

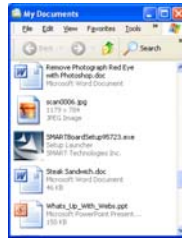
Zip & UnZip Files



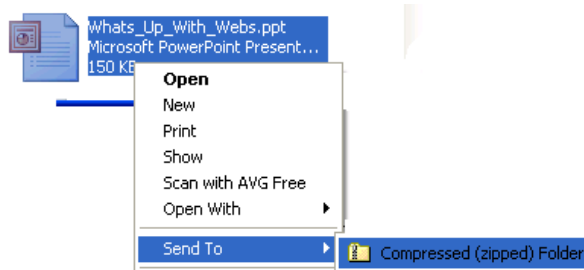
We often have files, such as PowerPoint presentations, that are too big to email easily. Compressing files (zipping) and decompressing (unzipping) has become very easy with Windows XP.

To Zip:

1. Navigate to where the file is



2. Right click on the file to zip

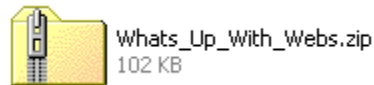


3. From option menu choose to Send To and Compressed (zipped) Folder

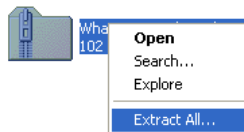
4. You now have a zipped folder with file. You can email this as an attachment! In this example the original file is 150 KiloBytes and the zipped file is 102, reducing the file by about 1/3. Different data will compress more or less.

To UnZip:

1. Right click on the zipped folder



2. Left click on Extract All



3. Click Next twice then Finish to accept the wizard options – your done!