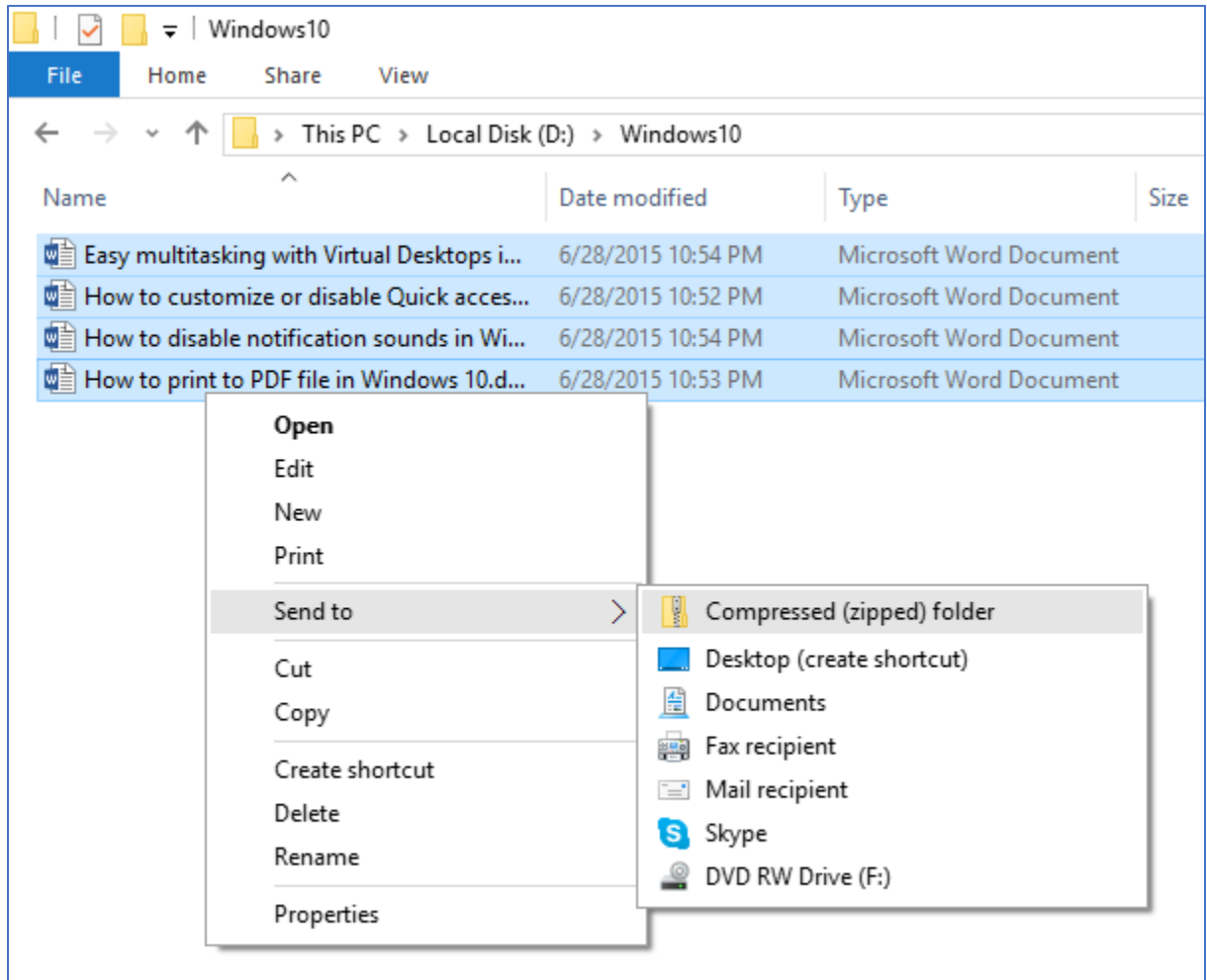


Working with Zip Files

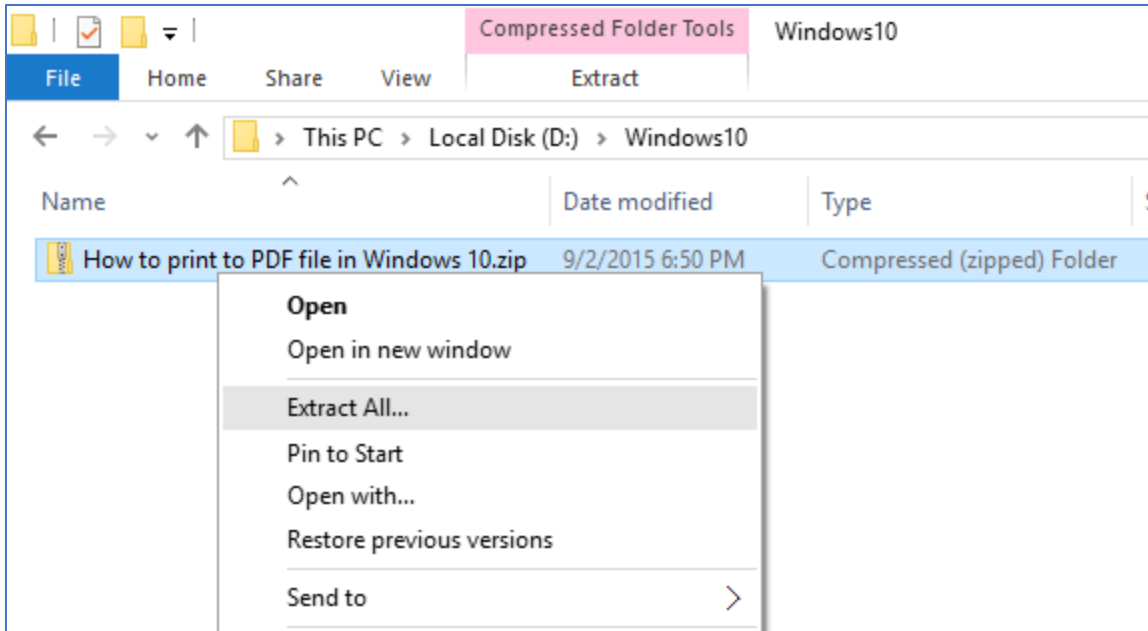
Zip (compress) files or folders in Windows 10

- Open File Explorer. Select one or more files and right click file(s) or folder(s) that you want to zip. In context menu, select "Send to -> Compressed (zipped folder)". This will compress your selected file(s) or folder(s) to new .zip file in current folder.



Unzip files in Windows 10

1. Right click on a .zip file that you want to unzip (un-compress), and click on "Extract All" in the context menu.



2. In "Extract Compressed (Zipped) Folders" dialog, enter or browse folder path where you want files to be extracted. Check "Show extracted files when complete" checkbox to open extracted folder after zip extraction is complete. Click on "Extract" button to start the extraction.

