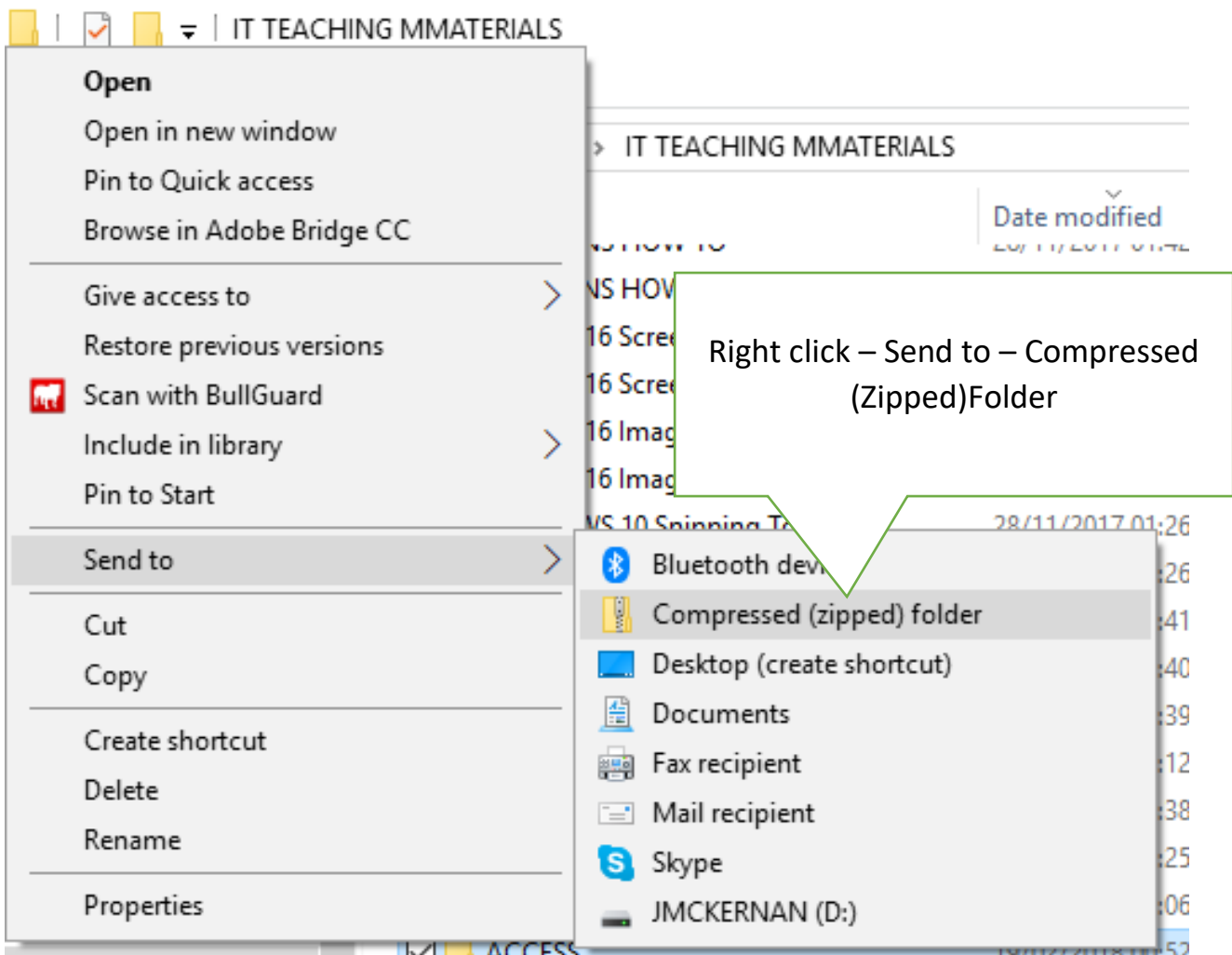


## Zip & Unzip a Folder

### ZIP compress a folder

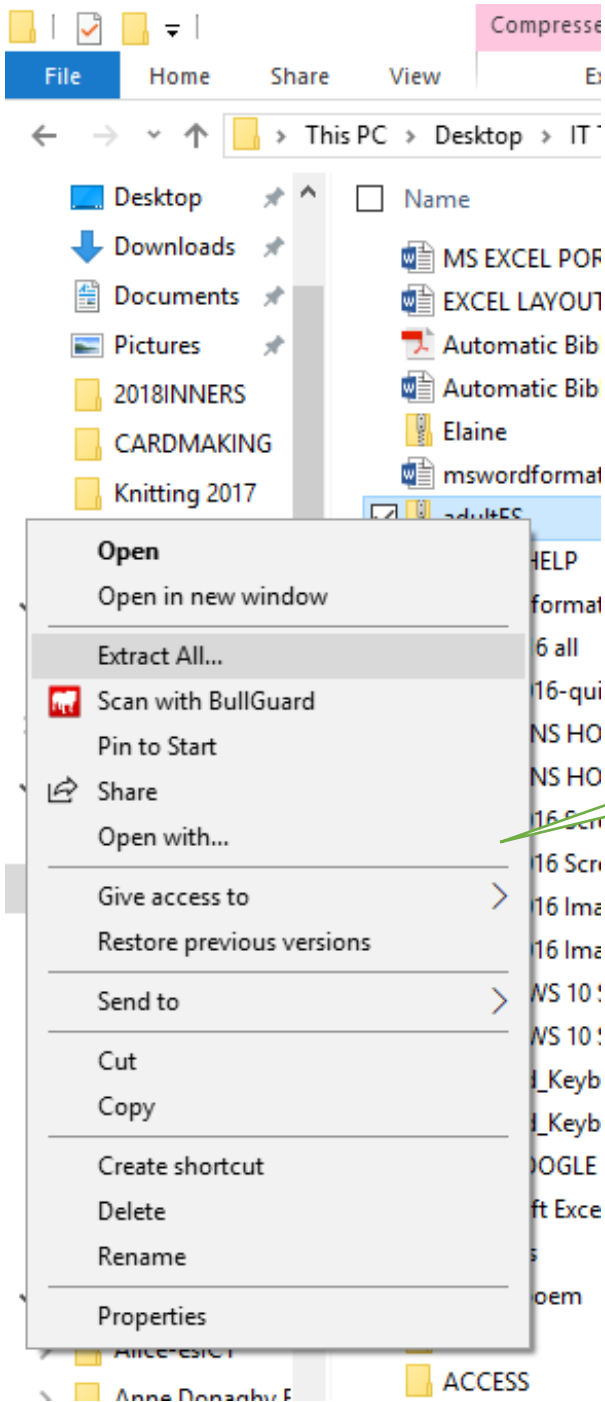
1. Locate the file or folder that you want to zip.
2. Press and hold (or right-click) the file or folder, select (or point to) **Send to**, and then select **Compressed (zipped) folder**.

A new zipped folder with the same name is created in the same location. To rename it, press and hold (or right-click) the folder, select **Rename**, and then type the new name.



### To Unzip

1. Locate the zipped folder that you want to unzip (extract) files or folders from.
2. Do one of the following:
  - To unzip a single file or folder, open the zipped folder, then drag the file or folder from the zipped folder to a new location.
  - To unzip all the contents of the zipped folder, press and hold (or right-click) the folder, select **Extract All**, and then follow the instructions.



- to add files or folders to a zipped folder you created earlier, drag them to the zipped folder.
- If you add encrypted files to a zipped folder, they'll be unencrypted when they're unzipped, which might result in unintentional disclosure of personal or sensitive information. For that reason, we recommend that you avoid zipping encrypted files.
- Some types of files, like JPEG images, are already highly compressed. If you zip several JPEG pictures into a folder, the total size of the folder will be about the same as the original collection of pictures.