

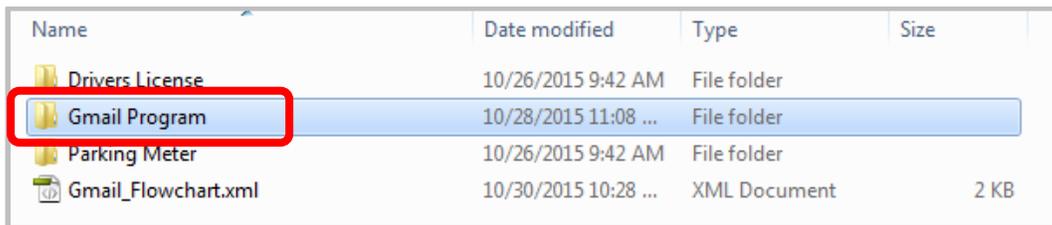
HOW TO ZIP AND UNZIP FILES IN WINDOWS

ZIPPING FILES

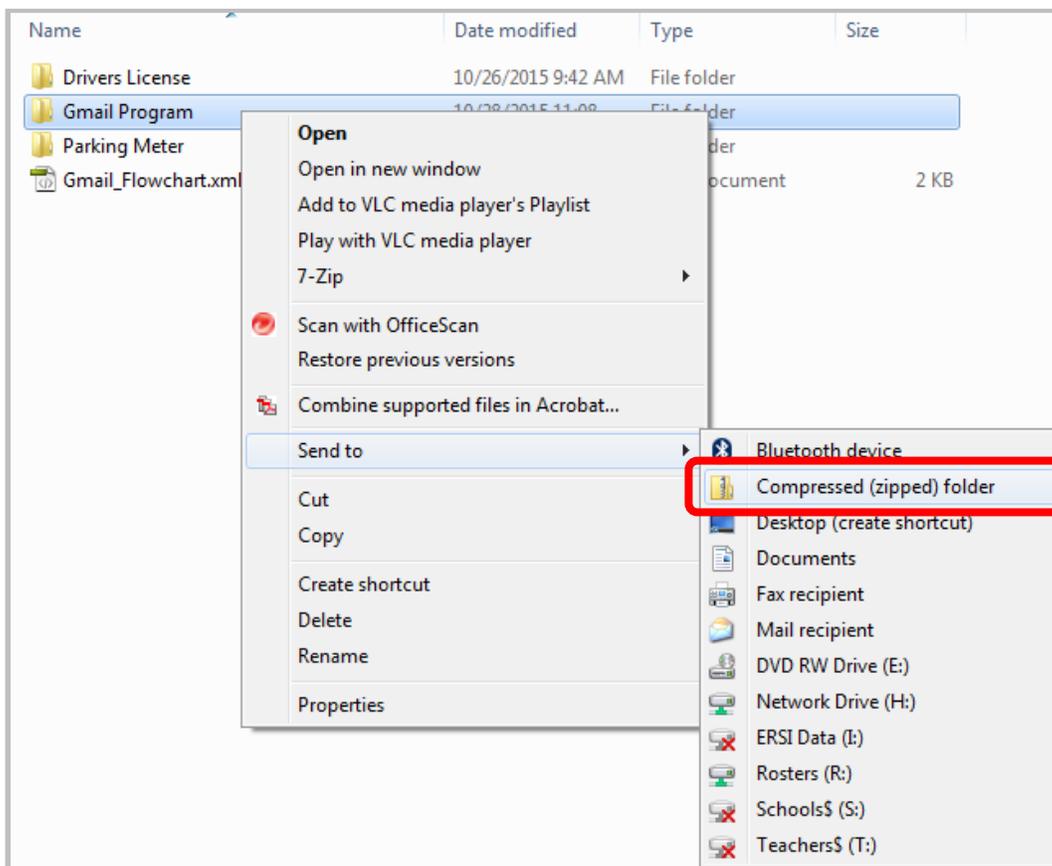
Ziping files is often important especially when you want to send files or folders to yourself or other people. To zip a folder or files, follow these very simple steps:



1. Select the file(s) or folder(s) you want to zip. In this example, I am going to zip a folder called Gmail Program.



2. Right-click on the folder and select Send To > Compressed (zipped) Folder.



3. After a few seconds (depending on the size of the files), a zipped file will be generating that ends with the **.zip** file name extension.

Name	Date modified	Type	Size
Drivers License	10/26/2015 9:42 AM	File folder	
Gmail Program	10/28/2015 11:08 ...	File folder	
Parking Meter	10/26/2015 9:42 AM	File folder	
Gmail Program.zip	11/1/2015 8:11 PM	Compressed (zipp...	673 KB
Gmail_Flowchart.xml	10/30/2015 10:28 ...	XML Document	2 KB

4. Now you can send the file as an attachment and it will include whatever files and folders were included in the original file or folder.

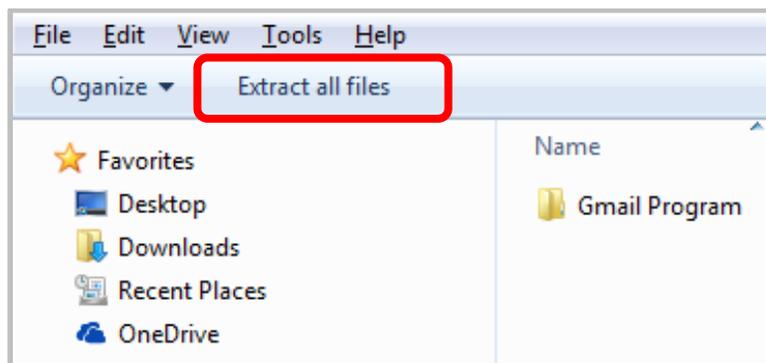
UNZIPPING FILES

Once you receive a zipped file you need to save the file and unzip it so that you can access and edit the files in the zipped file. To unzip a folder or files, follow these very simple steps:

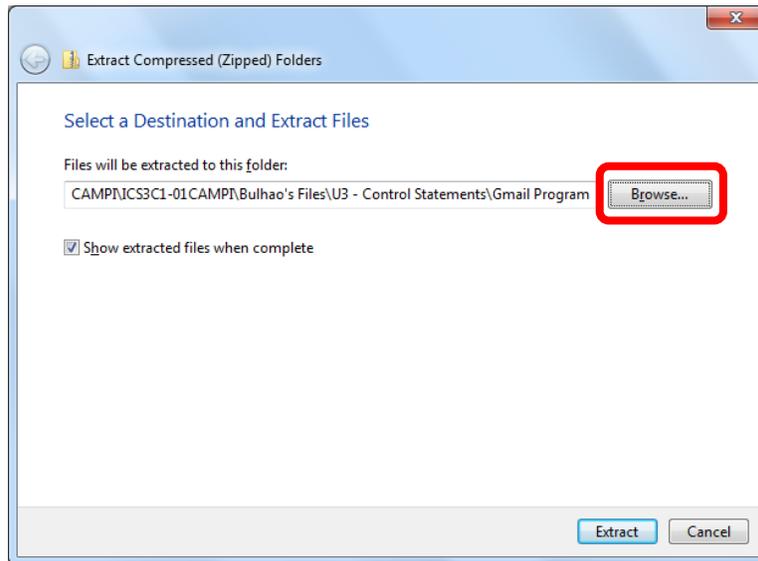
1. Double-click on the file you want to unzip. In this example, I will be unzipping a zipped file called **Gmail Program.zip**.

Name	Date modified	Type	Size
Drivers License	10/26/2015 9:42 AM	File folder	
Gmail Program	10/28/2015 11:08 ...	File folder	
Parking Meter	10/26/2015 9:42 AM	File folder	
Gmail Program.zip	11/1/2015 8:11 PM	Compressed (zipp...	673 KB
Gmail_Flowchart.xml	10/30/2015 10:28 ...	XML Document	2 KB

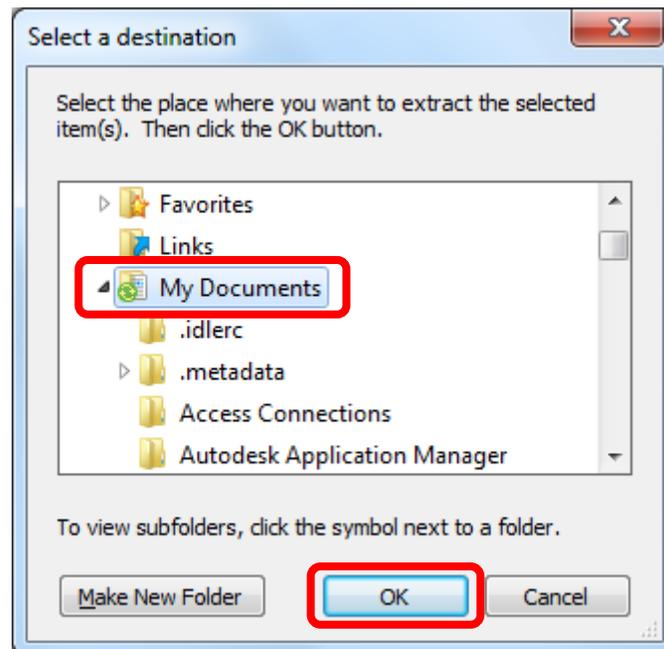
2. Select **Extract All Files** located just below the Menu Bar.



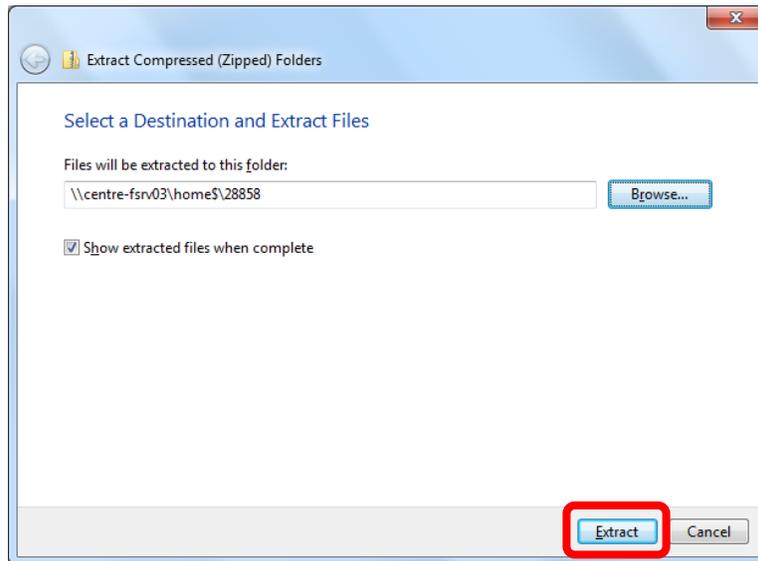
3. Click **Browse** so that you can specify where you want to save the files.



4. Select the directory where you want to save the files and select **OK**. In this example, I will simply choose **My Documents**.



5. Select **Extract**.



6. After a few seconds (depending on the size of the file), the files will be extracted to the directory you specified and you can now open and edit the files.

