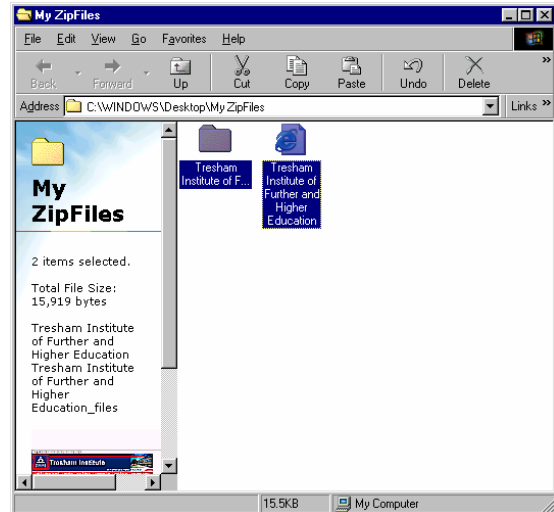
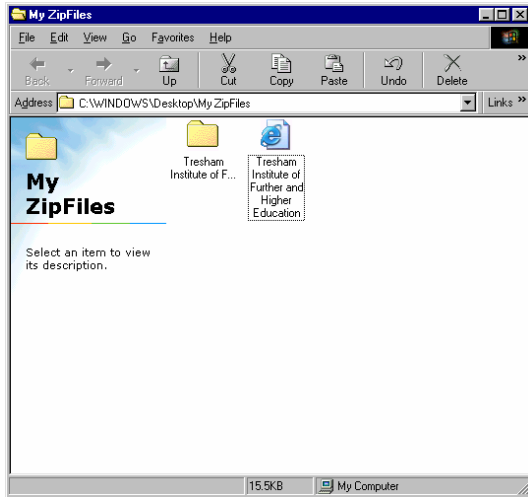


How to zip files

A zip file is a compressed folder...

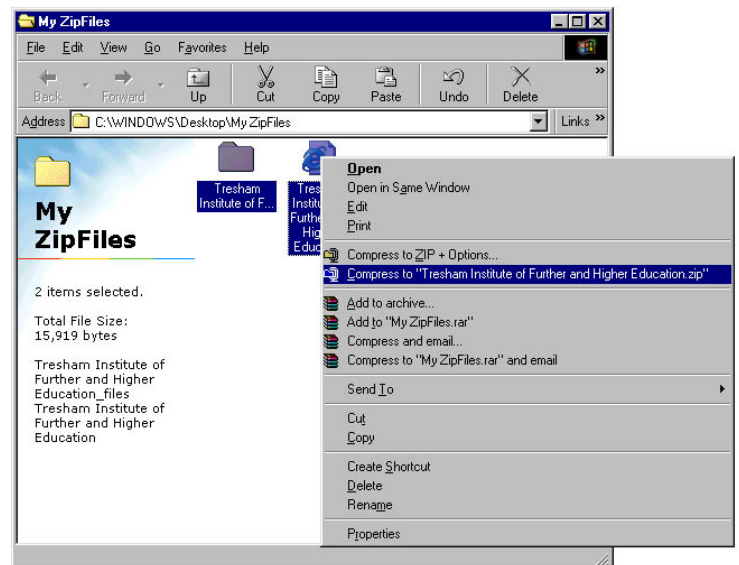
Step 1

First of all, locate & select the file(s) you wish to zip.

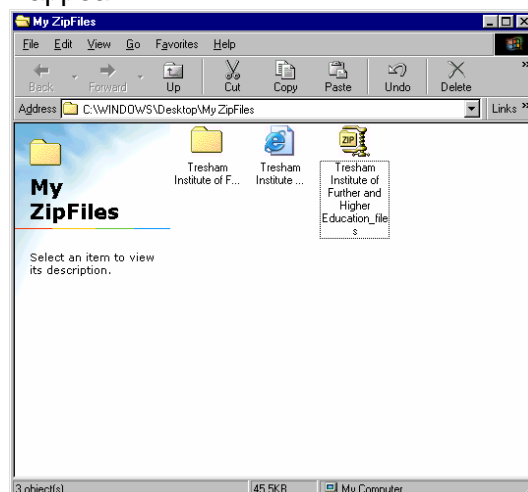


Step 2

Right click on the selected area and choose Compress to "your_filename.zip" from the menu.



A dialogue box will appear informing you of the operation's progress. When it is complete, the dialogue box will close and the zip file will appear.



How to unzip files

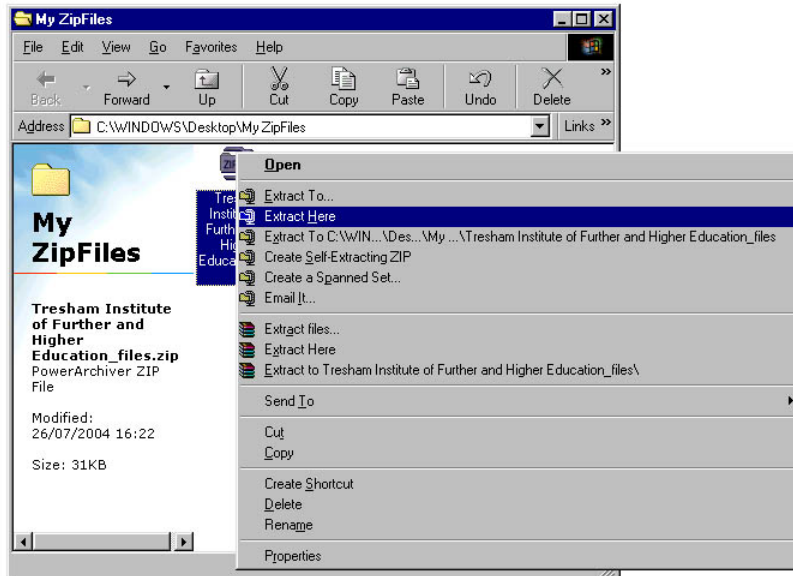
Step 1

First of all, locate & select the zip folder you wish to unzip.



Step 2

Right click on the selected area and choose "Extract Here" from the menu.



When the operation has completed, the files in the zip file will appear in the current window.

