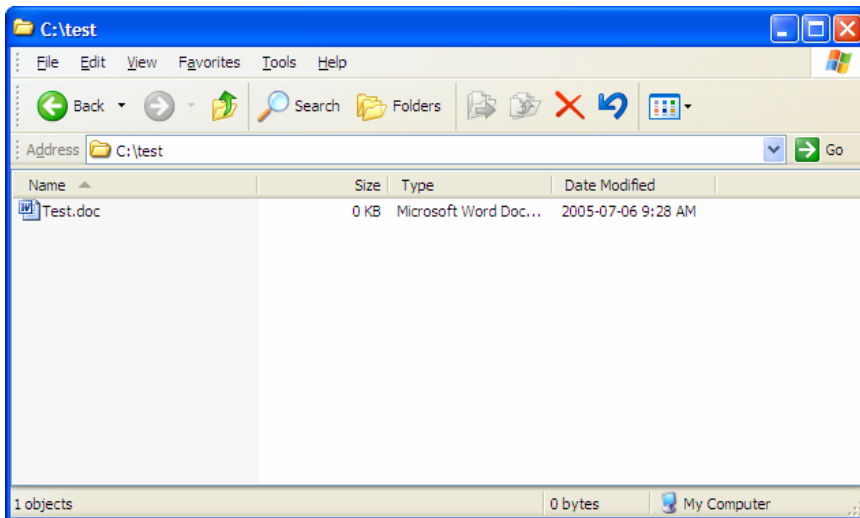


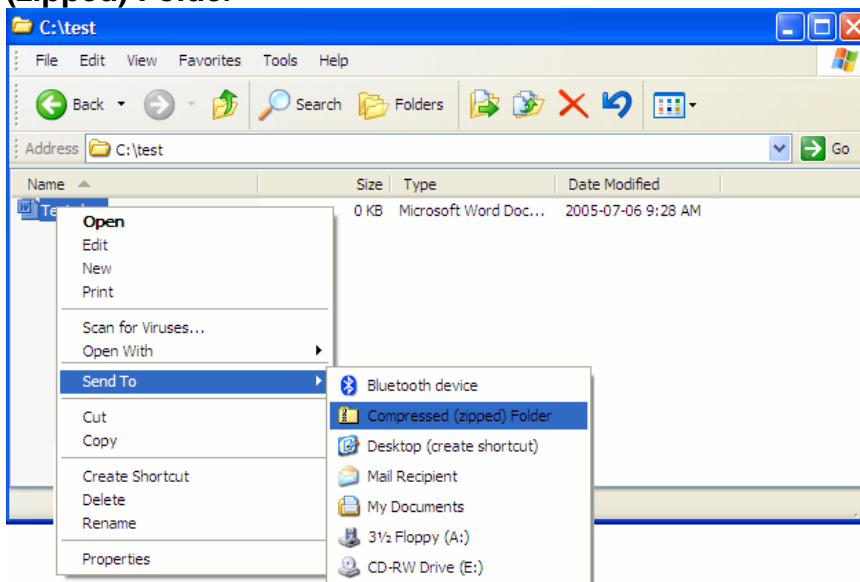
Compressing Files and Folders with Windows XP

With Windows XP you can compress files or folders directly from Windows Explorer. To access *Windows Explorer* you can click on the “**My Computer**” icon on your desktop or you can right click on the *Start* menu and select “**Explore**”

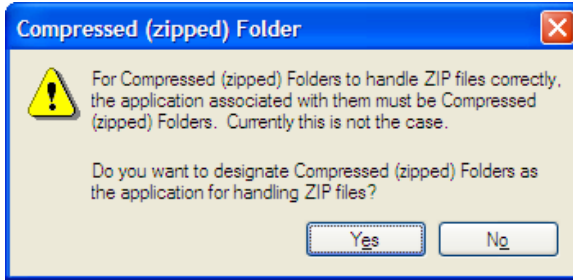
Once you are in Windows Explorer you can navigate to the file or folder that you would like to compress. In our example we will use the file Test.doc which is located in the C:\Test folder.



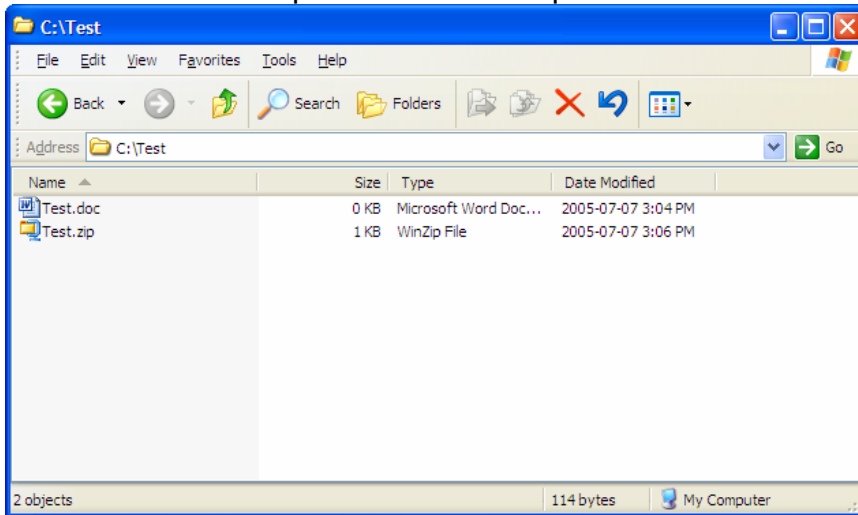
Next, right click on Test.doc, select “**Send To**”, and click on “**Compressed (zipped) Folder**”



You might receive the following warning if Winzip is installed on your computer. You can click “Yes” to continue



Your file is now compressed as Test.zip



Notes:

- If you want to compress a folder or multiple files you would do so in the same way as we compressed a single file.
- To select multiple files hold the “Ctrl” or “Shift” key