How to submit files using WINZIP

WINZIP gives you the flexibility of being able to submit as many (or as few) files as you want in a single email.

But more importantly, files delivered by WINZIP are MUCH quicker to process when it comes time to add them to the database.

So all indexers are encouraged to use WINZIP wherever possible. Generally, only two classes of indexers are exempt:

1. those who index on a Mac

2. those who submit only two files or less per week

It is preferable that one zip file per week is submitted, which includes all the files you have created since the last time you sent a .zip file. It doesn't matter what day of the week you submit the file – whatever is convenient for you. If it helps, web site updates are almost always done on a weekend.

If you are indexing more than one paper, it doesn't matter that the different papers are included in the one .zip file.

The Process - Indexing

1. download WINZIP from the "Resources for Indexers" page and install it.

2. Carry out your indexing. When you get to the stage of "sending", select the option which says "don't send, just save to text file", as in the following:
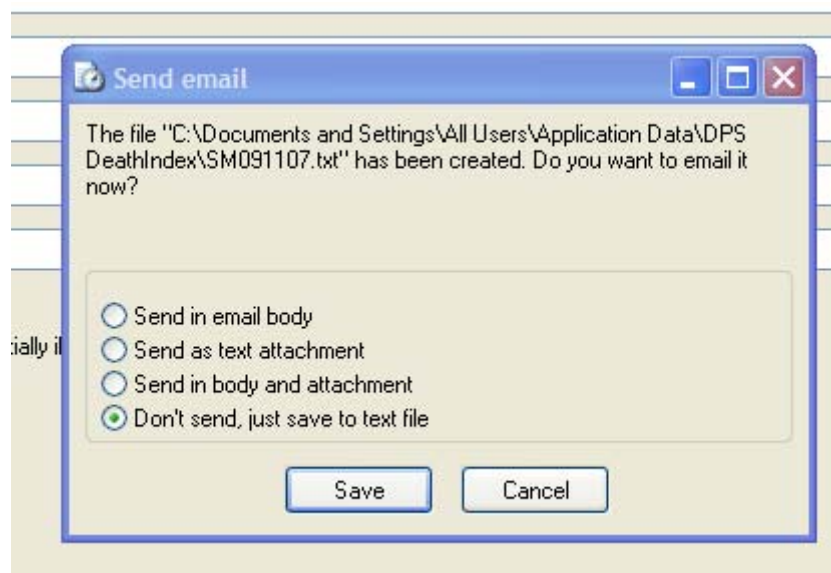
3. Repeat for as many days as you wish to index. Each day will create a separate .txt file.

The Process – Zipping

When zipping the files, the first thing you need to know is where to find the files you want to zip. If you look carefully at the screenshot above, you will see the comment

> The file "C:\Documents and Settings\All Users\Application Data\DPS Dea Index\SM091107.txt" has been created. Do you want to email it now?

This tells you that your file (SM091107.txt) can be found in a folder called "DPS Deathindex". This folder lives at the bottom of a chain of folders:

It's on drive C:
The top-level folder is called "Documents and Settings"
The 2nd-level folder (ie within "Documents and Settings" is called "All Users"
The 3rd-level folder is called "Application Data"

This will be the location where the Indexing program stores the output files following a standard installation. It is almost certainly where you will find your files.

To zip the files:

1. open WINZIP, and click on "Use Evaluation Version". You should see a blank screen like this:
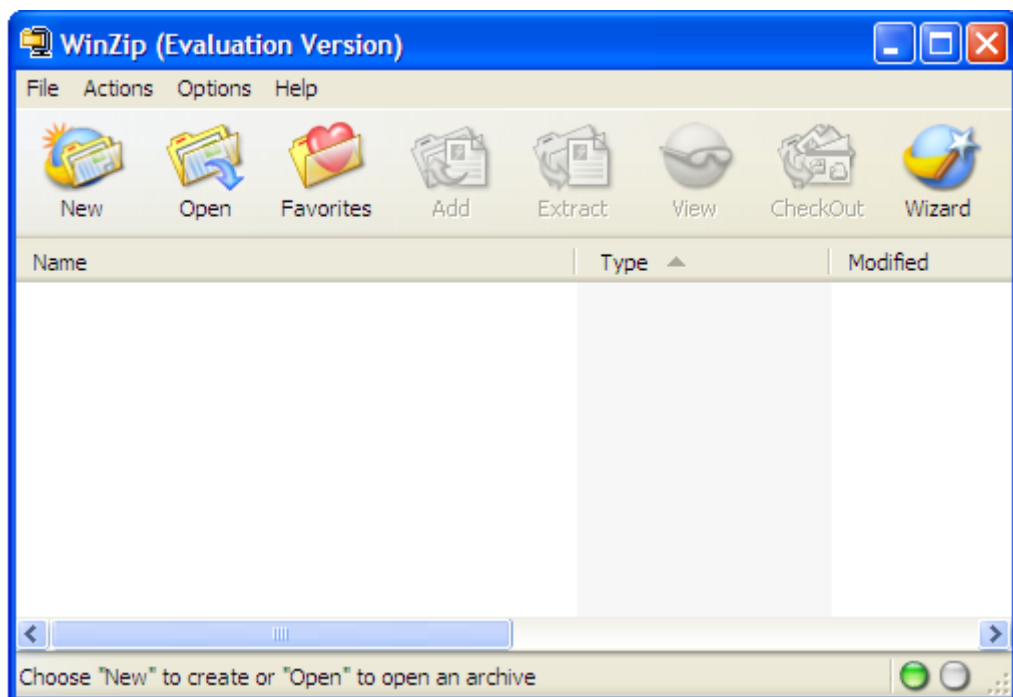
2. Click "New", and you will see the following screen:
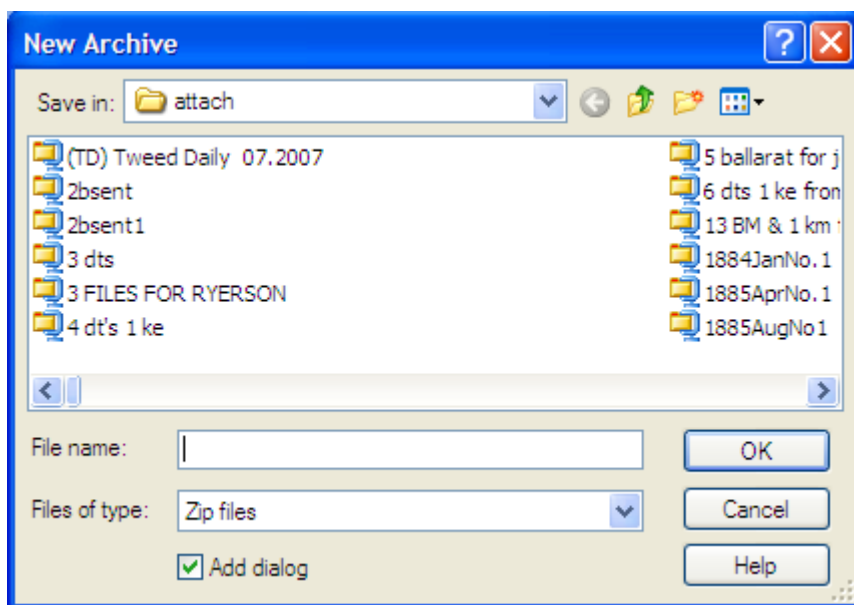
Notice the top box, called "Save In". This defines where you want to create your .zip file. It doesn't matter one iota where you do this, **as long as you remember where you have put the file so you can attach it to your email**!

You might find it simpler to create a separate folder for your .zip files, calling it (say) "C:\Zip Files". This is done via Windows Explorer.

3. Enter the name of the .zip file you wish to create. It is strongly recommended that you use your initials, followed by a 3-digit number. This makes it easier for me to know if a file has gone missing – if I receive XX001.zip and XX003.zip but not XX002.zip, then I'll know to come asking about XX002. Once you have done this, your screen should look like this:
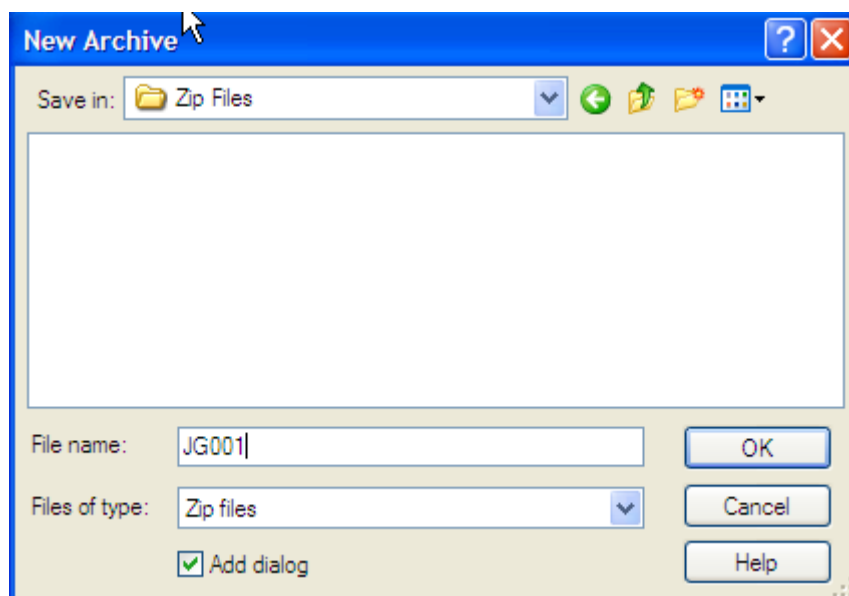
4. Click "OK". This will take you to the "Add" screen, where you can insert the individual .txt files into the .zip file. The initial screen will look like this:
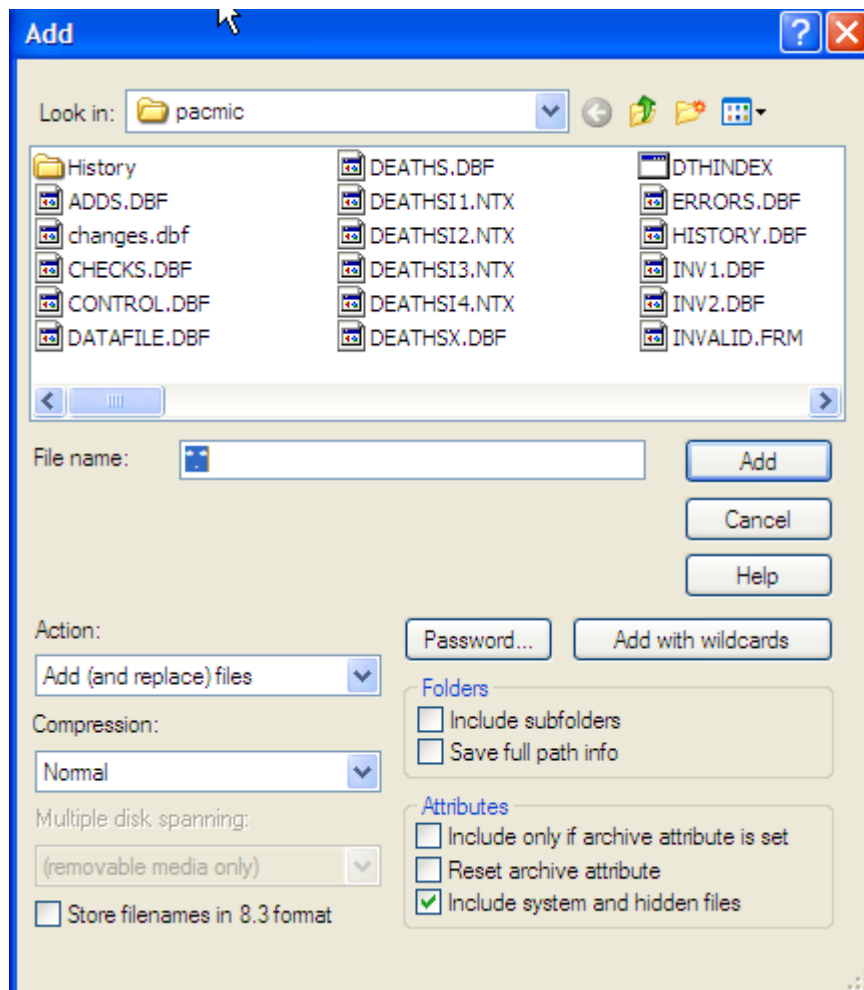

This screen looks more fearsome than it is.

The top box ("Look in") tells WINZIP where to find the files you want to zip. These are the .txt files living in the C:\Documents and Settings\All Users\DPS Deathindexing" folder we talked about earlier.

So the first step is to locate this folder in the "Look In" box. You do this by clicking on the [icon] icon as many times as it takes to get you back to the C: drive, ie
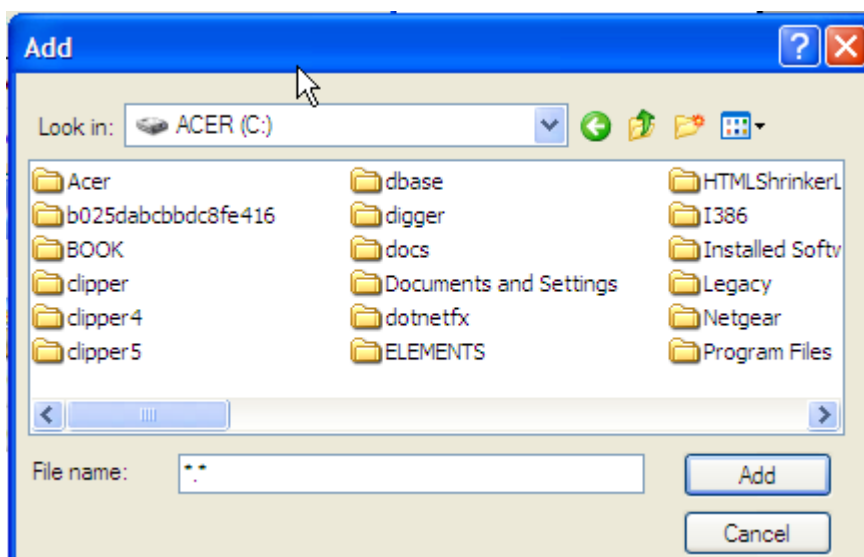
then you move down, one folder at a time, until you reach the folder containing the .txt files you wish to zip. The first folder to select in the above example is "Documents and Settings". Eventually, you will end up here:
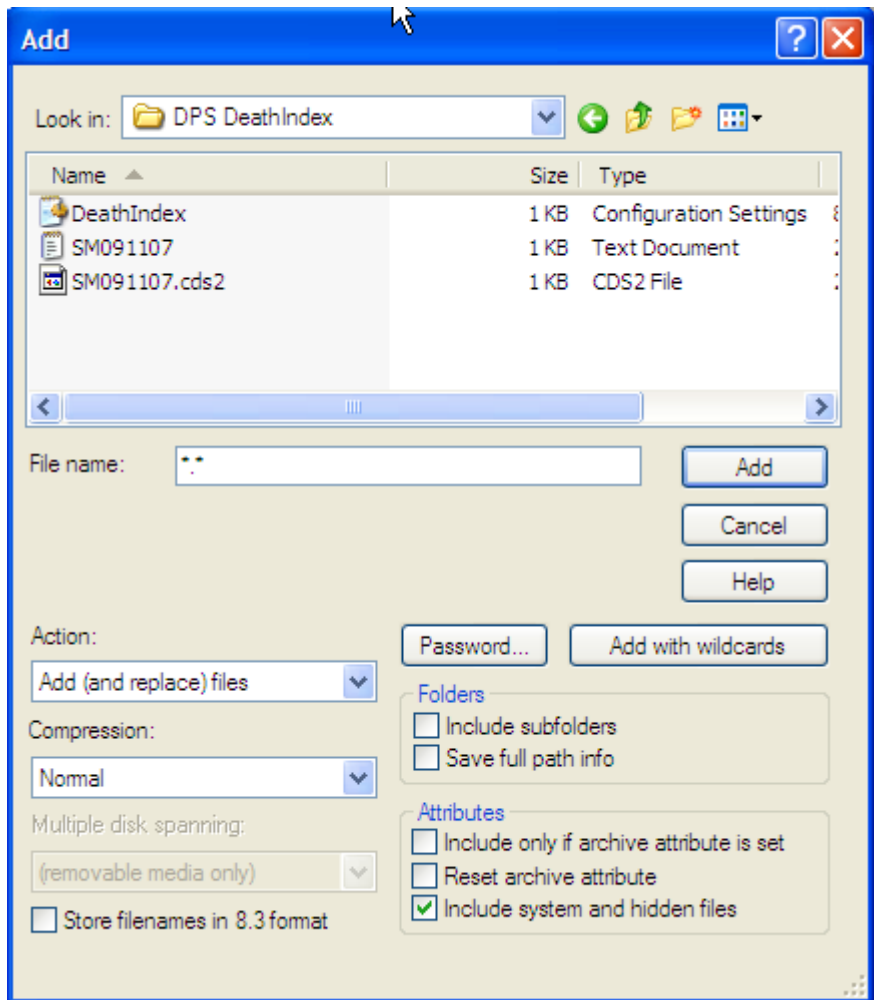
5. Select all the .txt files you wish to include in the .zip file, and click "Add". You can do this a number of ways – it is no different to selecting files you wish to attach to an email, so I don't propose to go into details. The resulting window looks like this:
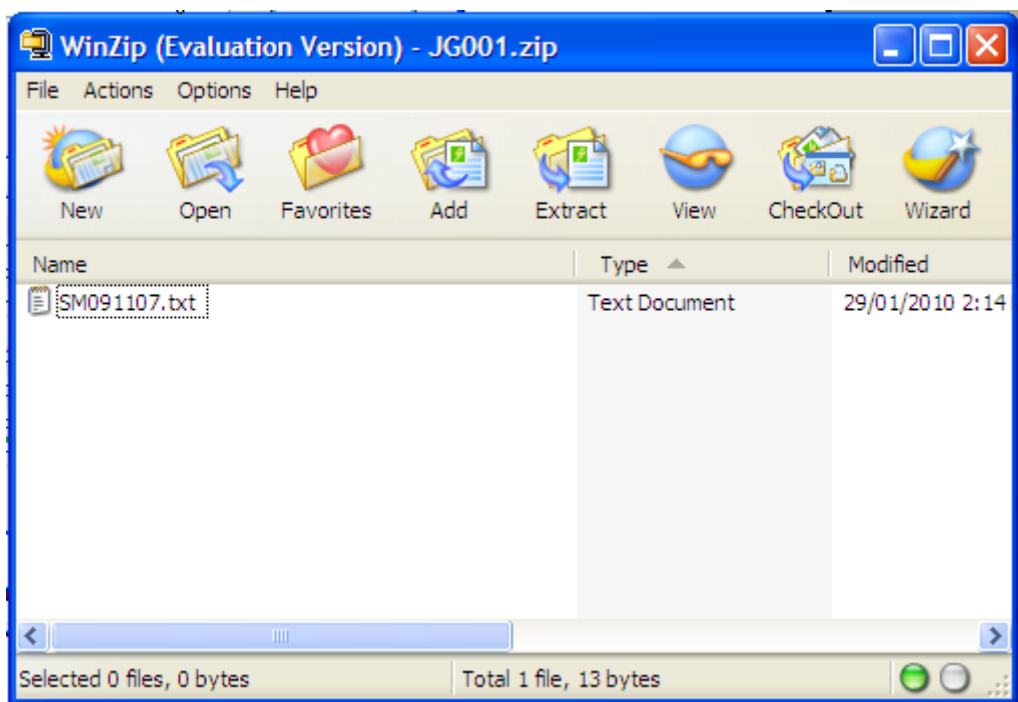
6. Almost there! Once you have the files in the .zip file, click "File" then "Close Archive" and that's it. Your .zip file (called JG001.ZIP in the above example) should now be in the folder C:\Zip Files.

7. Send me an email with the file attached.

8. Delete all the .txt files you have just zipped. This is important, because otherwise they will still be present when you create your next .zip file, and I'll get them again!

A Note re Deleting .txt Files

In the folder containing the .txt files created by the indexing program, you will find that each .txt file has a corresponding .cds file. **Do not delete the .cds files until you see that the data has made it to the website** – the .cds file lets you recreate the .txt file (if necessary) without having to re-enter the data.

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29 January 2010