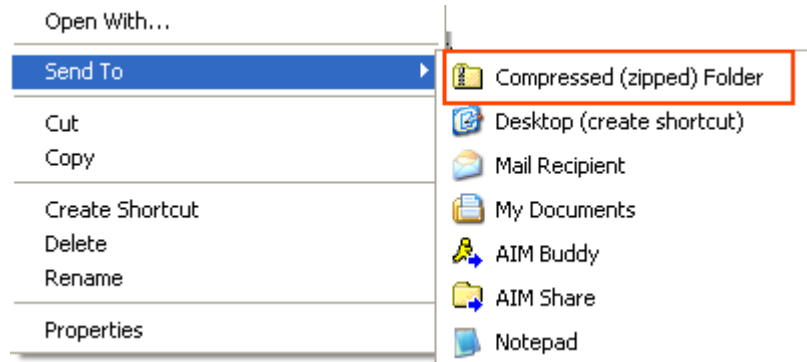


How to create a ZIP File in Windows XP

To create a ZIP file:

Right click on a file, folder, or selection of files and click on the **Send To** menu option. Choose '**Compressed (zipped) Folder**'. See the image below:



After selecting the **Compressed (zipped) Folder** menu option, the files will be zipped and you should now see a file that ends with .ZIP. The files name will be the name of the folder or file you compressed. If you compressed a selection of files, it will be the name of the first file in that selection.