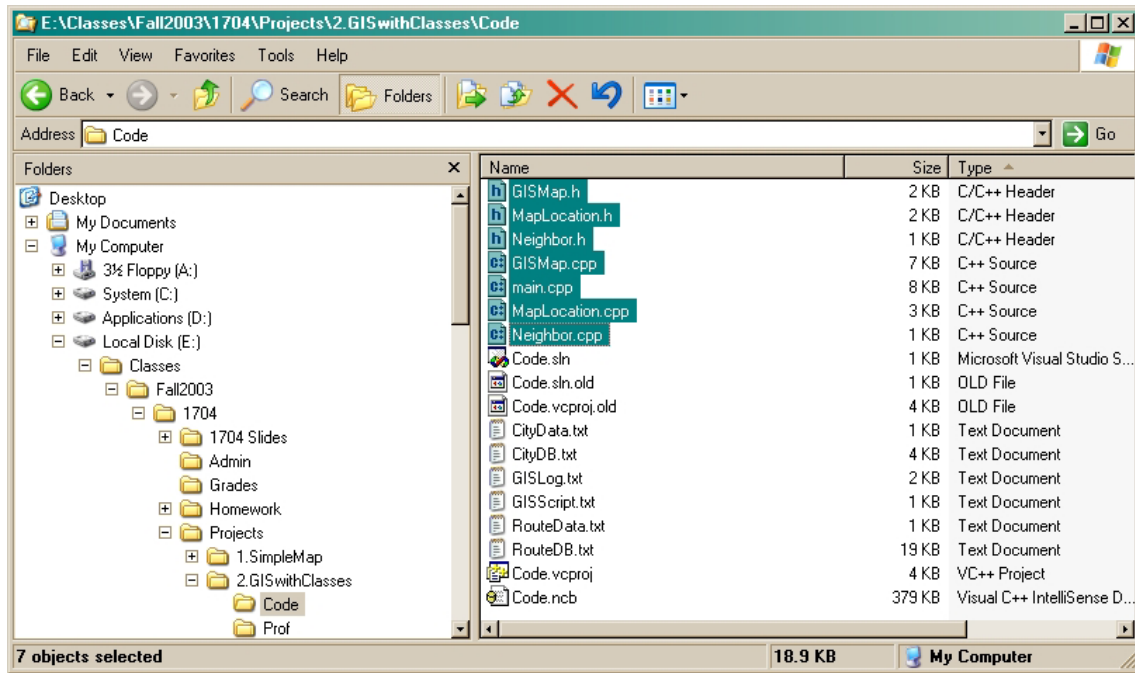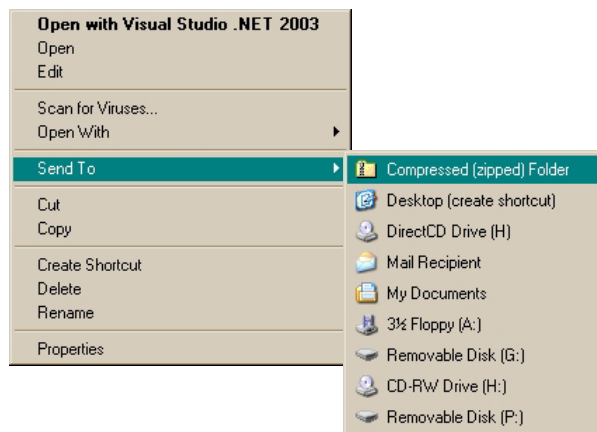## I. Select the files to go into the Zip archive:

Find the directory containing your source files and select all of the `cpp` and `h` files:

Do not select any other files unless the specific instructions for an assignment say to. In particular, do not select the Debug or Release subdirectories, if they exist.
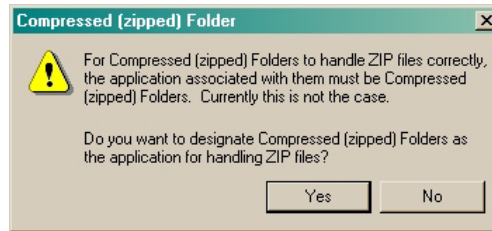
II. Create a compressed file:

Right-click within the highlighted area in the file window to bring up the context menu, select "Send To" and then select "Compressed (zipped) Folder" from the cascading sub-menu:
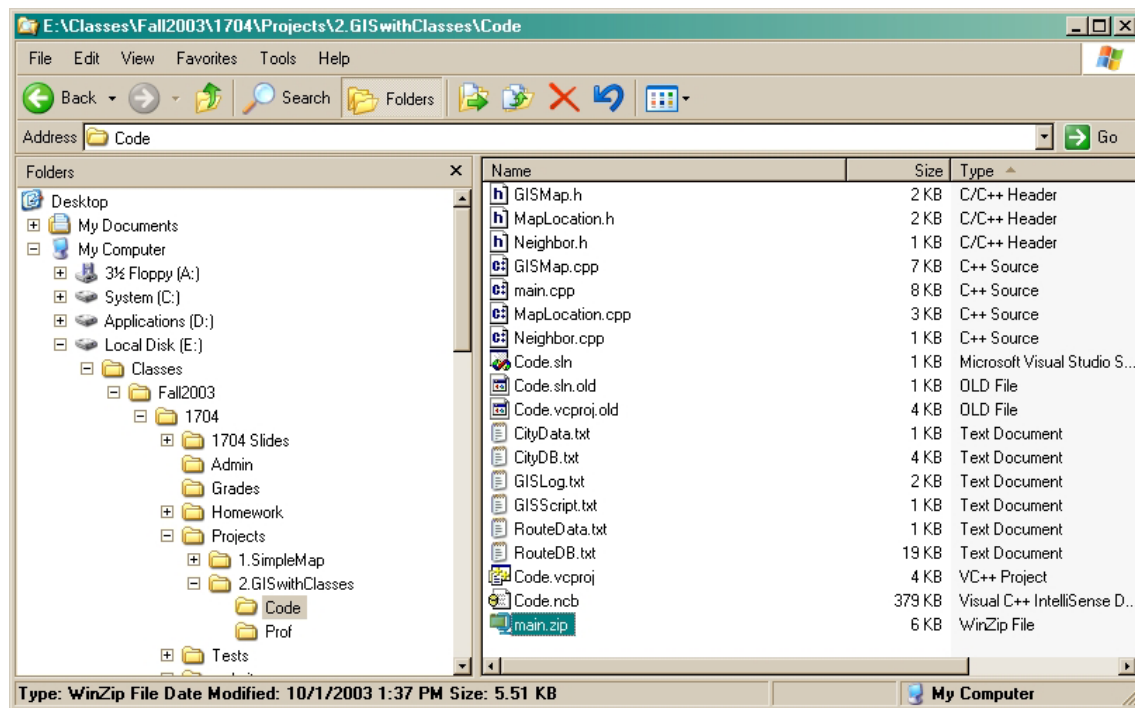
You may see the following file association dialog box:
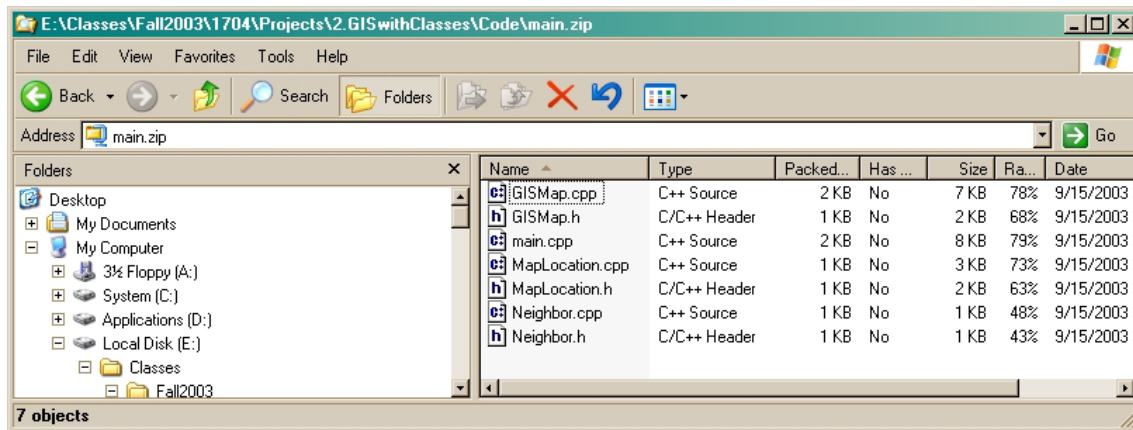

If so, just click "Yes".

The archive will now have been created:

Windows XP does not allow you to specify a name for the zip file; it simply takes the name of one of the files in the list of selected files and uses that name, with a `zip` extension. That's OK, and it's easy to rename the archive file if you want.

III. Check the contents of the archive file:

Right-click on the archive file and select "Explore" from the menu to view the contents of the file:

Make sure that all the files are there.

For program submissions, it's not a bad idea to copy the archive file to a new location, set up a new Project Workspace in .NET, and build and test and executable, just to be sure you haven't missed anything.