

CREATE COMPRESSED FILE

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Sometimes you'll want to save or to send, via email, multiple files that — as they are — are too large. An option is to compress those files. Here's how to do so in Windows XP.

1. Find the files you want to compress (Figure 1):

❶ Left-click on the first file.

❷ Select files:

★ To select one file, left-click on it.

★ To select multiple files that are contiguous (1-after-the-other), either use the Edit > Select > All (from the MenuBar) or use Ctrl + A (hold down the Ctrl key — lower-left on the keyboard — and touch the A key, releasing both immediately) to select all the text or drag your cursor to select a specific amount of text.. All will be selected (highlighted).

★ To select multiple files that are non-contiguous, single, left-click on the first file. Hold down the Ctrl key and click on any other files you want included. All will be selected (highlighted).

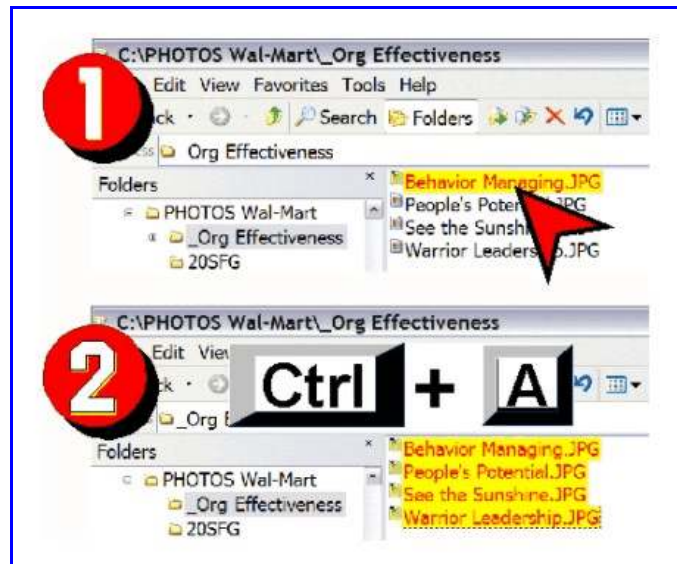


Figure 1

2. Compress the files (Figure 2).

- ❶ RIGHT-click on selected files.
- ❷ Left-click on “Send to”.
- ❸ Left-click on “Compressed (zipped) Folder”.

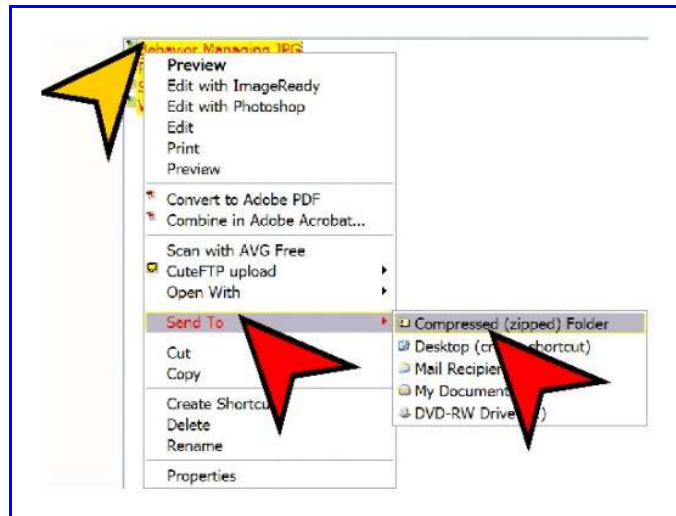


Figure 2



Figure 3

3. A zipped file is created, normally — but not always — with the name of the last file included in it (Figure 3).