14-0011-EN-How do I compress files using Windows XP Int...

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Both **Windows XP Professional and Home Edition** have included a zip compression utility (similar to WinZip) that you can use to compress files and folders in your computer. Compressing files/folders/programs decreases their size and reduces the amount of space they use on your hard disk or other storage devices.

A.   How to Create a Compressed Folder
  Use either of the following methods: In Windows Explorer
   » Open Windows Explorer and locate the folder where you want to make the compressed folder. For example, if you want to make a compressed folder in the root folder of drive **C:** just click **C:** on the left pane of the window to open the root folder.
   » On the File menu, point to New, and then click Compressed (zipped) Folder.
   » Type a name for the new compressed folder, and then press the ENTER key. Your new compressed folder appears as a folder icon with a zipper.
   » Once you have created a compressed folder, you can compress files, programs, or other folders by dragging them to it. You can open files directly from compressed folders, or you can extract files before opening them.

Figure 01. Windows Explorer screen

 Ri   Right-click a blank area on the desktop or in a folder
   » Right-click a blank area in an open folder or at the desktop, point to New 4 , and then click Compressed (zipped) Folder.
   » Type a name for the new compressed folder, and then press ENTER. Your new compressed folder appears as a folder icon with a zipper.
   » Once you have created a compressed folder, you can compress files, programs, or other folders by dragging them to it. You can open files directly from compressed folders, or you can extract files before opening them.

B.   How to Extract a Compressed Folder

   » Open My Computer/Windows Explorer, and then locate the compressed file.
   » Do one of the following:
   » To extract a single file or folder, double-click the Zip file to open it. Then, drag the file or folder from the compressed file to a new location.
   » To extract all files or folders, right-click the Zip file, and then click Extract All. The Extraction Wizard will appear. Specify in the proper drive/folder where you want to store the extracted files.