

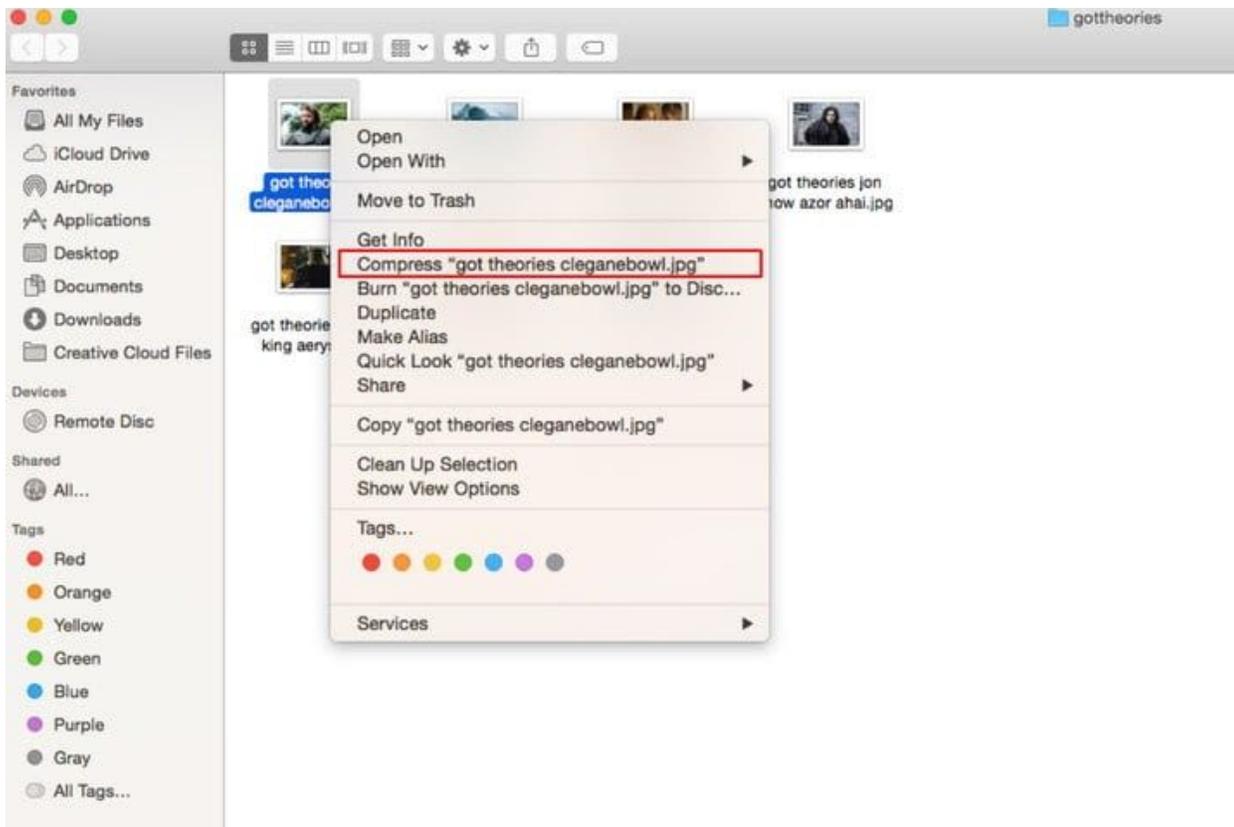
How to make a ZIP file on a Mac

By **Will Nicol** March 18, 2020

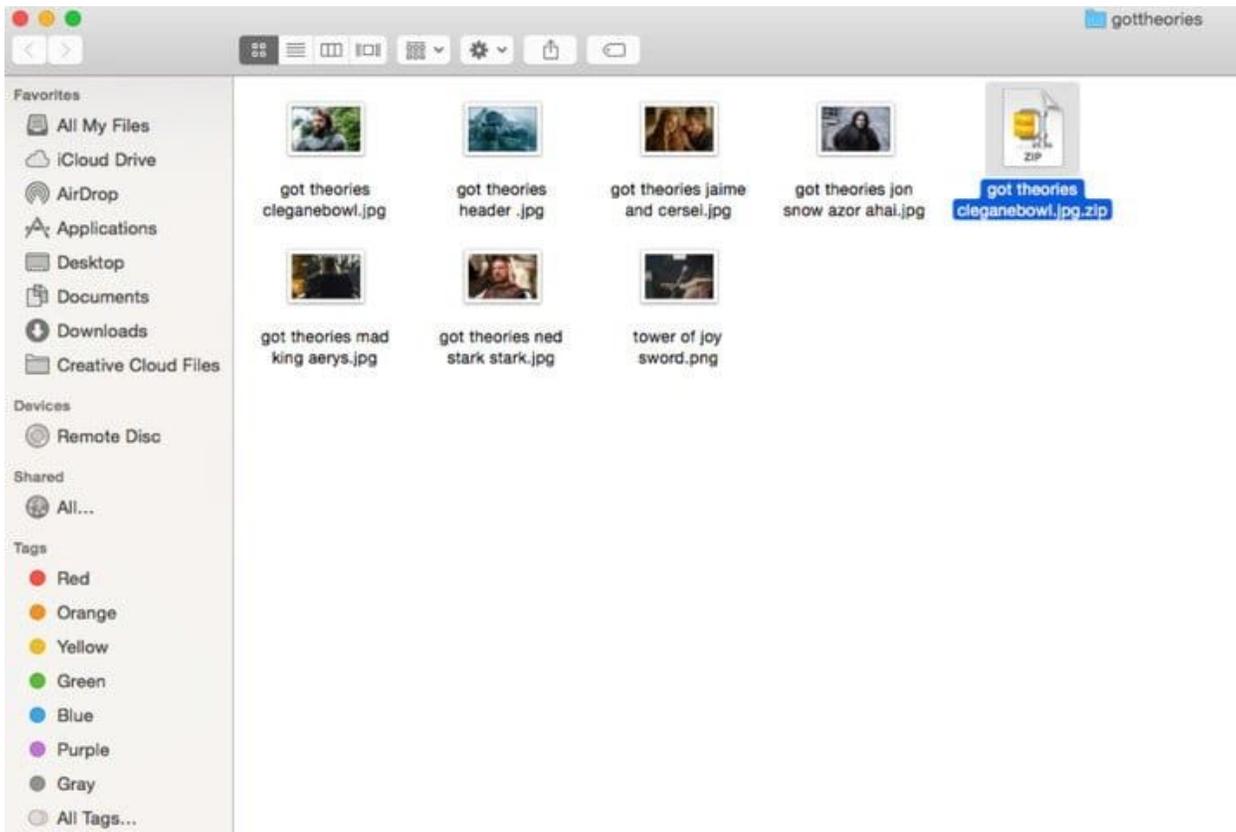
Copied from <https://www.digitaltrends.com/computing/how-to-make-a-zip-file-on-a-mac/>

Creating a ZIP file on a Mac is quick and easy, as [MacOS](#) contains a built-in utility for compressing or unzipping files.

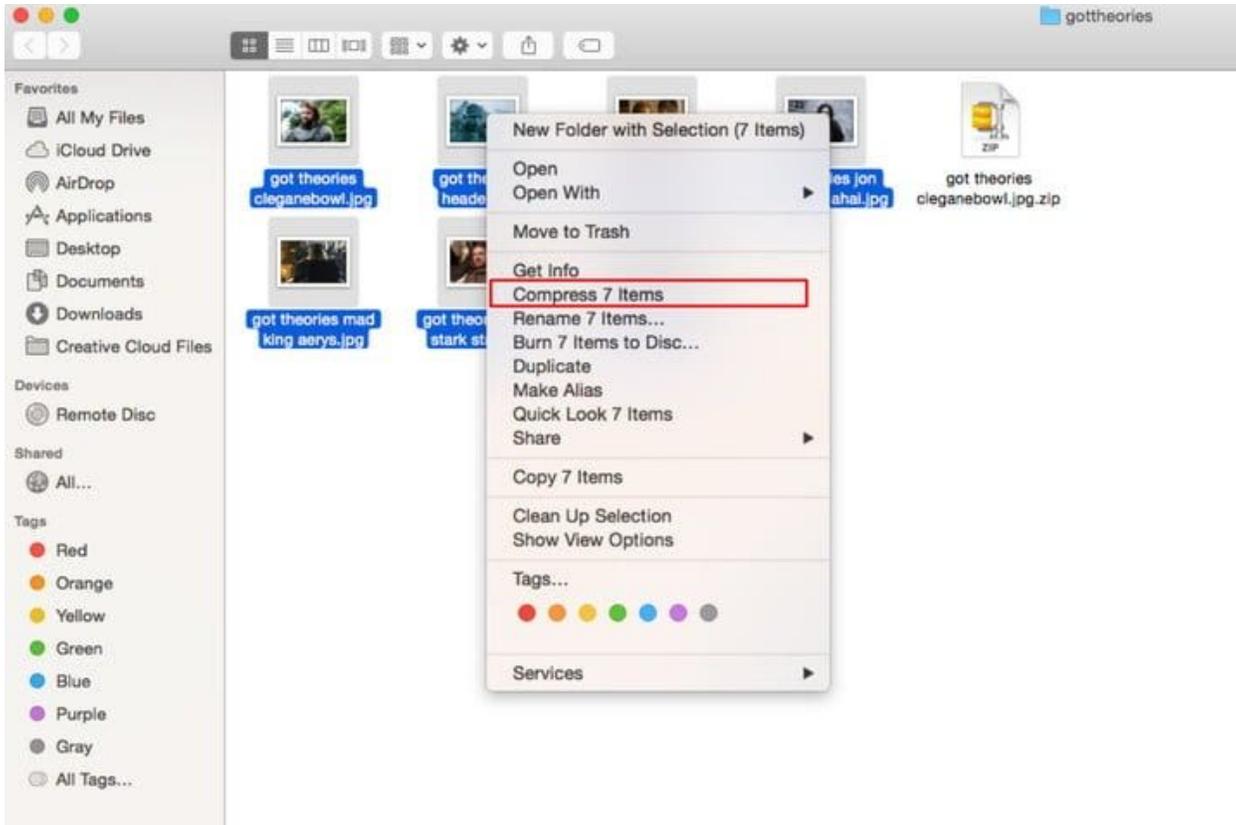
First, find a file or group of files you want to compress. For a single file, simply right-click it and select *Compress [file name]*.



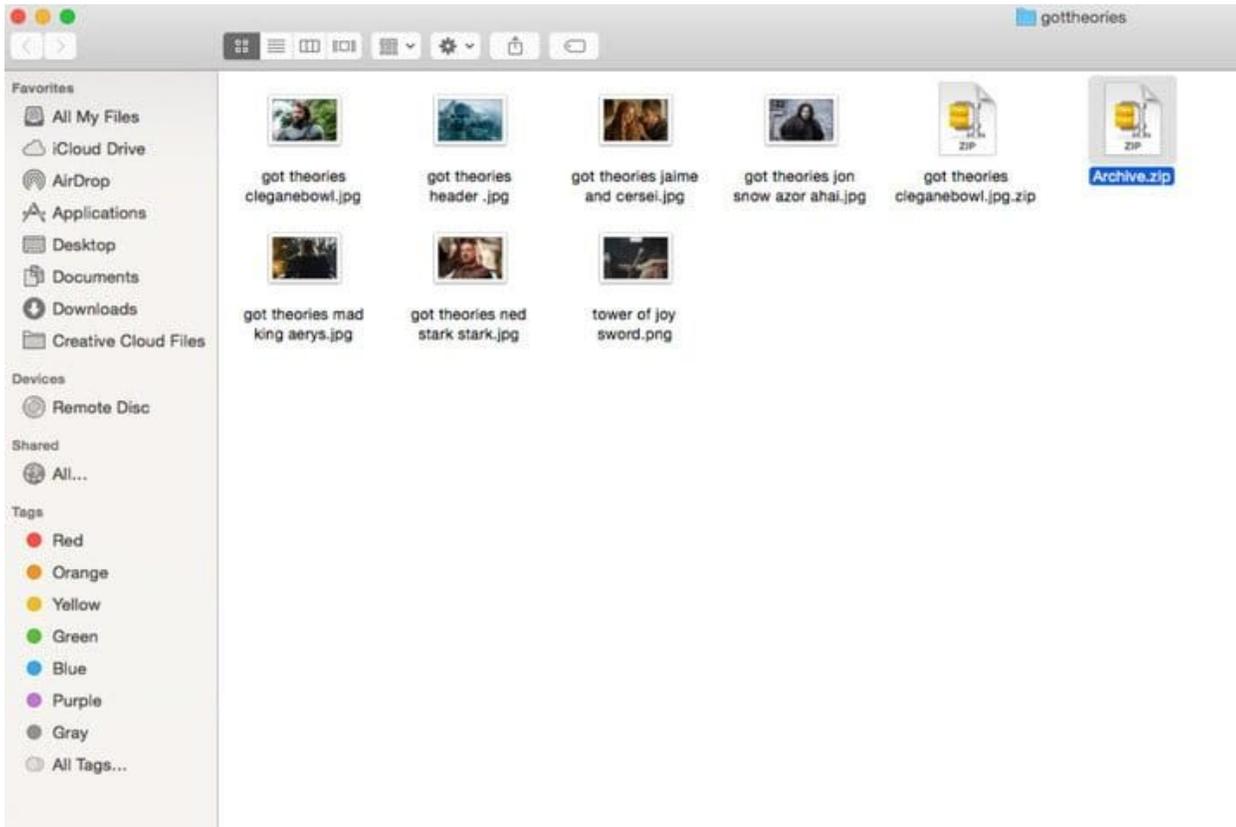
You will see a ZIP file appear in the same folder as the original, which will still be present.



To compress multiple files into one ZIP file, select them all, then right-click and select *Compress X items*, with X being the number of highlighted files.

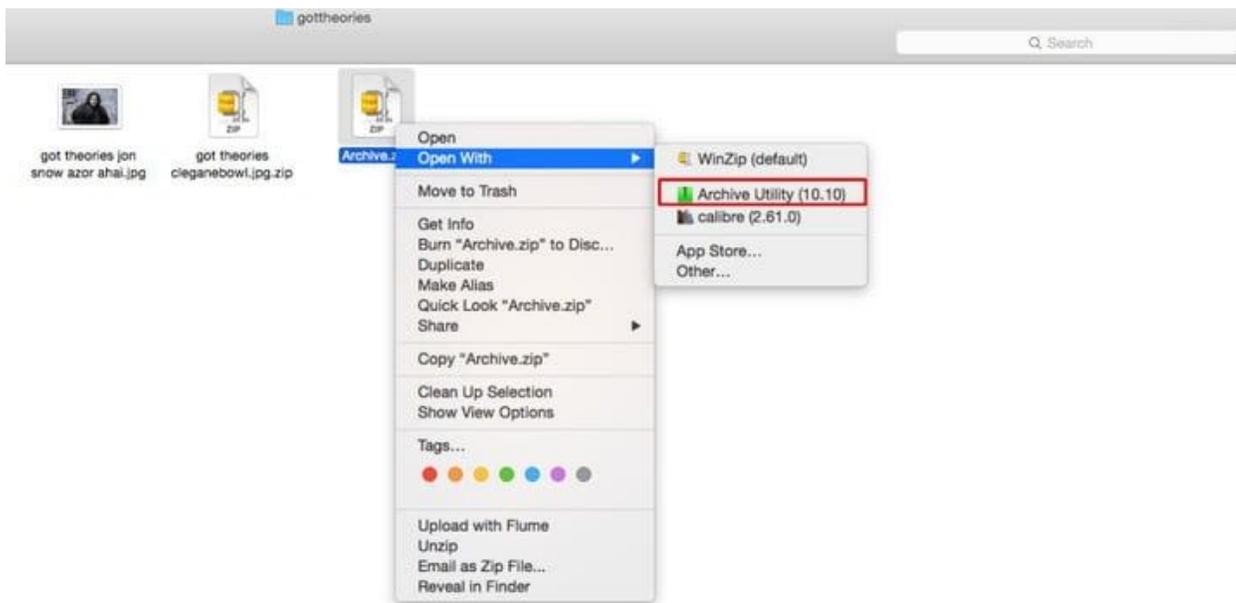


A single archive file will appear in the folder the originals are in.



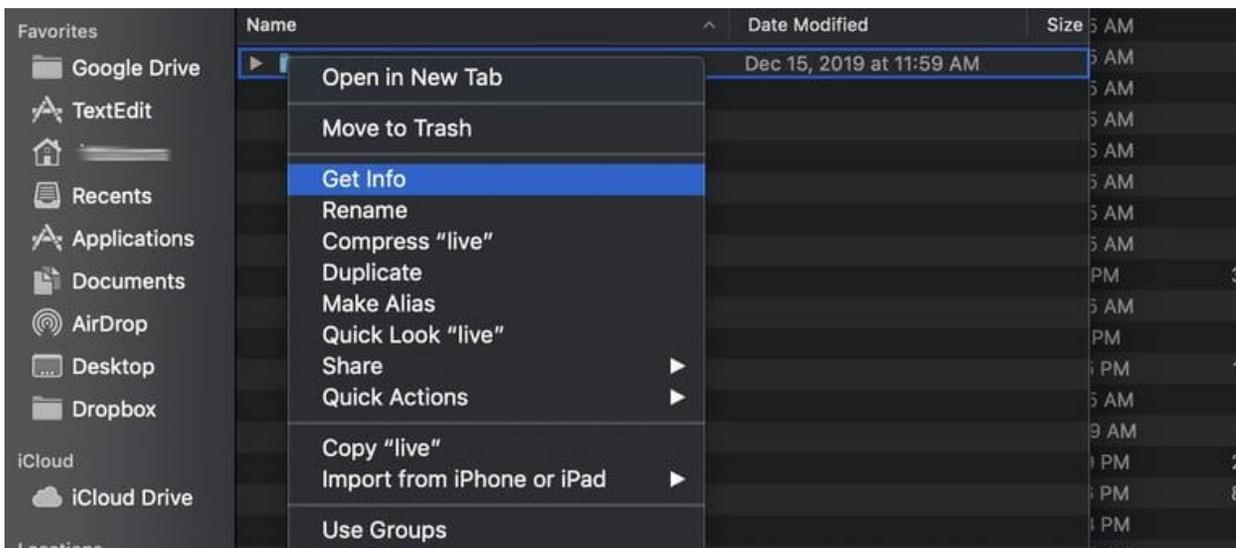
How to unzip a file

Unzipping a ZIP file is about as easy as creating one. Simply double-click on the file and it'll automatically be unzipped. Alternatively, right-click the file in question, hover over *Open With*, and choose *Archive Utility* (or a third-party unzipping program, if you have one).



MacOS will automatically create a new folder containing the zipped files in the same location as the ZIP file. If you want to secure your ZIP files with a password, we have [a guide for that](#), too.

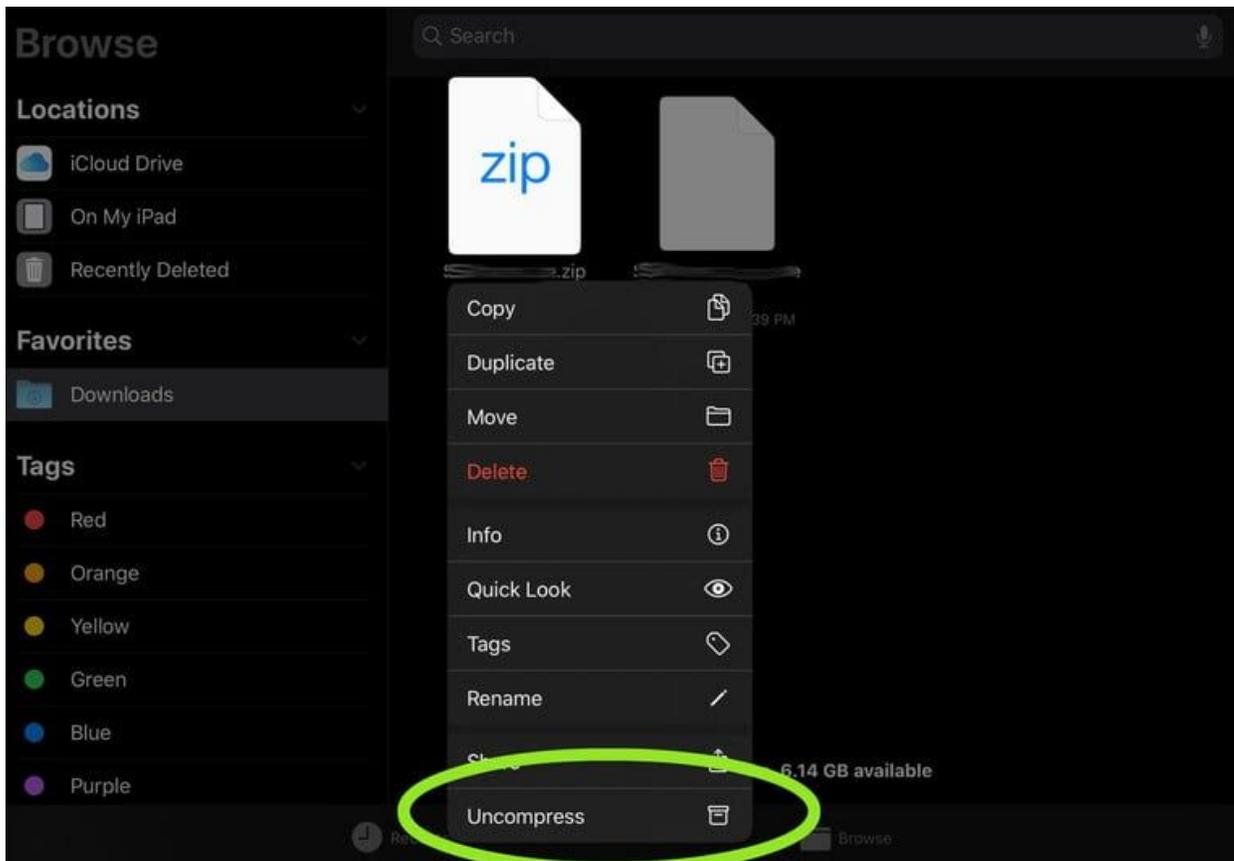
Is compression not working?



If you can't compress successfully, it may be related to your file permissions. Right-click on the file in question, and select *Get Info* to take a closer look. In the new window that opens up, go to *Sharing & Permissions*. Make sure that your specific account is logged on as administrator – if it isn't, look for a lock icon to click and log in with administrator information. Then make sure that the permissions for your login in are set to *Read & Write* or to *Read Only*. If they are set to anything else, you may not be able to compress the file.

Now back out and try again.

Sending compressed files to iOS



If you use both MacOS and iOS for file management, you may be worried about sending a compressed file to iOS for further work. Fortunately, as of iOS 13, there is an easy option to uncompress a file in iOS after it is sent. After your download, search for the compressed file in the Files app (which has been greatly expanded with recent iOS updates). When you find it, do a “long press” on the file, which will open a menu of options for it. Toward the bottom of this menu will be an option to *Uncompress*. Choose it, and your file will be uncompressed right there in Files. Easy!