


# Working with Compressed Folders In Windows XP

## 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:

- Compressed folders have an icon with a zipper. 

## To add files to a zipped compressed folder

1. Open My Computer and navigate to the compressed folder.
2. Drag and drop files to the compressed folder. (You may also use copy and paste.)

### Notes:

- You can double-click files in compressed folders to open them.

## To remove (extract) files from a zipped compressed folder

1. Open My Computer, and then locate the compressed folder.
2. Do one of the following:
  - To extract a single file or folder, double-click the compressed folder to open it. Then, drag the file from the compressed folder to a new location.
  - To extract multiple files or folders, right-click the compressed folder, and then click Extract All. In the Compressed (zipped) Folders Extraction Wizard, specify where you want to store the extracted files.

### Notes

- When you extract a file(s), a compressed version remains in the compressed folder. To delete the compressed version, right-click the file, and then click Delete.
- If the file is protected with a password, you must provide the password before the file can be extracted to the folder you specify.
- When you extract a file from a compressed folder that is password protected, the extracted file is no longer protected.

For more information about Compressed Folders visit the Microsoft website:

<http://office.microsoft.com/en-us/help/HA011276901033.aspx>