Free Zipping Programs

Zip or Unzip a File or Folder in Windows XP

Windows XP has a built-in program that allows a file or folder to be compressed. This would allow the file or folder to be sent via email or put on a server faster. 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.

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

Note: If you share compressed folders with users on other computer systems, you may want to limit the compressed folder names to eight characters with a .zip file name extension.

How to Zip a File or Folder
Select the file or folder you want to compress.
Right Click and Choose Send To
Slide Right and choose Compressed (zipped) folder
Allow the file or folder to compress.
You should now see an icon with the same name plus a Zip

How To Unzip a file or folder
If you receive a Zip file, you need to uncompress or unzip the file to use it.
Double-click on the Zip file.
It should expand automatically.

A file or folder with the same name (without the Zip) should appear.

You may keep the Zip file or delete it.
It may even have a zipper on the folder.

Revised 6/23/2009 JMM