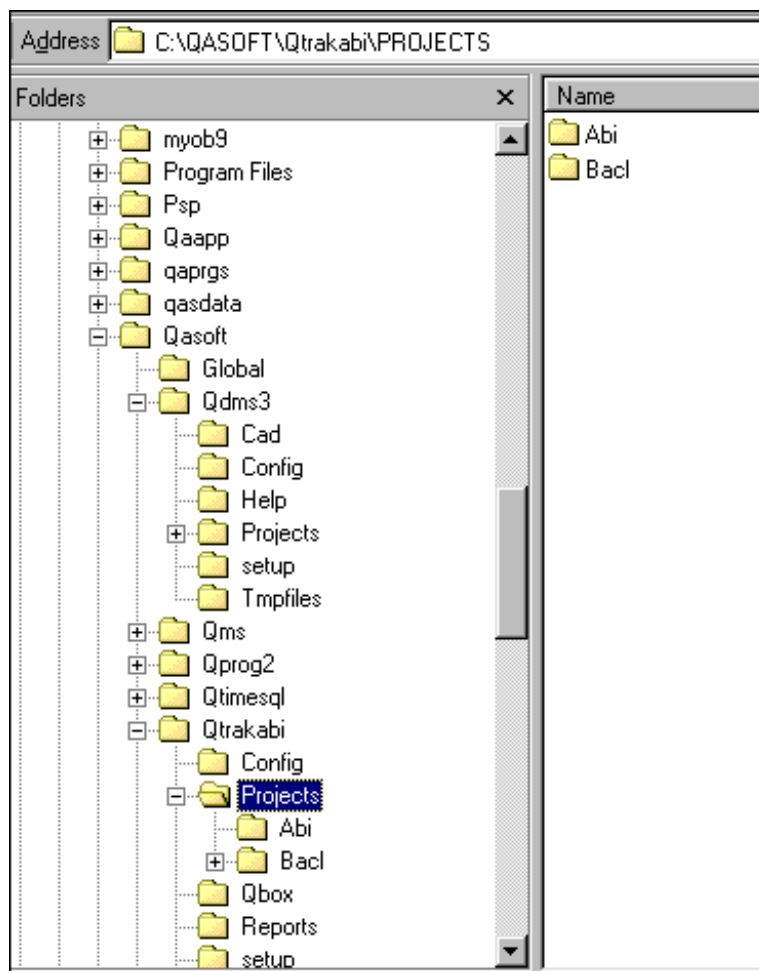


# HOW TO: USE WINZIP

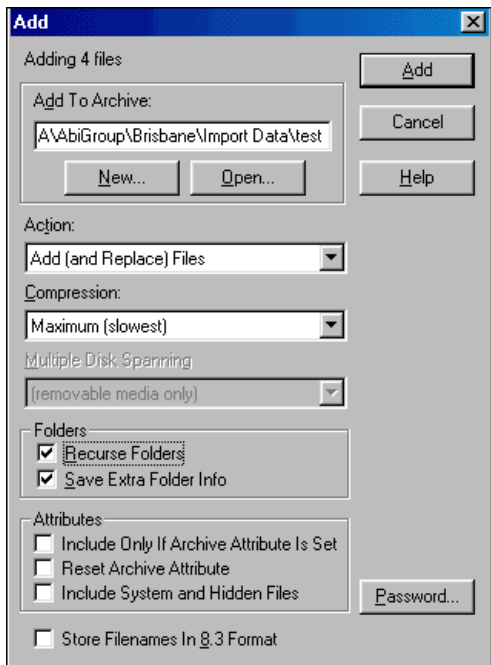
## Creating a zip file (the SJ method)

- Using Windows explorer, locate the folder where the files are stored
- If there are sub folders, open the top most folder (eg QTRAK) if you were zipping up a QTRAK installation with the program files (not normally required). Or Qtrak\Projects if you were zipping up the project data.
- le at this point you would be looking at the following or something similar. Notice the folder that is open on the Left hand side.



- Then Press Ctrl + A to select all folders and files under Qtrak\projects  
The files and or folders will be blue.
- Then position your mouse on any blue file on the right hand side and right click.
- Select add to zip from the options.
- With your mouse in the add to archive field at the top press the End key
- Type Data as the name of the zip file or any name you choose.
- Now notice the two ticked boxes for Recurse folders and save extra folder info. They should both be ticked
- Then click OK

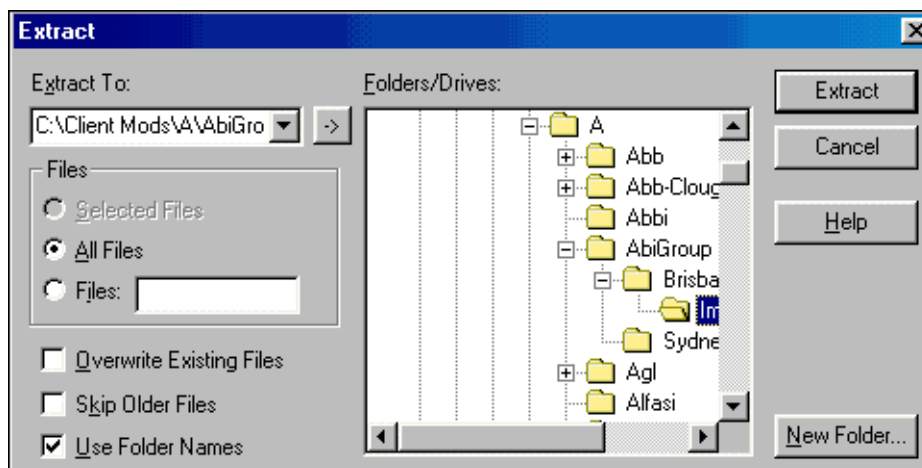
# HOW TO: USE WINZIP



You will end up with a zip file in your Qtrak\Projects folder. This should be forwarded to whoever. Note that when sending us QDMS or QTRAK data, generally you need to send us the QTRAK\Projects sub folders and the QTRAK\Config folder (done as a separate zip file)

## To Extract a zip file

(a) Double click on it



- (b) Select the Extract To destination
- (c) Click the User Folder Names option as shown above
- (d) Click the Extract button.