

## Chapter 24 Zipped (Compressed) Files and Folders

You will be encountering the term “**Zipped or ZIP.**” You also will be encountering files and folders that have an extension of .zip (filename.zip). These are a product of a file compressing program that requires the program to do the zipping (compressing) and the unzipping (uncompressing) Your Windows XP operating system includes this program referring to it as just **ZIP** or **Compressed Zipped Folders.**

Folders that are compressed using the **Compressed Zipped Folders** feature use less drive space and can be transferred to other computers more quickly. You can work with a compressed folder and the files or programs it contains just as you would an uncompressed folder. Once you have created a compressed folder (identified by the zipper on the folder icon), you can compress files, programs, or other folders by dragging them to it. You can open files directly from compressed folders, or you can extract files before opening them. The advantage of using this compressed method is so that you can handle a group of individual files as one file that handles like a folder yet it is a single file.

You can run some programs directly from Zipped compressed folders, without decompressing them. However, to run programs that are dependent on other files, you must first extract them. Compressed folders can be moved to any drive or folder on your computer. You can also share Zipped compressed folders with other users, even if they use a different file compression program. You can run some programs directly from Zipped compressed folders, without decompressing them. However, to run programs that are dependent on other files, you must first extract them. Many Zipped files are self-extracting but they are not self installing.

Compressed folders can be moved to any drive or folder on your computer. You can also share Zipped compressed folders with other users, even if they use a different file compression program. You can protect Zipped compressed folders with a password. This protects your data if you save it in a shared network folder, attach it to an e-mail message, or move it between work and home on floppy disks, CDs, flash drives or any other media. Installing a different compression program to Windows will remove Compressed Zipped Folders from the right-click menu choices and replace it with the new compression program's icon.

We will be encountering ZIP files ( filename.zip) in downloading programs from the Internet. They will have to be handled a little differently than the self installing programs that have file extensions of **.exe** (filename.exe).

Opening a zipped file with your Windows XP operating system is very simple. Double clicking on the file opens it up into its own window exposing accessibility to all the files in the folder. This allows you to read or execute the files contained in the folder but does not store them anywhere on your computer. You must do this yourself.

### **Handling and Storing UnZipped Files.**

If you plan to open up a ZIP file and store it on your hard drive it requires a little planning. Is this ZIP file a bunch of documents that you should store in **MyDocuments** or is it a software program that should be stored in your **Programs** folder? Whatever the files are they must be stored in a folder.

Assuming the ZIP file is a program downloaded from the Internet or the CD that is part of the CyberSmart Seniors programs disk you must create a folder with an appropriate name to copy the files

to.

Lets call the ZIPped program “Easymail.” To accommodate the files in the zipped “Easymail” file that we are uncompressing by double clicking on it, we first must create a folder in the Programs folder to copy all the files to.

Click on **MyComputer** folder. This opens up a MyComputer Window.

Click on **Local Disk (C:)**. This opens up a list of files and folders on your C: drive

Click on a folder **Program Files**. This opens up the Program Files folder.

In the section to the left, **Files and Folder Tasks**, click on **Make A New Folder**. This creates a folder that has a flashing highlighted **New Folder**. Since it is active and highlighted type in the name “Easymail” You have now created a folder in your **Programs** folder called **Easymail**.

Double click on this folder and it will open up to an empty folder called Easymail. Leave this folder window open. Resize so that it is small enough to occupy a small portion of your desk top.

Go to the window where the “Easymail” zipped file is located. Double click on it so that it opens up and displays all the files. You should now have two windows side by side. . . the Easymail folder that is empty as one of the windows and the second window the open Zip file displaying all the files in it. We can now drag all the files from the ZIP file window into the new but empty Easymail window. Use the Shift and Ctrl keys to highlight multiple files. When finished close the ZIP file window.

You have now copied all the files in the Zipped program to your hard drive in a folder called Easy-mail located in your Program Files. There should be a file among the files called a “readme” file. All the instructions along with a description of the program on how to install the new program should be in this “readme” file.

Other ZIP file programs will include a file within itself called a “setup” file. When this occurs all the above extraction methods (creating folders, copying files etc.) can be avoided. The “setup” file is a complete installation program. By double clicking on the “setup” file it will install itself. You only have to follow its instruction.

