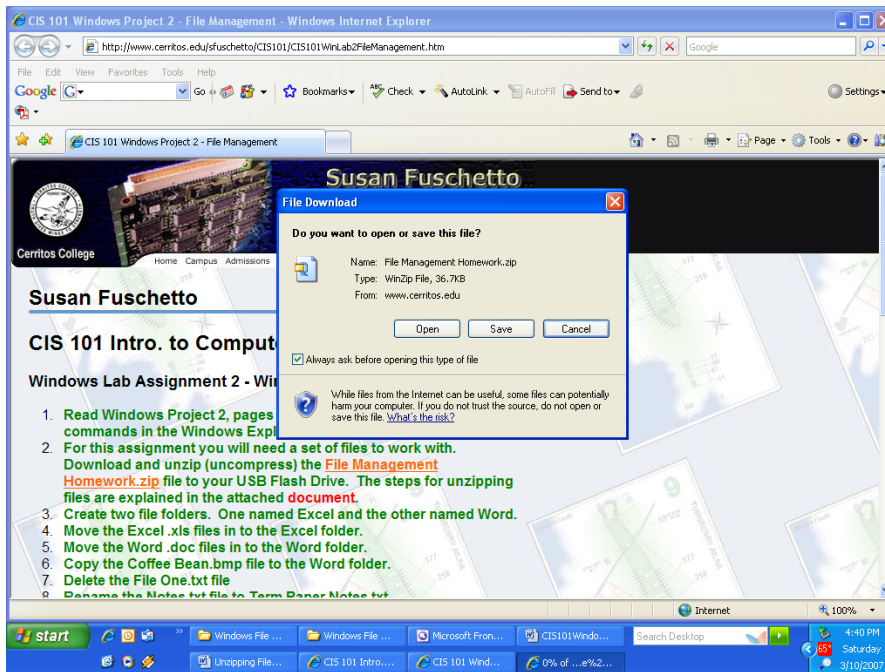


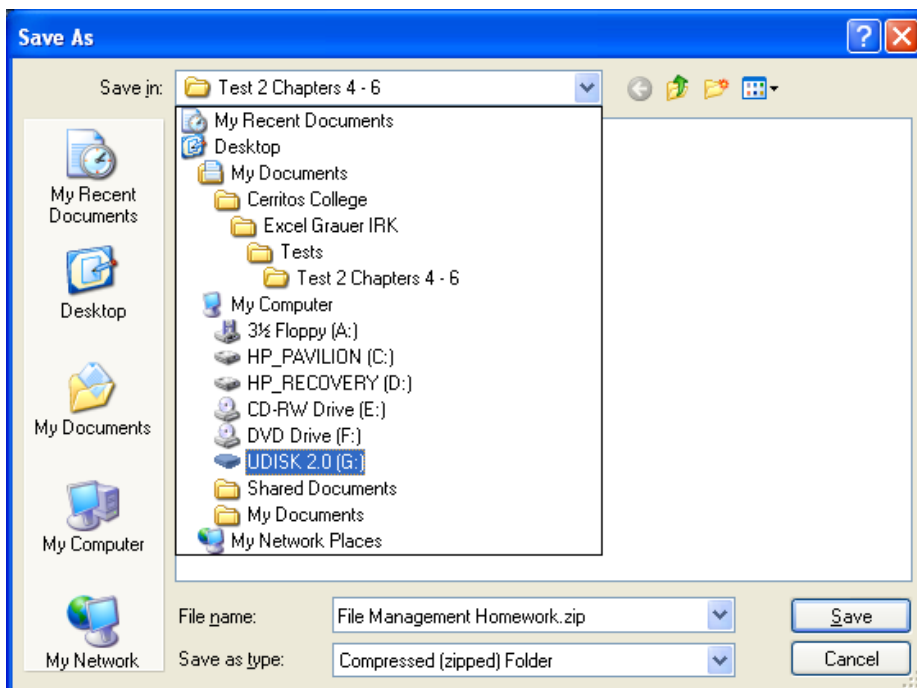
## Unzipping Files Using Windows XP

On the Windows Lab – File Management Assignment web page you need to download and unzip the File Management Homework.zip file. I suggest that you save the file to your USB drive and then unzip the files. The steps are as follows:

1. Click the File Management Homework.zip link. Click the Save button on the File Download dialogue window.

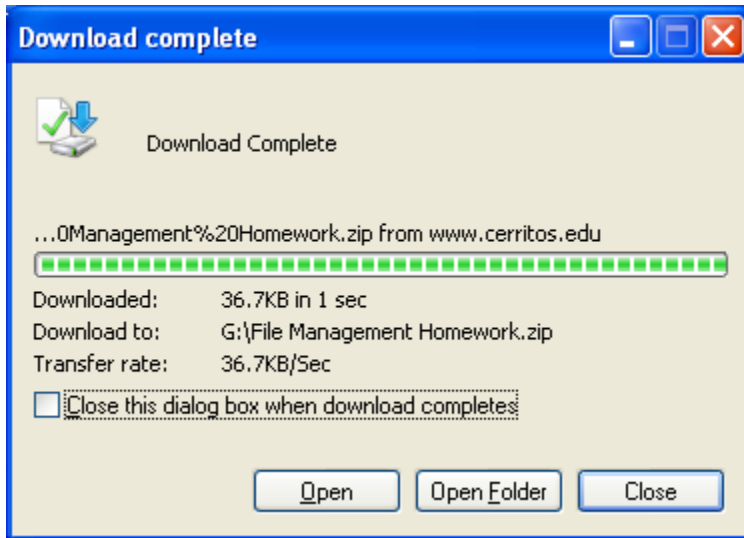


The Save As dialogue window will open. Click the arrow next to the Save in drop-down box to select your USB drive. In this example it is the G drive.

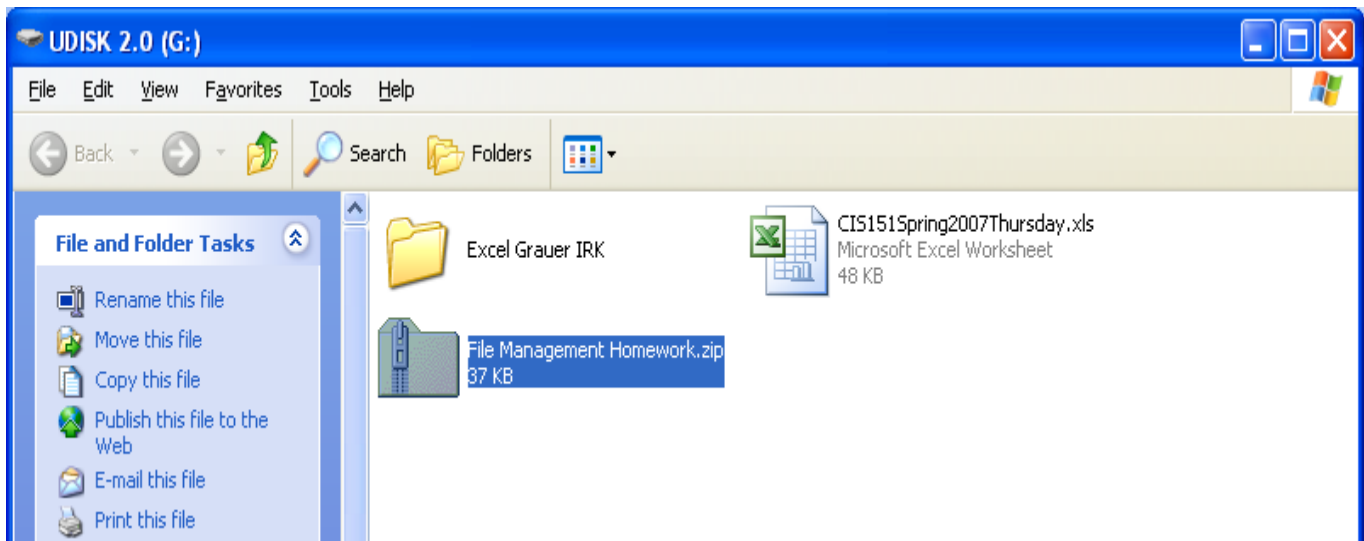


Click the Save button.

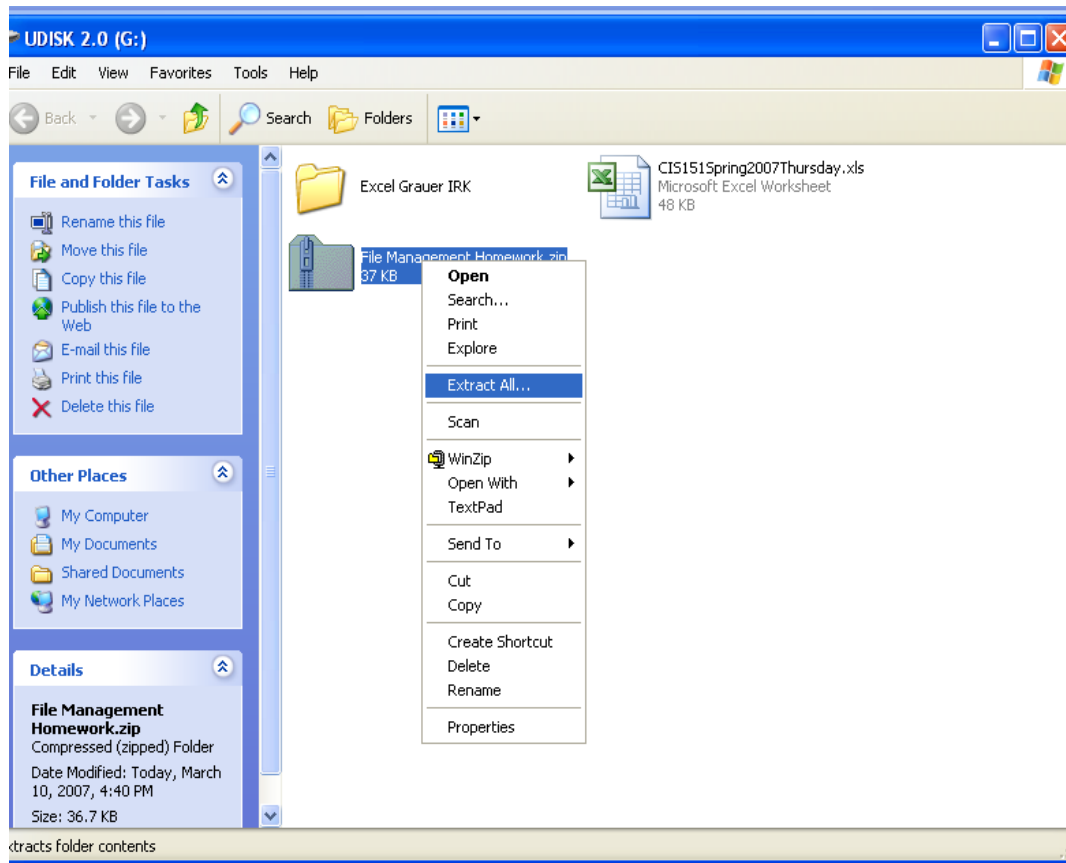
The Download complete window will be displayed.



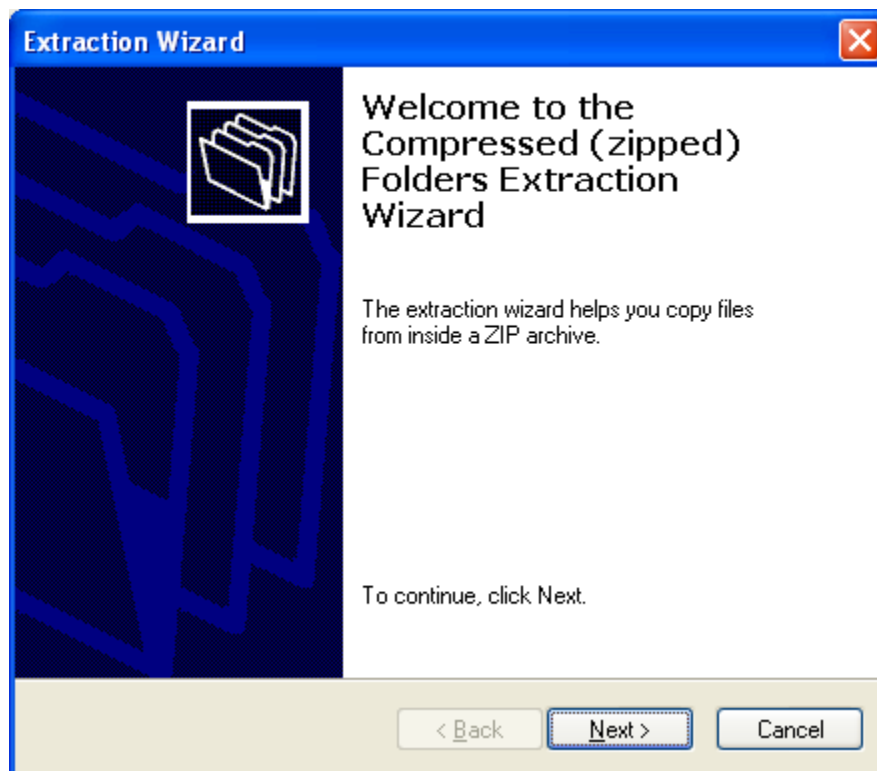
Click the Open Folder button. Windows Explorer will open showing the contents of your USB drive. I have a couple of extra items on my drive. The contents on your drive may look different. That's OK so long as you see the File Management Homework.zip file. If you are using Windows XP and no other compression software is installed on your computer, then the icon on the folder will look like a file folder with a zipper as shown below. If your computer has compression software installed such as WinZip you will see a different icon. That's OK. You may use that software to extract/uncompress the files. The following steps are using the Windows XP Extraction Wizard.



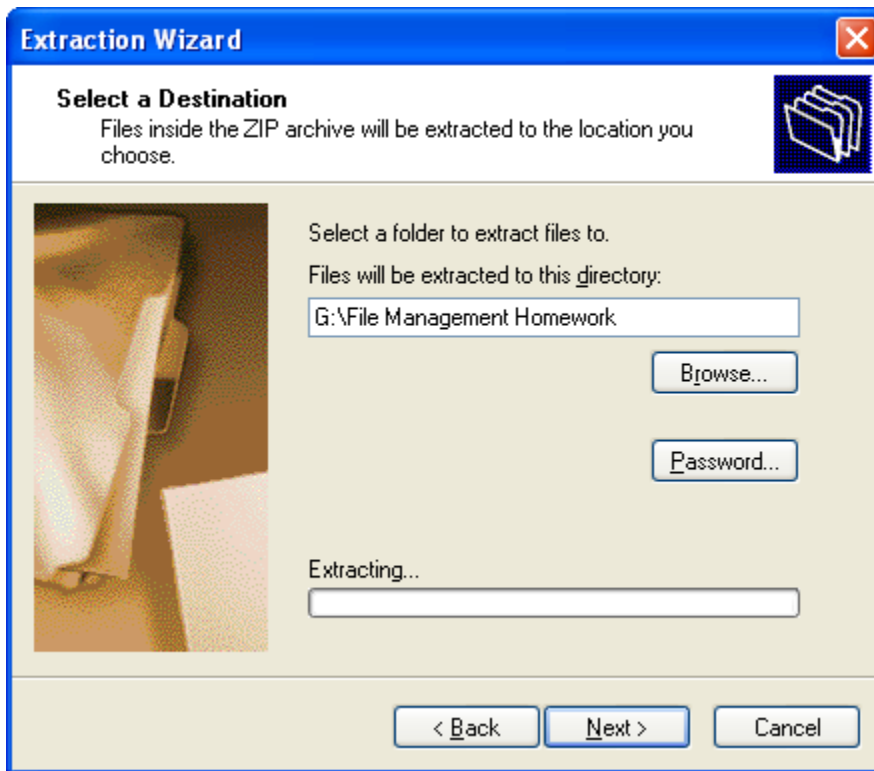
Unzip (uncompress) the files by right-clicking the folder to get the shortcut menu and then select the Extract All... command.



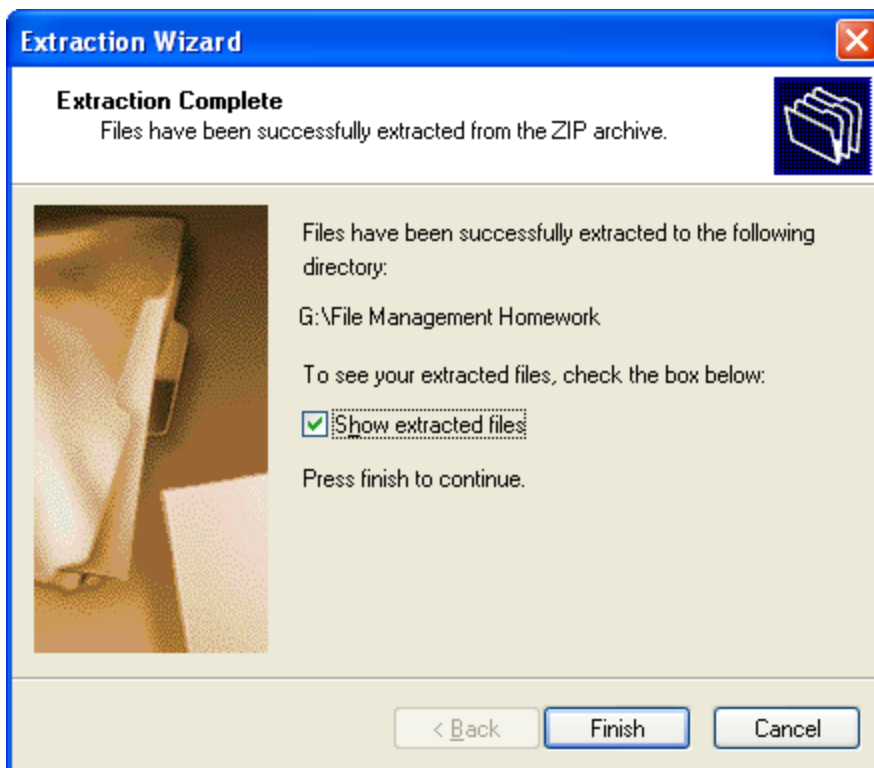
The Extraction Wizard will open. Click the Next button.



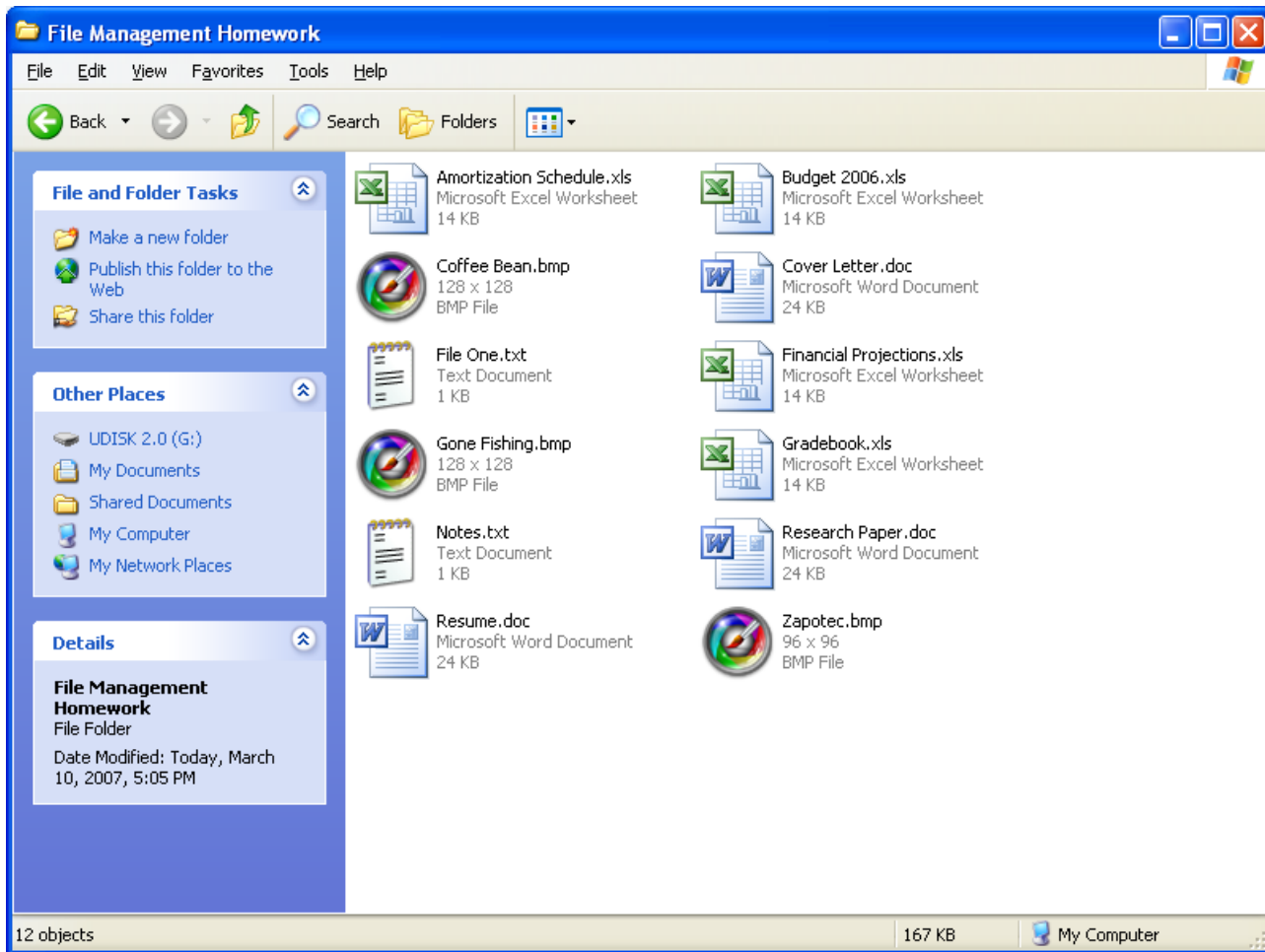
You need to select the destination for the files. The wizard usually defaults to the same folder as the .zip file. Make sure that the directory listed is correct. In my case my USB drive is drive G. So the directory shows G:\File Management Homework. This is correct. A folder named File Management Homework will be created on my USB drive (drive G) and the files will be saved there. Click the Next button.



The Extraction Complete message will be displayed. Click the Finish button.



Windows Explorer opens up the File Management Homework folder showing you the unzipped files.



You are now ready to do the file management instructions in the Windows Lab – File Management assignment.