# XP can Zip and Unzip

Windows XP provides a Zip or Unzip feature, no extra programs needed.
Windows XP provides a Compressed (Zipped) Folder option.
A Windows XP Compressed (Zipped) Folder Icon will have a zipper on it.

Anything placed in a "compressed folder" will be zipped automatically when added.
Anything extracted from a "compressed folder" will be unzipped automatically.

**To Zip files or folders ...**
**They must be placed in a Compressed Folder and will be Automatically Zipped when added to this folder.**

**There are two ways to create a Compressed Folder.**
1)  Create an Empty Compressed Folder.
   Right click on your Desktop (or any other directory) .. then choose - New .. Compressed (Zipped) Folder.

2)   Create a Compressed Folder from selected files.
   Select the desired File(s) and/or Folder(s) ...then Right click on the selections ... then choose - New.. Compressed (Zipped) Folder.
   The new Compressed Folder will be created in the directory of the selections ... and the selections will be zipped and added to the new Compressed Folder.

 **Notes** - Any file or folder placed in a Compressed Folder (at any time) will be zipped automatically.
   You can add any File(s) or Folder(s)  to a previously created Compressed (Zipped) Folder using COPY n PASTE  or  DRAG n DROP
   You can rename a Compressed Folder at any time.

**To Unzip files or folders ...**
**They must be extracted from a Compressed Folder and will be unzipped Automatically during the extraction..**

**There are two ways to Unzip the contents of a Compressed Folder**
1)  Right click on the Compressed Folder .. then choose - Extract All ... then follow the Windows "Compressed Folder Wizard" directions

2)   Any File(s) or Folder(s) extracted from a Compressed Folder .. using COPY n PASTE  or  DRAG n DROP  ... will be automatically unzipped during the extraction.

**Notes**
 You can open a Compressed Folder and  View  (Preview)  the contents.
These contents can only be previewed and not worked on.
They must be unzipped by extracting them from the zipped folder before they can be worked on.
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