

How to Create a Split-Zip File

User Guide

May 2015



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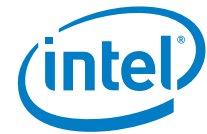
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Revision History

Document Number	Revision Number	Description	Revision Date
05052015	1.0	<ul style="list-style-type: none">• How to split Winzip files	May 2015

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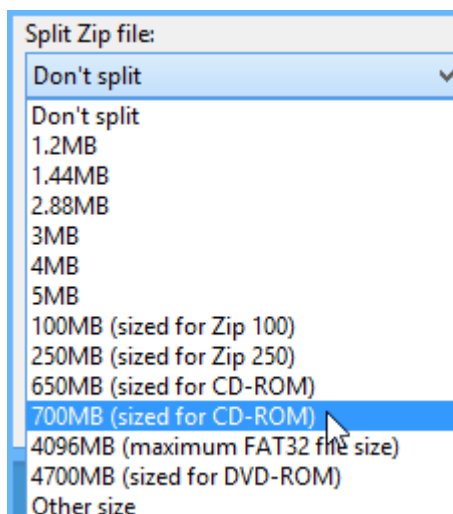
1 *Creating a Split Zip File*

WinZip allows you to create Zip files (.zip or .zipx) that consist of multiple segments of a size you configure.

Here is a quick example of how to create a split Zip file:

1. Open a folder window
2. Find and highlight (select) the files and/or folders you would like to zip
3. Right click in the highlighted area
4. In the WinZip submenu of the context menu that displays choose **Add to Zip file**
5. If necessary, type a name for the Zip file
6. Set the **Split Zip file** drop down menu to the segment size you would like
7. Click **Add** to create the Split Zip file

Figure 1. Split Zip File Size



Depending on the number of segments, the result is a sequence of files named filename.zip, filename.z01, filename.z02, and so on. The naming convention for split Zipx files is filename.zipx, filename.zx01, and so on. We recommend that the recipient of these files use the current version of WinZip to open and extract the contents of the split file, although WinZip 9.0 or later can extract the files if newer compression methods were not used.



Note: WinZip Express for Explorer does not include the feature for creating split Zip files.

If you have an existing Zip file that you would like to split:

1. Open the Zip file in WinZip and:

WinZip ribbon interface

1. Click the [Settings](#) tab to configure your **Split** size (if necessary)
2. Click the [Tools](#) tab and click **Multi-Part Zip File**

Legacy menus/toolbar

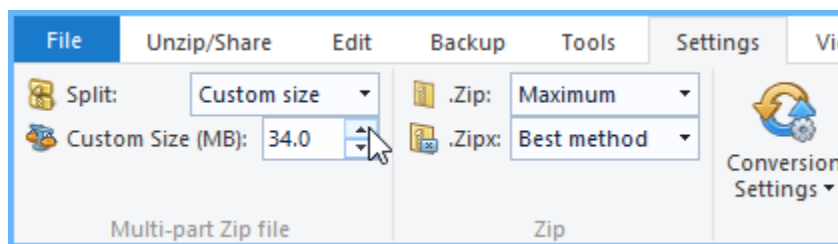
3. Click the **Actions** menu
4. Choose **Split**
2. Specify the name and target folder
Note: The name must be different from the name of the open Zip file.
3. **Legacy menus/toolbar only:** Specify the size to be used for the individual parts
4. Click **OK** to create the Split Zip file.

With either interface you can choose from common split sizes on the appropriate drop down menu or you can specify your own size. To specify your own size:

WinZip ribbon interface:

1. Choose **Custom size** in the drop down menu (Settings tab)
2. Click the spinner arrow to adjust the **Custom Size (MB)** setting
3. Or click in the **Custom Size (MB)** text box and type a size (in megabytes) with one decimal place.

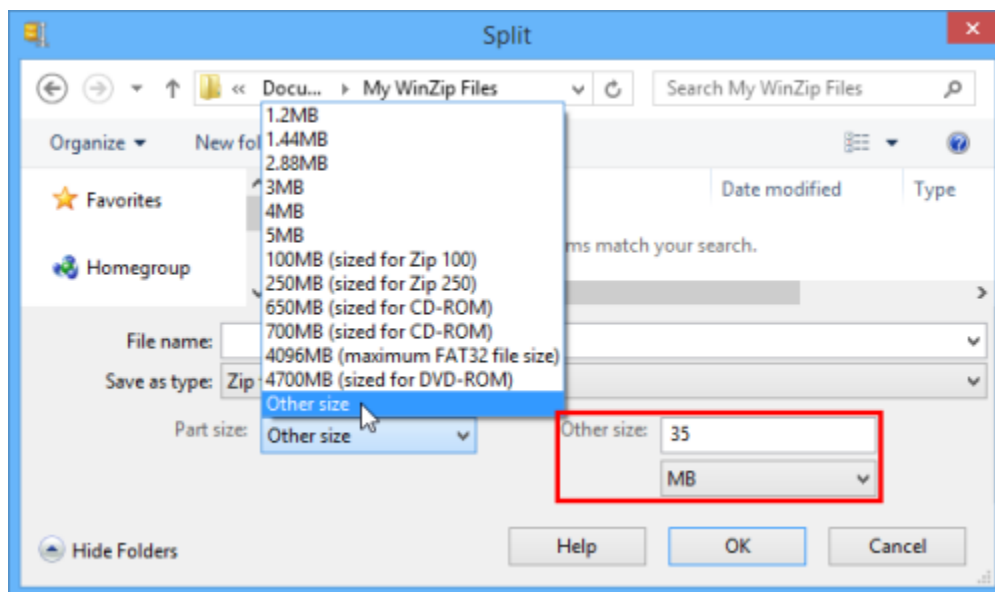
Figure 2. File Custom Size



Legacy menus/toolbar:

1. In the **Split** dialog, choose **Other size** in the drop down menu
2. Choose either Bytes, KB, or MB in the drop down menu below the **Other size** field
3. Type your desired size in the **Other size** field

Figure 3. Other Size Window



If you have any questions about this information, please email [Technical Support](#).

Related Articles:

[Split Zip Files](#)



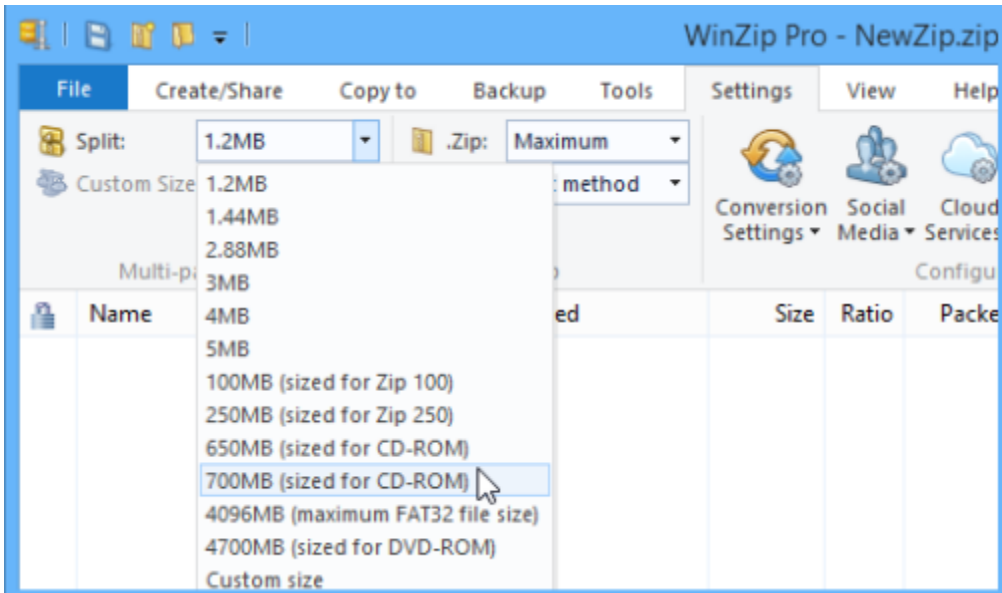
2 *Split Zip Files*

WinZip makes it easy to create a split Zip file (.zip or .zipx). A split Zip file is one that consists of multiple segments of a specified size. There are several reasons why you might want to create a split Zip file, such as:

- **An alternative to spanning Zip files on CDs or DVDs:**
 - Use this alternative if you want to make multiple copies of your set of discs
 - Use this alternative when you want to make the disc contents as a separate step from making the discs themselves
- **To assist with large downloads:** Some people may have difficulty downloading very large Zip files from web sites, FTP sites, etc. You can use the split Zip feature to break large files into smaller pieces that can be downloaded separately.
- **Overcome email size limits:** Some email systems limit the size of attachments; if you want to email a large Zip file that exceeds your limit, you can split it into smaller parts and email them separately. Other options for overcoming email size limits include using one of the numerous supported Cloud services.



Figure 4. Overcome Oversized Email Limits



For additional information and examples, please see [How to create a split Zip file](#).

[Previous Tip](#) [Next Power Tip](#)

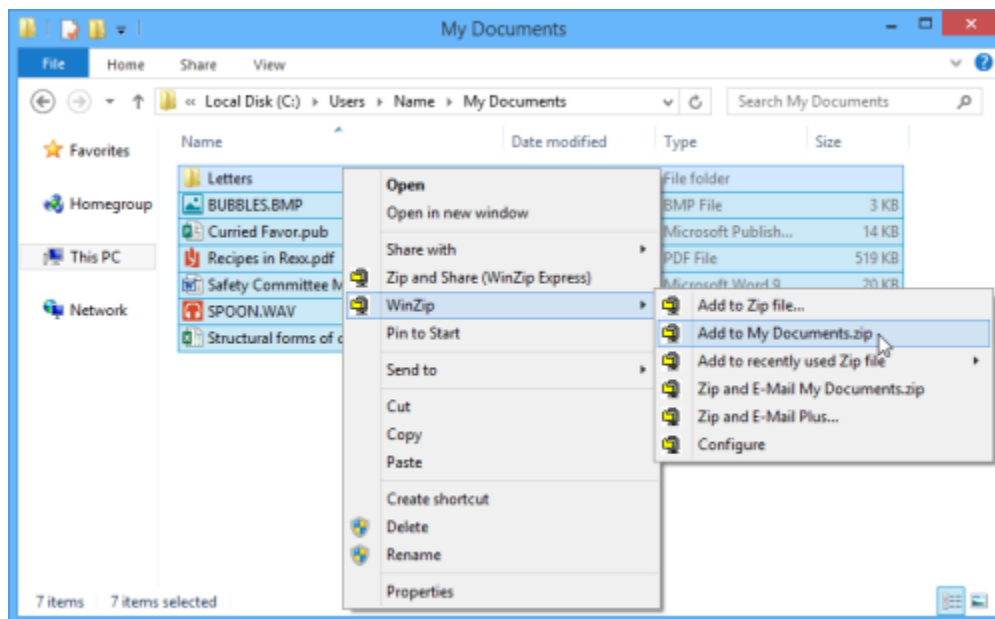
[A quick example of how to zip files with WinZip](#)

3 A Quick Example on How to Zip Files with Winzip

Here is a quick example of how to create a Zip file (.zip or .zipx) using WinZip:

1. Open a folder window
2. Find and highlight (select) the files and/or folders you would like to zip
3. Right click in the highlighted area
4. In the WinZip submenu of the context menu that displays choose either:
 - **Add to [filename].zip(x):** To quickly create a Zip file using the default compression method without being able to specify other options (please note the name of the file)
 - **Add to Zip file:** To specify your own Zip file name, compression method, encryption, or an option to split the Zip file

Figure 5. Zip File Example



5. The Zip file is created



With the free **WinZip Express for Explorer** add-on installed, you also have the option to click **Zip and Share (WinZip Express)** when you right click. With WinZip Express you can zip, choose to encrypt, and make use of many additional options such as conversions and saving to a cloud service.

If you have any questions, please email [Technical Support](#).

Related Articles:

[Error 740: The requested operation requires elevation](#)

[How do I compress the contents of a folder and later restore it?](#)

[How do I control the folder information WinZip stores in a Zip file?](#)

[How to create a split Zip file](#)

[How to Zip files with their folder information](#)