



Purpose

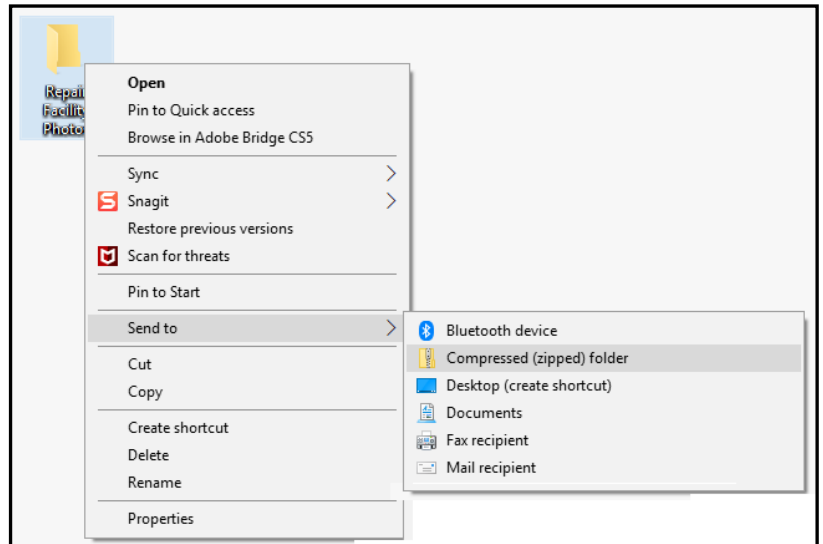
Zipped (compressed) files take up less storage space and can be transferred to other computers more quickly. Zipped files can be used to upload many photos or documents at once.

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

