ARCHIVE FILES AND FOLDERS IN A ZIP FILE

Archives are useful when you want to send multiple files to someone by email. Instead of attaching several large files, archive them into one file. That file takes less space than sending all the files separately, and it's easier to attach and send by email. The most popular format for archiving files is .zip and Windows 10 can automatically work with this type of archive without having to install third-party apps.

To archive several files and folders into a .zip file, open File Explorer and follow these steps:

1. Select the files and folders that you want to archive.
2. Click the Share tab on the Ribbon. The Share tab is displayed.
3. In the Send section, click the Zip button. An archive is automatically created in the same folder as the files and folders that you selected. You can edit the name of the archive.
4. Type the name that you want for the archive file.
5. Press Enter or click somewhere else in the File Explorer window. You can now use the newly created .zip archive and send it by email or store it where you want on your computer. If you want to save space on your hard disk, it's a good idea to delete the files and folders that you placed in an archive, as you can always extract them from the archive.

View and Extract the Contents of a ZIP File

When you receive an archive in the .zip format, you can view its contents and extract it in File Explorer. Here's how:

1. Open File Explorer.
2. Go to the location of the archive file.
3. Double-click the file to view its contents.
4. Click the Extract tab on the File Explorer Ribbon. The Extract tab is displayed.
5. Click the Extract All button. A wizard appears asking you to select where to extract the files.
6. Click Browse.
7. Select where you want to extract the files.
8. Click Select Folder.

9. Click Extract. The files are extracted. File Explorer opens the folder that you specified, where you can view all the files and folders that were in the archive.
10. Close File Explorer and the archive you just extracted. The Extract tab on the File Explorer Ribbon also gives you options for extracting individual files to standard user folders like Documents, Pictures, and Downloads.