

## e-snaps Resource Document – Creating a Zip File

This document provides instructions on how to “zip” one or more files into one compressed file. This document may be useful for CoCs that need to upload their Grant Inventory Worksheet(s) in *e-snaps*.

The zipped version of a file is smaller than the original file and has a .zip file extension. For example, if you zip a Microsoft Office Word document called Government Proposal.doc that is 6.5 megabytes (MB) in size, the file created, Government Proposal.zip, is reduced to 2.5 MB.



Depending upon your system, the label might be “Zip Program”, “WinZip”, or something similar.

### How to Zip a file

It is very easy to create a .zip file. Below are step-by-step instructions on how to create a zip file and save it to your computer.

- Step 1** • Go to the filename of the file that you want to zip.
- Step 2** • Put your mouse cursor over the file and right click on it. You will see a box pop up with a few options. Move your cursor to where it says “Zip Program” or “WinZip” and another box will open. Left click where it says “Add to Zip file”.
- Step 3** • If you are creating a new Zip file , select “New.” The folder in which your document will be created is the same one with the original document. Create a name for the new Zip file, and select “OK.” Then, select “ADD.”
- Step 3** • A new folder with a zipper image on it will appear in the same general area (same folder in which the original file(s) were saved). This is your new compressed folder!
- Step 4** • If you would like to add more files into the new compressed file, follow steps 1 – 2 above. Then, select “Open” (do not select “New”) on the screen that appears. Locate the Zip file to which you want to add your current document. Double-click on it to open it. Then, select “Add.”
- Step 5** • Now that you have all your files into the compressed folder, you can go into attach it to *e-snaps* or anywhere you see fit.

### **Tips and Warnings:**

- In order to zip files, you must have zip software installed on your computer. If you don't have such software, you can search the internet for several free versions. One option is "WinZip" which provides a free 45-day evaluation version. If you have a Microsoft XP or a Vista operating system installed on your computer, then you do not need additional software; WinZip is already available on your computer.
- This tutorial was not made for Macintosh computers.