Windows XP built in unzipping program

To extract files from a zipped compressed folder in Windows XP

Open My Computer, and then locate the compressed folder.

Do one of the following:

To extract a single file or folder, double-click the compressed folder to open it.   Then, drag the file or folder from the compressed folder to a new location.

OR

To extract all 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.

To open My Computer, double-click the **My Computer** icon on the desktop.
You can identify compressed folders by the zipper on the folder icon.
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, a compressed version remains in the compressed folder. To delete the compressed version, right-click the file, and then click **Delete**.
When you extract a file from a compressed folder that is password protected, the extracted file is no longer protected.

To add files to a zipped compressed folder using Windows XP

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

To open My Computer, double-click the **My Computer** icon on the desktop.
Double-click programs and files in compressed folders to open them.
You can identify compressed folders by the zipper on the folder icon.

NOTE: Installing a different compression program to Windows will remove Compressed (zipped) Folders from the right-click menu choices and replace it with the new compression program's icon e.g. Winzip.

Revised 6/1/2009 JMM