

## **General Information about Stuffing/Zippping and Unstuffing/Unzipping**

It is typically the case when you download a larger file, it has been “stuffed”, “zipped”, or compressed. It is a little bit like taking the water out of a sponge so that it takes up less space. Certainly, the smaller the file, the easier and faster it is to send and receive it. Another reason to compress files is if you are sending several files in a single folder together. If you compress them, you can send the whole folder at once; if not, you are stuck with sending each file separately... not so bad if you are sending two or three; but a bit of an annoyance if you are sending many files at once.

Winzip and StuffIt are two of the more common compression utilities. In the past, you could use the evaluation copy, but at this time, you must register and pay for the program after a free trial period. You'll need the full version to compress your own files.

In many cases, the files you download have been compressed, and can only be used when you “uncompress” them. If all you need to do is to “unstuff” or “unzip”, the utility “StuffIt Expander” (which comes with StuffIt) is still free. You can tell if a file is compressed if it comes with the file extension .zip or .sit. If you see either of those extensions after the file name, you must “uncompress” them before you can use them. StuffIt Expander can open either file type.

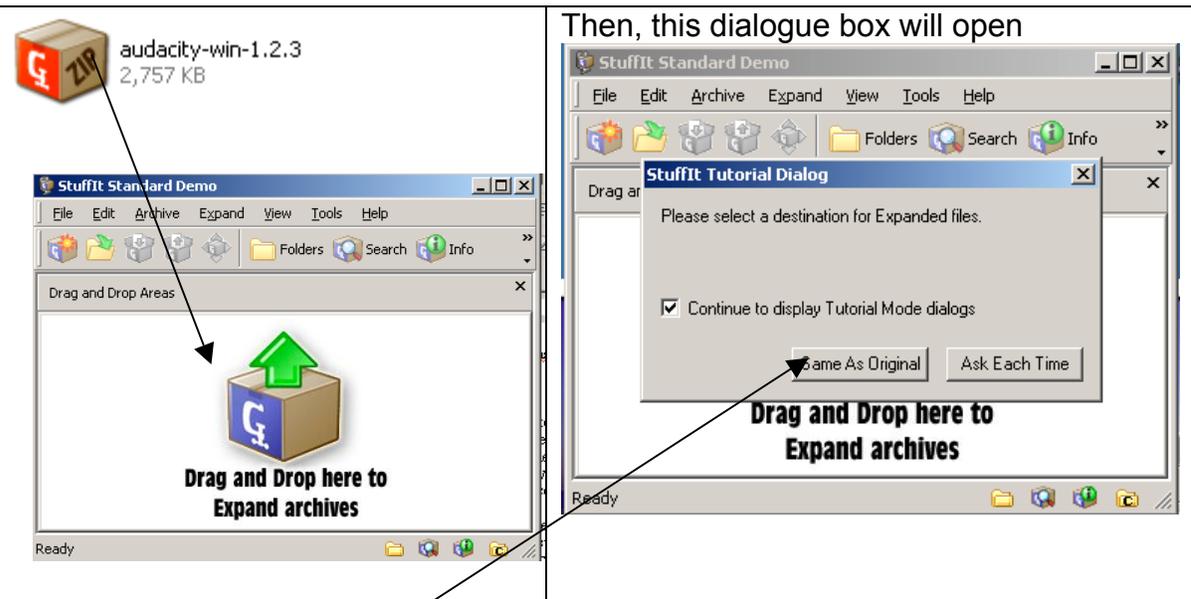
If you have downloaded a compressed file, and need to open it (and don't already have Winzip or StuffIt on your computer), here is one way to go about it.

## To Unstuff a file

First, install Stuffit by double clicking the icon (included in this folder) and running through the install sequence.

Then, (on a Windows machine), go to  
START→PROGRAMS→STUFFIT→EXPANDER

This window will appear... All you need to do is to click and drag the compressed file, into the window



If you click **Same As Original**, the newly uncompressed file will appear in the same location/folder as the originally compressed file was in. You can also choose to put it somewhere else, as long as you remember where you are sending it. That's all there is to it!