

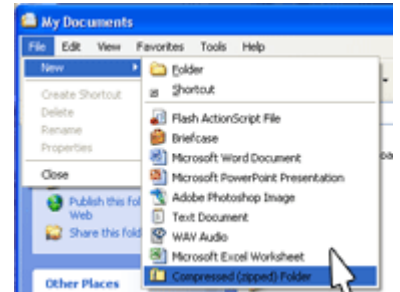
Compressed (zipped) folders.

This document describes how to create and use **compressed** (or "**zipped**") *folders* in **Windows XP**. **Compressed folders** are used to store **files** or **folders** in a **compressed** format that uses **less space** than normal, and if you require extra **security**, you can also **password** protect those **files** or **folders**.

How to create a compressed (zipped) folder.

Method One.

Navigate to the *folder* (directory) where you want to create your **compressed** folder/directory this can be any folder of your choice for instance the **My Documents folder**, preferably the folder where the files you want to put into the **.zip** folder are **located** on your PC.



Then point to **File** on the menu tool bar and **left click** to open the menu and then point to the first menu item marked **New** and some new menu items will appear, now point to the menu item marked **Compressed (zipped) folder**, and then **left click** to select the item.

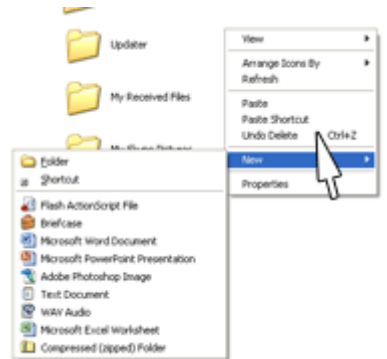
A new folder icon with a zipper on it named **New Compressed (zipped) Folder** will appear you can change the name of the *folder* to whatever you would like you have now created a **.zip** folder.



New Compressed (zipped) Folder
1 KB

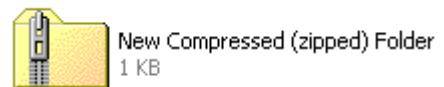
Method Two.

Navigate to the *folder* (directory) where you want to create your *compressed* folder/directory this can be any folder of your choice for instance the **My Documents folder**, preferably the folder where the files you want to put into the **.zip** folder are **located** on your PC.



Now put the cursor anywhere in the *folder* and **left click** to open a *contextual* menu, then put the cursor on the menu item marked **New** and some new menu items will appear, now point to the menu item marked **Compressed (zipped) Folder**, and then **left click** to select the item.

A new folder icon with a *zipper* on it named **New Compressed (zipped) Folder**



will appear you can change the name of the *folder* to whatever you would like you have now created a Compressed (zipped) Folder or as they are commonly know a **.zip** folder.

How to add files a compressed (zipped) folder.

Method One.

Now that you have created the **.zip folder** in the folder (directory) of your choice preferably the *folder* where the **file/s** or **folder/s** that you want to put into the **.zip folder** are **located**.

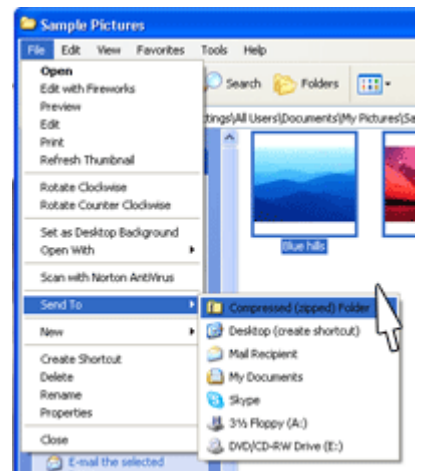
To add file/s or folder/s to the new Compressed "zipped" *folder* you can **drag** and **drop** the file/s or folder/s in the same manner as would when you are working with **regular** files and folders.

Method Two.

Another way to add **file/s** or **folder/s** to a **.zip folder** is to **navigate** to the folder (directory) where the file/s or folder/s you want to add to the **.zip folder** are **located** and then **select** the file/s or folder/s that you want to **add** to the **.zip folder**.

To select **multiple** file/s or folder/s, select the **first** file then keep the **Ctrl** key **pressed** as you **select** the other file/s or folder/s, if you **select** the **wrong** file or folder and need to **deselect** it just **click** on it again (while still **pressing** the **Ctrl** key) and the file or folder will be **deselected**.

When you have **selected** all the **file/s** or **folder/s** that you want to put into a **.zip folder**, point to the **File** menu and then **left click** to open the menu and then point to the menu item marked **Send To** and some new menu items will appear, now point to **Compressed (zipped) Folder** and **left click** and a new **.zip folder** icon with a **zipper** named **New Compressed (zipped) Folder** will appear in the folder containing all the **files** that you **selected** just like the one below.



How to extract files from a compressed folder.

Method One.

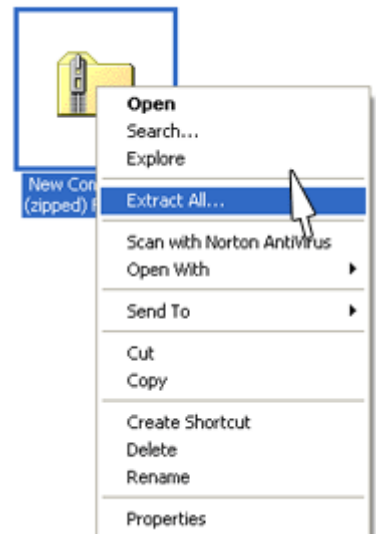
To **extract** a file/s or folder/s from a **Compressed "zipped" folder**, first **navigate** to the folder (directory) where the **.zip** folder is located. Then **double** (left) **click** on the **.zip folder** to **open** it, next either use **Windows Explorer** or in a new window **navigate** to the folder (directory) where you want to put the file or folder from the **.zip** folder.

Now **resize** the windows appropriately so that you have access to them both so that you can then **drag** and **drop** the file/s or folder/s from the **.zip folder** into the folder/directory where you want the file/s or folder/s, in the same manner as you would when working with **regular** files and folders.

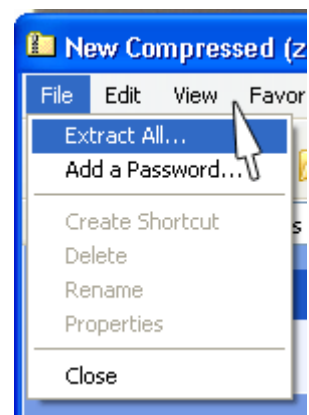
Method Two.

There are **three** (3) different ways to start the process to **extract** all the file/s or folder/s from a **Compressed** "zipped" *Folder* using the **Extract All** menu item or **command** these are listed below, it is entirely up to yourself which method you employ they all have the same end result.

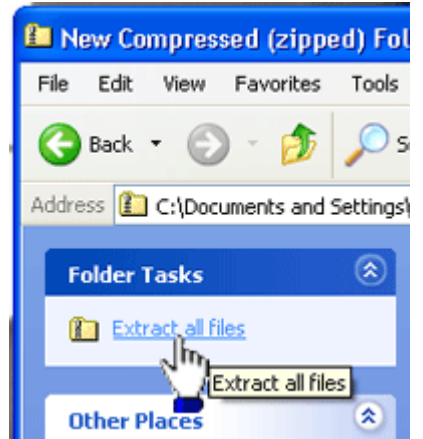
1) **Navigate** to the **.zip folder** and then **right click** on the folder to open a **contextual** menu. Then point to the menu item marked **Extract All** and **left click** to **select** the menu item and this will then open the **Compressed Folders Extraction Wizard**.



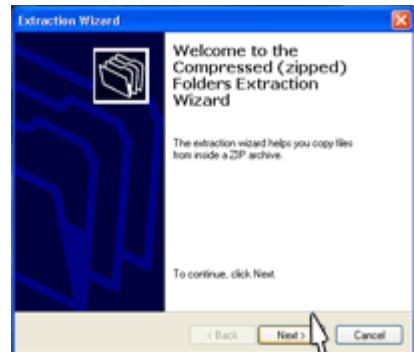
2) **Navigate** to the **.zip folder** and then **double (left) click** on the folder to **open** it, then when the **.zip folder** is open point to the **File** menu and **left click** to **select** and **open** the menu. Then in the **File** menu point to the very first menu item which is marked **Extract All** and then **left click** to **select** the menu item and this will then open the **Compressed Folder Extraction Wizard**.



3) **Navigate** to the **.zip folder** and then **double (left) click** on the folder to **open** it, when the folder is open in the **Folder Tasks** menu in the top panel on the left side of the folder, point to the item marked **Extract All** and then **left click** to **select** the item and this will then open the **Compressed Folder Extraction Wizard**.

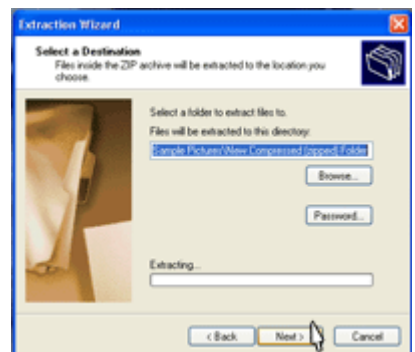


When the **Compressed (zipped) Folder Extraction Wizard** opens point to the button marked **Next** and then **left click** to proceed.



In the **Compressed Folders Extraction Wizard** point to the button marked **Browse** to **specify** the **location** where you want to **store** the **extracted** file/s or folder/s.

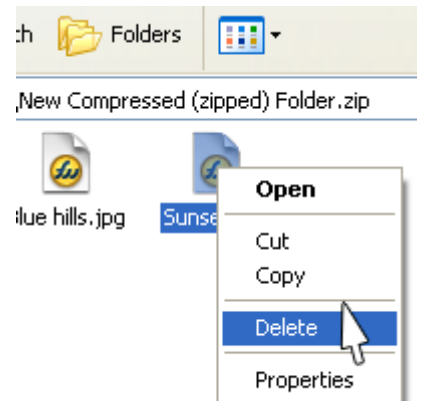
If the file/s or folder/s have been protected with a **password** you will need to supply a **password** before the files can be **extracted** to the **location** you have **specified**.



Then point to the button marked **Next** and then **left click** and the file/s or folder/s will be **extracted** to the **location** that you specified. By **default** the file/s or folder/s will be **extracted** to the same folder/directory where the **.zip folder** is stored.

When you extract file/s or folder/s from a compressed folder that has been password protected the extracted file/s or folder/s is then no longer protected.

When you **extract** a file or folder from a **Compressed Folder** a **compressed** version of the file or folder remains in the **Compressed Folder**, to **delete** the compressed version of the file or folder **right click** on the file or folder and then point to the menu item marked **Delete** and then **left click** and the **compressed** version of the file or folder will then be **deleted**.

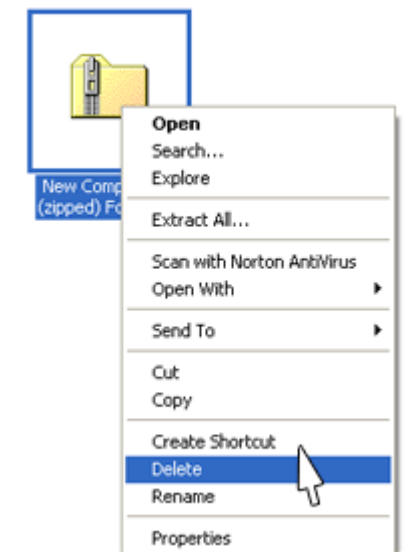


How to delete a Compressed Folder.

To **delete** a **Compressed Folder** first **navigate** to the folder (directory) where the **.zip folder** is stored.

Then point to the **.zip folder** and **right click** to **select** the folder and **open** a contextual menu. Now point to the menu item marked **Delete** and then **left click** and the **Compressed Folder** will be **deleted**.

For more information about **Compressed Folders** look in **Windows XP Help and Support**.



Note: The Compressed folders feature is not available in the Windows 64-bit Edition.

There are also more sophisticated 3rd party Compression utilities two of the most popular are [WinZip](#) and [WinRAR](#) and they usually provide evaluation copies that can be downloaded for free.