Tutorial No. 10 – Using Winzip

At the moment we have our complete magazine as a number of MP3 files in the MP3 folder but before uploading the magazine to the RAIBC server we need to compress all of those MP3 files into one zip file. Which we will do with WINZIP

1) Start WINZIP by double clicking on it
2) Move the mouse cursor to the top left and LEFT click on the NEW symbol
3) If WINZIP doesn't open the ZIPS folder then go to the little BLUE arrow and LEFT click on it
4) LEFT click on drive 'C'
5) Double click on the folder ZIPS
6) Left click on the FILE NAME area and type in the name of the file (for example jun09mm)
7) Move to the OK button and LEFT click on it

The format of the zip file name is very important. 3 letters for the month, 2 digits for the year and 2 letters to identify the magazine. If you don't use this format then the listeners will not be able to download the magazine from the server. The magazines at the moment are for example rc for Radcom, pw for Practical Wireless, mm for Monitoring Monthly and ru for Radio User etc.

8) WINZIP will now display the folder which contains the files we want to ZIP if it isn't pointing to the MP3 folder then go to the little BLUE arrow and LEFT click on it. LEFT click on drive 'C' and DOUBLE CLICK on the folder MP3
9) Now find the LAST MP3 file in the folder and LEFT click on it (It's now marked in BLUE
10) Move to the FIRST MP3 file and holding the SHIFT key depressed LEFT click on it (all of your MP3 files should now be marked in BLUE)

Marking the last file first and then the first file guarantees that the files will be placed in the correct order in the ZIP file

11) Move to the ADD button and LEFT click on it

You will now see that all of your MP3 files have been added to the ZIP file

12) Move to FILE at the top left and LEFT click on it
13) Move down to EXIT and LEFT click on it

Your ZIP file has now been created in the ZIPS folder

73es,

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