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What Are Zip Files?

A Zip file is sometimes called an "archive" file. The Zip file itself is really just a container... it holds the real files inside it. The purpose behind the Zip file is transportation and storage. The Zip file acts like a Ziploc sandwich bag - it holds contents inside for easy transporting and storage. This makes Zip files (and their counterpart Rar files) very valuable to file sharers and downloaders. Zipped files bundle one or more files into a single container file, compresses its contents to be as much as 90% smaller size and can provide an optional password padlock on its contents. Remember Zip is the generic file format of a compressed archive while "WinZip", "WinRAR or "PKZip", is specialty software that creates and manages Zip files. Simply download one or more of these applications and you are in business.

Why are the keys arranged the way they are on a keyboard?

In 1874 Remington & Sons manufactured the first commercial typewriter. This typewriter was designed by Christopher Sholes and used the QWERTY keyboard we are all familiar with (check your keyboard; notice these letters). Original prototypes had a problem with the bars colliding with each other and jamming. So Sholes arranged the keys with the most common letters in hard to reach spots, to slow typists down. The alternate Dvorak keyboard layout tries to minimize the distance traveled by the fingers making the typist alternate hands on consecutive letters as often as possible. An independent study in 1956 showed that QWERTY typists and Dvorak typists had about the same rate of speed. This may explain why QWERTY is still the standard.

Thank You Computer Discount:

I can certainly shell out the advice but I am guilty of not always doing as I should. Did you know if you do not clean out the dust collection in your computer it will overheat and eventually fry your machine? Yup...my power supply fan was a mess. My computer tower could have cooked an egg on the top. I even keep canned air on my shelf. Off I went to my favorite Sylvania computer shop. They tested my unit and installed a new power supply in record time and at a great price. They are so friendly and professional. Did you know they have been at 6481 Monroe Street since 1996 and are open 7 days a week? Give them a call at (419) 885-4488. Tell Marc that Janis sent you! They will be happy to blow out your computer for free. PLUS...if you mention you read about them in my article, they have a free gift for you just for stopping in, while supplies last.

Next Issue: How to video chat.

I MAKE HOUSE CALLS:

I offer a 20% discount on my hourly rate for those 60 and over. I will come to your home or office and help you with most any predicament. I have an endless amount of patience and knowledge. Give me a call at 419-318-9112. Don't forget to sign up for my FREE NEWSLETTER online. Subscribers will get extra hints and tips not included here. References are always available upon request.

Janis Weber, B.A., owner of Ohio Computer Training, is a personal computer instructor. E-mail any specific questions or comments to jwpctutor@gmail.com or contact her for on-site assistance at 419-318-9112. Offer suggestions for another article. New public classes are listed on her website: www.ohcomputertraining.com as well as all archived articles.