





Purpose

Zipped (compressed) files take up less storage space and can be transferred to other computers more quickly. Zipped files can be used to upload many photos or documents at once.

Open

Snagit

Scan for threats

Pin to Start

Send to

Cut

Copy

Delete

Rename

Properties

Create shortcut

Pin to Quick access

Browse in Adobe Bridge CS5

Restore previous versions

Repai

Facility Photo

This job aid contains the instructions on how to zip and unzip a folder.



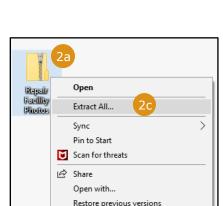
How to Zip a Folder

- 1. Locate the folder that you want to zip.
- 2. Right-click the folder.
- 3. Select Send to.
- 4. Select Compressed (zipped) folder.
- 5. A new zipped folder with the same name is created in the same location, but now has a zipper on the folder.
- 6. To rename the zipped folder:
 - Right-click the zipped folder
 - Select **Rename**, and then type the new name



How to Unzip File or Folder from a Zipped Folder

- 1. To unzip a single file or folder:
 - a) Open the zipped folder that you want to unzip (extract) files or folders from
 - b) Drag the file or folder from the zipped folder to a new location
- 2. To unzip all the contents of the zipped folder:
 - a) Locate the zipped folder that you want to unzip all the contents of the zipped folder.
 - b) Right-click the folder
 - c) Select **Extract All**, and then follow the instructions



Bluetooth device

Documents

Fax recipient

Mail recipient

Compressed (zipped) folder

Desktop (create shortcut)

