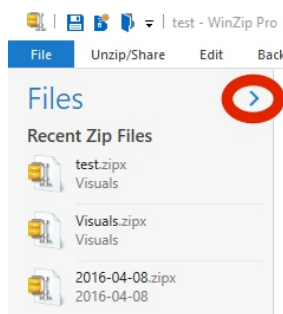


How to manage and share files in the cloud

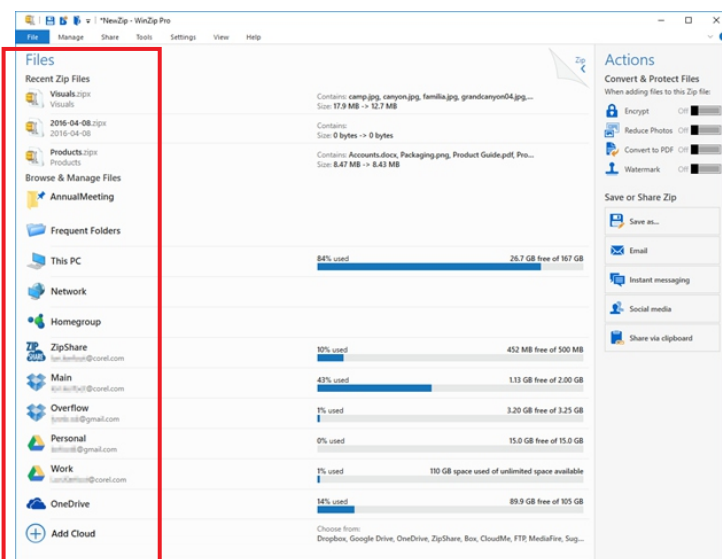
When you add your cloud services to WinZip, you can use WinZip as a hub to manage all your files—this goes beyond “zipping”. With WinZip, you can access and manage files and folders from multiple cloud services—you can move, copy, delete, and rename files--no need to download desktop apps for your cloud services. For example, many desktop apps for cloud services include syncing. If you don't need this (or don't want to fill your local drive with a large fileset), the WinZip File Manager is the perfect way to manage all your files. When you're finished managing the files, you can zip and share them through a cloud service.

How to manage and share files in the cloud with WinZip

1. Open WinZip, and click the arrow in the upper-right corner of the **Files** pane to open the File Manager mode.

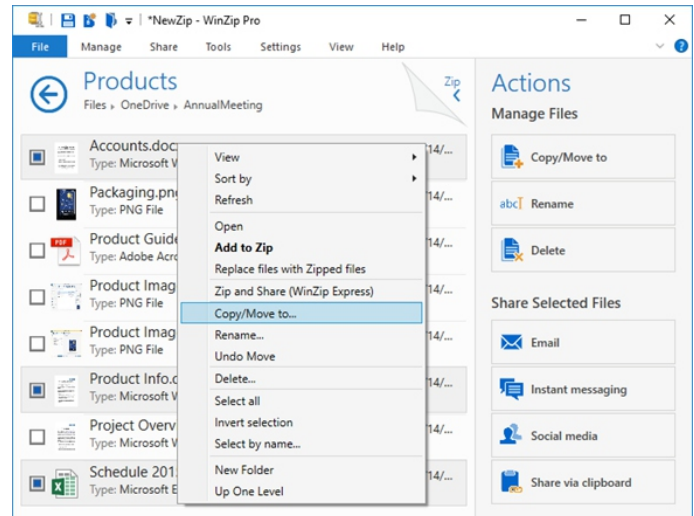


2. In File Manager mode, navigate to any of your file locations, including any cloud locations that you have added.



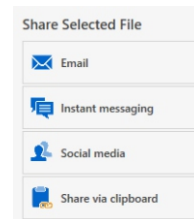
3. Select one or more files, and do any of the following by choosing a **Manage Files** option in the **Actions** pane or by right-clicking a selected file and choosing a corresponding command:

- **Copy/Move** to (includes moving files from one cloud service to another cloud service)
- **Delete**
- **Rename**
- **New Folder**



You can access File Manager commands in the **Actions** pane (right), or by right-clicking a file to display the context menu (center), or by clicking the **Manage** tab to display the ribbon (top).

4. To share the files, select an option in the **Share Selected Files** area of the Action pane. If you haven't already set up a cloud service for sharing, you will be prompted to do so.



TIP: WinZip Pro lets you add multiple accounts for a cloud service. For example, if you have a Google Drive for work and for personal use, you can add both accounts. Use nicknames to identify them in WinZip.

TIP: You can change the cloud service that you use for sharing at any time from the Settings ribbon by clicking Cloud Services > Set default share service.

