

Appendix B - Unzipping a File

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Files that are compressed using the Print to Zip/Disk function must be unzipped prior to use in spread sheets or word processing programs. Checking Included UnZip Program when you create the disk makes unzipping is relatively easy.

Action	Result
Open an <i>Exploring</i> Window by right clicking on the [Start] button. (Or, you can also click on the [Start] button, then go to Programs and click on Windows Explorer.)	A submenu appears.
Click on <i>Explore</i> .	The <i>Exploring</i> Window is displayed.
Create a new folder to hold your unzipped file. (You can use an existing folder if you want to.) Scroll up and click on (C:) in the left pane of the <i>Exploring</i> Window.	The C drive is highlighted.
Click on <i>File</i> in the menu bar.	A submenu appears.
Highlight <i>New</i> , then click on <i>Folder</i> .	A new folder appears on the C drive in the pane on the right side of the window. You can re-name it by typing over <i>New Folder</i> .
Insert disk 1 in the floppy A drive of your computer.	
In the left pane of the <i>Exploring</i> Window, click on the (A:) drive.	The A drive is highlighted and the files on your floppy disk are displayed in the right pane.
In the right pane double click on the QUnzip	The <i>QUnzip</i> screen appears.

file.	
In the field in the upper right corner of the <i>QUnzip</i> screen choose the C drive from the drop down list.	All the folders on the C drive are displayed.
In the box below the drive field, scroll down and find the folder you want to unzip your report to and double click on it.	The folder opens.
Click on the [UnZip] button.	If your report is on more than one disk you will be prompted when to insert the other disks in the set. The file is unzipped and the message appears, "File(s) have been successfully unzipped to..."
Click on the [OK] button.	The <i>QUnzip</i> screen disappears.
You can now open this file using any application you wish.	The file will be labeled DETAILS. It will be an ASCII text file.

