

COMPRESSED (ZIPPED) FILES

HOW DO I CREATE OR WORK WITH A ZIPPED FILE?

Compressed (zipped) Folders overview

Folders that are compressed using the Compressed (zipped) Folders feature use less drive space and can be transferred to other computers more quickly. You can work with a compressed folder and the files or programs it contains just as you would an uncompressed folder.

Once you have created a compressed folder (identified by the zipper on the folder icon), 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.

Compressed folders can be moved to any drive or folder on your computer. You can also share zipped compressed folders with other users, even if they use a different file compression program.

Compressing files decreases their size and reduces the amount of space they use on your drives or removable storage devices.

- Zipped compressed files and folders can be moved to any drive or folder on your computer, the Internet, or your network, and they are compatible with other file compression programs.
- Compressed files are identified by a zipper icon.
- You can protect files in a zipped compressed folder with a password.
- Compressing folders using Compressed (zipped) Folders will not decrease your computer's performance.
- To compress individual files using Compressed (zipped) Folders, create a compressed folder and then move or copy the files to that folder.

To create a zipped compressed folder

1. Open My Computer.
2. Double-click a drive or folder.
3. On the File menu, point to New, and then click Compressed (zipped) Folder.
4. Type a name for the new folder, and then press ENTER.

Notes

You can also create a zipped compressed folder by right-clicking the desktop, pointing to New, and then clicking Compressed (zipped) Folder.

To add files to a zipped compressed folder

1. Open My Computer, and then locate the compressed folder.
2. Drag files to the compressed folder to compress them.

Notes

Double-click programs and files in compressed folders to open them. You can identify compressed folders by the zipper on the folder icon.