## HOW TO ZIP AND UNZIP FILES IN WINDOWS

## ZIPPING FILES

Zipping 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.

Name	Date modified	Туре	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_Flowchart.xml	10/30/2015 10:28	XML Document	2 KB

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

Image: Drivers License       10/26/2015 9:42 AM       File folder         Image: Gmail Program       10/26/2015 9:42 AM       File folder         Image: Parking Meter       Open       der         Open in new window       Add to VLC media player's Playlist       play with VLC media player         Play with VLC media player       7-Zip       Image: Play with VLC media player
Image: Second secon
Scan with OfficeScan         Restore previous versions         Image: Scan with OfficeScan         Combine supported files in Acrobat
Send to
Cut Copy Compressed (zipped) folder Desktop (create shortcut)
Create shortcut     Image: Create shortcut       Delete     Image: Create shortcut       Rename     Image: Create shortcut       DVD RW Drive (E:)
Properties  Proper
Rosters (R:) Schools\$ (S:) Teachers\$ (T:)

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	Туре	Size
퉬 Drivers License	10/26/2015 9:42 AM	File folder	
퉬 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 filed called **Gmail Program.zip**.

Name	Date modified	Туре	Size
퉬 Drivers License	10/26/2015 9:42 AM	File folder	
퉬 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.

Extract Compressed (Zipped) Folders	x
Select a Destination and Extract Files	
Files will be extracted to this folder:	
Show extracted files when complete	
Extract Cance	el

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

Select a destination	×
Select the place where you want to extract the selecte item(s). Then click the OK button.	ed
Favorites	*
Links	
A 🛃 My Documents	
Julierc	
Imetadata	
Access Connections	
🌗 Autodesk Application Manager	-
To view subfolders, click the symbol next to a folder.	
Make New Folder OK Cance	<b>:</b>

## 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.

🔆 Favorites	Name	Date modified	Туре
🧮 Desktop	🕕 .idlerc	5/16/2015 4:25 PM	File folder
🐌 Downloads	🌗 .metadata	5/16/2015 4:25 PM	File folder
🔚 Recent Places	Access Connections	5/16/2015 4:25 PM	File folder
🝊 OneDrive	퉬 Autodesk Application Manager	9/21/2015 8:29 PM	File folder
	퉬 Custom Office Templates	9/4/2013 10:16 AM	File folder
ز Libraries	퉬 Cyberlink	10/18/2007 2:30 PM	File folder
Documents	퉬 Downloads	9/2/2015 9:30 PM	File folder
🎝 Music	퉬 EclipseProjects	9/10/2015 8:58 AM	File folder
📔 Pictures		10/30/2015 1:49 PM	File folder
📑 Videos	퉬 Gmail Program	11/1/2015 8:28 PM	File folder
	KESI	6/2/2008 11:37 AM	File folder