

# Intermediate: File Compression

## What is file compression?

File compression is mainly used to reduce the size of one or more files:

- To save space on your storage device;
- To send attachments via email quickly and efficiently (send only one file instead of many separate ones);
- To back up files.

Certain file types cannot be compressed as they already employ compression, most commonly: mp3, gif, jpg, mpg and pdf.

Zip files (.zip) are a very common type of compressed file (or zipped file). In order to view the contents of a compressed file, you will need to use a **Compression Utility** and extract it. UltimateZip, Winzip, 7zip, ZipGenius and WinRAR are examples of compression utilities.

ZipGenius is available on all Hillingdon Libraries PCs.



## Compressing (zipping) a file

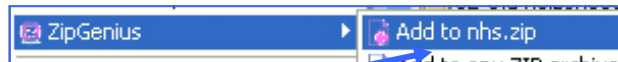
1. Use the Windows Explorer to locate the file(s) you want to compress.

2. Click on the file to select it—if you wish to select more than one file, hold down the <Control> key and click on each required file.



3. Click on **File** on the Menu bar.

4. Point to **ZipGenius**.



5. Click on **Add to {name of your file}.zip**. The file(s) will be compressed and stored into a new file (called an **Archive**) in the same directory as the original file(s).



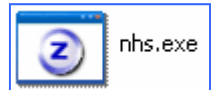
## Creating a Self-Extracting Archive in the Same Directory

Self-extracting archives (zipped files) can be extracted on PCs that do not have any compression utility installed on them.

1. Use the Windows Explorer to locate the archive you want to convert to be self-extracting.
2. Click on the archive to select it.
3. Click on **File** on the Menu bar.
4. Point to **ZipGenius**.
5. Click on **Convert to EXE**. The wizard screen will open.
6. Accept all of the default settings, by clicking on the **Next** button at each screen and finally on the **Start** button.



The self-extracting archive will be placed in the same directory as the original compressed file.



## Extracting (Unzipping) a file

1. Use the Windows Explorer to locate the archive you want to extract.
2. Click on the file to select it.
3. Click on **File** on the Menu bar.
4. Point to **ZipGenius**.
5. Click on **Extract here, to {name of your archive}.zip**.



The file(s) will be extracted to a folder with the same name as the archive's, and in the same directory.

