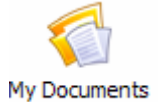


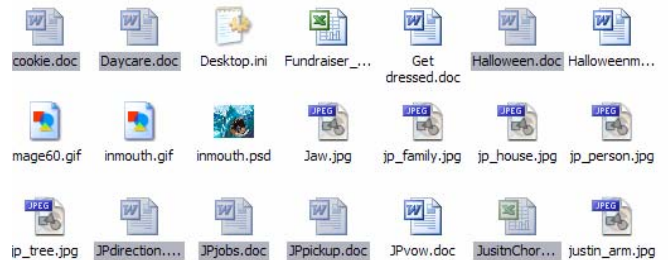
What is a ZIP file? → A "Zipped" file is one that has been processed to compress into a smaller version of itself. You can use one of the many free compression utilities to do this. Windows XP comes with it's own compression software. When someone asks you to "Zip" a file and send it you must use the compression tool to compress the file, then attach it to an Email or put it on a floppy.

Step 1 – Find the files that you want to “zip up”. Usually there are several files, or a whole folder that you want to compress. Open My Computer or My Documents to find your files.



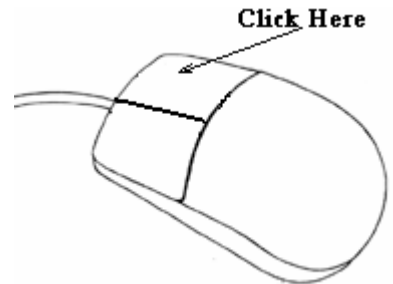
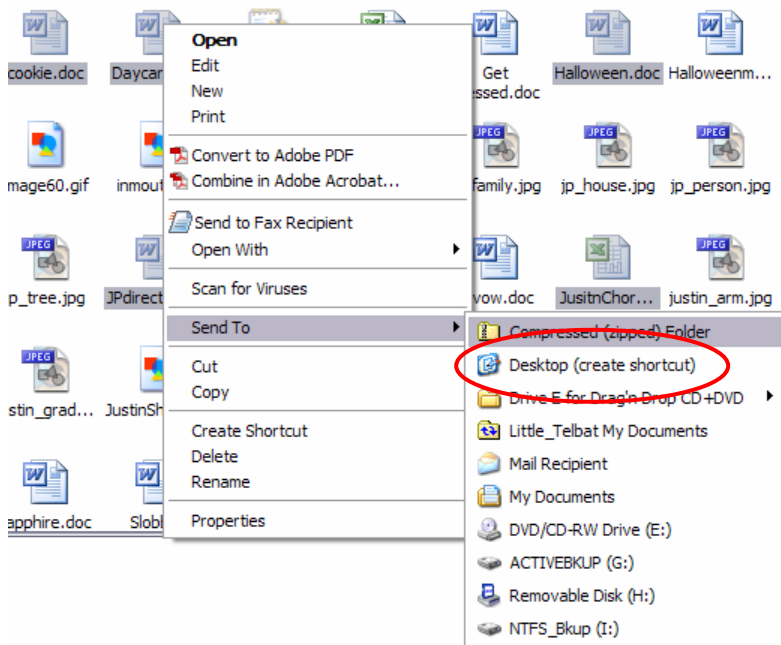
Step 2 – Select the files you want to compress. You can do this TWO ways

- Use the SHIFT key while you select the FIRST file, then keep holding it while you select the LAST file in a list. It will highlight ALL the files between the 1st and last.
- Use the CTRL key while you select the FIRST file, then keep holding it while you select other RANDOM files. It will highlight ALL the files you select.



You can then “let go” of the CTRL or SHIFT key and move on to the next step.


Step 3 – “Right Click” one of the many highlighted files – you will get a menu



Step 4 – Select “Send To” → “Compressed Zipped Folder”

Step 5 – The new file will be created at the bottom of your list. Look in the same place as the files. Usually it is named similar to one of the files names.



Step 6 - Open up your email and attach the file!
 You have now sent many files as ONE file!!

