

# Zip Files

#### Using the Default Zip Archive Manager on Windows



#### Introduction



Zip folders is a quick way of reducing, and transporting, files that are oversized given the circumstances.

Windows 7 and 8 has the default '**Compressed Folder**' tool for basic file compression needs.

This tutorial would address two methods of utilizing the default Windows Compression Tool. Method A simply creates a Zip folder. Method B creates a Zip folder from an existing normal folder.



## Method A - Step 1:



- To quickly create a Zip Folder 'Right Mouse Click' on your desktop or, within a opened folder.
- Reposition your mouse pointer over the 'New' option.
- When the secondary options expand, reposition your mouse pointer over the 'Compressed (zipped) Folder' and 'Left Mouse Click'.



#### Method A – Step 2:



 Give your Zip folder a appropriate name and click
 'Enter' on your keyboard when done or, 'Left Mouse Click' away from the folder.



#### Method A – Step 3:

Organize Extract all file     Image: Status all file <th>TestZinF</th> <th>older</th> <th></th> <th></th> <th></th> <th>- (fa) [Sea</th> <th>rch TestZinFolder</th> <th></th>	TestZinF	older				- (fa) [Sea	rch TestZinFolder	
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	0 items							

Next, open the zip folder and either '**Drag n Drop**' or, '**Copy/Paste**' files into it.



#### Method B – Step 1:

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Organize 👻 Include i	n library 🔻 Share with 🔻 Burn New folder	11 v 🔟 🛛	/
Favorites Constraints Constraints Comments Comments Music Pictures Computer Computer	2088181559 ed991.6800 _0 b_0 HIPAA.Pati tion intrCaseN ots	a JaneDoe Re ffread	HIPAA, Files J andboe
5 items			

 First ensure all of the files you need to Zip is contained in the folder



## Method B – Step 2:

<b>Open</b> Open as Notebook in OneNot	te		
Share with Restore previous versions Include in library	•		
Send to 🧹	•	Compressed (zipped) folder 🥢	
Cut Copy		Desktop (create shortcut) Documents Fax recipient	
Create shortcut Delete Rename		Mail recipient Local Disk (C:)	

- Next 'Right Mouse Click' on the folder.
- Navigate your mouse to the 'Send to' option.
- Then click on the 'Compressed (zipped) folder'



#### Method B – Step 3:

A Zip folder is created with the appropriate name or, you can rename it accordingly.

