

How to zip and unzip files using Windows' Zip Feature

What Is A Zip File, Anyhow?

Zip files are "archives" used for distributing and storing files. Zip files contain one or more files. Usually the files "archived" in a Zip are compressed to save space. Zip files make it easy to group files and make transporting and copying these files faster.

Zip files save time and space, and make downloading software and transferring e-mail attachments faster.

In order to create zipped files, you can use the Compress feature of Windows. (There are third party programs available that accomplish the same thing, but these instructions will concentrate on the built-in capabilities of Windows.)

Note: The instructions assume you've placed all files that you wish to compress into a folder named sample. You can, obviously use any folder and you could also ctrl-click or shift-click a group of files to select them before completing the below steps.

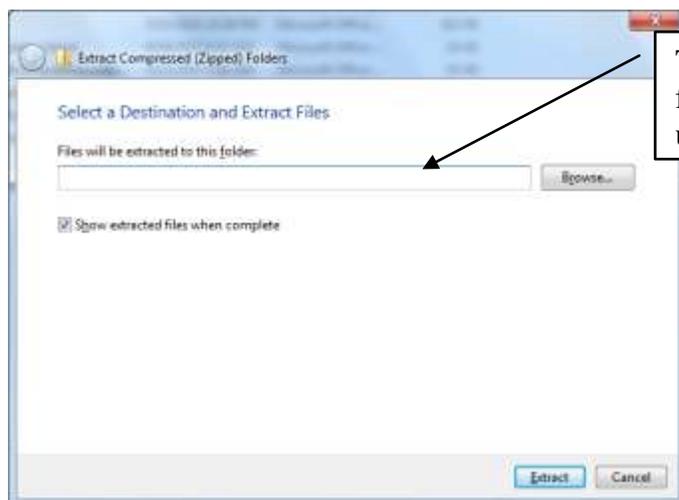
Zippping

1. **Right-click** the folder that you wish compressed (If you're compressing some files, as opposed to an entire folder, select all the files before right-clicking)
2. Select **Send To**
3. Select **Compressed (zipped) Folder**
4. A file by the name of the folder will be created in the same location as the folder. The file will have an extension of .zip. (If you selected a group of files as opposed to a folder, the newly created file will have a name that matches one of the files.)
That's it – you now have a zipped file.

Windows 7 & 8 Unzipping

If you've downloaded a zipped file and you wish to 'unzip' it, follow these instructions:

1. Use Windows Explorer to browse to the zipped file
2. **Right Click** on the File and select **Extract All**
3. At the screen that asks for a destination, use the browse button to browse to where you want to store the unzipped files. Your destination should look like the image on the next page:



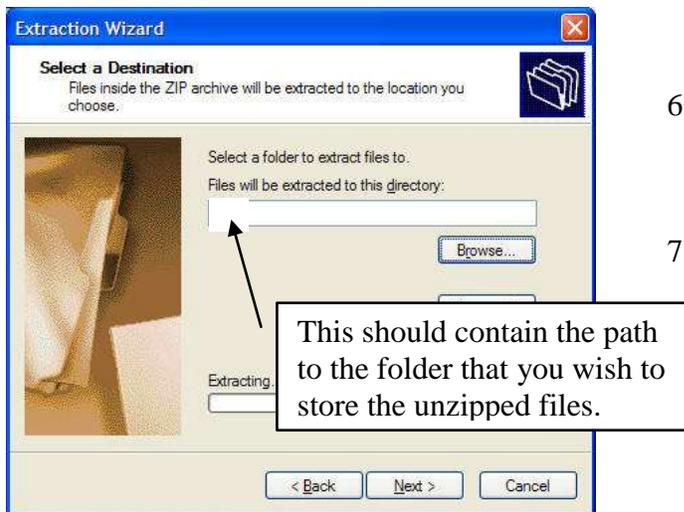
This should contain the path to the folder that you wish to store the unzipped files.

4. After identifying the destination folder, click **Extract** to continue -- all files and folders from the zipped file will be extracted to the specified folder.
5. Click **Finish** -- all files and folders from the zipped file are now available in the specified folder

Windows XP Unzipping (Windows 7 instructions are provided on the next page)

If you've downloaded a zipped file and you wish to 'unzip' it, follow these instructions:

1. Use Windows Explorer to browse to the zipped file
2. **Right Click** on the File and select *Open With / Compressed (zipped) Folders*
3. Select *Extract all Files* from the left side of the screen.
4. Click **Next**
5. At the screen that asks for a destination, use the browse button to browse to where you want to store the unzipped files. Your destination should look like the image below.



6. After identifying the destination folder, click **Next** to continue -- all files and folders from the zipped file will be extracted to the specified folder.
7. Click **Finish** -- all files and folders from the zipped file are now available in the specified folder.