

Getting Started

Steps for preparing files for upload:

1. *Select all the files, you wish to copy on a CD for replication.*
2. *Create a folder on the hard drive (For example: c:\CDFiles), locate and copy all the required files to the newly created folder.*
3. *To expedite file transfer, you can zip files before you FTP them. Zipping files is just an option; you will also be able to transfer a folder without zipping them.*

WinZip Installation:

1. *If you currently do not have a copy of a zip program, you can download the shareware version of the WinZip program. Download a copy from <http://www.winzip.com>.*
2. *Install the WinZip program on your hard drive. (if you already have WinZip, open the program and click on the WinZip Classic located on the bottom left hand corner of the window)*
3. *Follow the on screen instructions; select the Start with WinZip radio button.*

Creating a Zip File using WinZip

1. *Select **File menu** and choose **New Archive** menu option.*
2. *A "Save In window will appear. Here you will name and save you file to your hard drive. To save it to your C:\ drive =click on the drop arrow and select your C:\ drive. At the bottom of the screen in the file name field provide a filename for the zip files. For example: cdfiles. Click on **OK** button. See figure 1*
3. *You will be prompted with the **ADD** dialog window.*
4. *Click on the Look In field and select c:\drive and select the folder where your cdfiles reside. See figure 2*
5. *When using WinZip you will have to go inside the folder itself and add the files inside the folder. You will not be able to add the folders themselves, but you can configure WinZip to save the file path. (WinZip will make a note to save the file path i.e. C:\cdfiles\word\filename.doc) to do so please see step 6.*
6. *Within the Folders section of the window. Make sure the **Include Subfolders** and **Save Full Path Info** option is checked.*
7. *Click on the **Add** button.*
8. *When your desired files have been added, you will see the WinZip window with a list of your added files. Click file and exit. (Your changes will automatically be saved. See figure 3*
9. *If you receive a Switch Interface Window click on the Next time start WinZip with **Classic Interface** button*
10. *Double click on the My Computer Icon then double click on the C:\ drive.*
11. *Inside the C:\ drive you should see your WinZip file you just created.*

12. To verify if your files have been added simply double click on your new zip file, you should see a window open displaying all of your files.

Figure 1

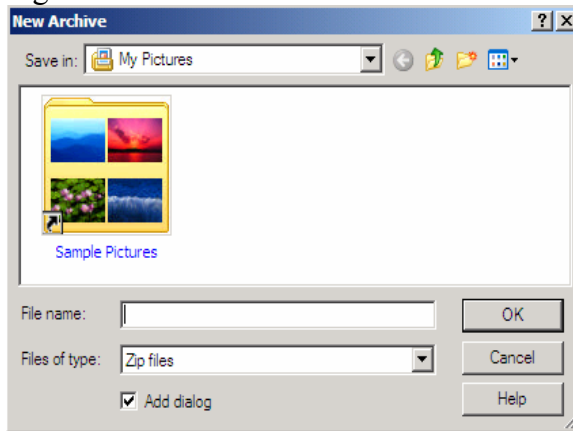


Figure 2

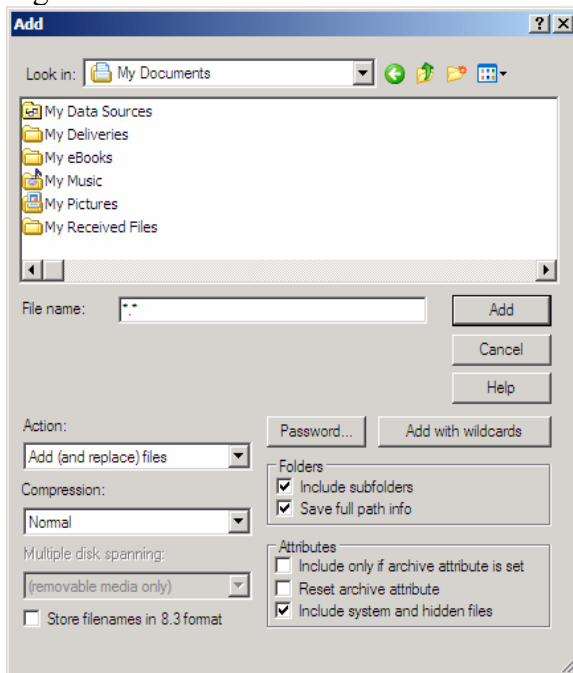
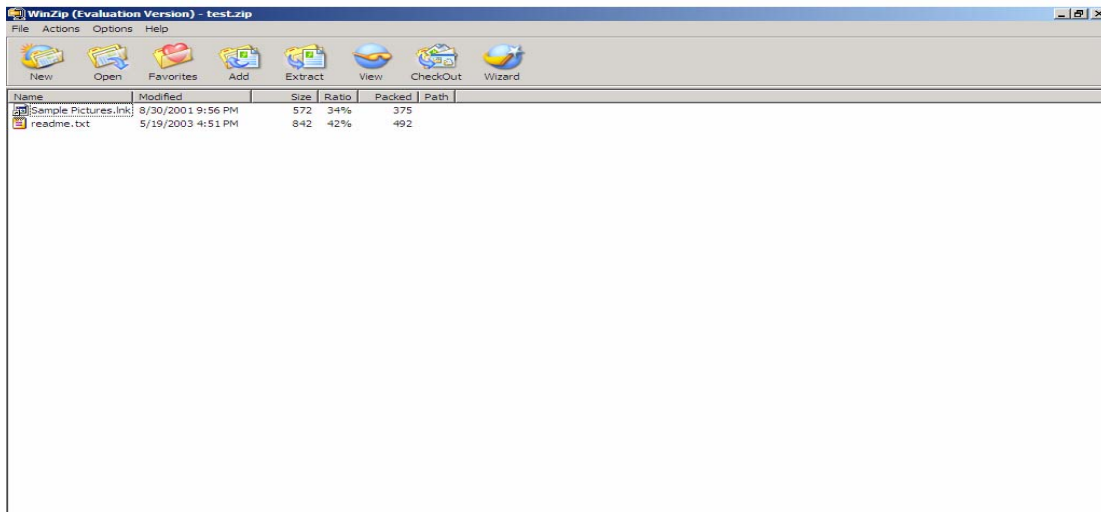


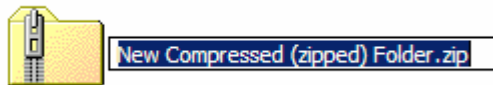
Figure 3



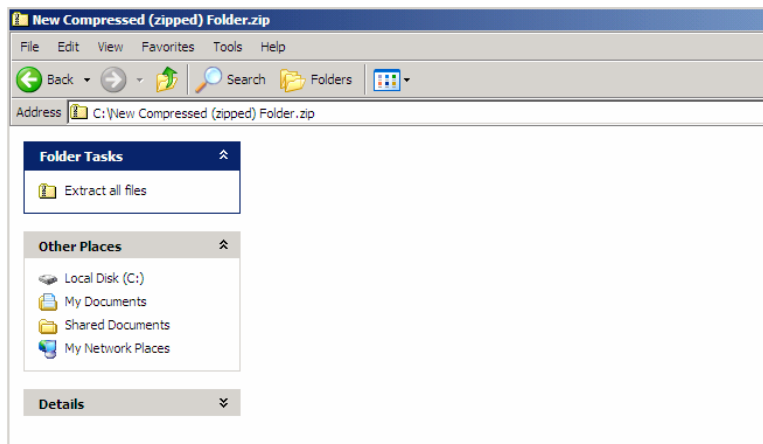
Creating a Zip file using Windows XP:

Windows XP a build in file compression utility; to access please follow the instructions below.

1. Double click on the My Computer Icon, then double click on your C:\ drive
2. Click on File → New→ and click on Compressed (zipped) Folder.
3. A new folder will appear with the a blank title bar. Please type in a name for the new folder.



4. Open the new folder by double clicking on the new file.
5. You should see this screen when open.



6. You can add both files and folders to the zip folder.
7. Open My computer, and double click on the C:\ drive
8. Click on the folder you wish to compress and drag it to the compressed folder window. (Depending on the size and how many files you will store it may take a few minutes).
9. Once the compression is complete just close the window (file → close)