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.