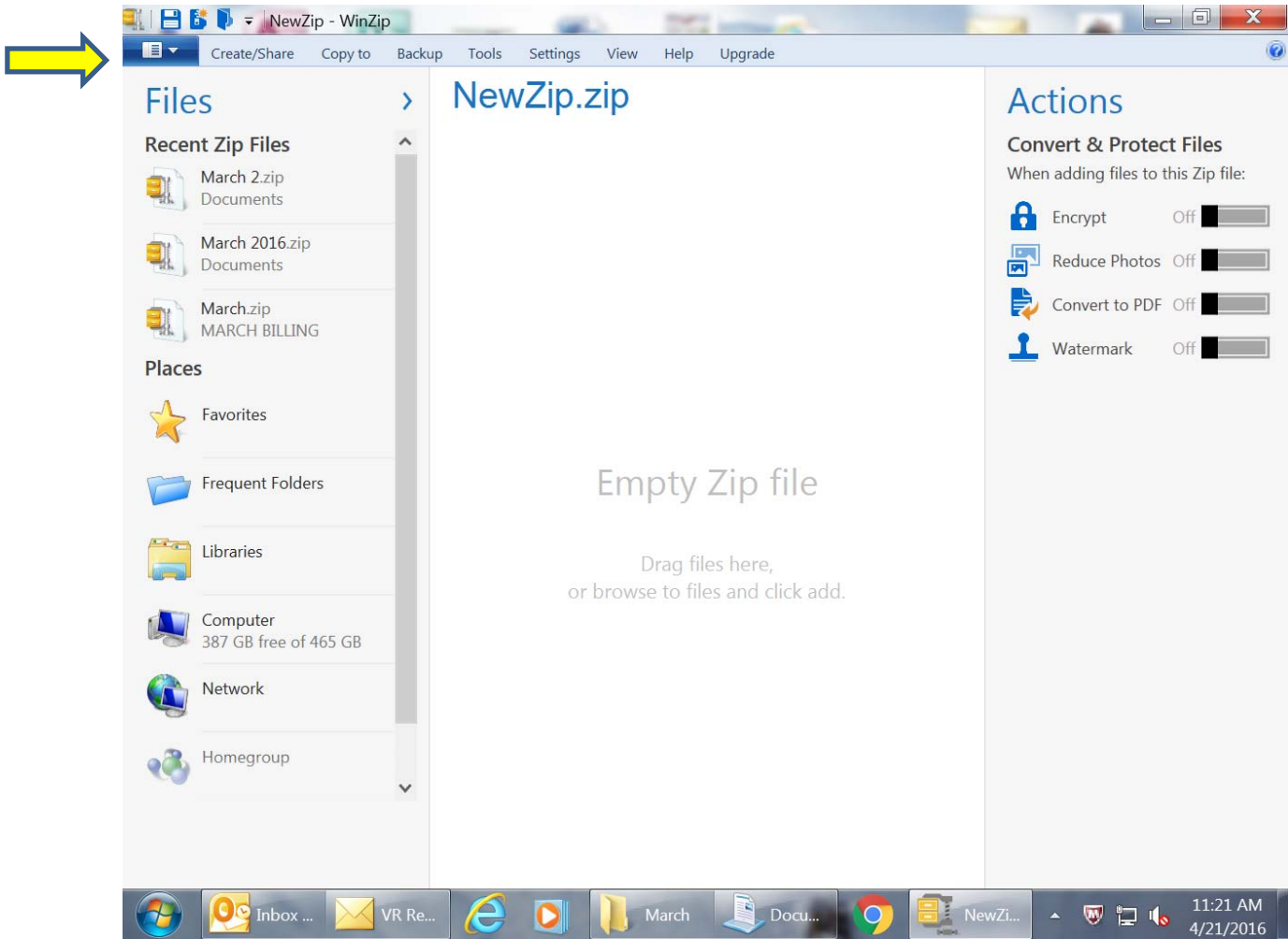
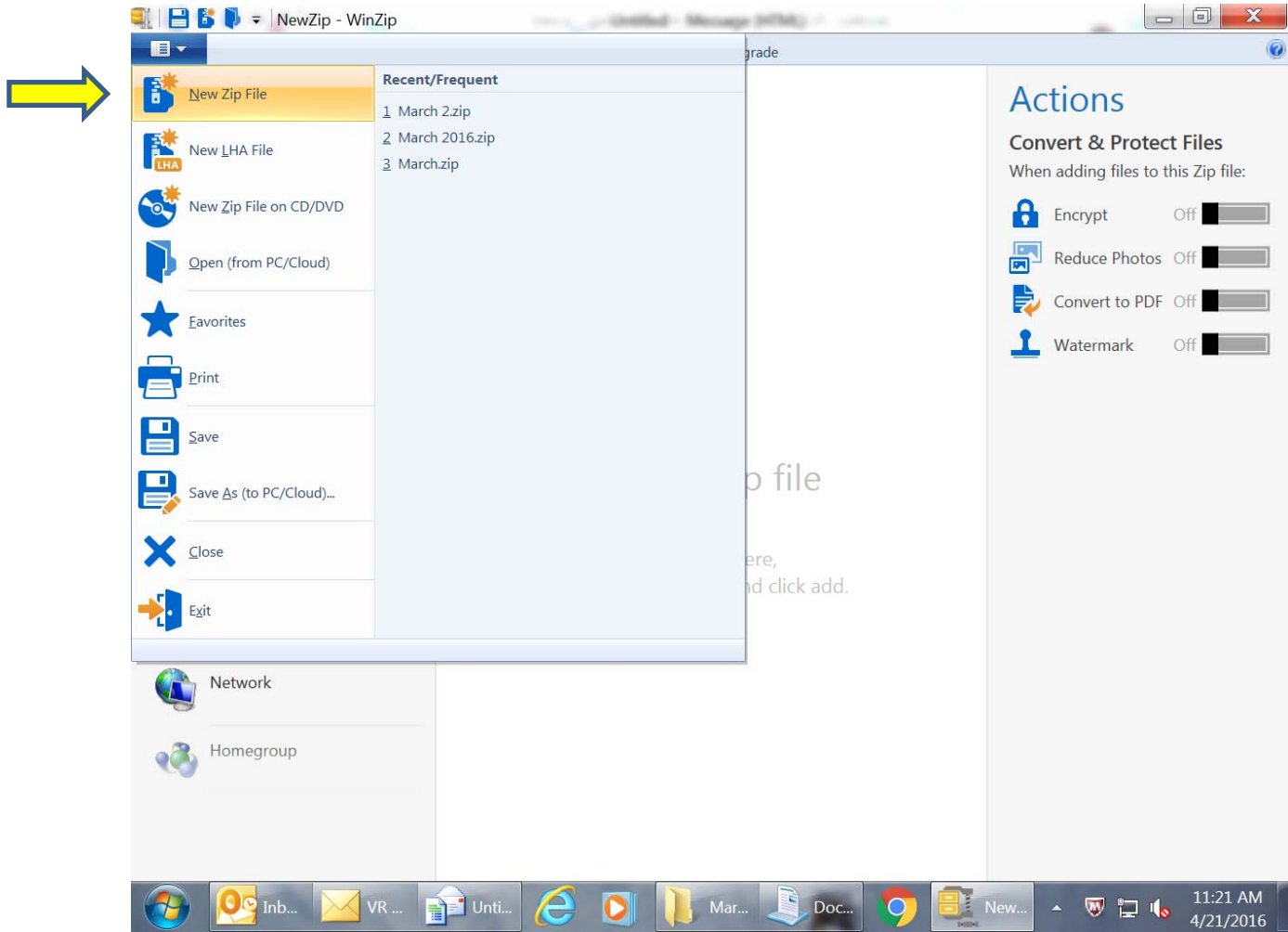


WinZip Version 20 Instructions

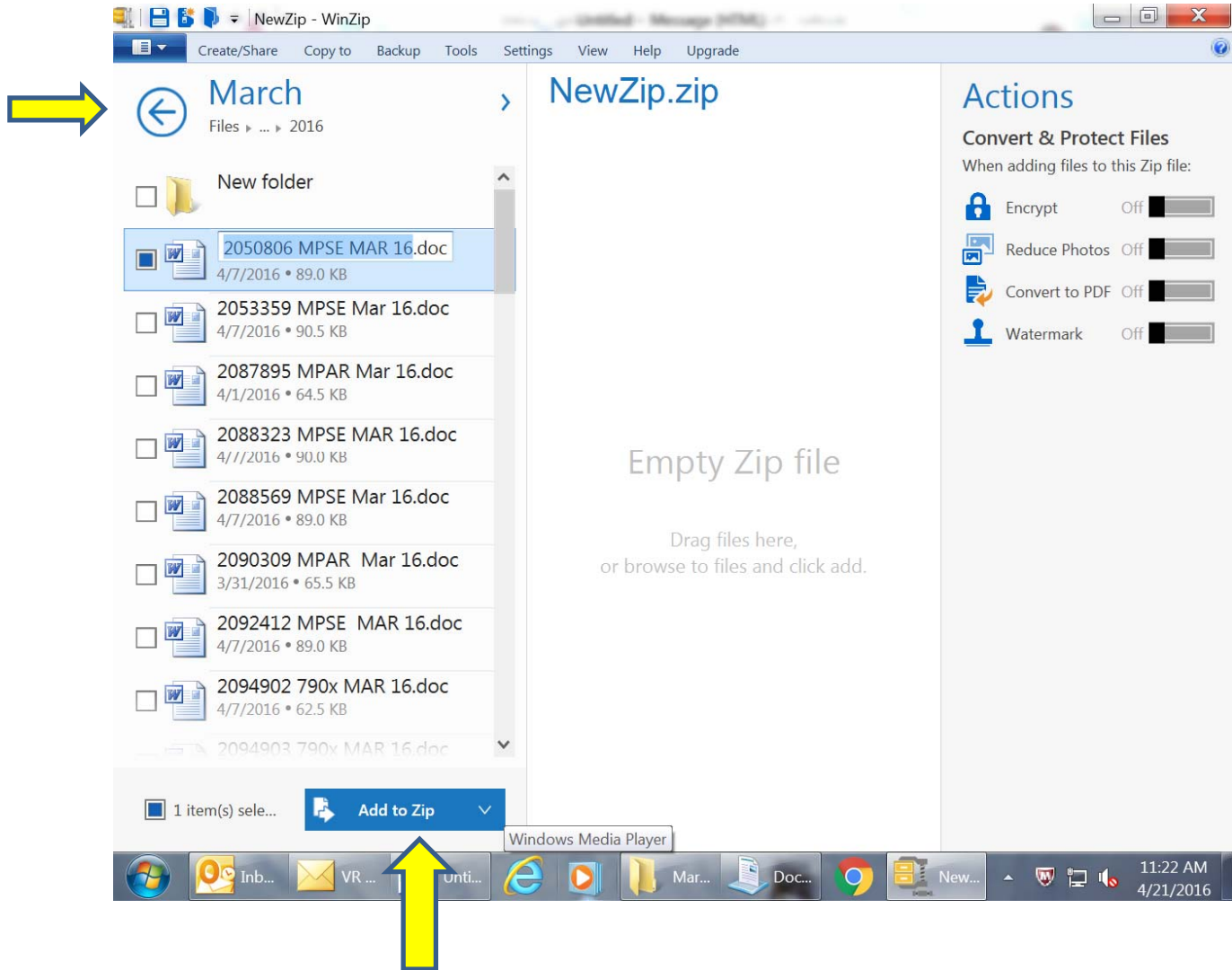
1. Click Application Menu (blue box above Files)



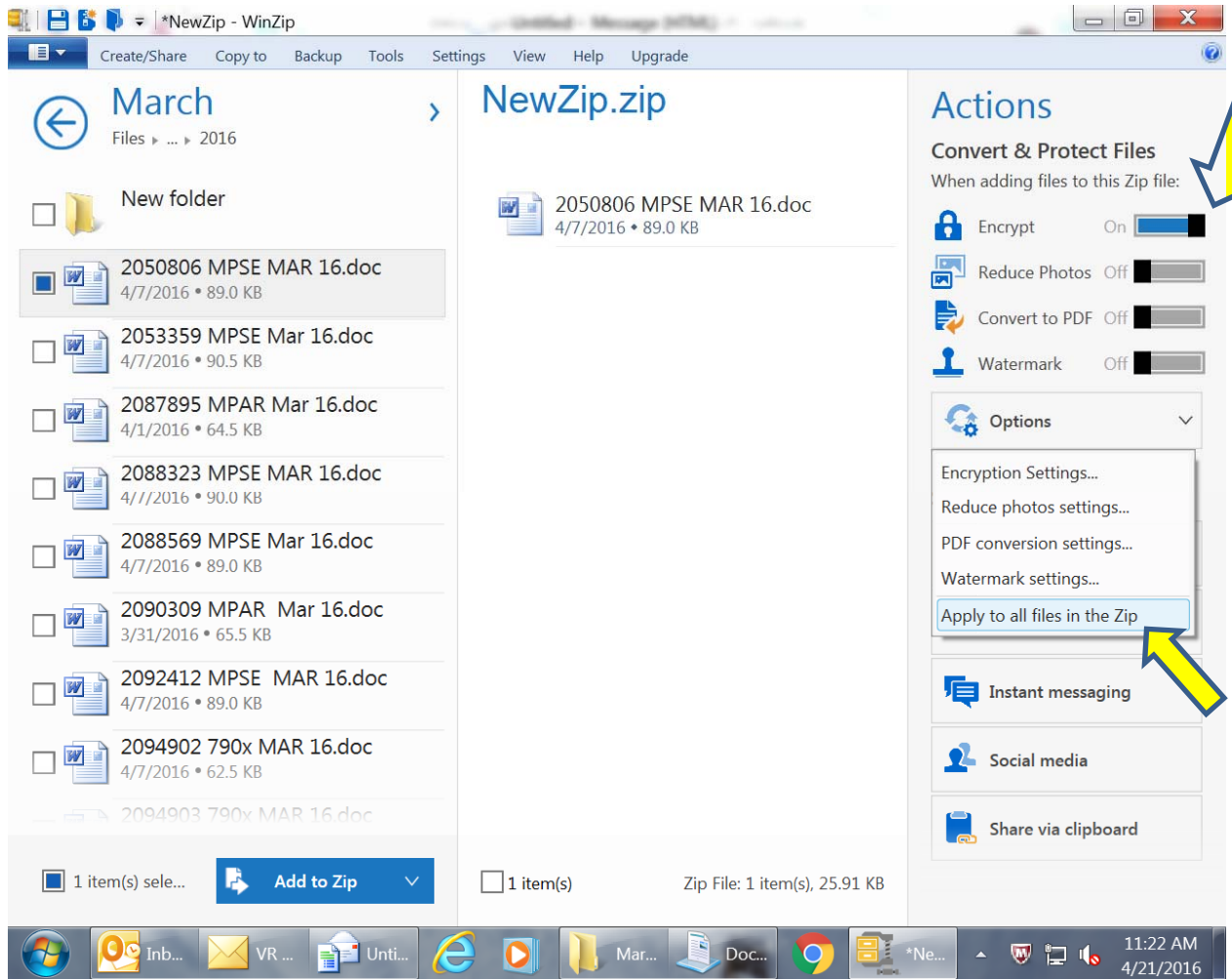
2. Choose New Zip File



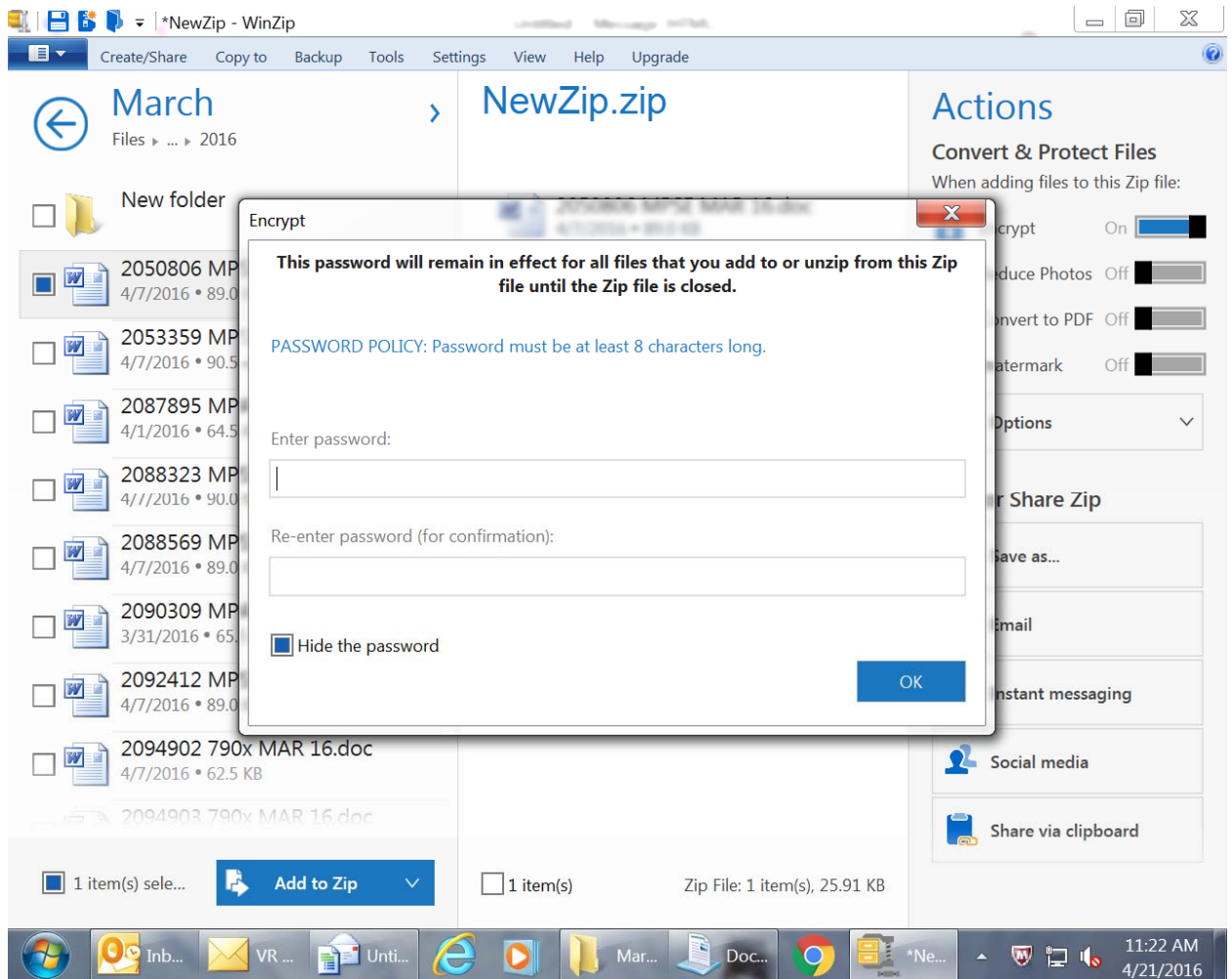
3. Choose the files that you want to add to the zip container. Once you have highlighted all of the files, choose "Add to Zip"



4. Once files have been added, turn Encrypt on and choose Options. Under Options, choose Apply to all files in the Zip.



5. Enter ACES-VR provided password (Remember it is all one word & lowercase). Click OK.



6. (Missing a slide, my apologies). At this point, the file has been created and zipped. Choose Save as (Save the File in a place you can later find it) It will require a name for the file, which can be whatever you choose.
7. Close out of the WinZip program.
8. Go to the Saved Document File to change the file extension from .zip to .sed. If you cannot see the .zip on the file, additional instructions are attached. Change the .zip to .sed. The program will alert you that the file will become unstable. Click OK.
9. Go to your e-mail program:
To: VRContracts@nysed.gov
Subject: Send Reports XXXXXX
Attached the zipped file.
Hit Send