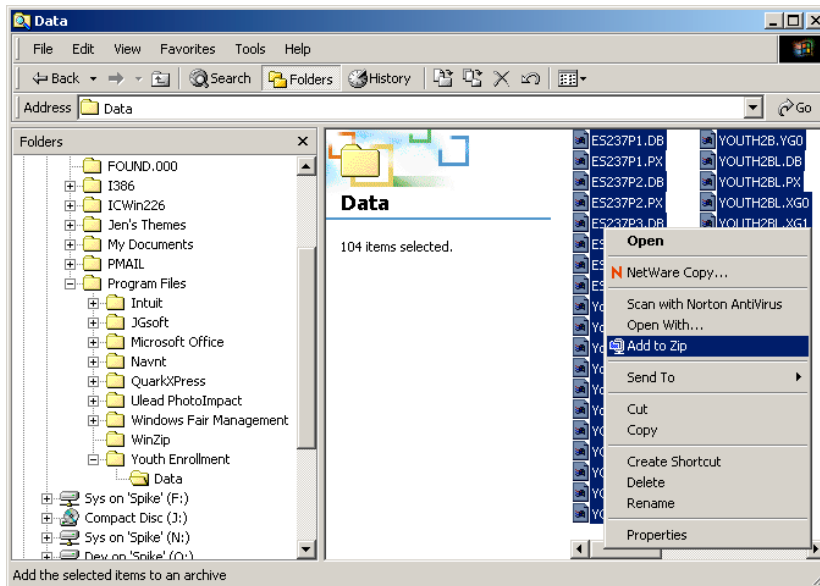
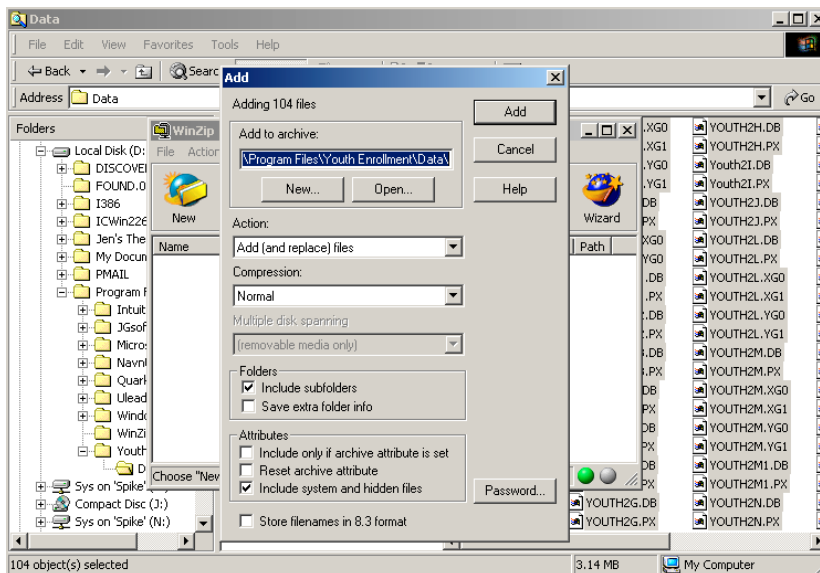


Using WinZip – Quick Method

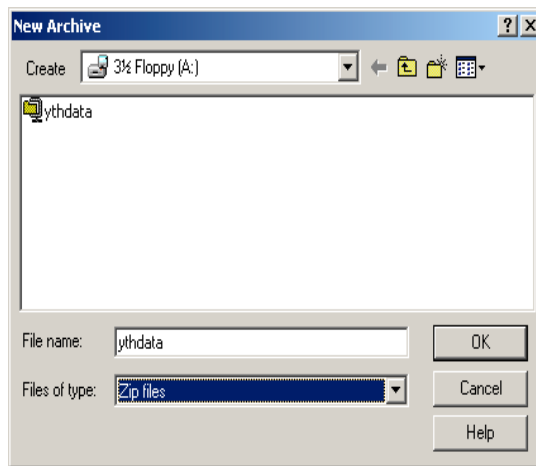
Backup/Compressing files – using WinZip - (compressing and backing up data - to a diskette, zip drive or another drive on your computer.



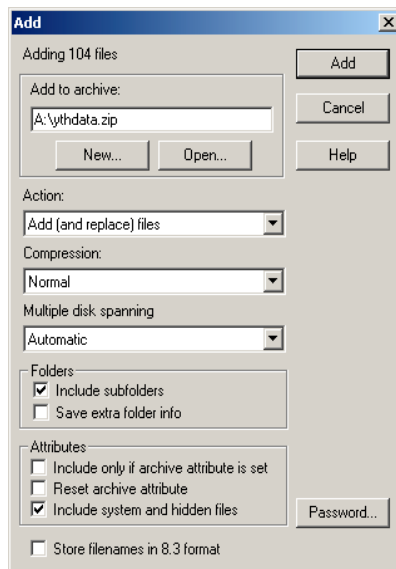
1. Go to Windows Explorer (set your view to Details)
2. Go to the folder you want to backup – Open the folder (Example – Data)
Highlight all the files you want to backup (To **highlight** all files at once **click** the first file, then scroll to the bottom and **shift+click** the last file.) (Note: - don't need to backup Z5lite files). An alternate method to highlighting all the files is to go **File|Select All**; however, then you are highlighting the Z5lite files.
3. Position the cursor over the **highlighted** files. Right click to display the Options menu.
Press Add to Zip
4. The initial WinZip box comes up – choose **I Agree**.



5. Add to Archive: To make sure you are adding the files to the correct folder, Click **New**.



6. Create in: **A:** (if backing up on diskette) or where ever backing up to.
7. File name : **Ythdata** (choose a name for your backup file) and hit **OK**.



8. Make sure **Folders**[Include subfolders] is **checked** and **Attributes**[Include system and hidden files] is **checked**. (See above screen.)
Click **Add**.
9. The file will compress into your destination file (Drive A or where ever you specified).
10. Close out of WinZip.