



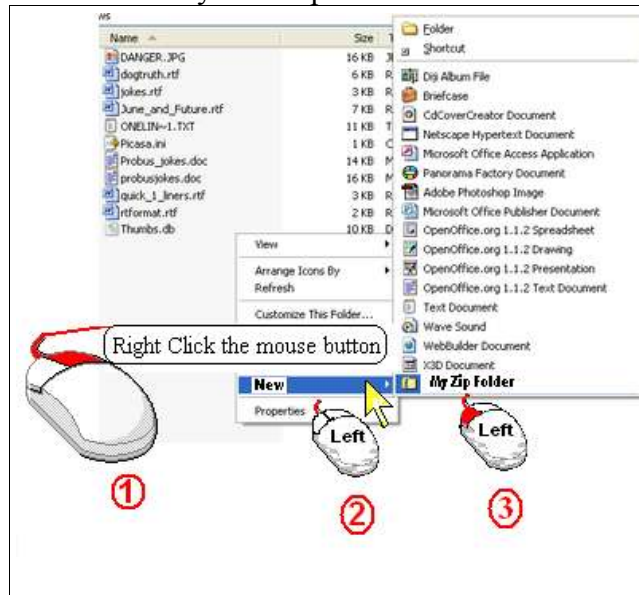
Coffee Break

Question on Software or Operating system.

Compressing files with Windows XP

If you're using Windows XP, it already has the ability to create .zip files without loading third party software. There are a few ways to use this compression (zip) feature.

The easiest way is to Zip files in the folder there in.

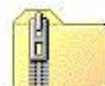


Open the folder with the files to compress (Zip). Right click the mouse button in that folder. (Example in right hand image.)

Move the mouse pointer on **New**.

A second option window opens.

Move mouse pointer down to the Zip Folder Icon,



Then left click.

Note the Zipper image on the folder.

Any files dragged into this folder will be compressed (Zipped)

To select the files to Compress (Zip) left click the first file. Hold down the **Shift Key** and left click the last file required to compress. Lift off the **Shift Key** and drag the files into the Zip Folder.

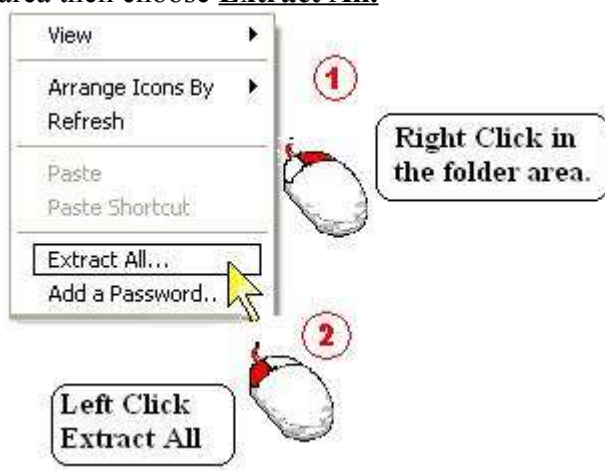
Your files are now compressed.

To extract (UnZip) your files, left click the



Zip Folder icon.

The folder will open, **Right Click** in the folder area then choose **Extract All**.



An Extraction Wizard appears left click the Next button and follow the prompts.



. The other option of compressing files is to make the **Zip Folder** on your 'C' drive root directory (main directory) and drag files and folders into this **Zip Folder**. This is an easy method to compress files and folders for making back-ups of your work, image or sound files to burn onto a CD.

Note: JPEG images, MPEG sound files are already in a zip format and dragging them into a Zip Folder won't compress them any further. Still a good method for making back-up files.