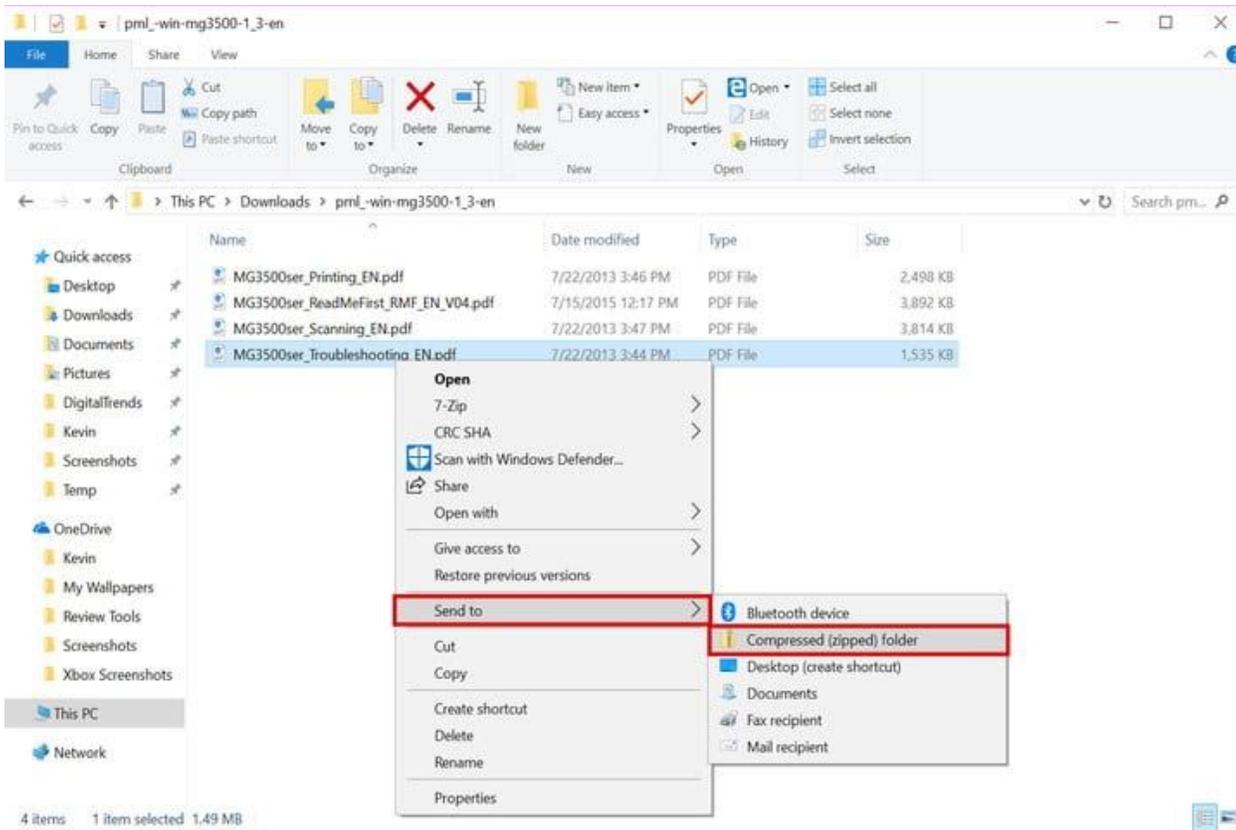


How to zip a file in Windows 10

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Copied from <https://www.digitaltrends.com/computing/how-to-zip-a-file-in-windows-10/>

ZIP a single file



You'll want to use this method if a single file is huge, such as a video shoot with a smartphone or digital camera. Zipping the file will reduce its overall size and make it easier to deal with. Here's how you can get started.

Step 1: Locate *File Explorer* on the Windows 10 taskbar (the folder icon).

Step 2: Locate the file you want to compress.

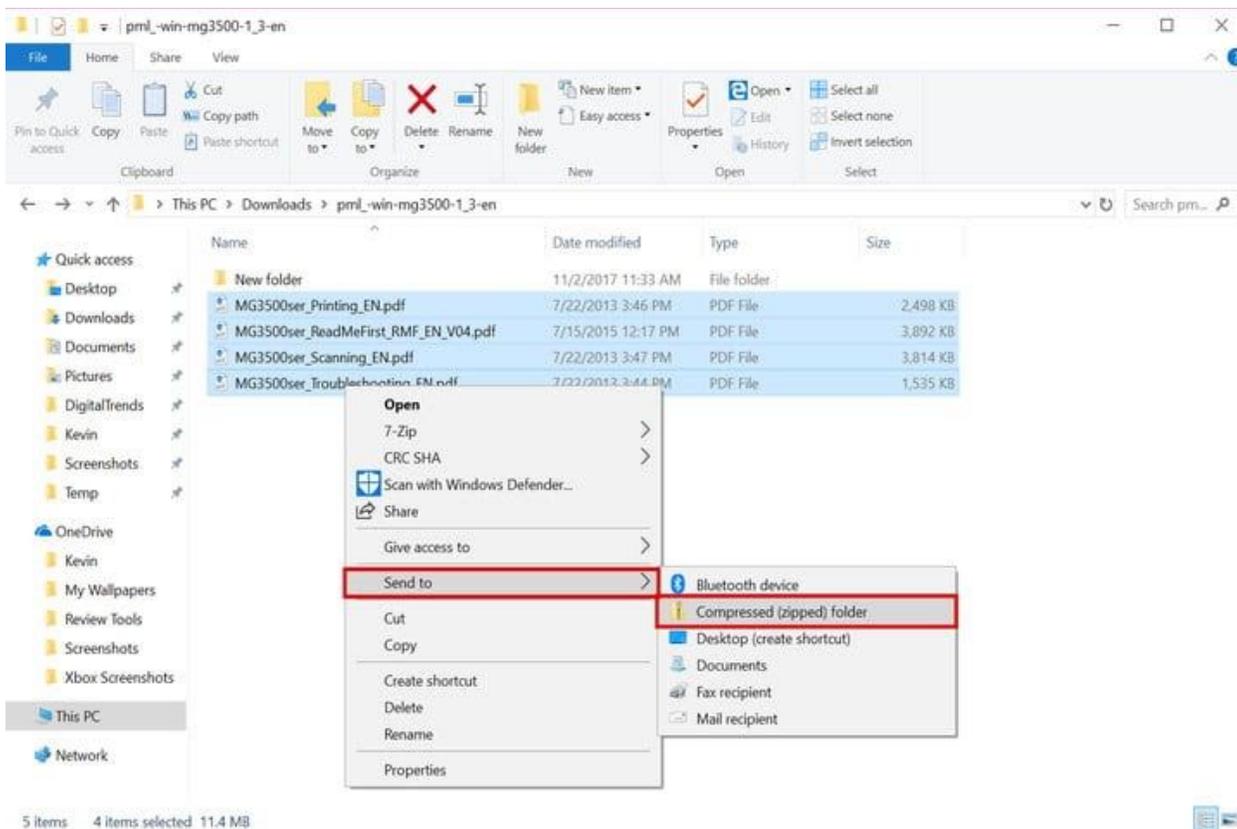
Step 3: Right-click on the file.

Step 4: Select *Send to* on the menu.

Step 5: Select *Compressed (zipped) folder* in the next menu.

Step 6: Rename your new ZIP file, and press the Enter key

ZIP multiple files



This method is handy for cramming multiple files together, for both size and organizational reasons. This is a smart idea when you're sending files, and also just to keep files together to free up disk space.

Step 1: Locate *File Explorer* on the Windows 10 taskbar (the folder icon).

Step 2: Locate the files you want to add to a single ZIP file.

Step 3: Select all files by holding down the mouse button and dragging the pointer across the screen. Your mouse will create a blue selection box. All files within this box are highlighted with a light blue color.

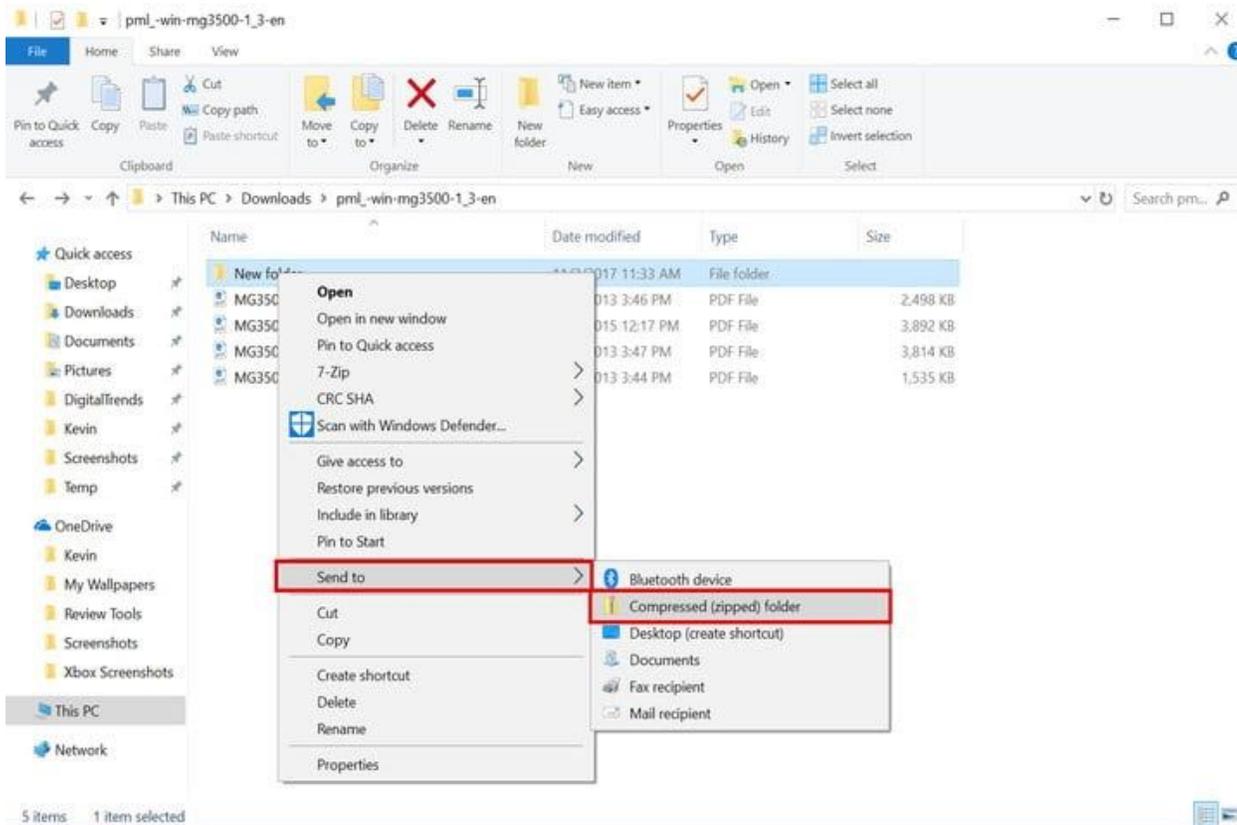
Step 4: Release the mouse button and right-click on the light blue highlighted files.

Step 5: Select *Send to* on the menu.

Step 6: Select *Compressed (zipped) folder* in the next menu.

Step 7: Rename your new ZIP file, and press the Enter key.

ZIP an entire folder



If you want multiple files in a single folder, this is the method you choose. When unpacked, all files will unload in a folder created during the compression process.

Step 1: Locate *File Explorer* on the Windows 10 taskbar (the folder icon).

Step 2: Locate the folder you want to add to a single ZIP file.

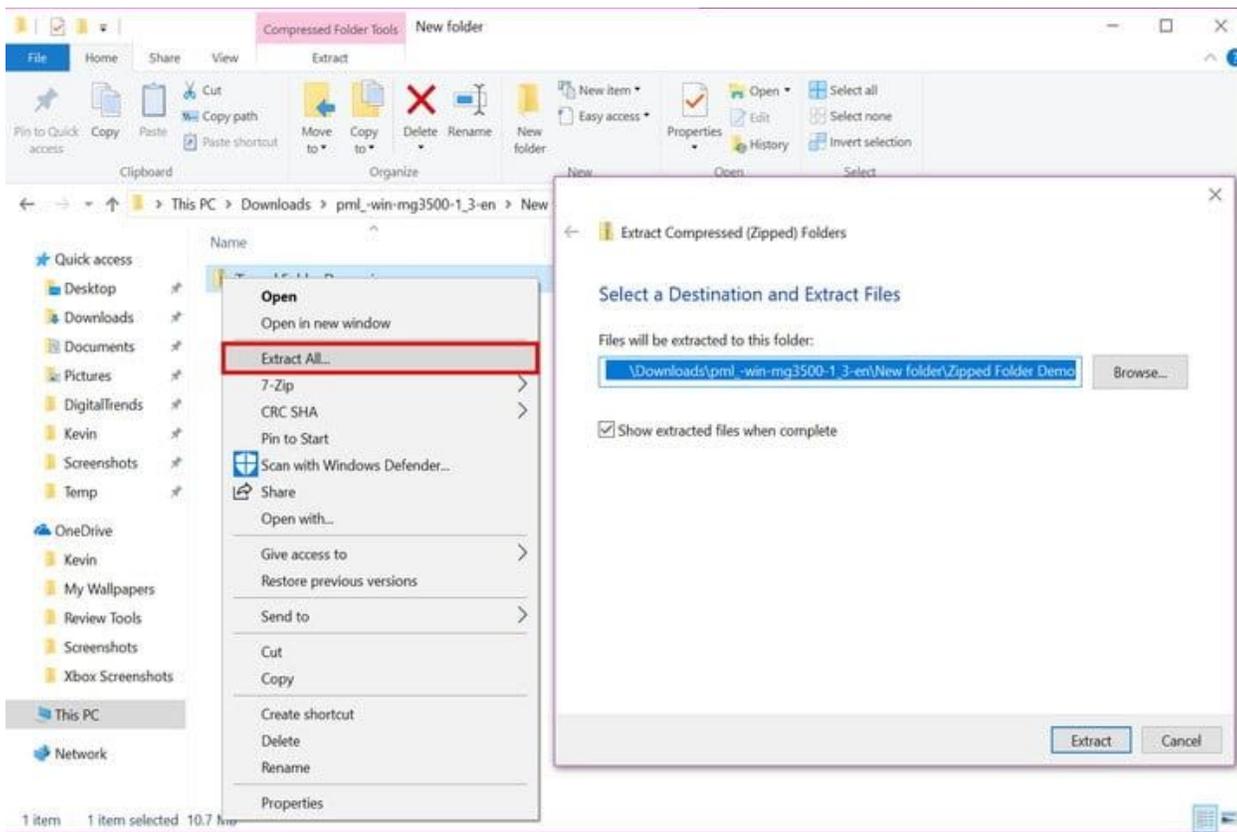
Step 3: Right-click on the folder.

Step 4: Select *Send to* on the menu.

Step 5: Select *Compressed (zipped) folder* in the next menu.

Step 6: Rename your new ZIP file and press the Enter key.

Unpack a ZIP file



Finally, let's demonstrate how you can unpack a ZIP file in Windows 10. Windows 10 uses an algorithm to scan your file, temporarily remove all repetitive information, and create a new file with a smaller size and a new file extension: ZIP. Here's how to do it.

Step 1: Locate *File Explorer* on the Windows 10 taskbar (the folder icon).

Step 2: Locate the file you want to decompress.

Step 3: Right-click on the file.

Step 4: Select *Extract all* on the menu.

Step 5: On the next pop-up screen, select where you want Windows 10 to unload the files.

Step 5: Once you choose a location, click the *Select Folder*

Step 6: Finally, click the *Extract* button.