

Revision: 01
Issue Date: 07.26.2012
Revision Date: 03.10.2016



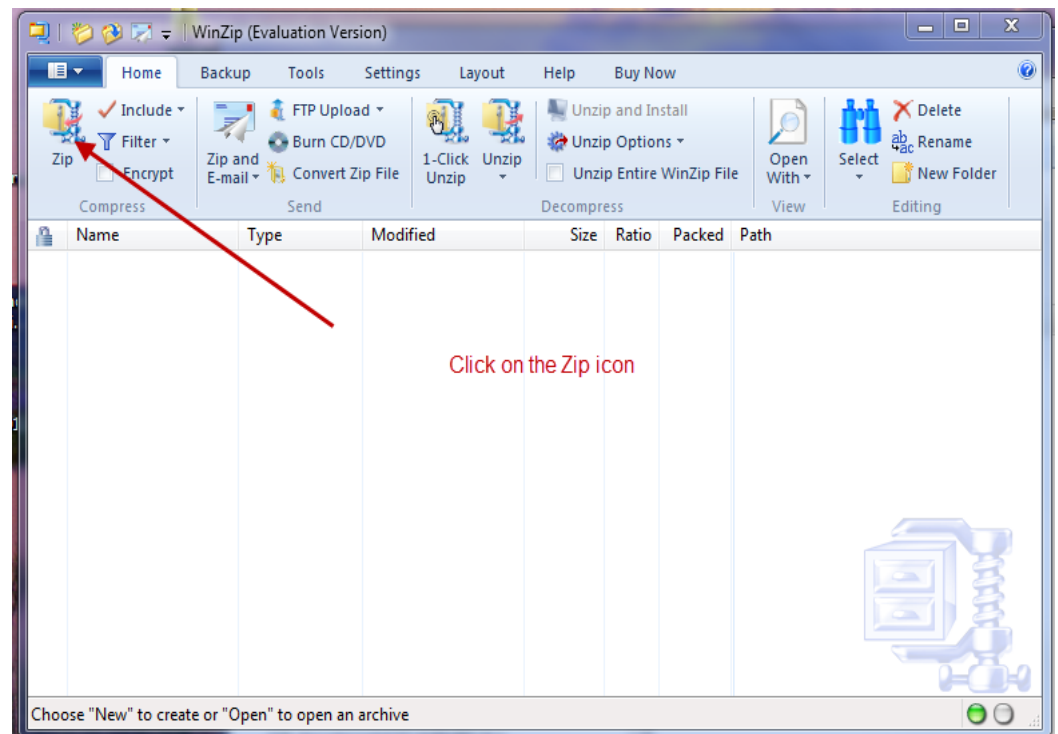
If you are submitting multiple files, Sheridan encourages you to compress them before submitting them to an FTP site (whether it is your own FTP site or Sheridan's FTP site). Compressing files improves uploading/downloading times and reduces file transfer errors over FTP sites, email, etc.

Files can be compressed using various types of software. Sheridan uses the compression software called WinZip for Windows. WinZip is a utility software for file compression, file sharing, file encryption, and data back up. WinZip organizes multiple files into a small, manageable package. Zip files retain folder structures and file relations as you zip and unzip. When transferring zip files, the transfer results in a smaller file size that is self-contained in the zipped compression folder.

WinZip has a free evaluation download available. Start your download at the following site: <http://softdls.com/winzip>.

The following is a quick overview of WinZip software with basic instructions on how to zip multiple files. The instructions may vary depending on what version of WinZip you purchased.

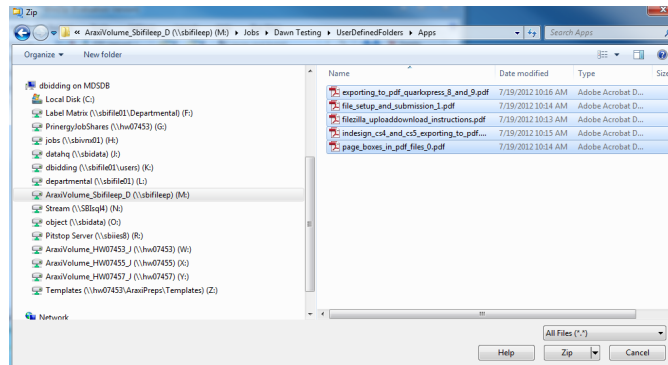
The image below shows the interface of WinZip upon opening. To create a new zip file, click on the Zip icon in the upper left corner of window.



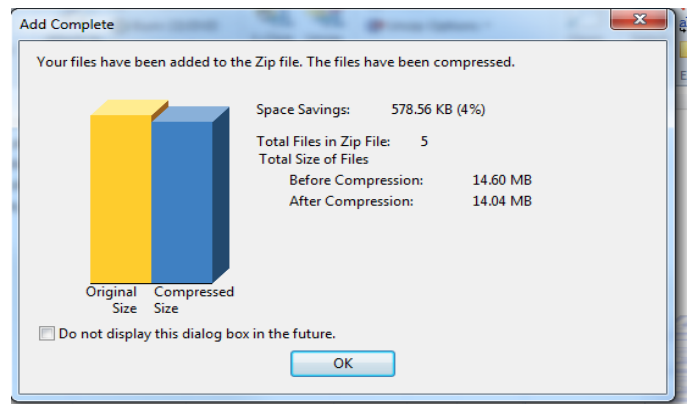
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Navigate to the location of the files you want to compress into a Zip file. Highlight the files then click on **Zip**. Another window will appear asking you to name your new Zip file under File name. Add name of your choice then select **Create**.



An Add Complete window will appear, select **OK**



Navigate to the location of where you saved your new Zipped file. That will be the file you will upload.

Name	Date modified	Type	Size
exporting_to_pdf_quarkxpress_8_and_9.pdf	7/19/2012 10:16 AM	Adobe Acrobat D...	5,554 KB
file_setup_and_submission_1.pdf	7/19/2012 10:14 AM	Adobe Acrobat D...	1,647 KB
filezilla_uploaddownload_instructions.pdf	7/19/2012 10:13 AM	Adobe Acrobat D...	1,854 KB
indesign_cs4_and_cs5_exporting_to_pdf...	7/19/2012 10:15 AM	Adobe Acrobat D...	3,342 KB
page_boxes_in_pdf_files_0.pdf	7/19/2012 10:14 AM	Adobe Acrobat D...	2,559 KB
Zipped Files.zip	7/19/2012 10:33 AM	WinZip File	14,376 KB

Instructions and screen shots are all dependant on your version of WinZip. Depending on the version of WinZip you have, you can also send files to an FTP site or e-mail right from WinZip.