

Tips & Tricks: Zipping and Emailing a Project Folder

If you have a “ZIP” program, you can “zip” a project folder and email it to a colleague as a “zip” file.

The location of your Project folder.

Your Projects are contained in folders that have the same name as the Project itself. For example, if you have a Project named Sunrise, that Project is stored in a folder named Sunrise.

Your Project folders are stored in a folder named E6Projects, which is located in My Documents on Windows XP, and Documents on Windows Vista.

```
...\My Documents\E6Projects\Sunrise  
...\Documents\E6Projects\Sunrise
```

Zip Programs

There are several good Zip programs. A popular commercial program is WinZip. An excellent free program is IZarc. You can get IZarc at www.izarc.org. Also check out www.cnet.com. Click Downloads, Utilities & Drivers, File Compression.

Zip the Project folder

Zip programs usually integrate into My Computer.

1. Use My Computer to locate your project folder: in this example, ... \My Documents\E6Projects\Sunrise.
2. Right-click on Sunrise: a menu pops up.
3. In the case of IZarc you see an item on the menu named IZarc. Click on IZarc.
4. You see a submenu. Click on “Add to Sunrise.Zip”.
5. Send Sunrise.Zip as an email attachment.

Zipped Projects can be too big to send as Email Attachments

Some email systems, especially the free ones like Gmail and Yahoo, limit the size of email attachments.

1. If you are trying to send to a Gmail or Yahoo account, one option is to do an “ftp” file transfer. You upload Sunrise.Zip to the ftp site, and the recipient downloads Sunrise.Zip from the ftp site. Check with your local techie or IT department to see if this is possible.

2. If you are trying to send from a Gmail or Yahoo account, you may need to break the Sunrise folder into parts. You would open the folder (e.g., Sunrise) and create a zip files that each contain say, a third or a fourth of the files in the folder, depending on the maximum size permitted by your email service. Then you would send all these zip files to the recipient. The recipient would then unzip each file into a Sunrise folder.

Unzipping a Project Folder

There is no right way to unzip the Project folder. One option is to copy the zipped file, in this case, Sunrise.Zip, to the desktop. Then double click on Sunrise.Zip. This should create a folder on your desktop named Sunrise.

1. Copy the Sunrise folder to ...\\My Documents\\E6Projects\\
2. Open Ethnograph.
3. Open the Project Manager.
4. Click Find Old.
5. Click Sunrise.
6. Click OK.

Sunrise is now a Project in Ethnograph.

If a Project with the same name already exists

If you already have a Project named Sunrise, things can be a little more complicated. If you just copy Sunrise to your E6Projects folder, it overwrites everything in the folder. But if new data files have been added to Sunrise, they are not automatically recognized as part of the project.

There are a couple of strategies to consider.

NOTE: The prudently paranoid might choose to make a back up of the old Sunrise before deleting it.

1. Before you copy the new version of Sunrise to the E6Projects folder, open Ethnograph and the Project Manager, and delete Sunrise from the Project Manager and Computer.
2. Just copy the new version of Sunrise into E6Projects.

Then Open Ethnograph and the Project Manager. Click on the Add Existing Data Files button.

Depending on your circumstances, the first strategy is probably the best. It is always a good idea to experiment with a test project to see exactly what happens. Also, always be “prudently paranoid”. Always make back ups before you do anything that you might later regret.