Compressing and Uncompressing Folders

**1.** Select Start ➢ Run, and then type **Explorer** and click OK.

**2.** In Windows Explorer, find and select Computer, Local Disk (C:), and then a folder on

the C: drive. The folder you select should contain files.

**3.** Right-click the folder and select Properties. In the General tab of the folder’s Properties

dialog box, note the value listed for Size On Disk. Then click the Advanced button.

**4.** In the Advanced Attributes dialog box, check the Compress Contents To Save Disk

Space option (see Figure 3.30). Then click OK.



F igure 3 . 3 0 The Advanced Attributes dialog box

**5.** In the Confirm Attribute Changes dialog box, select the option Apply Changes To This

Folder, Subfolders and Files. (If this confirmation dialog box does not appear, you can

display it by clicking the Apply button in the Properties dialog box.) Click OK to confirm

your changes.

**6.** On the General tab of the folder’s Properties dialog box, note the value that now

appears for Size On Disk. This size should have decreased because you compressed

the folder.