

To compress a file or folder

- Locate the files or folder that you want to compress.
- Select the files you want to zip. If you want to zip all the files in a location, you can use the keyboard command Ctrl+A (hold down the "Ctrl" key and the "A" button simultaneously). The other option is to use a "marquee", which means holding down the left mouse button and dragging the mouse over all the objects you want to select. The items you've selected will have a light-blue box around them
- Right-click the files or folder, point to Send To, and then click Compressed (zipped) Folder.
- A new compressed folder is created. To rename it, right-click the folder, click Rename, and then type the new name.