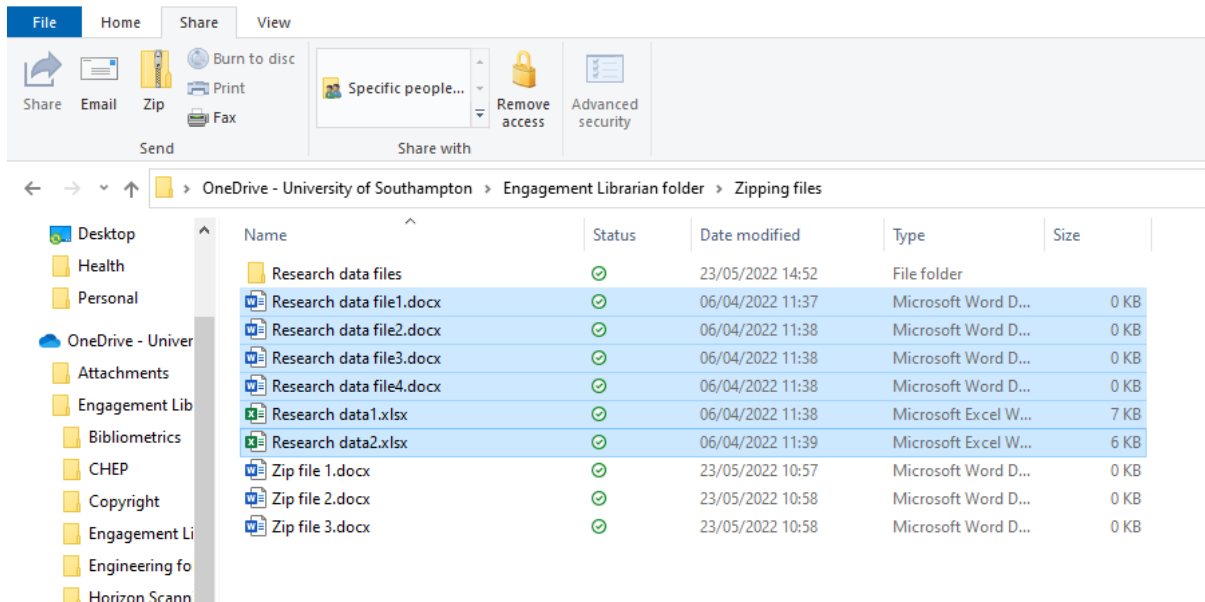# How to zip and unzip files

A zip file is a file which contains several other files which have been compressed.

- This reduces the size of the files by compressing them
- Groups files into a single location
- Makes them easier to move as a single item when uploading / downloading

Windows/OneDrive

Zipping files

Highlight files that you want to compress or zip (by using CTRL + clicking on files). You will need to open OneDrive via File Explorer.
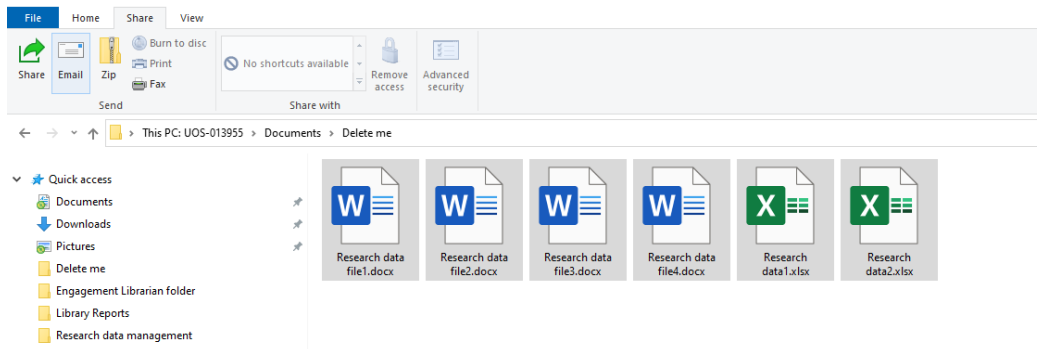

Click on **Share (in Menu bar)**

Click on **Zip icon**

Allow time to process
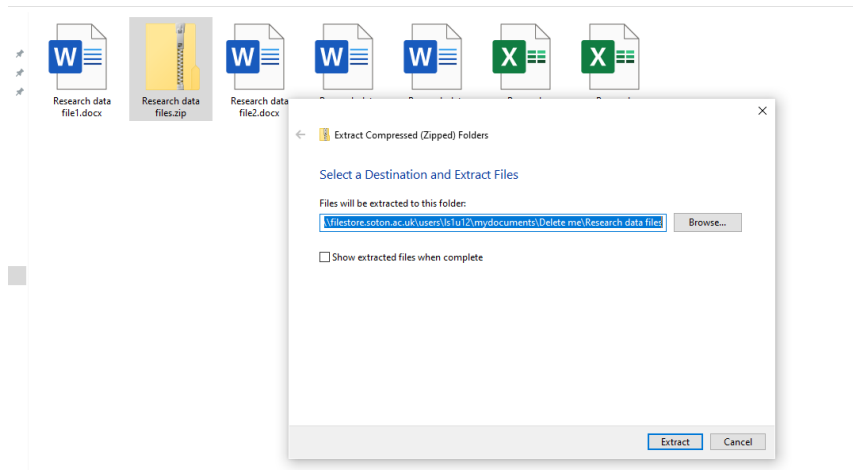
Give zip file a meaningful name

Extracting files from a zip

Right click on the zip file and select an option from the drop down menu

Open will open the files in the folder where they are (or double click on the zip folder itself)

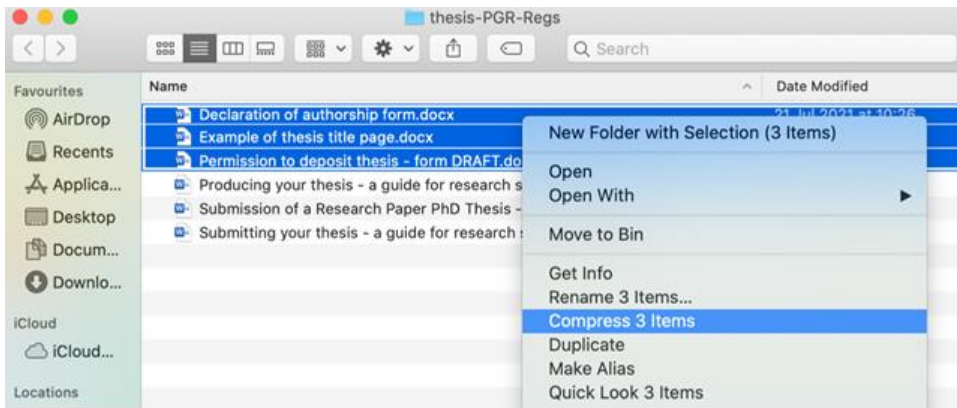**Extract all** allows you to choose where to save the files

macOS

Zipping files

Select files that you want to zip (can also zip folders)

Right click and select compress

Zip file is created - rename it & give it a meaningful name

Extracting files from a zip

Double cleck on zip file, a new folder is created with the unzipped files in it.