

## Using ZIP Compression

About this Handout	
<b>Technology:</b>	ZIP
<b>Topic:</b>	Using ZIP Compression
<b>Tools or Features:</b>	
<b>Audience:</b>	Instructors, designers
<b>Prerequisites:</b>	WebCT Intro I & II
<b>Related TET Workshop(s):</b>	WebCT: Content Online, WebCT: Organizing Content, WebCT Assignments

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## Zip! Zip! Using ZIP Compression

ZIP compression and the term “zipping” refers to the process of compressing one or more computer files, bundling those files together, and storing the information from those files in a single ZIP file. ZIP makes storing and moving multiple files easy, as not only does zipping files reduce the file size, it also contains multiple files in a single file.

### ZIP Software

In order to perform the actions of zipping and unzipping files, you must have a good ZIP application installed on your computer.

There are several good zip applications available for free or a nominal fee through the Internet. The applications I recommend are: UltimateZip (Windows, Freeware), and ZipIt (Macintosh, Shareware). Both of these programs have been tested and appear to work fine with WebCT.

Software	OS	Download URL
Ultimate Zip	Win	www.ultimatezip.com
ZipIt	Mac	www.maczipit.com

**NOTE:** Windows XP has a built in zip tool that does not currently work with WebCT zip files produced by the Assignments tool. This may change with future versions of WebCT or Windows.

### Downloading UltimateZip

1. Open your web browser and go to:
2. <http://www.ultimatezip.com>
3. Click Download in the left-hand menu (**Figure 1**).
4. Find the latest non-beta version and click the link in the **Download** column (**Figure 2**).
5. You will be prompted to Open or Save the file uzsetup.exe. Click **Save**.
6. Find a location on your local computer to save the file (I recommend saving it to your computer’s desktop).



**Figure 1** Click Download on the UltimateZip web site.

Program	Size	Server	Download
UltimateZip 3.0 Beta 2 Us version Last update: 05/11/2004	2.559 KB	Germany	Mirror 1 Mirror 2
UltimateZip 2.7.1 Us version Last update: 09/27/2002	3.388 KB	Germany	Mirror 1
UltimateZip 2.6 German version Last update: 09/06/2001	2.271 KB	Germany	Mirror 1
U2 Toolset Skin Creator 1.0	217 KB	Germany	Mirror 1

**Figure 2** Find the latest non-beta version for download.

### Installing UltimateZip

1. Find the UltimateZip installation file that you downloaded to your local computer (uzsetup.exe) (**Figure 3**).

2. **Double-click the .exe file** to begin installation.
3. In the UltimateZip setup dialogue, click **Next (Figure 4)**.
4. Read the License Agreement and click **Yes**.
5. You can select a different destination directory or simply click **Next** to proceed.
6. You can choose a location for the start menu icons or simply click **Next** to proceed.
7. You can select additional tasks for locating icons or simply click **Next** to proceed.
8. Click **Install** to execute the installation. (Figure 5).
9. Finally, click Finish to complete the installation.

## Zippping Files on Your Local Computer

This method of quickly zipping files applies to UltimateZip and most other ZIP applications.

1. Navigate to the files on your local computer that you wish to zip. In Windows I use the Windows Explorer (shortcut: Windows Key + E) or the My Computer feature
2. Select one or more files that you wish to zip (**Figure 6**).
3. Right-click on the selected file(s). This opens a menu that contains ZIP options.
  - a. Choose **Add Archive...** (**Figure 7**).
  - b. You will be prompted to name and locate your zip file). Otherwise, the zip file will be created in the same folder with a default file name.
4. Confirm that your new ZIP file was created by browsing to the save location.

## ZIP and WebCT

The benefits of using ZIP compression with WebCT comes from the fact that WebCT tools such as Manage Files, Assignment, etc. allow a user to only download one file at a time. By zipping multiple files into one file, we can work around WebCT's limitation.

WebCT's Manage Files and Assignments tools have a ZIP function built in, so when you are working on WebCT you use the WebCT zip tool. Any zipping



Figure 3 Double-click the uzsetup.exe file.



Figure 4 Click Next in the setup dialogue.

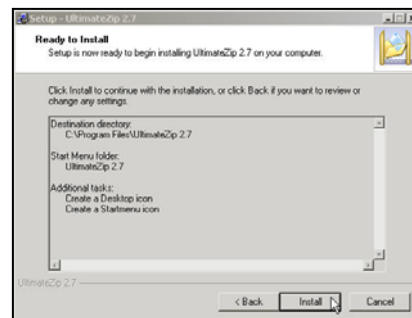


Figure 5 Click Install.

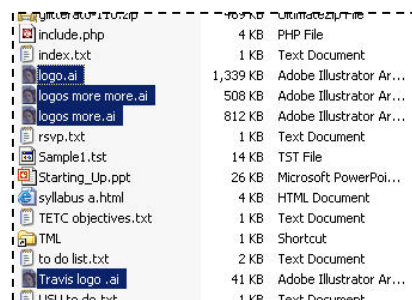


Figure 6 Select files to be zipped.

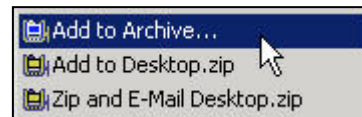
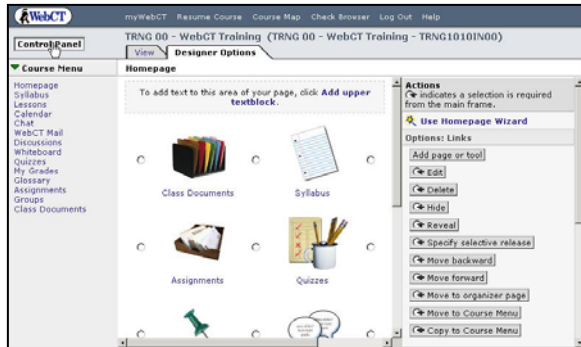
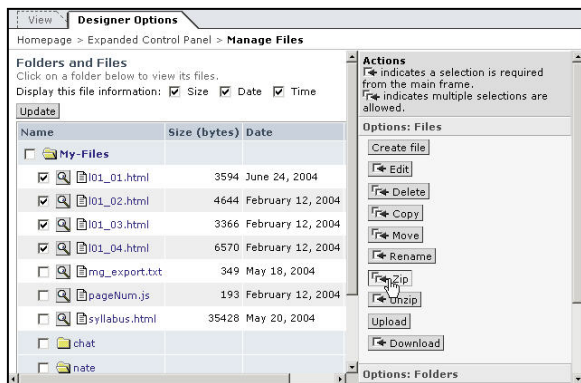


Figure 7 Right-click and choose Add to Archive.

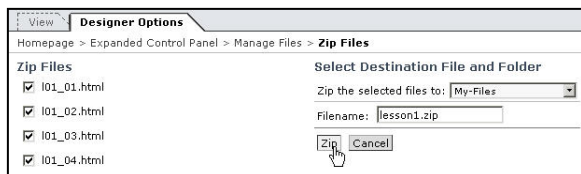
and unzipping done on your local computer requires a third-party ZIP application.



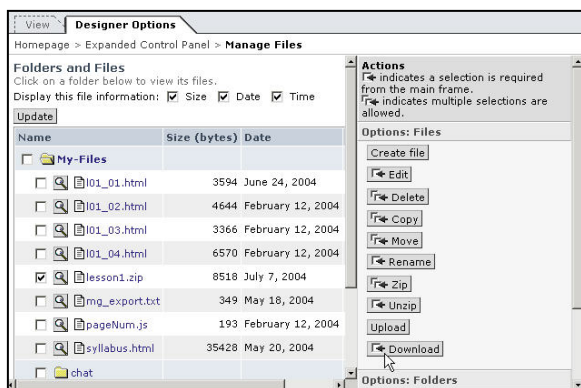
**Figure 8** Go to the Control Panel and choose Manage Files.



**Figure 9** Select files to be zipped and click Zip.



**Figure 10** Enter a filename and click Zip.



**Figure 11** Select your file and click Download.

## Zipping Files Within Manage Files

WebCT has a built in zip function that allows you to combine and compress multiple files into a single file from within a WebCT course.

1. Within your WebCT course go to the **Control Panel (Figure 8)**.
2. Choose **Manage Files**.
3. From the file listing, **select individual files or whole folders** to be zipped. Selecting is done by clicking the checkbox next to the file or folder name.
4. To zip files, click **Zip** under **File Options** in the Actions menu. To zip folders, click **Zip** under **Folder Options** in the Actions menu (**Figure 9**).
5. You will be prompted to name and save your new zip file:
6. **Select a folder** to locate your zip file.
7. **Type in a file name** for the new zip file. Be sure it ends with **.zip (Figure 10)**
8. Click **Zip** to complete the action.
9. You should now see a new zip file in your My-Files folder.

## Downloading Files from WebCT's Manage Files

Downloading refers to a process that takes a file from the Internet and makes a copy of it on your local computer. Any file in your WebCT course can be downloaded, and it is all done from within the Manage Files tool.

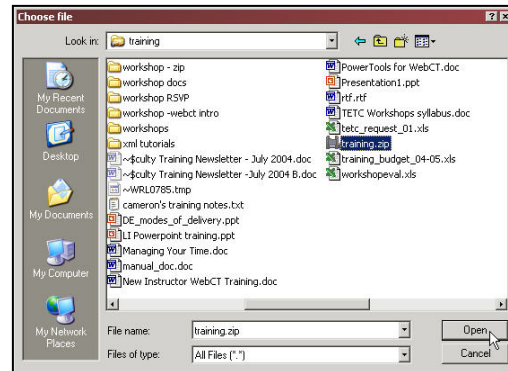
1. Go to the **Control Panel**.
2. Click **Manage Files**.
3. Inside the Manage Files file listing select the file you wish to download by clicking the checkbox next to the filename.
4. In the **Actions** menu under **File Options** click **Download (Figure 11)**.
5. Choose to save the file to your local computer.
6. Confirm that the file was downloaded successfully by navigating to the save location.

## Unzipping Files in WebCT

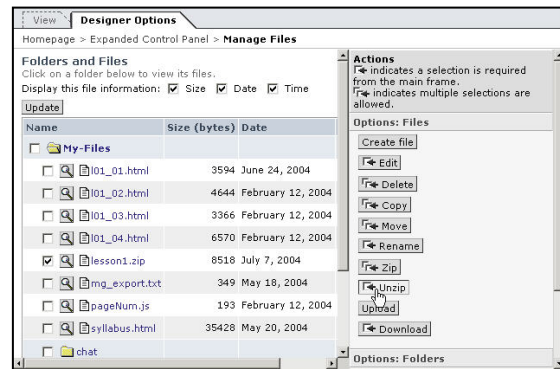
**NOTE:** Prior to unzipping files into WebCT you should make a backup of your entire WebCT course in case you accidentally overwrite files.

After a ZIP file has been uploaded into a WebCT course, it must be unzipped before any individual files stored within the ZIP file can be accessed.

1. Go to the **Control Panel**.
2. Click **Manage Files**.
3. In the **Actions** menu under **Options: Files** click **Upload**
4. Click the Browse button, find the file on your local computer and select it; click **Open**.
5. Find the zip file in the **My Files** folder and select it by clicking the checkbox next to the filename.
6. In the **Actions** menu under **Options :Files** click **Unzip (Figure 13)**.
7. Choose where you wish to unzip the files (e.g. the My-Files folder)
8. Choose to overwrite the file(s) when necessary



**Figure 12** Find your zip file and click Open.



**Figure 13** Select your zip file and click Unzip.