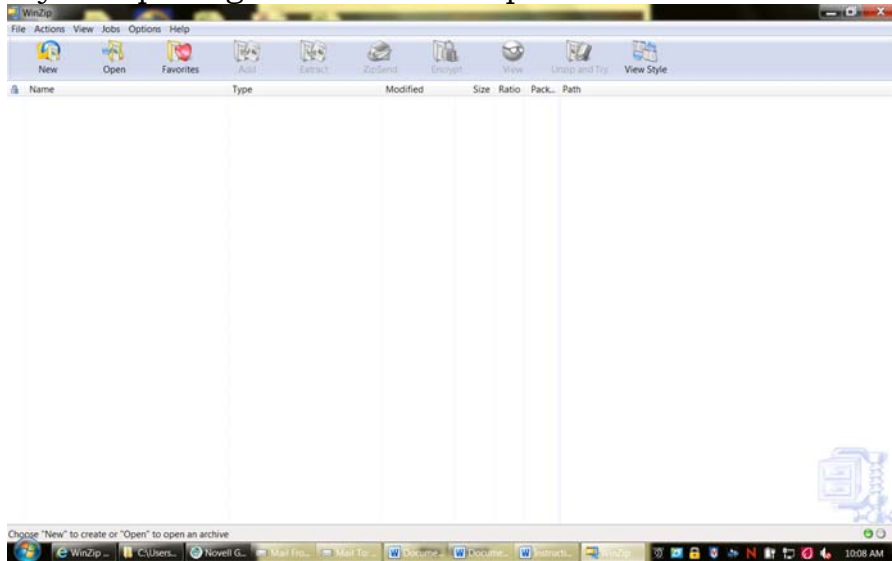


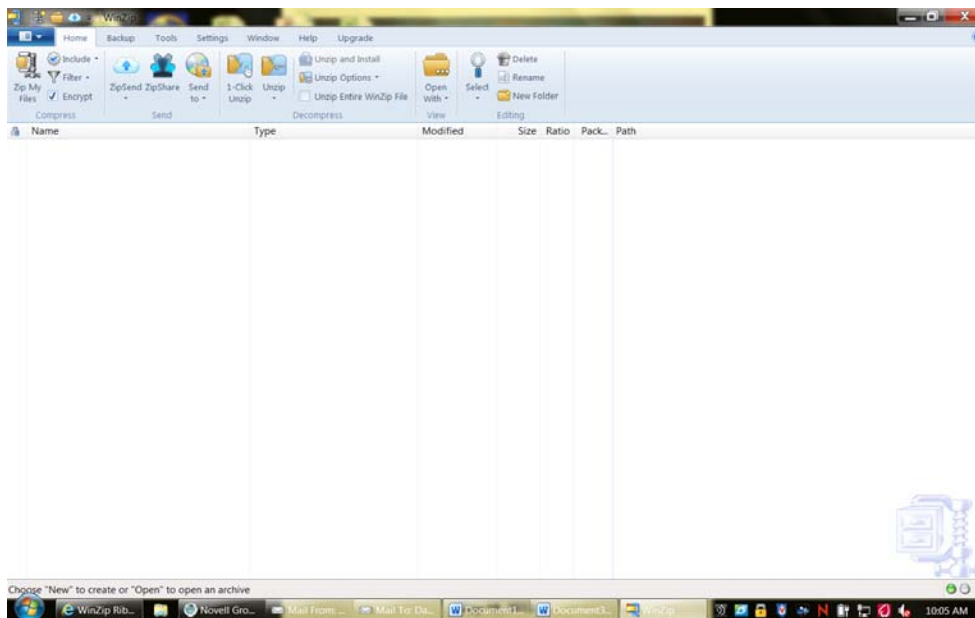
If your opening screen of Win Zip looks like this:



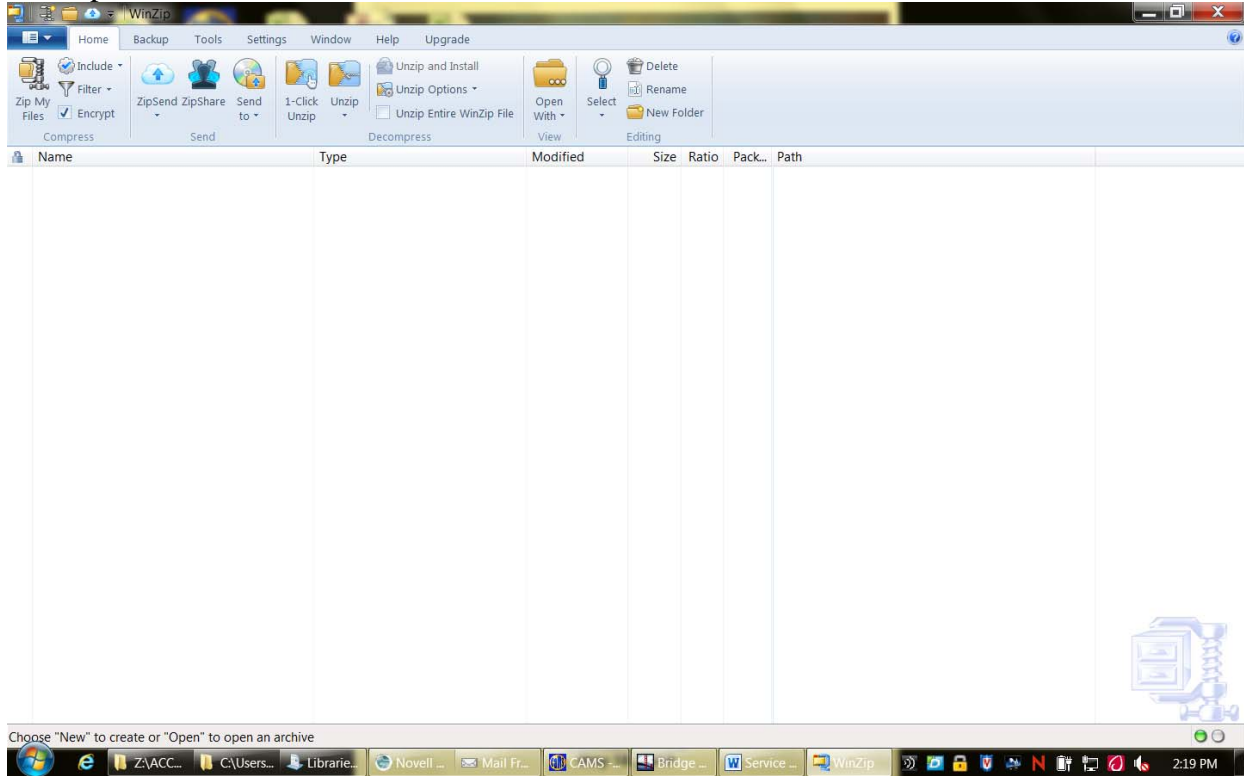
Please make the following changes in order to follow the instructions provided below:

1. Open WinZip
2. Choose Options
3. Choose Configuration
4. In the View tab, Choose WinZip ribbon interface
5. Choose OK
6. Close WinZip

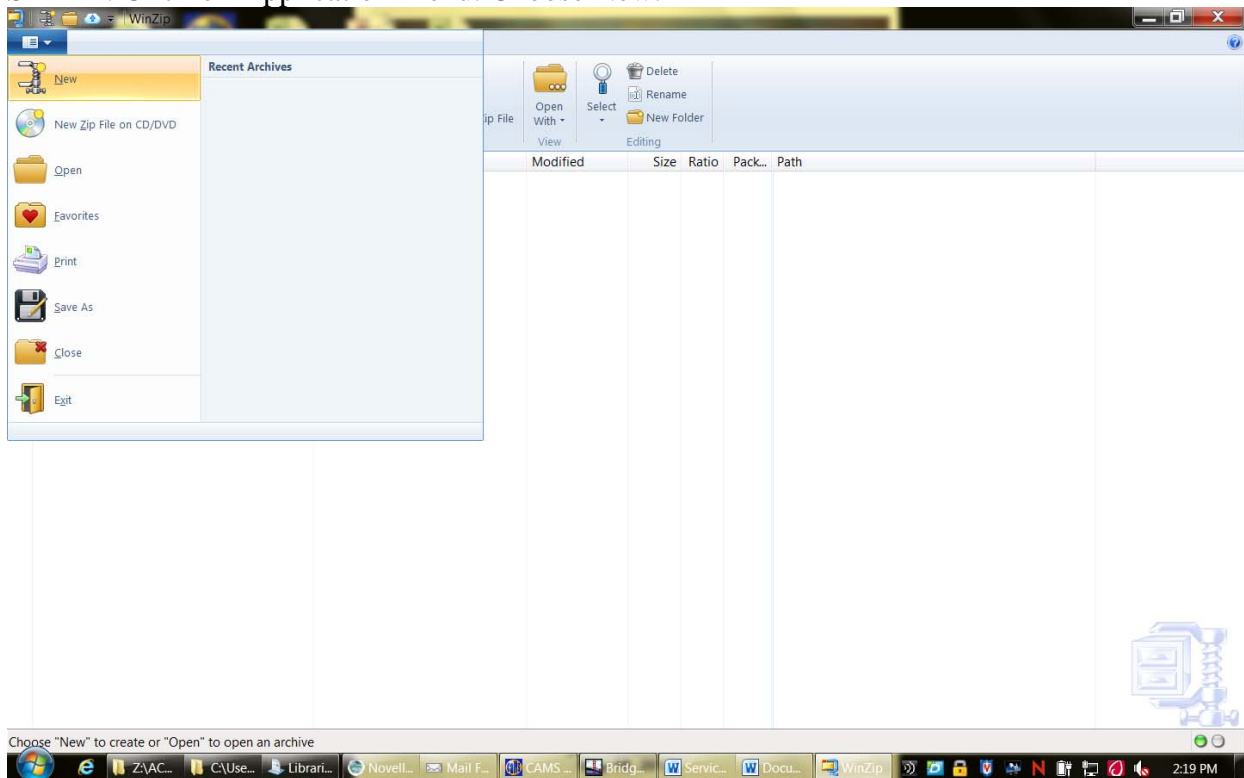
Once you re-open Winzip, this is how your page should look:



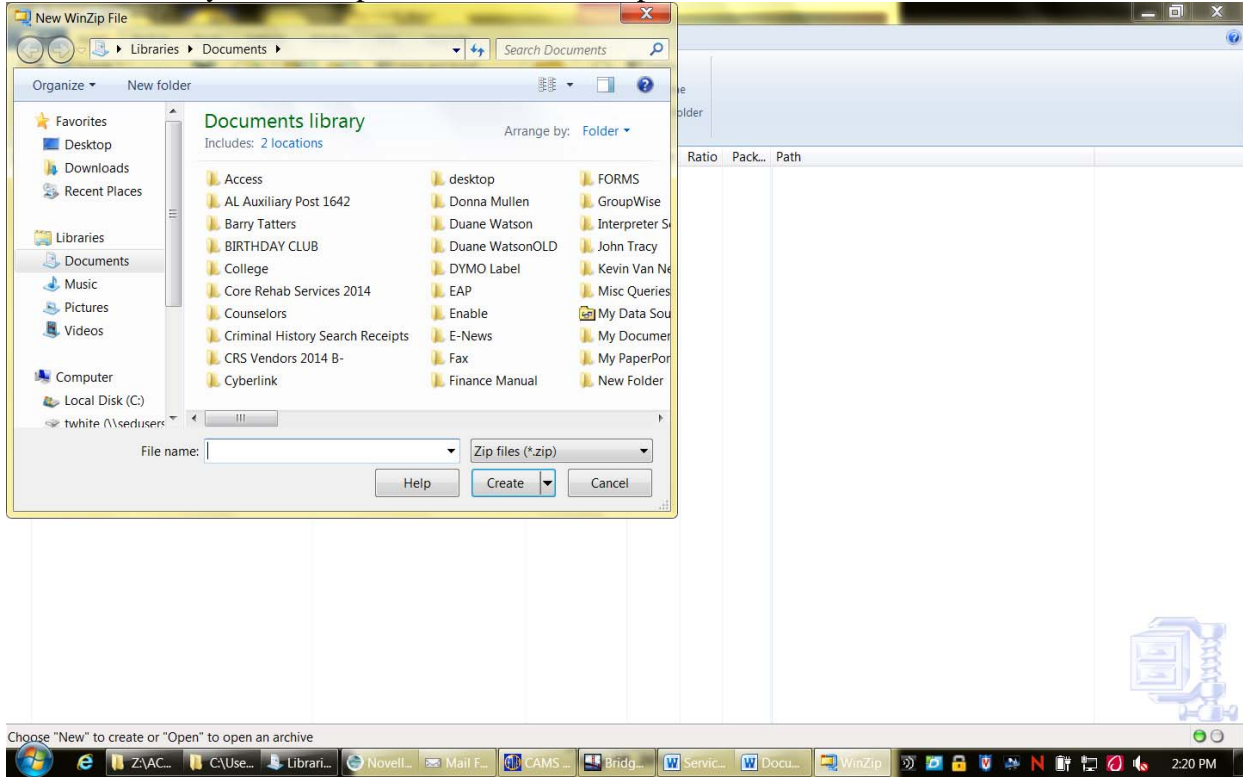
STEP 1: Open WinZip



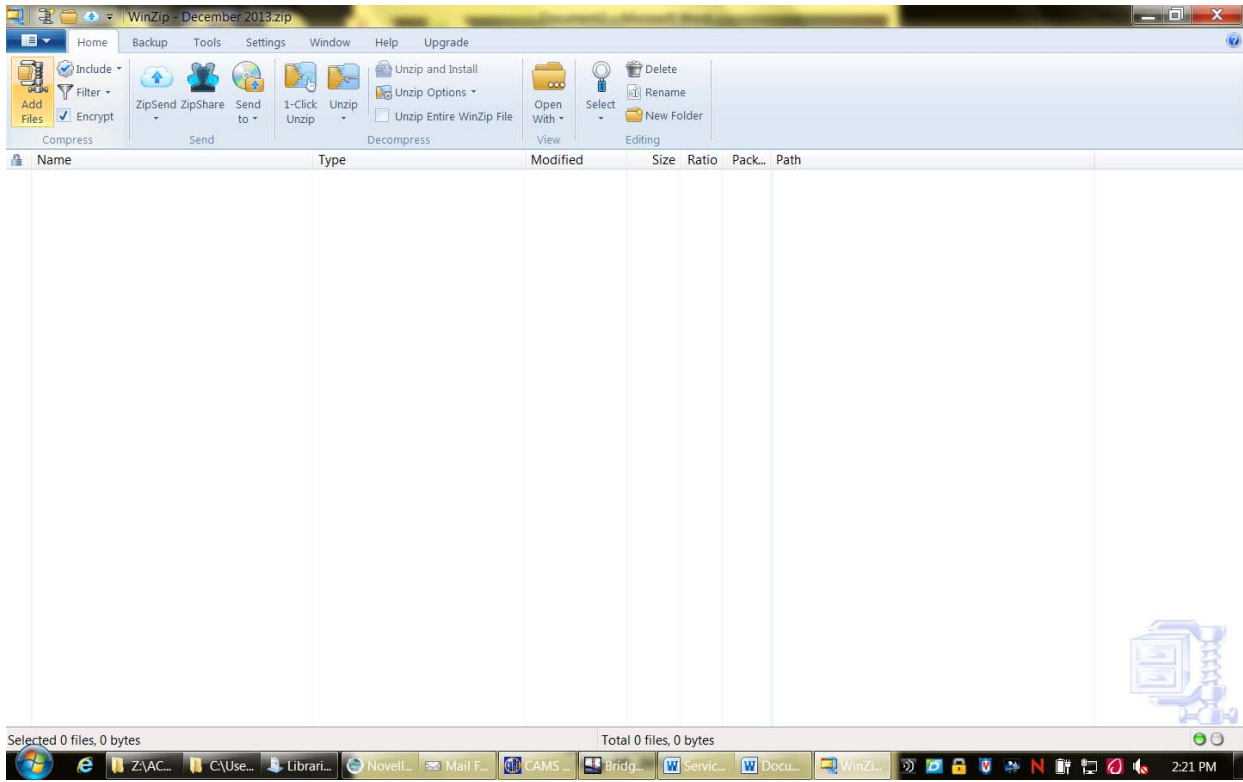
STEP 2: Click on Application Menu. Choose New.



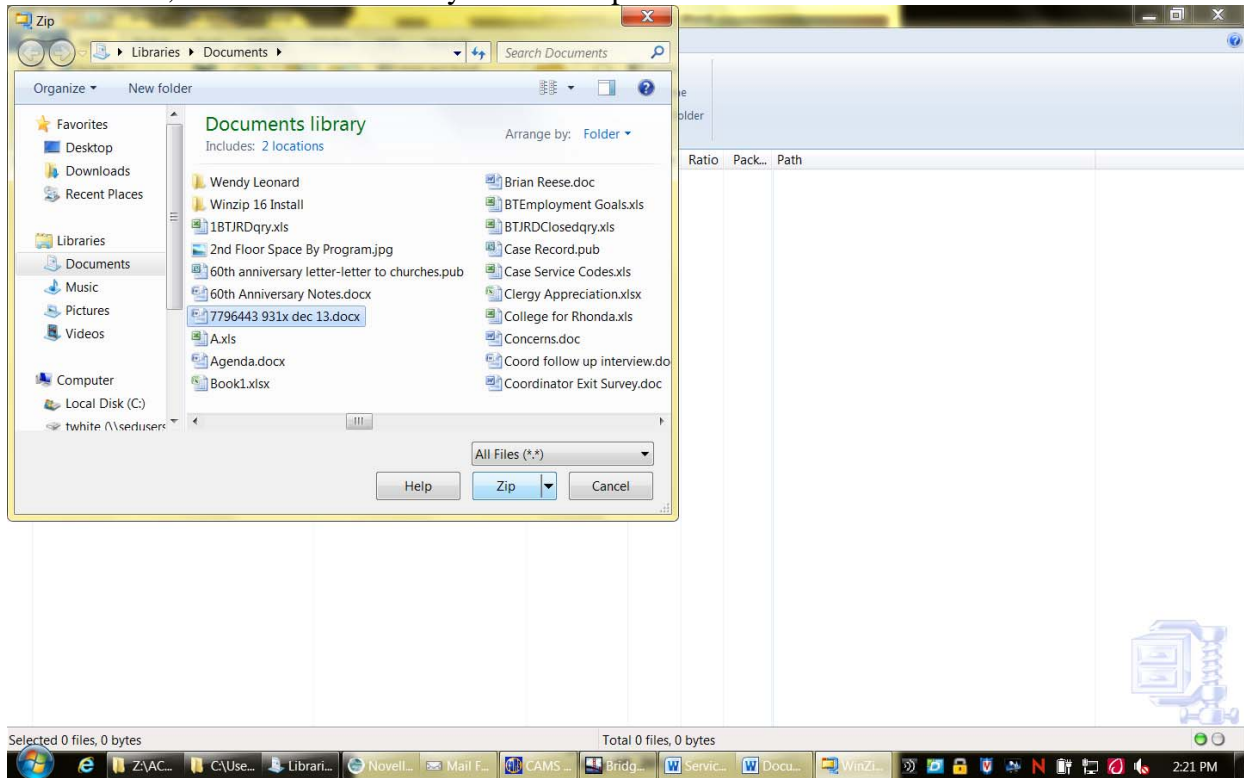
STEP 3: Name your WinZip container. For example, December 2013. Choose Create.



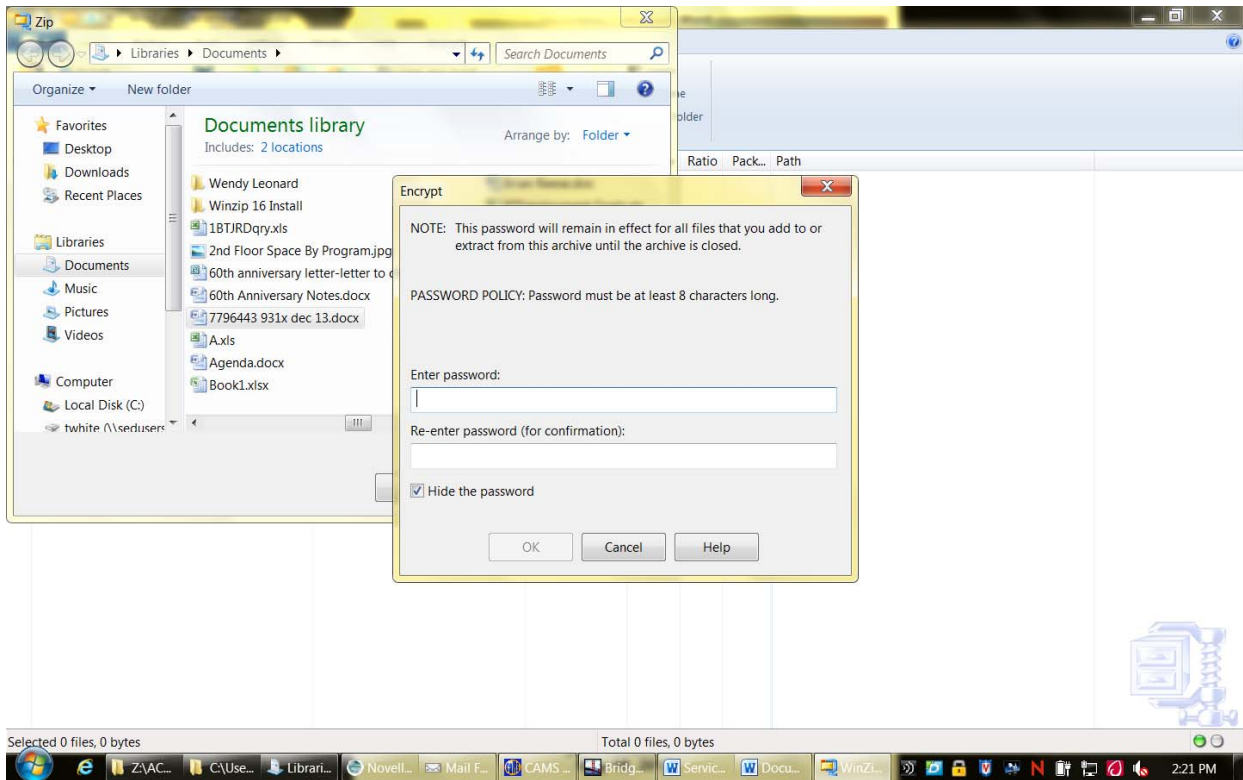
STEP 4: Choose Add Files.



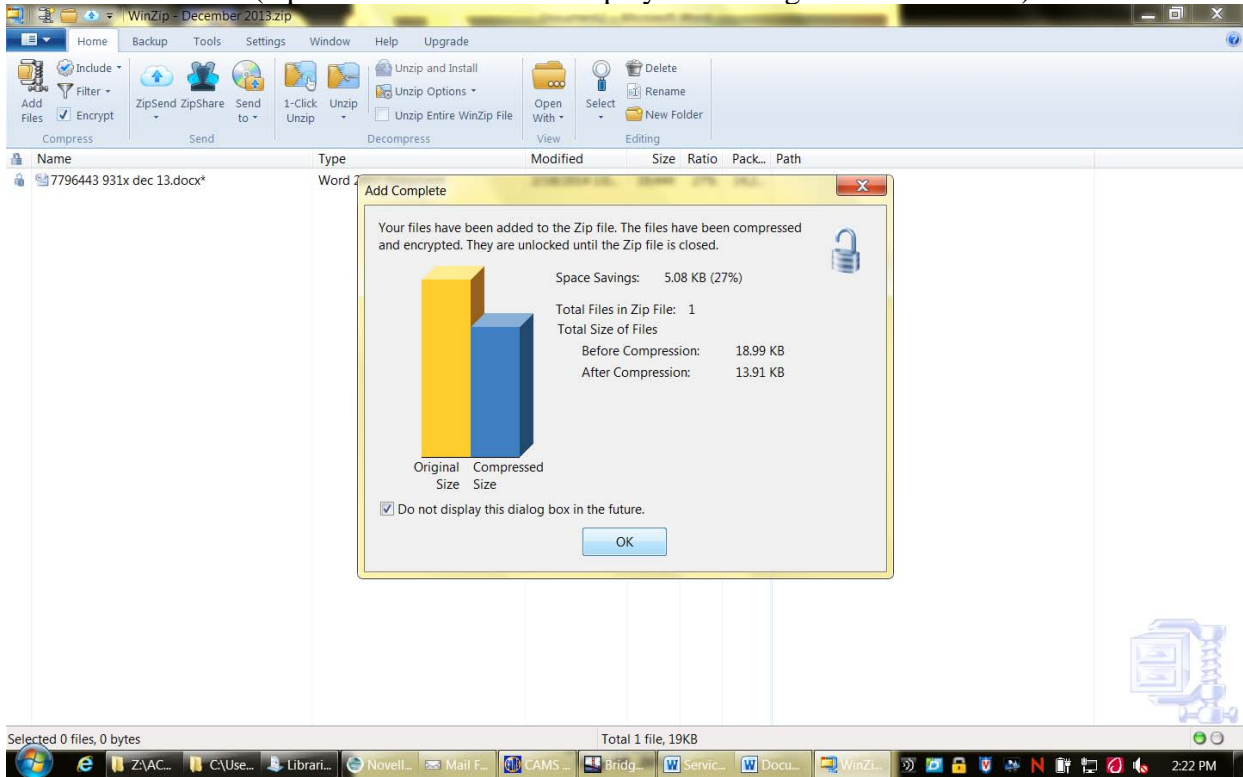
STEP 5: Choose the file(s) that you want to add to WinZip container. If you are choosing more than one file, hold down CTRL key. Choose Zip.



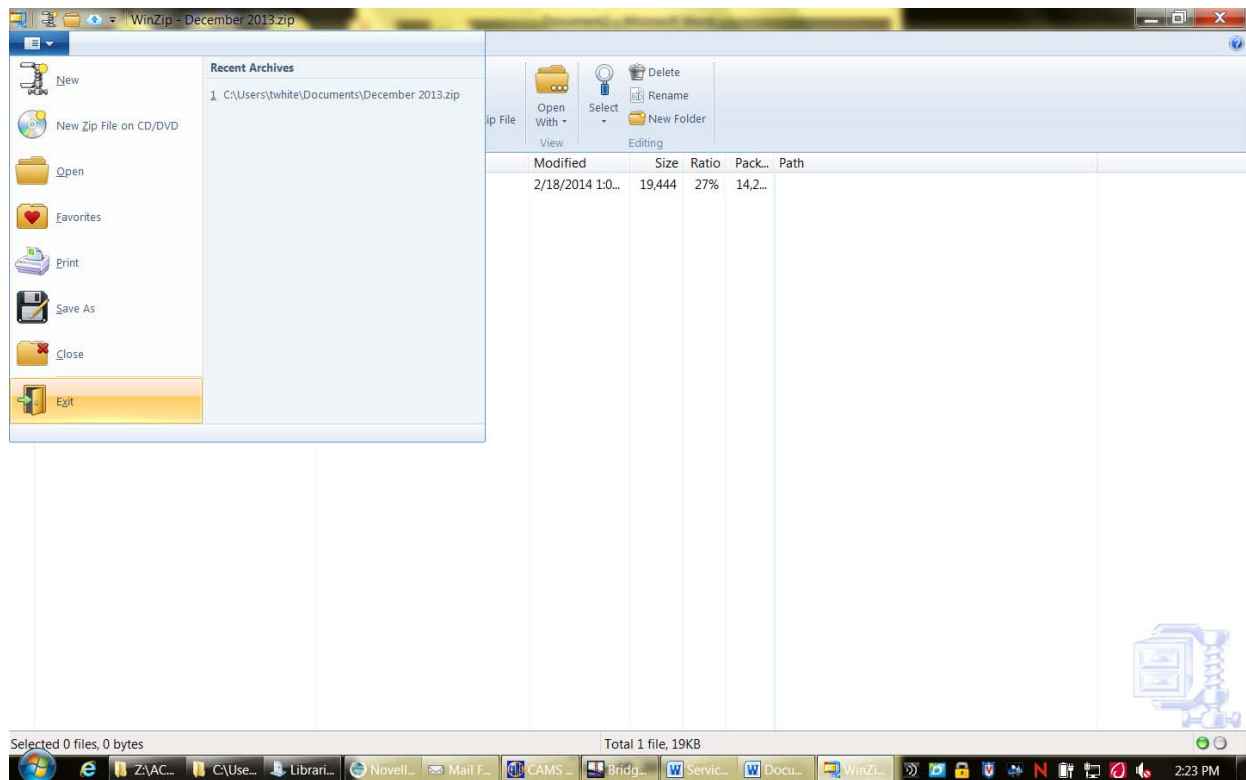
STEP 6: Enter the password provided by your District Office. Click OK.



STEP 7: Click OK (Optional: Click Do not display this dialog box in the future)



STEP 8: Choose Application Menu and Exit.



At this point, you should locate your saved Winzip container and do the following:

1. Go to location of stored Winzip 'container'.
2. Change the extension of the container from .zip to .sed
3. Notification box that it may be unstable. Choose OK.

Once this is complete, you would continue to your e-mail server and attach the document per the instructions in the power point.