

How to Zip and Unzip a Files and Folders

Have you ever tried to send a file to someone through an email but it was so large that it wouldn't go through?

By zipping that file it would be compressed into a much smaller file enabling you to send that same email very easily.

Also, sometimes when you download a file you will be required to unzip it before you can use it. I'll show you how both unzip and zip files with both with windows and third party software.

Windows XP and Vista both work pretty much the same way. They have a standard built in utility for zipping and unzipping files.

You simply double click on the zipped file.

Highlight all the files within the folder by clicking on the top left file and while holding down the shift button click on the last file. This will highlight all of the files within this folder.

Next click "Extract all files"

This will bring up the Extraction Wizard. Click "next"

Now in this top box it is telling you where it will place the unzipped files so be sure to pay attention so that you know where they are on your computer.

You can also change where to place them on your computer by click "Browse" and then choosing a different location.

When are ready click "Next".

Here you will choose "Yes to All"

And then "Finish" and you're done.

Now go to where you placed them on your computer and open it up.

Now let me show you how to zip up several folders or files.

Let's say I wanted to send all of these files to someone in one email instead of 15 different emails. They contain a lot of images so it might take a while for them to pass through the email. They may even be too large to try and send them all together.

But by zipping them up they will be compressed and made into a much smaller file. Whoever I send them to can then unzip them and have them in it's original form.

To do so I will simply highlight all of the folders or files that I want to zip up. I do this by clicking on the first folder at the top left and while holding down the shift button I click on the last folder that I want to compress.

Now I right click on one of the "highlighted folders" and then scroll down to "Send To" and then choose "Compressed (zipped) Folder".

Here is the folder I just zipped. If I wanted to send it in an email all I would have to do is to right click on the folder, scroll to "Send To" and then choose mail recipient.

And there is the file ready to be sent.

Now I will show you how to unzip files with third party software. In this case I'm using WinRar.