

How to zip a file with J-Zip:

1. Click on the start button.



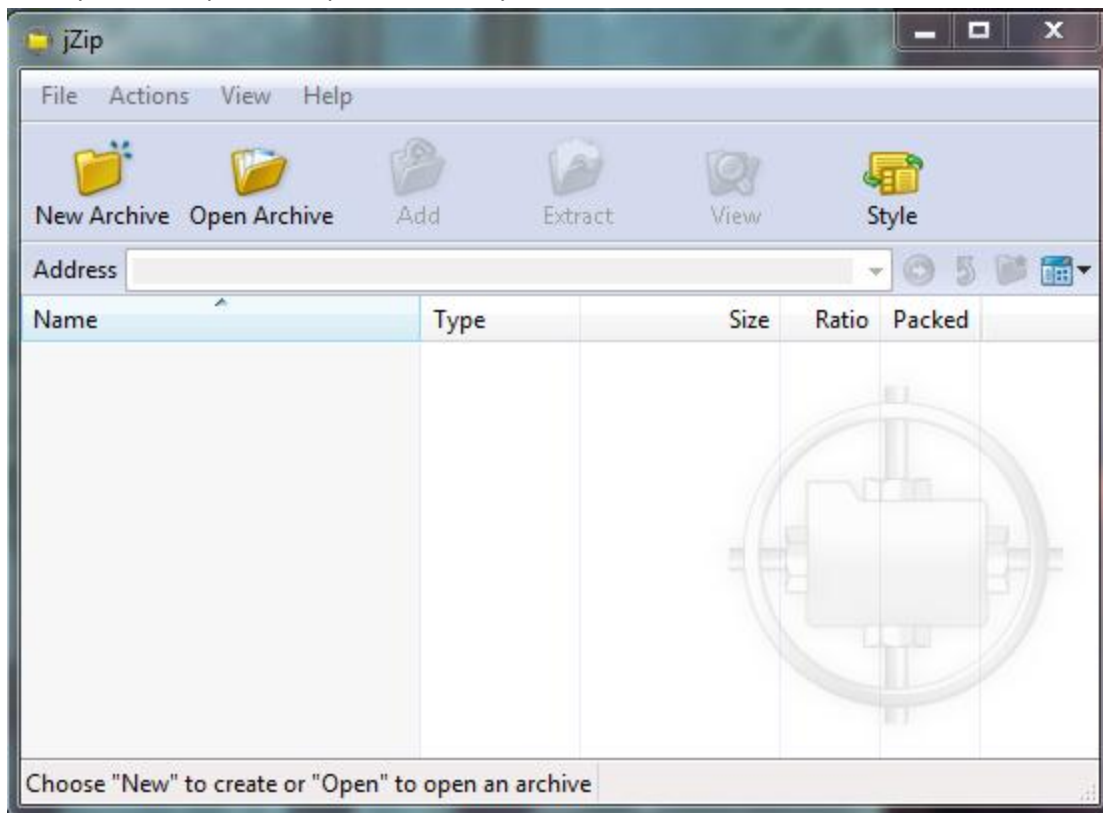
2. Select all programs in the start menu.

▶ All Programs

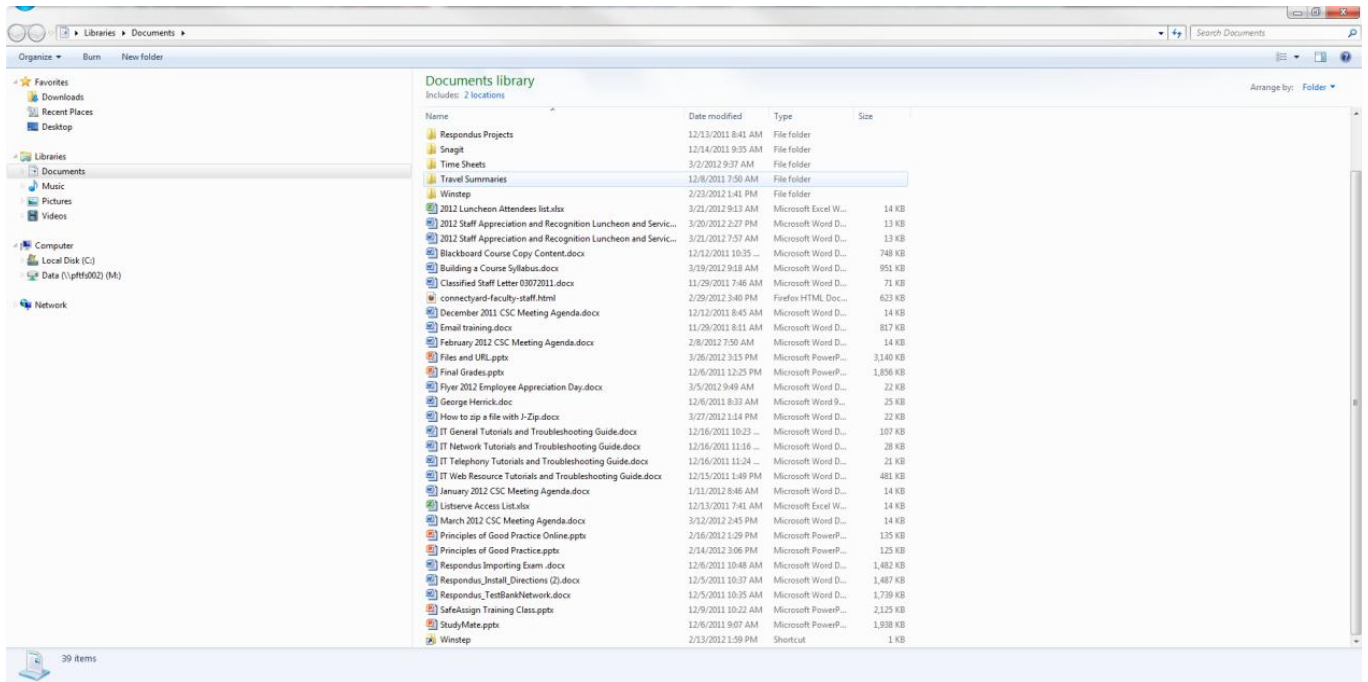
3. Find J-Zip in the list of installed programs and click on it to open.



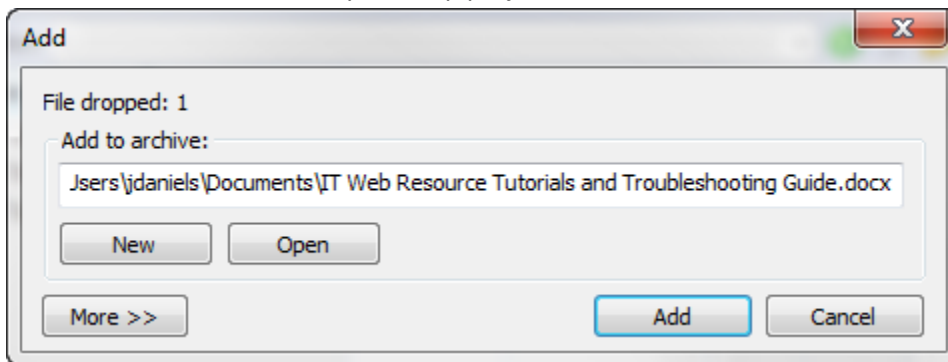
4. Once you have opened J-Zip, this is what you will see.



5. To add files to J-Zip, open your documents folder and then drag and drop the chosen files into J-Zip.

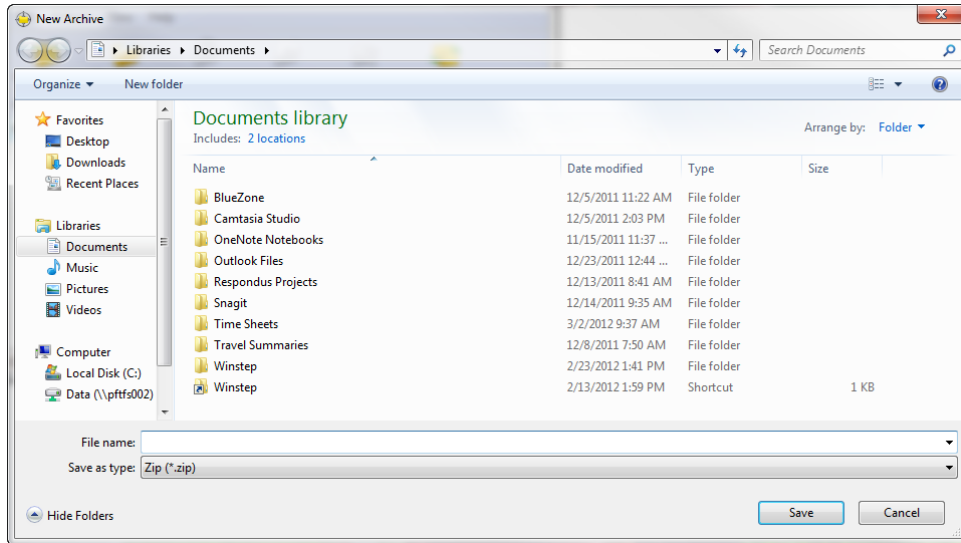


6. Click "add" to attach files to your J-Zip project.



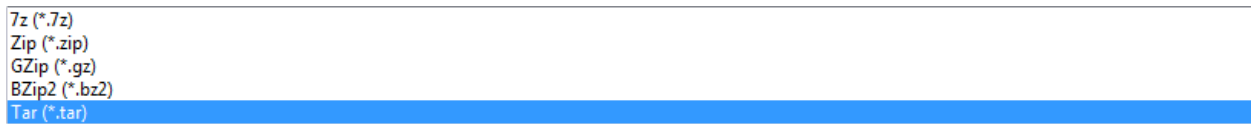
7. Once you have added all of the files to your project, click  to start generating your zip file.

8. The following Dialog box will open:



9. Create a file name for your document.

10. Under **Save as type:**, select the format with which you want to save:



11. Click .