

To extract files from a zipped compressed folder

1. Open My Computer, and then locate the compressed folder.
2. Do one of the following:
 - To extract a single file or folder, double-click the compressed folder to open it. Then, drag the file or folder from the compressed folder to a new location.
 - To extract all files or folders, right-click the compressed folder, and then click **Extract All**. In the Compressed (zipped) Folders Extraction Wizard, specify where you want to store the extracted files.

Notes

- To open My Computer, click **Start**, and then click **My Computer**.
- You can identify compressed folders by the zipper on the folder icon.
- If the file is protected with a password, you must provide the password before the file can be extracted to the folder you specify.
- When you extract a file, a compressed version remains in the compressed folder. To delete the compressed version, right-click the file, and then click **Delete**.
- When you extract a file from a compressed folder that is password protected, the extracted file is no longer protected.