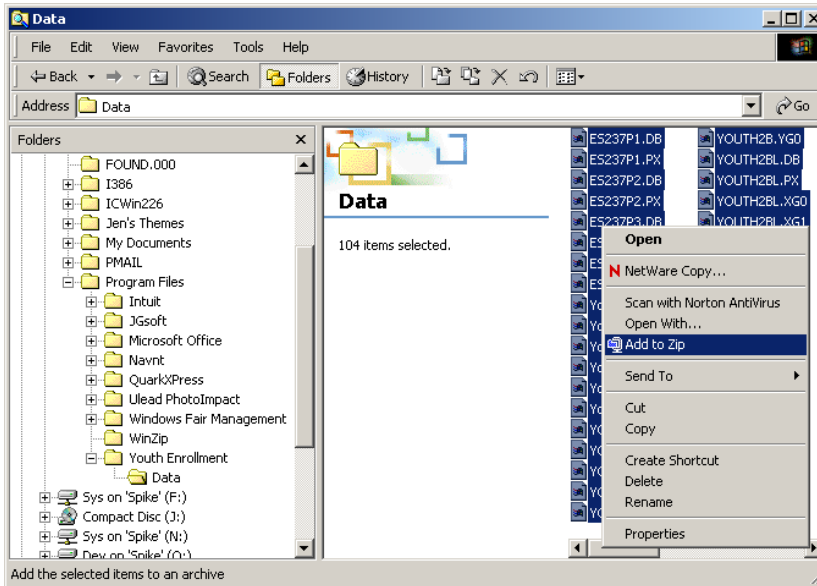
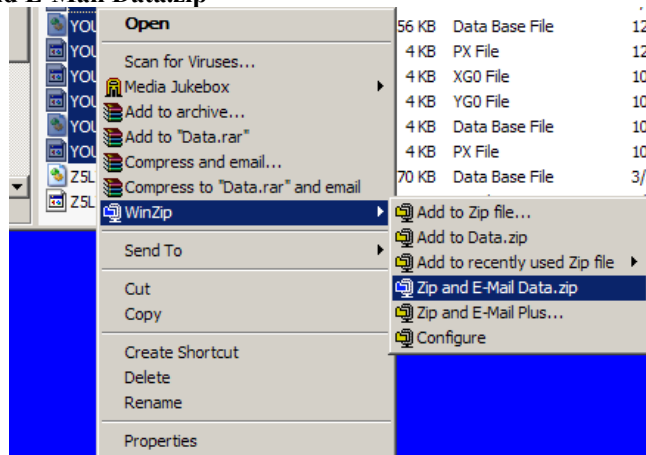


## Using WinZip – Quick Method

**Backup/Compressing files** – using WinZip - (compressing and backing up data to send via email)



1. Go to Windows Explorer (set your view to Details)
2. Go to the folder you want to backup – Open the folder (Example – Data)  
**Highlight** all the Youth2a – Youth2z files to backup (To **highlight** all files at once **click** the first file, then scroll to the bottom and **shift+click** the last file.) (Note: - don't need to backup Z5lite files). (Note also: to deselect any files use **ctrl+click** on the file you want unhighlighted.)
3. Position the cursor over the **highlighted** files. Right click to display the Options menu.  
**Press Zip and E-Mail Data.zip**



4. This will run the “zip” process and open an email message to compose. (Note: the email may be flashing at the bottom of the screen – look for email that says “compose: (no subject)”) )
5. Add a subject line and a note to me and send away!