

## Zipping and Unzipping Files

This handout will explain what a zip file is, how to zip a file(s), and how to unzip a file.

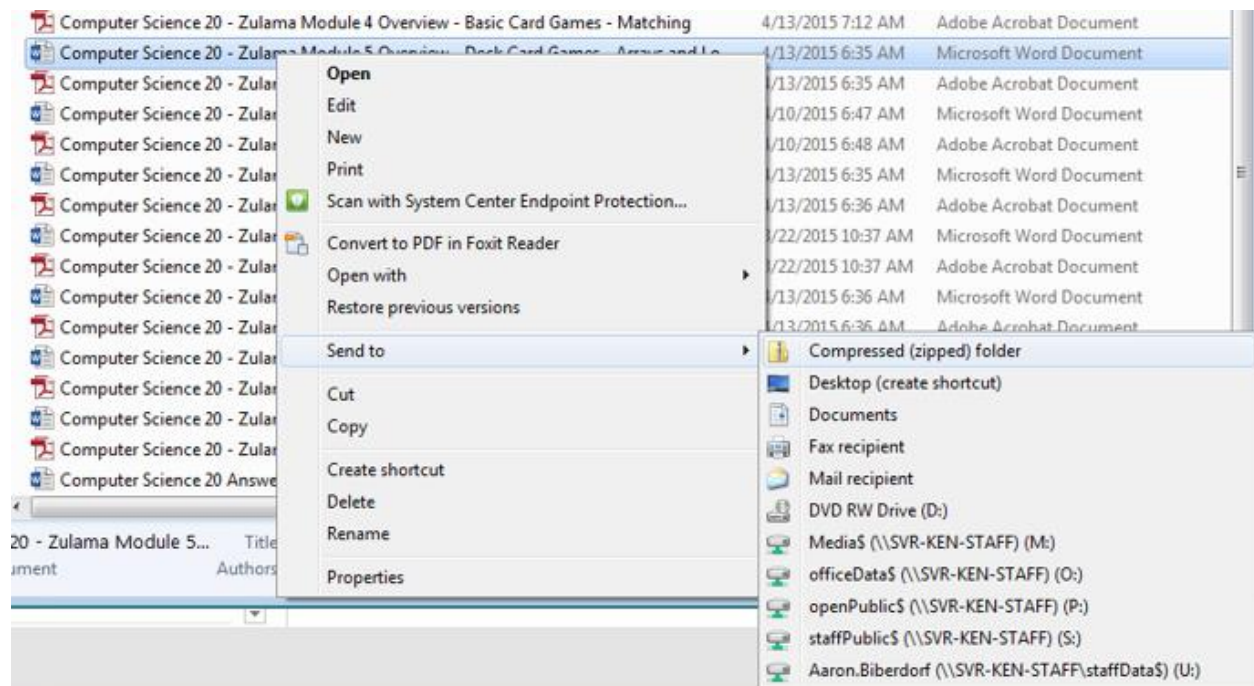
## Zipping and Unzipping Files

### What is a zip file?

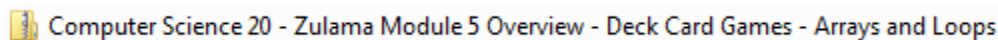
If you had to upload an assignment but need to include multiple files in that upload you could zip them. Typically a zipped file is a package of files that have been compressed (or merged) into one. This allows for easy transfer through uploading or email. You can zip any number of files; however, the more you zip the larger it becomes. Zipping files is also a way to make some files smaller to make them easier to transfer.

### How do I zip a file?

To zip a file you can navigate to the file on the computer, right click, and 'Send to' a 'Compressed (zipped) folder'.

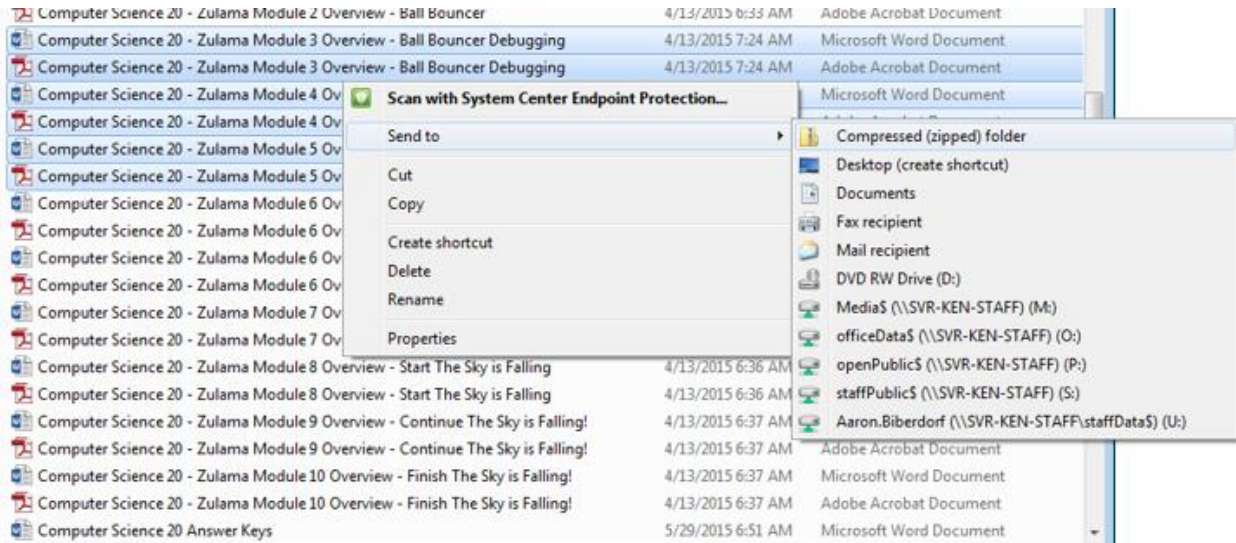


Once zipped the folder will look like:



## How do I zip multiple files?

The process is similar. However, you need to select multiple files, then right click and 'Send to' a 'Compressed (zipped) folder'.



Once zipped, the files will look similar to the one in the section above.

## How do I unzip a folder?

To unzip a folder, right click and select 'Extract' or 'Extract all'.

This will take you to a page where you can browse to the location you would like the contents of the zipped folder to go.