INSTRUCTIONS FOR USING ENZIP300.

Please note that you will need to Zip (compress) your completed OneStop2000 application file in order to fit it onto a standard floppy disk, for transmission to the various agencies such as MHIC, DHCD, MHFA and City of Boston DND.
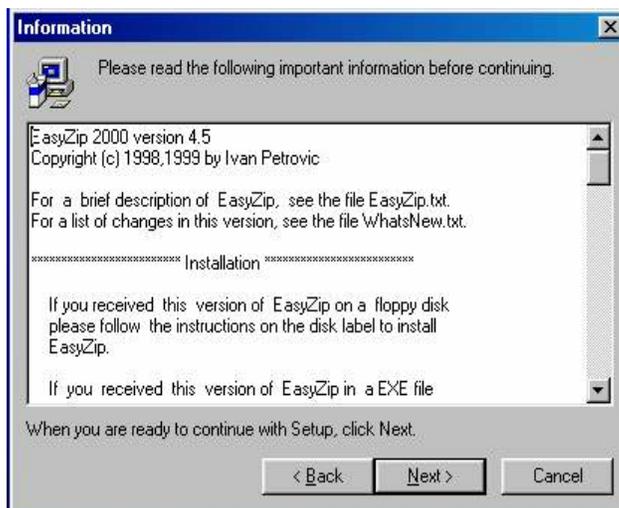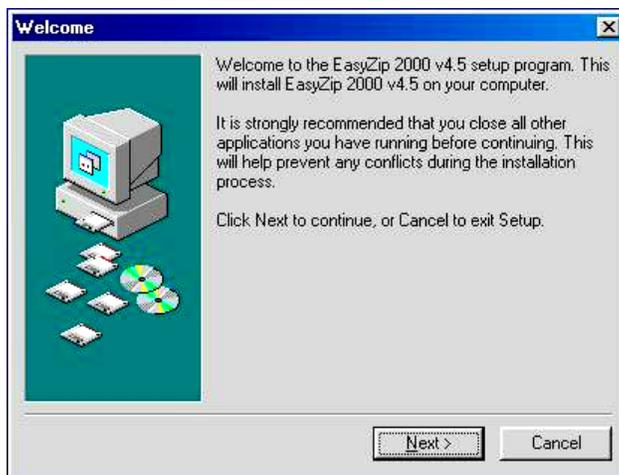
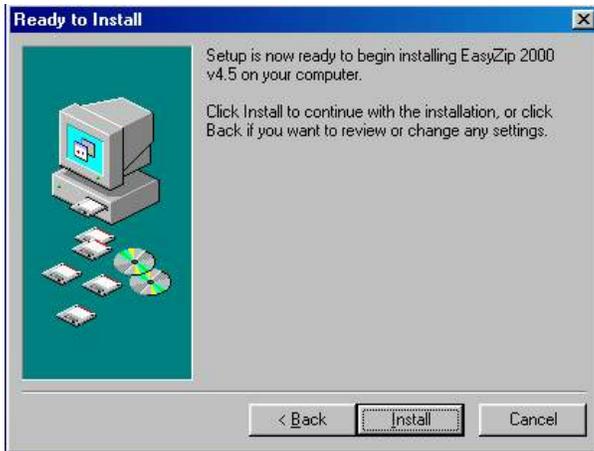Your OneStop2000 program has been supplied with a zip program, called Enzip300.
If you already have a zip program such as WinZip installed on your computer, you do not need to install Enzip300.

If you do not have WinZip or an equivalent program, please follow the easy instructions below, for installing and using this function.

INSTALLING ENZIP300

1. Put the OneStop2000 CD in your CD Rom Drive, and open it.
2. Double click on the file called "Enzip300.exe". If you have downloaded the files from the internet, simply doubleclick on the icon and the file will open.
3. The following screens will appear:

Select Destination Directory

Select the folder you would like Setup to install EasyZip 2000 v4.5 to:

C:\Program Files\EasyZip

- C:\
  - Program Files
    - Accessories
    - chat
    - Common Files
    - DirectX
    - EasyZip

c:

The program requires at least 3.2 MB of disk space.

Click Next to continue, or Cancel to exit Setup.

< Back   Next >   Cancel

Select Program Group

Setup will add the program's icons to the following Start Menu group.

EasyZip 2000

Accessories
HP LaserJet
McAfee VirusScan
Message Manager
Microsoft Office Tools
StartUp
STB Vision

Click Next to continue, or Cancel to exit Setup.

< Back   Next >   Cancel

Ready to Install

Setup is now ready to begin installing EasyZip 2000 v4.5 on your computer.

Click Install to continue with the installation, or click Back if you want to review or change any settings.

< Back   Install   Cancel

Setup Completed

Setup has finished installing EasyZip 2000 v4.5 on your computer. The application may be launched by selecting the installed icons.

Finish

You are now finished with the installation. This process has placed an Enzip300 shortcut icon on your desktop, which you may delete if you choose.

You are free to use this neat program for zipping other files. There is no licensing fee.

USING ENZIP300

When you have completed your OneStop2000 application, and wish to transmit the file to an agency, you will first need to Zip it. This is very easy to do:

1. Make sure that you have saved your Excel file, and that you know where to find it on your hard drive.
2. Close the file.
3. Open Windows Explorer and locate the file that you will be sending to the agency.
4. Use the right mouse button to click once on the file name. You will see a drop down menu.
5. Assuming the file is called "Project.xls", you should choose the menu item that says *Compress to "Project.zip"*.

This will leave your original file intact, but will make a compressed copy of it in the same directory. You will notice three things about this file that are different:

- It has the same name, but ends in .ZIP instead of .XLS
- The icon will have changed from an Excel icon to a Zip icon
- The file size will be much smaller, as compared to the original .xls file.

When sending your application to an agency, be sure to choose this file with the .ZIP extension.

If you choose the original Excel file, you will find that it does not all fit on one disk.