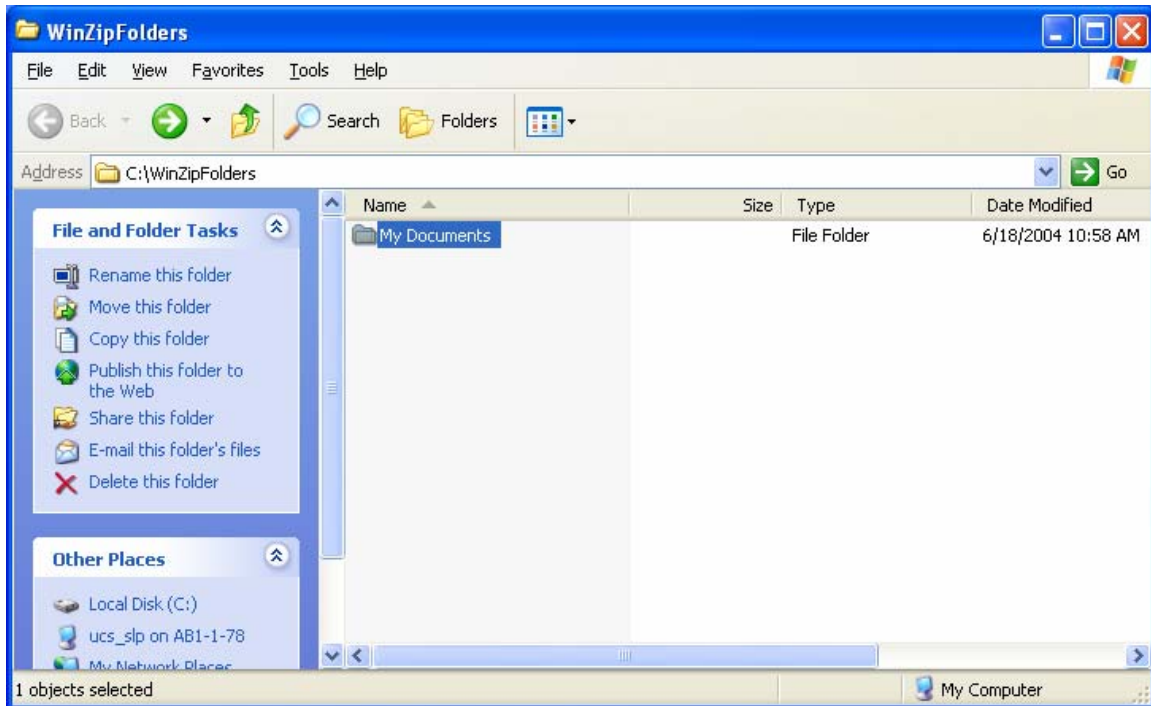
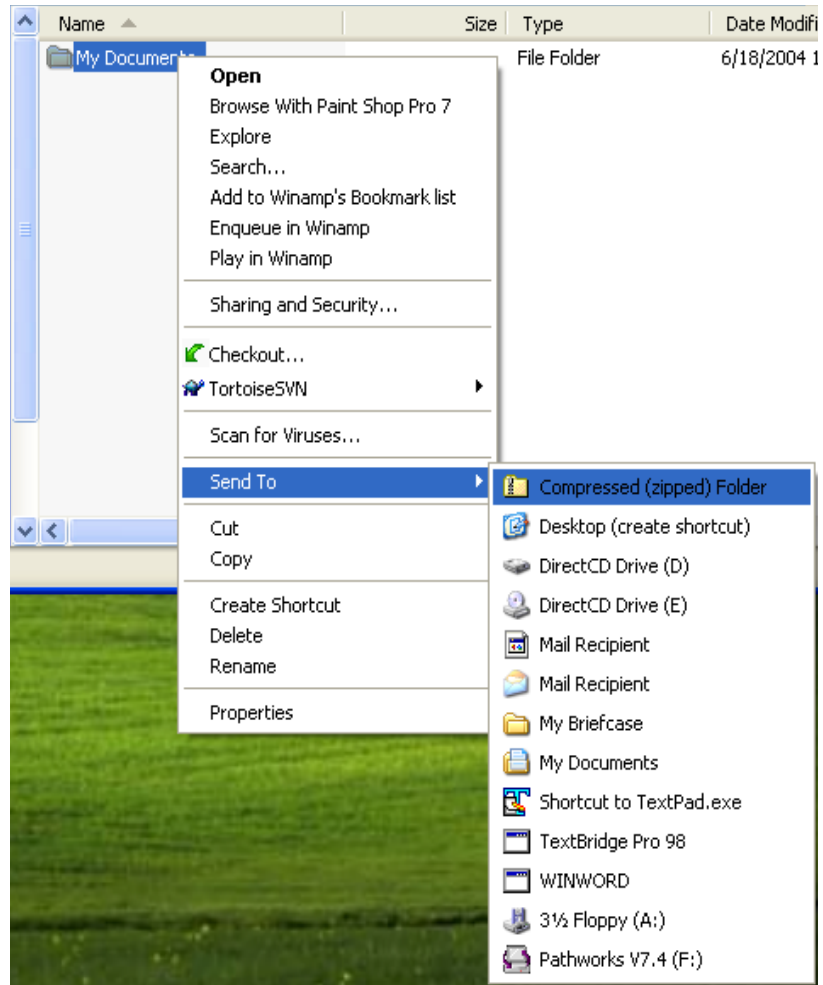


## Using Windows XP's Built-in WinZip Folders

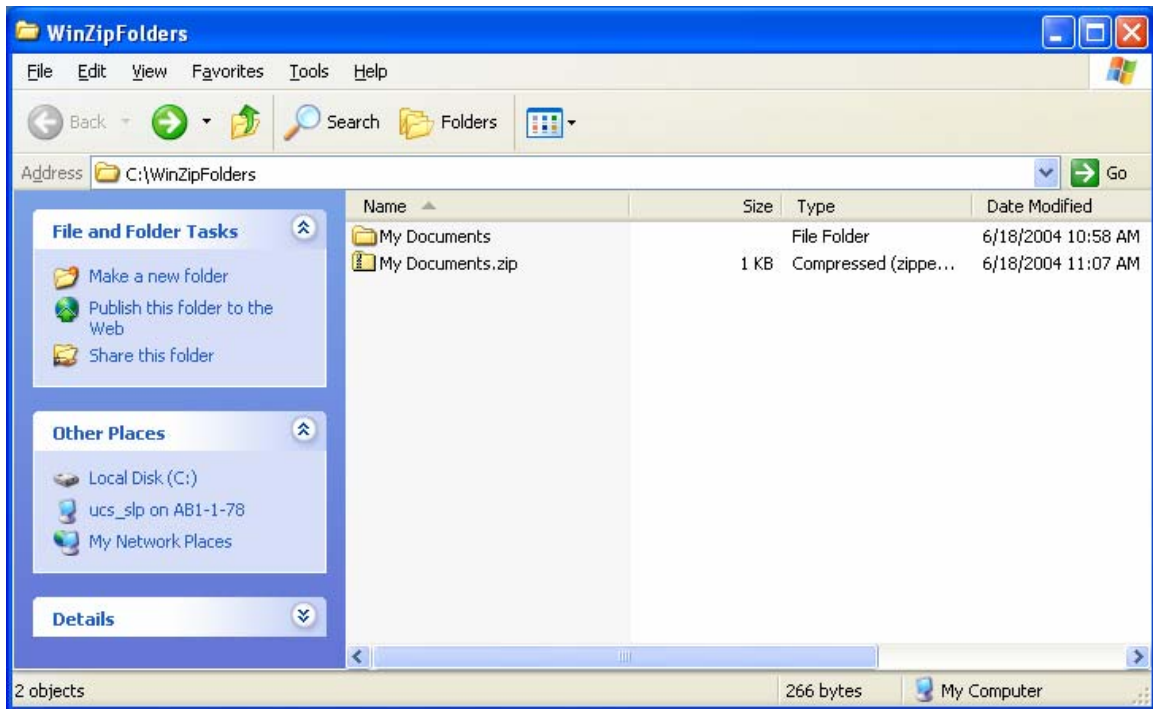
1. Organize your files into a single “Master” folder. You can even have subfolders within this master folder.



2. Right Click your top folder and select “Send To... -> Compressed (zipped) Folder.”



3. You will now have a compressed folder with a .zip extension that is very useful for e-mailing, backing up, or just saving space.



NOTE: You may get a message from Windows asking you if you want to designate Compressed (zipped) Folders to handle all .zip files. If you do, simply select "Yes".

4. To open a .zip folder just double click it with the left mouse button. It acts just like a normal windows folder.

