file and click on the **Extract** icon that appears at the top of the window.



3. The following screen is displayed:



4. Select the location where you want to decompress the file, in this case, for example, the Windows *Desktop*.
5. Go to the Windows *Desktop*. You will obtain the decompressed pav.sig file:



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