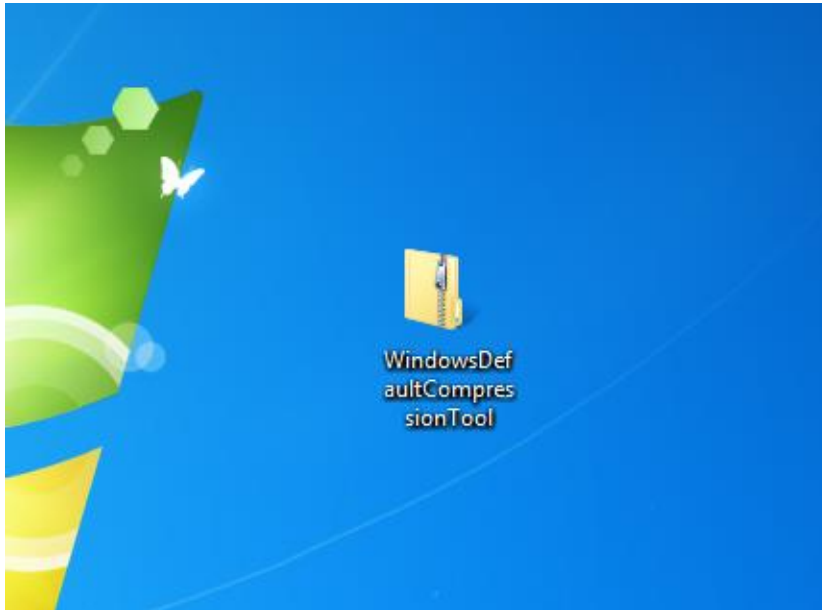


# Zip Files

Using the Default Zip Archive Manager on Windows

# Introduction

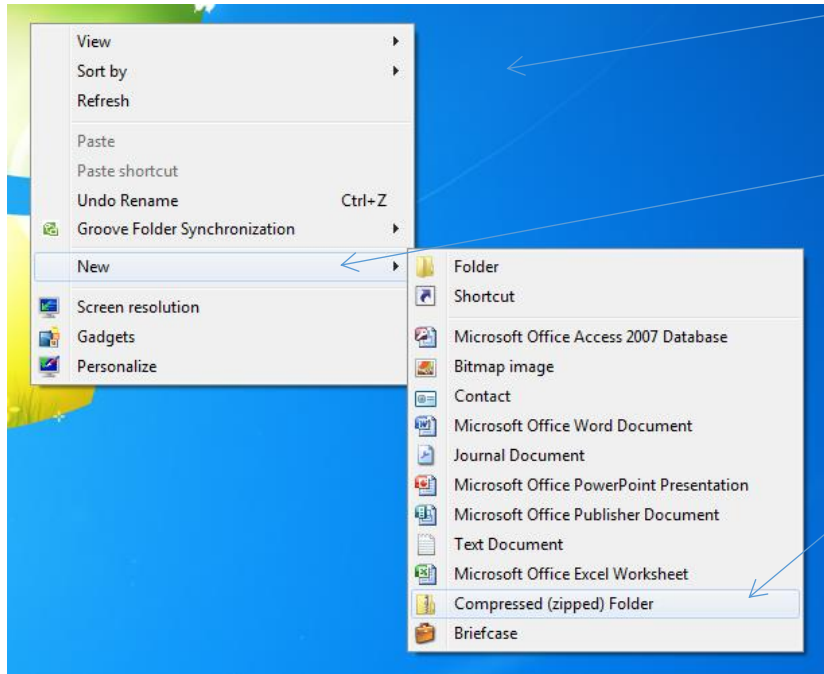


Zip folders is a quick way of reducing, and transporting, files that are oversized given the circumstances.

Windows 7 and 8 has the default '**Compressed Folder**' tool for basic file compression needs.

This tutorial would address two methods of utilizing the default Windows Compression Tool. Method A simply creates a Zip folder. Method B creates a Zip folder from an existing normal folder.

# Method A - Step 1:



- To quickly create a Zip Folder '**Right Mouse Click**' on your desktop or, within a opened folder.
- Reposition your mouse pointer over the '**New**' option.
- When the secondary options expand, reposition your mouse pointer over the '**Compressed (zipped) Folder**' and '**Left Mouse Click**'.

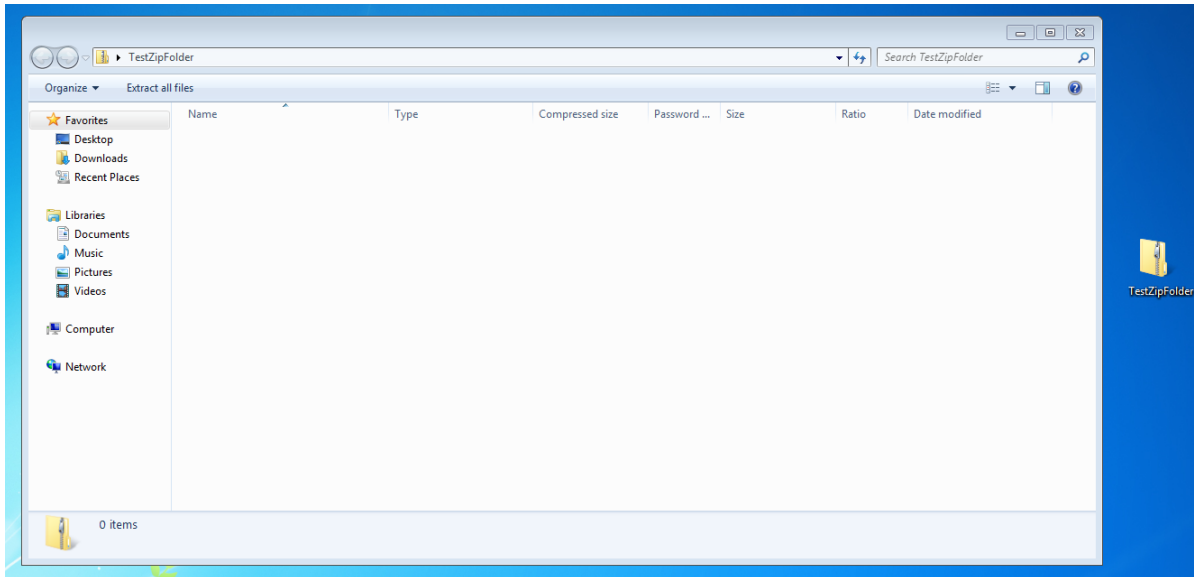
# Method A – Step 2:



- Give your Zip folder a appropriate name and click **'Enter'** on your keyboard when done or, **'Left Mouse Click'** away from the folder.

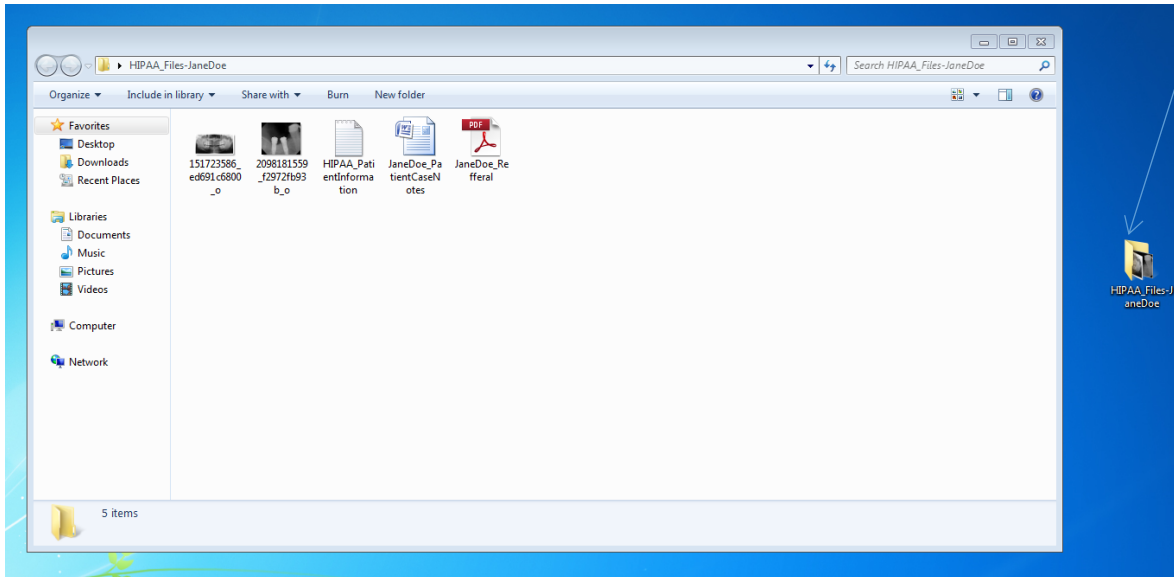
# Method A – Step 3:

Next, open the zip folder and either **'Drag n Drop'** or, **'Copy/Paste'** files into it.



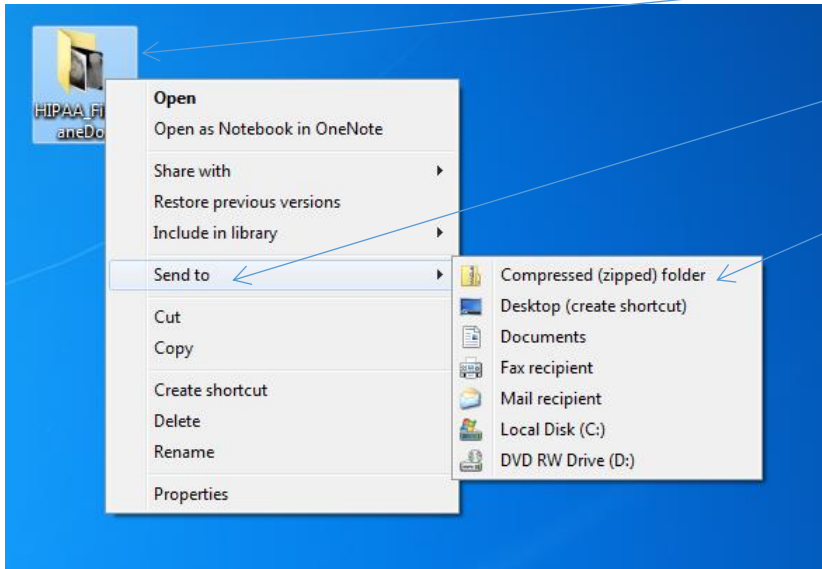
# Method B – Step 1:

- First ensure all of the files you need to Zip is contained in the folder



# Method B – Step 2:

- Next 'Right Mouse Click' on the folder.
- Navigate your mouse to the 'Send to' option.
- Then click on the 'Compressed (zipped) folder'



# Method B – Step 3:



- A Zip folder is created with the appropriate name or, you can rename it accordingly.