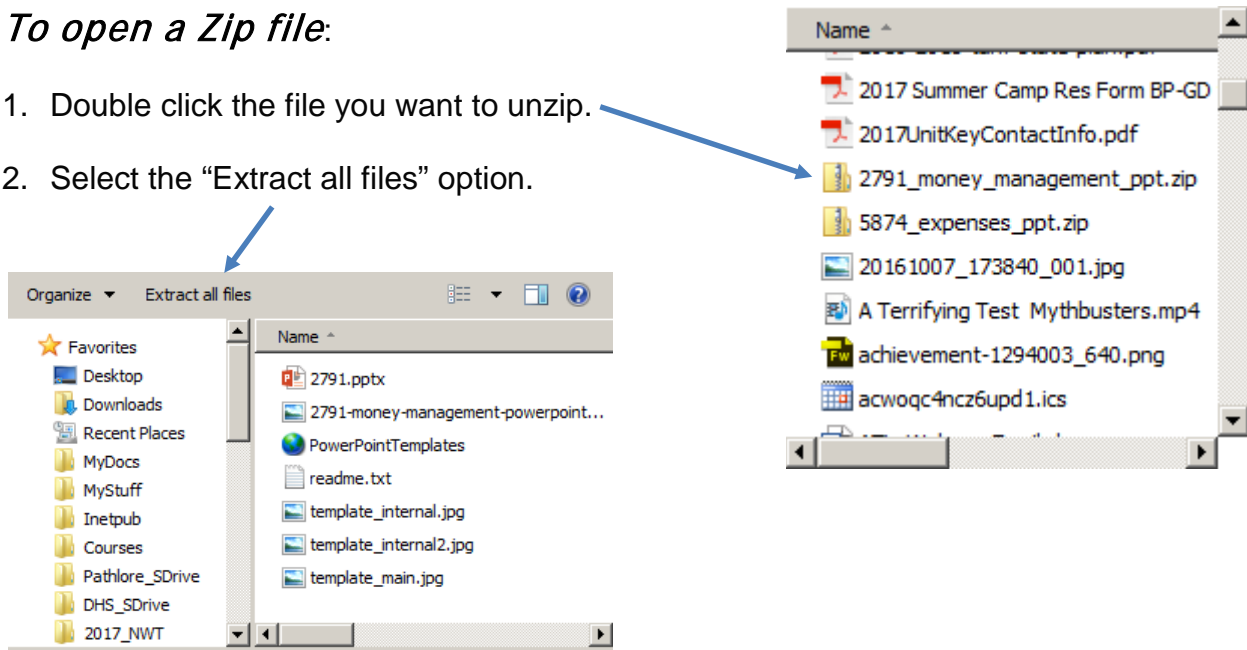# File Sharing – Zip Files

'Zipping' and 'unzipping' is a file management technique for packaging multiple files and/or folders into a single small bundle. Zipping and unzipping are most often used when you need to email large files, or download multiple files.

A Zip file, or archive file, itself is really just a container. It holds the real files inside it.
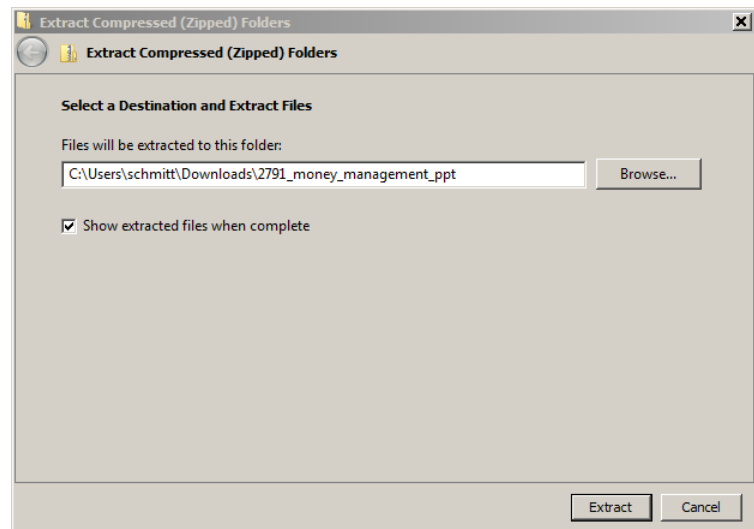
To open a Zip file:

1. Double click the file you want to unzip.

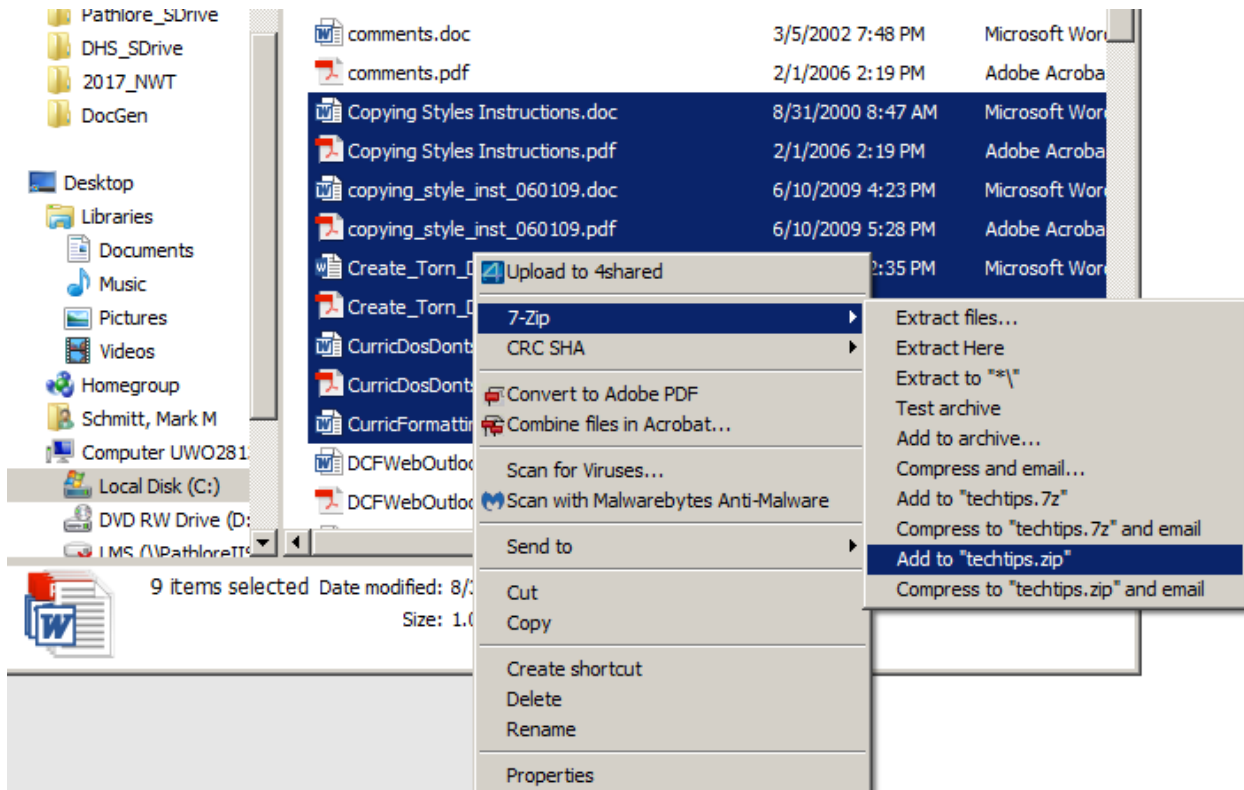2. Select the "Extract all files" option.

3. In the dialog box, select where the files will be extracted to.

   NOTE: By default, files will be extracted to a folder with the same name as the Zip file, and in the same location the Zip file came from.

To create a Zip file:

1. Choose the files you want to 'Zip' up. It is helpful to have all the files you want to Zip up located in the same folder.

2. Right click your selection and choose "**7-Zip**" and then "**Add to .zip**"

3. The chosen files will be compressed and stored in a ".zip" file located in the same folder the files came from.