



Installation Guide

WinZip26 Windows10 Workstations

*ACME Corporation
WinZip26 2020 Project*

November 2020

Revision Sheet

Release No.	Date	Revision Description
Rev. 1	10/10/20	Initial Work

Installation Guide Authorization Memorandum

The document meets the ACME corporation's documentation requirements.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____ The document is accepted.

_____ The document is accepted pending the changes noted (if applicable).

_____ The document is not accepted.

We accept the changes as needed improvements and authorize the initiation of work to proceed.

NAME	DATE
Project Manager	

NAME	DATE
Platform Operations Division Director	

Installation Guide

TABLE OF CONTENTS

	<u>Page #</u>
<i>A. GENERAL INFORMATION.....</i>	<i>6</i>
1.1 System Overview.....	6
1.2 Project References.....	7
1.3 Authorized Use Permission.....	7
1.4 Points of Contact.....	7
1.4.1 Information.....	7
1.4.2 Coordination.....	7
1.4.3 Help Desk.....	7
1.5 Organization of the Installation Guide.....	8
1.6 Acronyms and Abbreviations.....	8
<i>B. SOFTWARE SUMMARY.....</i>	<i>10</i>
2.1 System Configuration.....	10
2.2 Installation Levels.....	10
2.3 User Access Levels.....	10
<i>C. GETTING STARTED.....</i>	<i>12</i>
3.1 Logging On.....	12
3.2 System Menu.....	12
3.3 Downloading and installing WinZip26.....	12

1.0 GENERAL INFORMATION

The Installation Guide provides the necessary steps for users or administrators to install WinZip26 on a Windows10 workstation. Users may evaluate the software for a 21-day trial period. ACME will determine if the software should be licensed based on user feedback and IT corporate objectives.

A. GENERAL INFORMATION

1.1 System Overview

- 1* ACME test engineers downloaded, installed, and tested the software in the ACME test environment and certified compliance for Windows10 workstations configured with the ACME Corporation corporate build Win10r01.
- 2* Information Security granted users local administrator access to download and install WinZip26 on workstations.
- 3* Users may opt to have an administrator download and install WinZip26 by opening a service request through the Help Desk.

1.2 Project References

Information Security granted users and administrators access to download the installation code for the trial version from the following website URL:

<https://www.winzip.com/en/>

1.3 Authorized Use Permission

ACME Corporation authorized pilot users participating in the WinZip26 2020 Project to download, install and evaluate the software for the 21-day trial period.

1.4 Points of Contact

Mable Ables, Project Manager, WinZip26 2020 Project

Lewis Melton, Platform Operations Division Director

John Bond, Information Security Division Director

Sally Sutton, Help Desk Director

1.4.1 Information

Required points of contact (POCs) for informational and troubleshooting purposes are listed below:

Alice Lewis, Platform Testing Division Director

1.4.2 Coordination

Organizations requiring coordination between the project and its specific support function (e.g., installation coordination, security, etc.) are listed below:

ACME Platform Operations Division

ACME Platform Testing Division

ACME Information Security Division

ACME Help Desk

1.4.3 Help Desk

Help Desk information, including responsible personnel phone numbers for emergency assistance, is listed below:

Sally Sutton, Help Desk Director (224) 868-3127 (mobile)

1.5 Organization of the Installation Guide

Installation Guide v0.01.

1.6 Acronyms and Abbreviations

Acronyms and abbreviations.

o/s – Operating System

2.0 SYSTEM SUMMARY

B. SOFTWARE SUMMARY

This section provides a general overview of the software.

WinZip is the world's top-rated compression software. Features include:

- The ability to unzip all major file formats
- The ability to reduce email attachment size
- The ability to protect files with high-level encryption
- The ability to access and manage files on PC, network, and cloud drives
- The ability to connect to Google Drive, Dropbox, and OneDrive

2.1 System Configuration

This section provides a list of system prerequisites.

Prerequisites:

- Windows10 o/s platform
- Internet Explorer 8 or higher
- Microsoft .Net Framework 4.0 or higher
- Administrative rights to download and install the software

2.2 Installation Levels

Local administrator access is required to install WinZip26. Users may choose to have an administrator download and install WinZip26 by opening a service request through the Help Desk.

2.3 User Access Levels

Users may utilize all features of the software.

3.0 GETTING STARTED

C. GETTING STARTED

This section provides a general walk-through of the installation from initiation through the exit.

3.1 Logging On

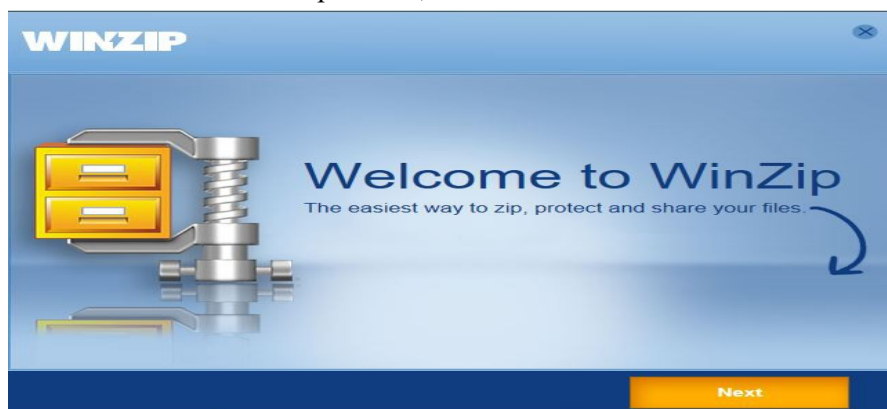
A domain user ID and password are required to log onto the workstation.

3.2 System Menu

This section describes the installation menu and the navigation paths to steps noted on the screen.

3.3 Downloading and installing WinZip26

1. From the IE browser, download the WinZip installation code from the WinZip website (<https://www.winzip.com/download>).
2. Download the code to an installation folder on the workstation and open the WinZip executable.
3. Select *Yes* to allow the application to make changes to the device.
4. On the 'Welcome to WinZip' screen, choose *Next* to continue.



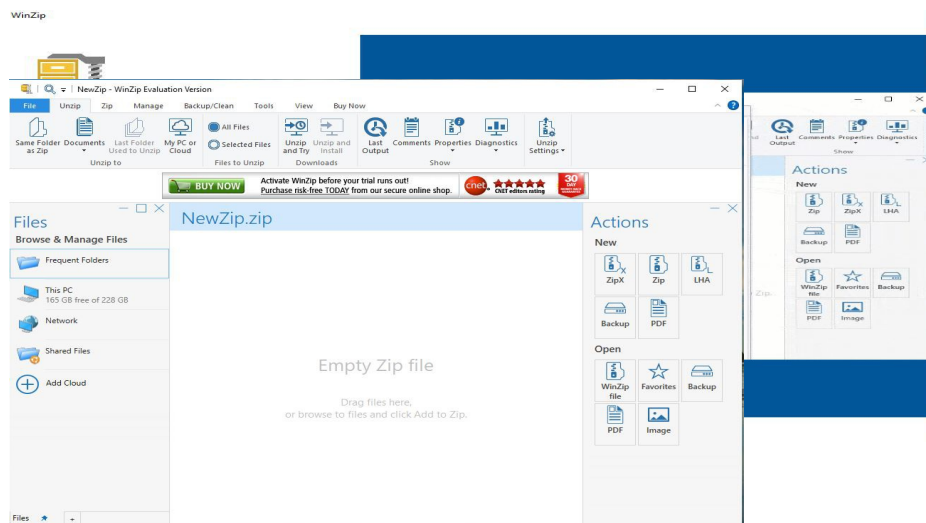
5. On the 'License Agreement' screen, click *Next* to continue.



6. The Windows installer wizard begins the download, initiates the installation, and the installation displays a series of windows and dialog boxes.
7. The installation concludes when a 'Thank you for installing WinZip' screen is displayed. Select *Finish* to complete the installation.



8. Select 'Use Evaluation Version' to choose the 21-day trial when the screen for registering the software displays. The Project Office will determine if ACME purchases the unlimited use licenses.



9. The software will launch and allow the installer to view a short tutorial or launch the application.