

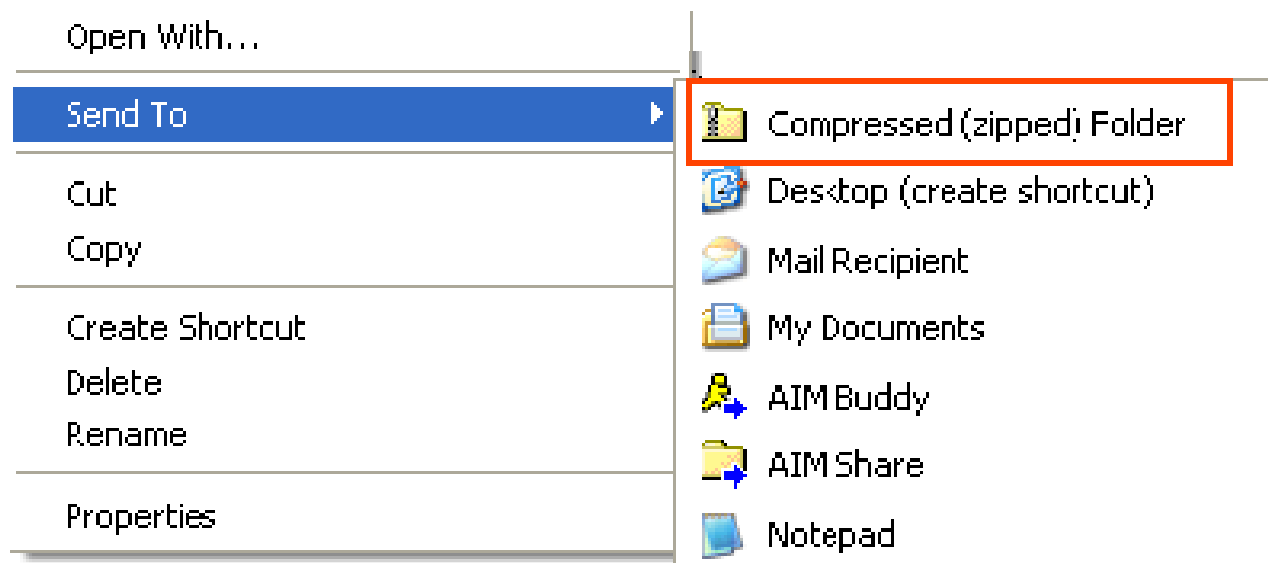
How to create a ZIP File in Windows ME/XP/2003/Vista

Windows ME/XP/2003/Vista has built in ZIP file support. It is therefore, very easy to make and extract ZIP files using this tool

To create a ZIP file:

1. First Create a folder, assign a name to this folder like "Project A"
2. Copy all the files from source location to be incorporated in your project to folder "Project A".
3. Click and select (left click) the folder just created "Project A"
4. Then (Right click) on a folder "Project A" and select the **Send To** menu option and then choose **compressed (zipped) Folder**.

The image below shows the location of these menu items:



5. After selecting the **Compressed (zipped) Folder** menu option, the files will be zipped (compressed all in to one large file) and you should now see a folder that ends with .ZIP.
6. The files' name will be the same name as the folder or file you compressed. If you compressed a folder called "Project A," the name of the compressed file will be **Project A.ZIP**