

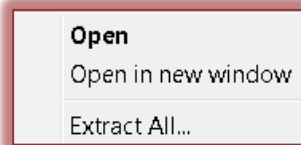
Extract Files from Compressed Folders

In order to use the documents in a compressed (zipped) folder, the files have to be extracted. This document explains how this can be accomplished in Windows 7.

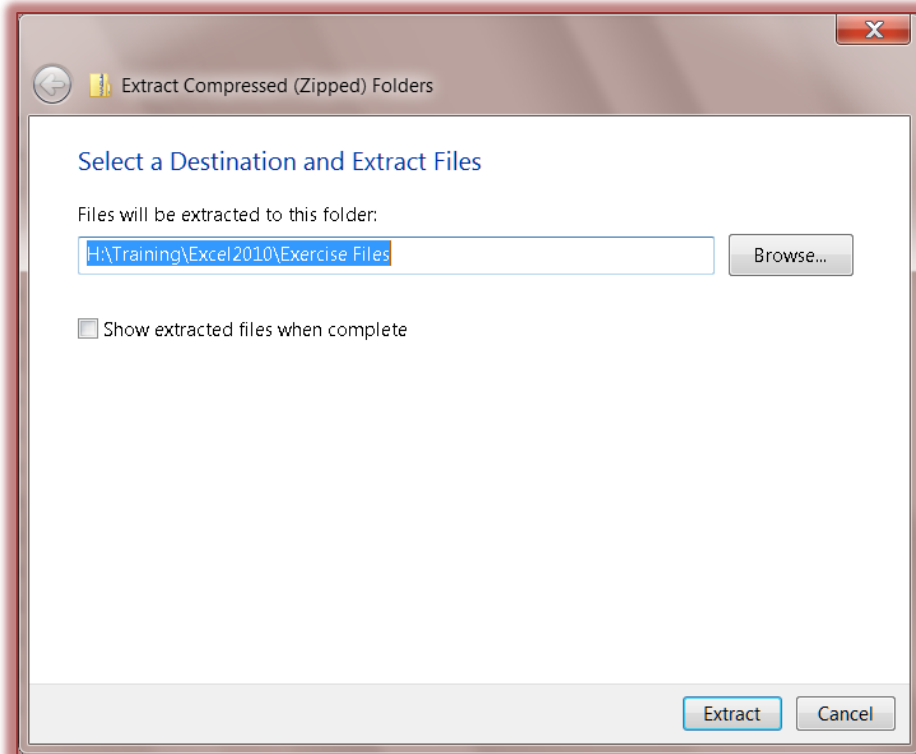
- ✦ Click the **Start** menu.
- ✦ Click on the **Computer** link.
- ✦ The **Computer** window will open.
- ✦ Locate the folder where the **Compressed Folder** was placed.
- ✦ This folder will have a zipper image on the left side of the icon (see illustration below).



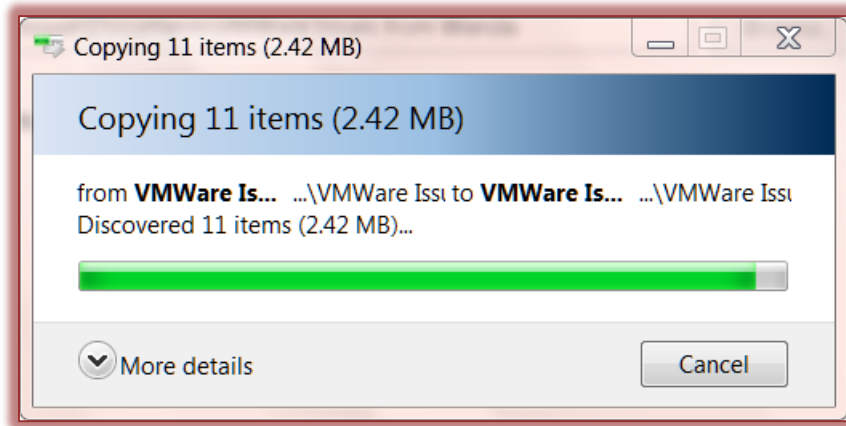
- ⌘ The folder will appear in the list of documents.
- ⌘ The folder will not appear in the list of folders.
- ✦ **Right-click** on the folder.
- ✦ Click **Extract All** from the shortcut menu (see illustration below).



- ✦ The first window in the **Extraction Wizard** will display (see illustration below).



- ✦ Click the **Extract** button.
- ✦ The **Copying Items** window will display the progress of the extraction (see illustration on next page).
- ✦ This window will close when the extraction is complete.



- ✦ A new folder will appear in the window with the same name as the compressed (zipped) folder.
 - ⊞ This folder will appear in the list with the rest of the folders.
 - ⊞ It will not appear in the list with the other files.
 - ⊞ The Compressed Folder will still be available in the list of files.
- ✦ Double-click this new folder to access the files.