

Unzip & Zip Folders

The zip archive folder is like a suitcase containing, compressing, and protecting another file or folder of files. You have to unpack (extract) it before you have access to the files through your Program File>Open menus.

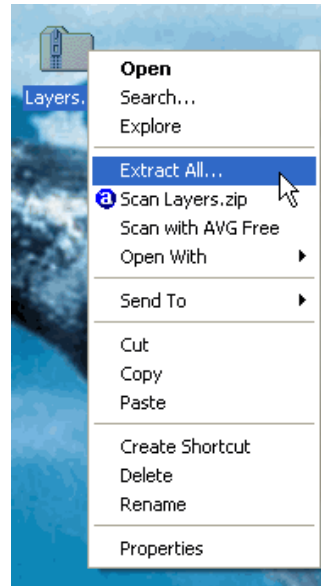
You can visually recognize a zip archive folder by the zipper graphic on the folder.

Extract

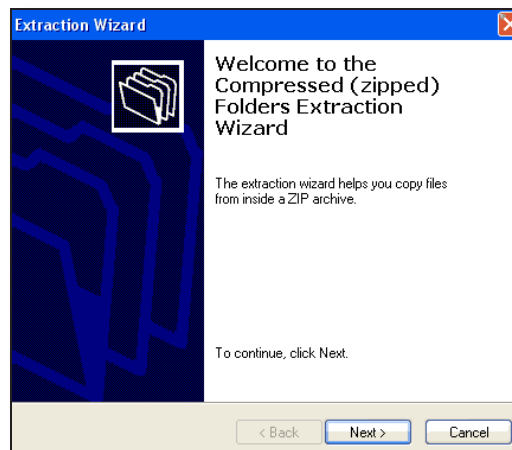
There are two ways to extract the media from a “.zip” folder in Windows XP. In the following example the archived folder is named “Layers.zip.”

Extract Method 1

1. Right click on the Layers.zip folder and choose “Extract All.” This will open Windows Extraction Wizard window.



2. Click the Next button to continue.

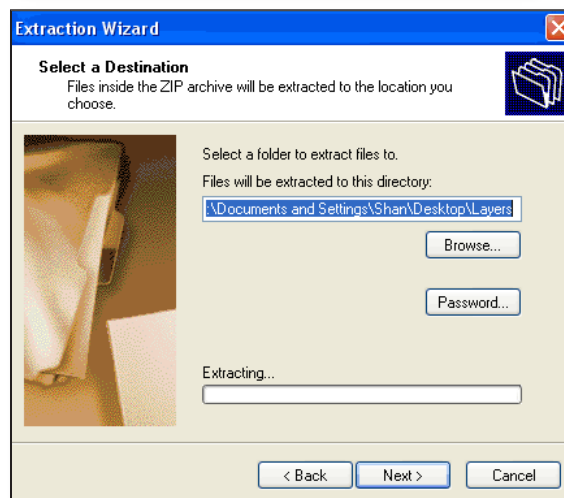


3. The “Select a Destination” window opens.

By default, the address window will have the directory path leading to the current location of the zipped folder you downloaded. In this example it is on the Desktop.

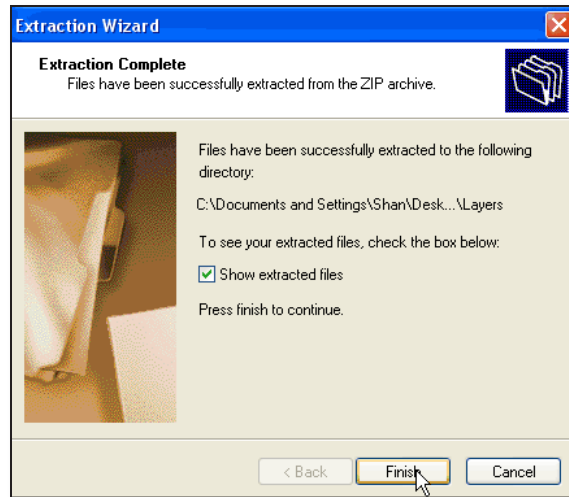
If you wish to change the location of where you want to place the copied extracted folder, you can click the Browse button and navigate to the desired location.

Click the “Next” button to begin extracting the media from the archived zipped folder. The folder will be extracted to the Desktop in this example.

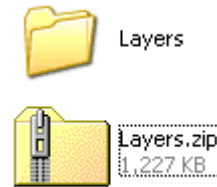


4. The Extraction Complete window will open showing that your files have been extracted to the listed location.

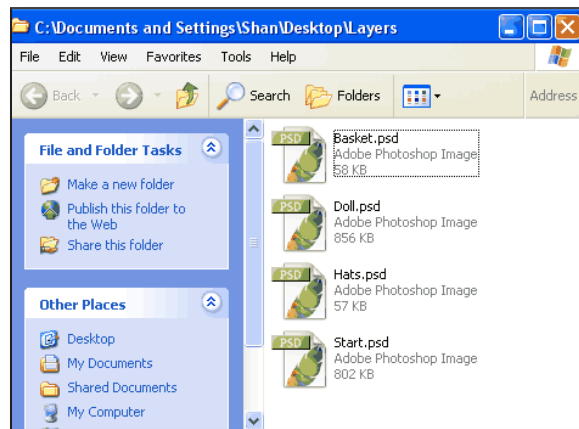
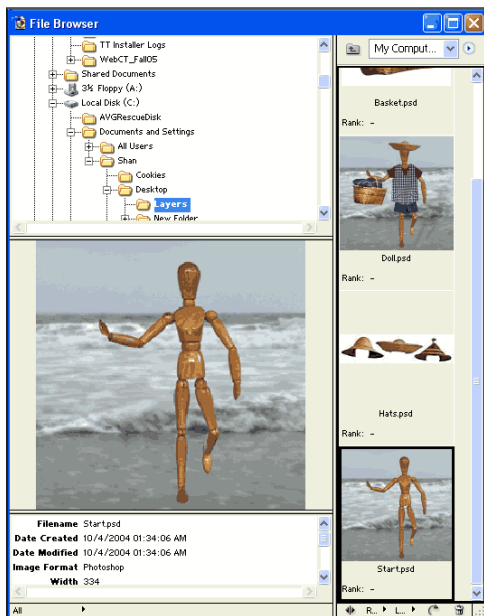
Press Finish.



5. The extracted folder is now on the “outside” of the .zip archive folder, although they share the same directory (the desktop). Note their icon differences. To open files from the Layers folder you would source the regular folder “Layers” not the “Layers.zip” folder.

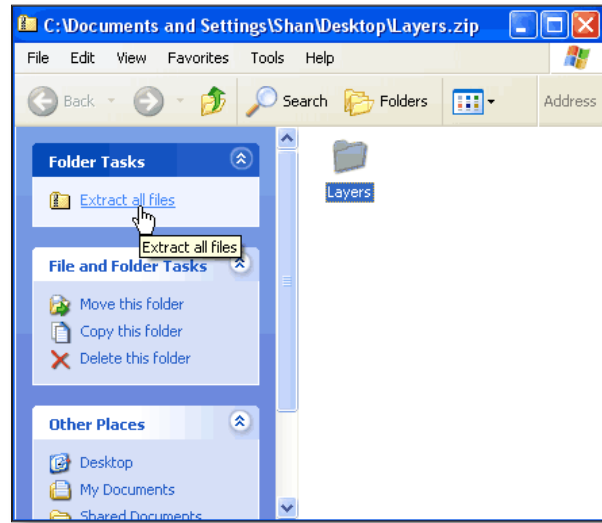


6. By double clicking on the Layers folder, you can see that it contains four Photoshop files, which you can now view and access from within your software File>Open, or File>Browse commands.



Extract Method 2

1. Double Click on Layers.zip folder. This will open an Explorer window where you will see the regular “Layers” folder, but don’t be fooled—it’s not extracted until you choose “Extract All Files” from the Folder Tasks menu on the left side. This will open Windows Extraction Wizard window.
2. Follow the same instructions from Extract Method 1, steps 2 through 6.

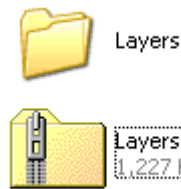
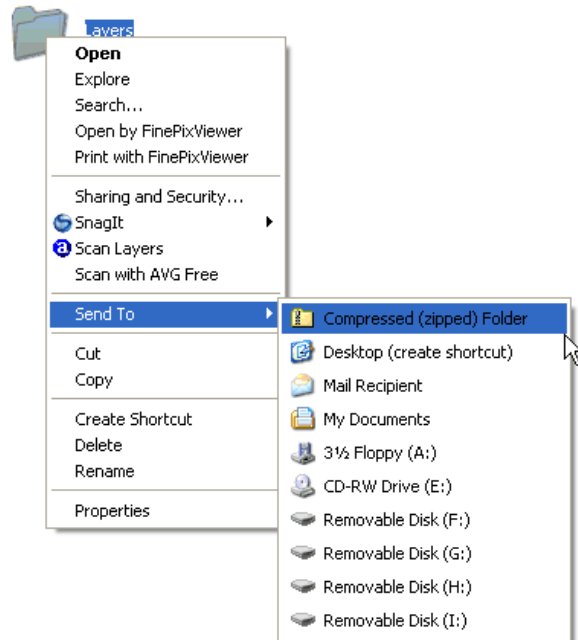


Creating a zip archive

Create a zip archive when you want to compress files to save storage space on your hard drive and/or protect them for traveling on the internet. It is a sheer convenience when you have several files and/or folders you want to either upload to or download from a website or send via e-mail.

If you are taking a WebCT class and your class has a Student Presentation Module for you to upload web pages, zipping all your needed files in a “root folder” can simplify the process. Once your zipped folder is uploaded to the server, you can “unzip” it using the menu tools within the WebCT interface. Following is a method for creating a zip archive on Windows XP.

1. If your files are already in a folder go to the next step, otherwise create a containment folder and name it appropriately for the contents. Place all files and folders that you wish to zip, inside of the containment folder. In the example, the Layers folder contains 4 Photoshop layered files.
2. Right click on the folder you wish to zip. From the context menu choose Send To>Compressed Zip folder. The new folder will appear in the same location as the original, only it will have the zipper graphic on the folder and the named folder will have the “.zip” extension added.



For more information on archiving, creating and extracting zipped files, see the Help menu in any Windows menu