


File Compression using Microsoft® Windows® XP

A zip file is a method of storing data in a format which require less space than usual. A zipped file saves time and space, and makes downloading software or transferring large e-mail attachments much faster.

Creating the Zip Folder

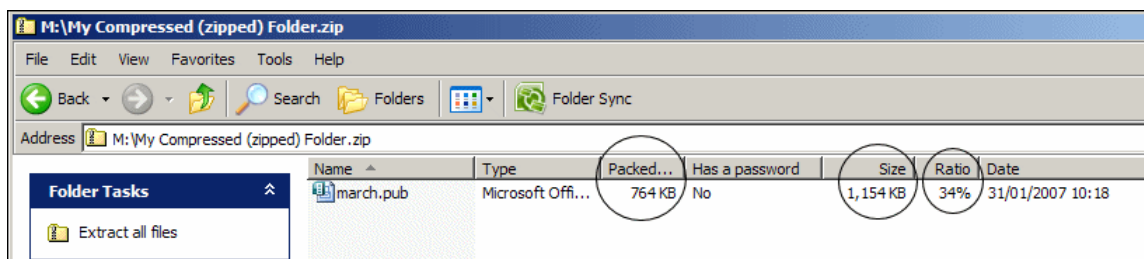
1. In Windows Explorer double-click the drive or folder where you want to create the zip folder.
2. Click the **File** menu, choose **New**, then select **Compressed (zipped) Folder**. 
3. Rename the folder, ensuring you keep the .zip extension.

Adding File(s) to a Zip Folder

1. Locate the zip folder. (Zip folders area identified by the zipper on the folder icon.)
2. Select the file(s) and then drag, (or copy) to the folder.

As the file is copied, it is automatically compressed.

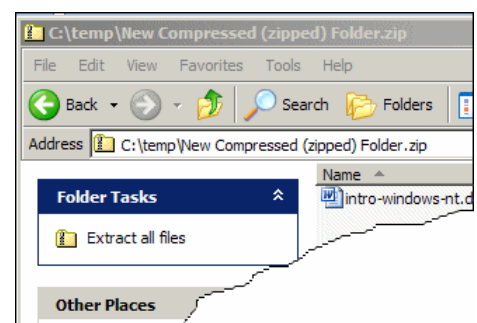
3. To view the file's compression Ratio, Packed and original Size, open the zip folder, click on the **View** menu and select **Details**.



Extracting Zipped Files

1. In Windows Explorer, open the folder containing the compressed file(s).
2. To extract a single file or folder, click it, and then drag it from the compressed folder to a new location.
3. To extract all the files or folders, change to **Folders** view, then under Folder Tasks click on **Extract all files**.

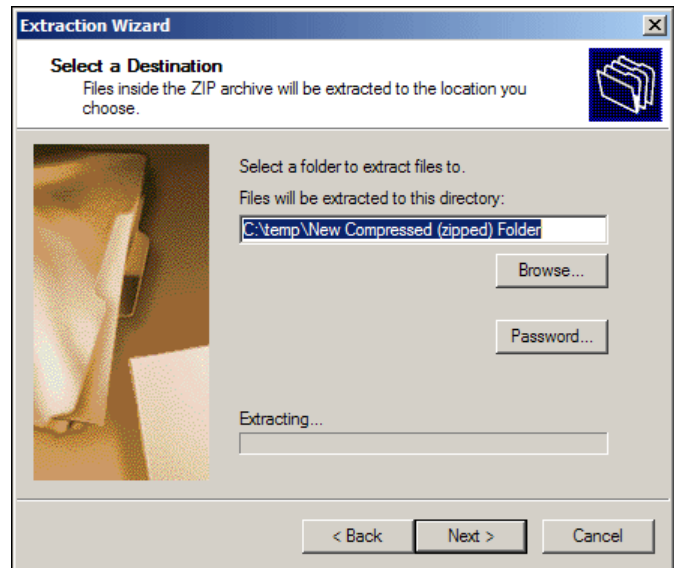
This will then display the Extraction Wizard, which helps you extract and copy the files to the correct location.



4. Click **Next**.
5. In the **Select a Destination** window, observe the proposed folder to which your files will be extracted.

If you wish to change this, click on **Browse**, and navigate to one of your choice.

6. Click **Next**.



7. When your file(s) have been extracted, click **Finish** in the **Extraction Complete** window.
8. Your destination folder will now open and display the extracted file(s).

Deleting a Compressed Folder

After you have extracted a file or folder, a compressed version remains in the compressed folder.

This can be deleted by right clicking the file or folder and selecting **Delete** from the sub-menu.