

What is a Zip file?

Sometimes you will see files that have a .zip extension. This means that the file has been zipped or compressed. Files are zipped to save space or for ease of downloading (it's easier to download one file than it is 5 individual files).

How to Unzip

In many cases, you will receive a zip file that contains files you need for your classes. In order to manipulate these files, you will first need to extract, or unzip, these files. The process is simple. Once you have downloaded the file do the following:

1. Right click on the file
2. Choose Extract All...
3. Select the location where you want to unzip the files
4. Click Extract

You will now see a folder in the specified location that contains all of the files.

How to Zip

Some courses may require you to zip, or compress, some of your files prior to submitting them. The process for doing this is easy.

1. Select the files and/or folders that you want to zip
2. Right click.
3. Choose Send to... and select Compressed (zipped) Folder

A zip file is created containing all of the selected files. You can rename the files if you want.

Links

[Compress and Uncompress Files \(video\)](#)

[Compress and Uncompress Files](#)