# Using WinZip Pro to Backup Your Local Drives

## Installing WinZip Pro

From your Windows desktop,

Click on the **Inst2K** folder

Double click on the **WinZip 11.2 Installation** icon

This will place the WinZip program icon on your Windows desktop.

The installation only needs to be done once.

## Running WinZip Pro

Double click on the **WinZip** icon on your Windows Desktop.

## Creating a Custom Job

From WinZip Pro,

Click on **Jobs** on the top menu bar

Click on **Create**

Browse to the folder where you want to save the job

Enter a name for the job in the “File name” box

Click on **Files/Folders**

Select all of the folders and files that you want to backup

Click **OK**

Click on **Next**

Click on **Next**

Click on **Next**

In the “Append to Zip file name” box, click on **Date (yy-mm-dd)**

Click on the **Folder** icon to the right of the “Save in folder” box

Select the drive letter of your CD-DVD drive or external hard drive

Click on **Next**

Click on **Next**

Click on **Finish**

## Running a Custom Job to a CD-DVD

Place a blank disk in your CD-DVD drive

From WinZip Pro,

Click on **Jobs**

Click on **Run**

Browse to the folder where you saved your job

Select the job you want to run

Click on **Open**

Click on the **Run job** button

OR from your Windows desktop,

If the job you want to run is not on the desktop,

Click on **Windows Explorer** or **My Computer**

Browse to the folder that contains the job you want to run

Double click on the job that you want to run

Click on the **Run job** button

## Zipping Files to CD-DVD

From WinZip Pro,

Click on **File**

Click on **New Zip file on CD or DVD**

In the “Zip file name” box enter the name you want to give your zipped file

Click **OK**

Select all of the files that you want included in the zipped file

Click on **Add**

*Tip: if you do a backup repeatedly, create a custom job for it.*

## Running a Custom Job to an External Hard Drive

Turn on and attach the external hard drive to your computer

From WinZip Pro,

Click on **Jobs**

Click on **Run**

Browse to the folder where you saved your job

Select the job you want to run

Click on **Open**

Click on the **Run job** button

OR from your Windows desktop,

If the job you want to run is not on the desktop,

Click on **Windows Explorer** or **My Computer**

Browse to the folder that contains the job you want to run

Double click on the job that you want to run

Click on the **Run job** button