Zip Folders

Decompressing/Extracting Files from a Zip Folder

All images are stock photos used in our demo environment
Step 1:

- Locate the Zip Folder to decompress/extract the files.

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Step 2:

- ‘Right mouse’ click on the Zip Folder to display folder options
- Select the ‘Extract All...’ option.
Step 3:

- Optionally, you can ‘Browse’ to a location to store the extracted files to be opened.
- You can check/uncheck this box to launch the files when the extraction is complete, or not.
- Click the ‘Extract’ button to complete the task.