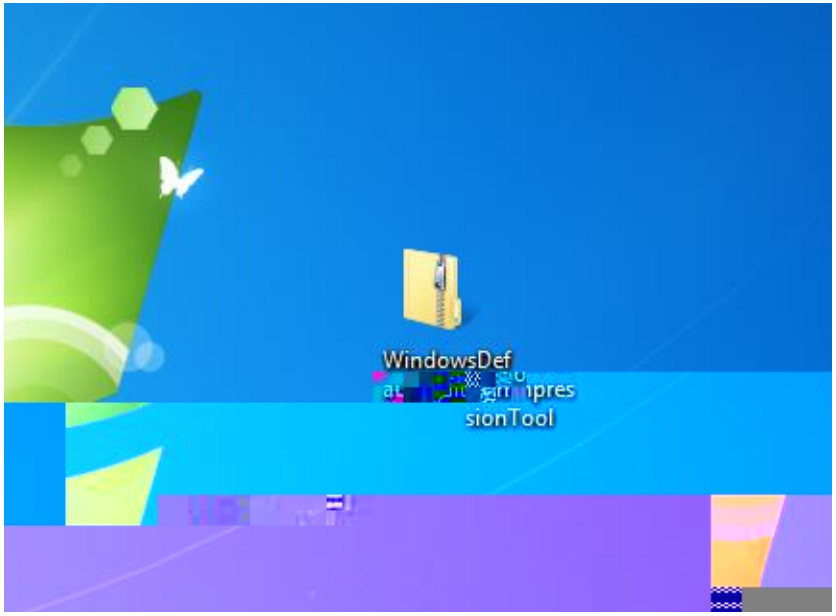
Introduction



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

² ƛyŘ2ǿǎ т l·yŘ y ƙl·ǎ ǘƙŜ ŘŜŦl·dzƭǘ ΨCompressed FolderΩ 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.

All images are stock photos used in our demo environment

Method A - Step 1:

- To quickly create a Zip Folder ΨRight Mouse ClickΩ ƵƴèƵdzNJ desktop or, within a opened folder.
- Reposition your mouse pointer ƵØŜNJ ǘKŜ ΨNewΩ ƵLJǘƛƵƴΦ
- When the secondary options expand, reposition your mouse LJƵƛƴǘŜNJ ƵØŜNJ ǘKŜ ΨCompressed (zipped) FolderΩ l·ƴŘ ΨLeft Mouse Click

Method A ς Step 2:

- Give your Zip folder a appropriate name and click ΨEnterΩ ƵƴèƵdzNJ ʅŜèōƵI·NJŘ ǿKŜƴ ŘƵƴŜ ƵNΣ ΨLeft Mouse ClickΩ I·ǿI·è from the folder.

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Method A ς Step 3:

Next, open the zip folder and either ΨDrag n DropΩ ƵΝΣ ΨCopy/PasteΩ ŦλfŜă into it.

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Method B ς Step 1:

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

Method B ς Step 2:

- bŜȀǘ ΨwƛƎKǘ a ƻdzǎŜ /ƭƛǑ⌊Ω ƻƴǘKŜ ŦƻƭŘŜ№Ⓟ
- b l·ØƛƎl·ǘŜ ȅƻdz№ Ƴƻ ˢ ǘKŜ Å

Method B ς Step 3:

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

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