

# How to ZIP all the files in a folder

All of us in our everyday life no matter what kind of role we are in whether it is a student or a IT professional, and a person from any industry would sometimes have a situation where you need send a lot of the word files or documents to others or coworkers selecting each file and sending it is a very tedious task. So by zipped files you can just zip all the files into a single folder and then can be transferred to other computers. Also the zipped(compressed files) take less storage space and the transferring of the files will also be easy.

## Materials needed:

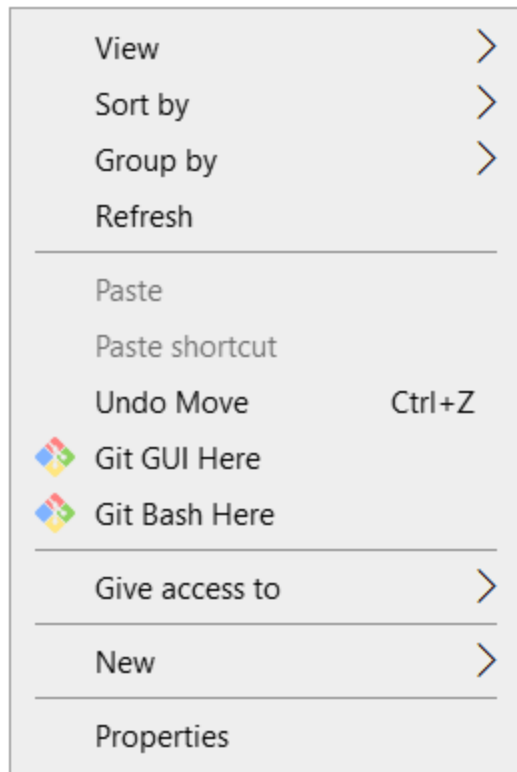
- All the files that you want to compress into a zipped folder on your laptop or computer

## Experience needed:

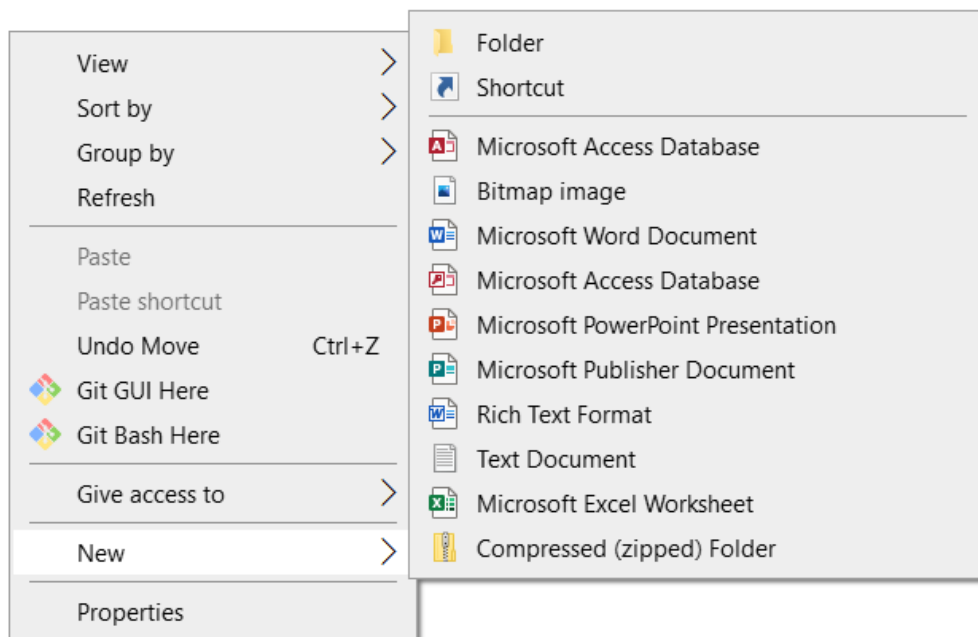
- You need to know how to access the files on your computer and have knowledge about where the files are loaded
- You should know the basic use of a computer or have a basic understanding of how to operate a computer.

## Step 1: Create a folder

- Open your file explorer that is located on the taskbar
- Then right click and you will see a lot of options seen in the image below.
- In all those options click on new



- After clicking on “new” select “folder” option that is in the top of all the choices that are shown after clicking the new option



- After selecting the “folder option” a folder will be created on your desktop and will ask you to name the folder so give a name to the folder.

**Note:** make sure to not name the folder with the same name that you used for other folders and try to give simple names to the folders so that it is easier to look for but make sure the name is relevant to the files in the folder.

### Step 2: Add all the files onto the folder

#### 1st way:

Drag the files into the folder using the cursor and the files will be added into the folder

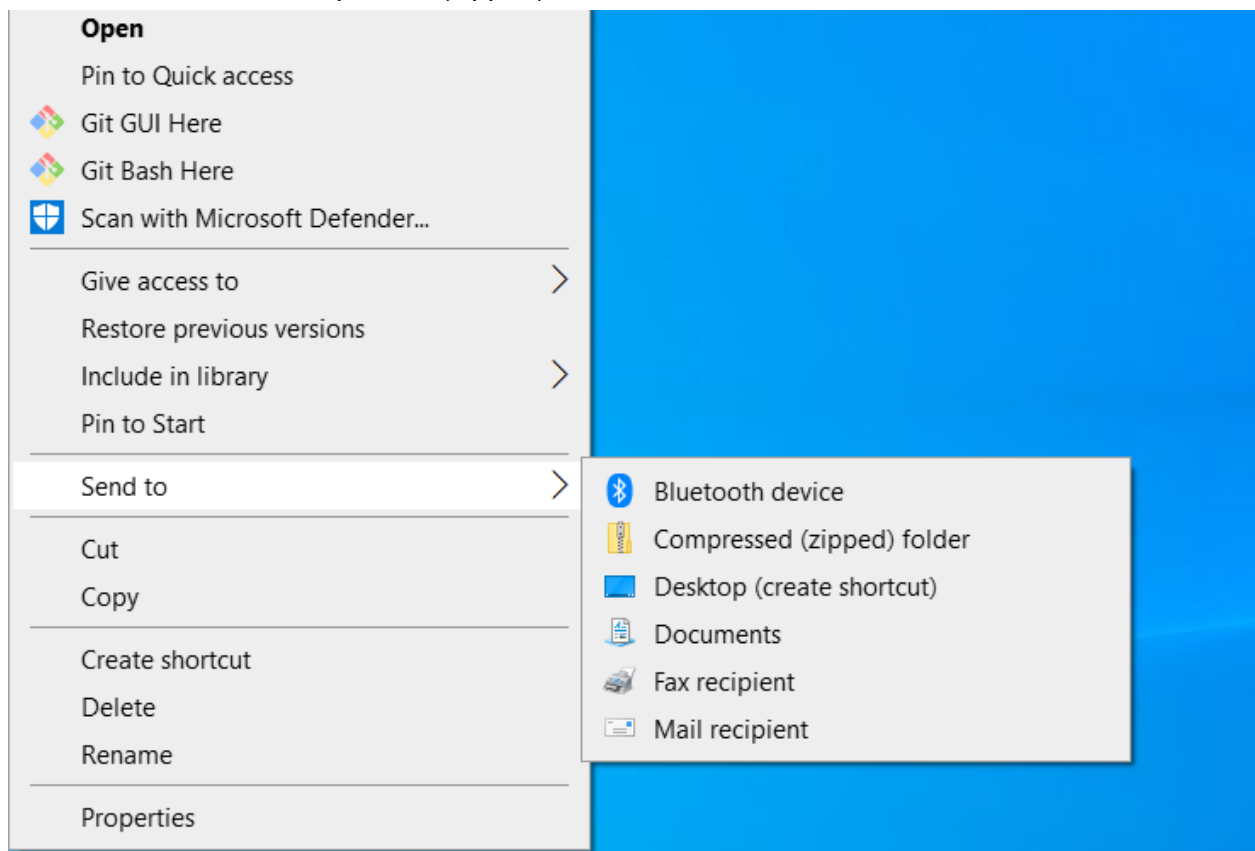
#### 2nd way:

Copy the files and add it into the folder

**Note:** Make sure that you are dragging or saving the right file in the folder because once the files are saved in the folder and compressed, it is again a tedious process to unzip and remove a file.

### Step 3: selecting the compress option

- After adding all the files now right click on the folder and click on the “send to” option and then click on “compressed(zipped) folder”



### Step 4: How to identify the folder that is zipped

Now your zip file is created and in order to send that zip file to the other computers you can just go to the desktop and select the folder that you created and can send it to whomever you want.

**Note: The zip file will have the same as the name you gave for the folder because you don't have to name it again once you have compressed the folder.**

### **Conclusion:**

Using these steps you will now be able to zip all of your files and sending huge no of files to others will now be easier and less time consuming. Apart from that you will also be able to save the storage on your device by zipping your files as the file will no longer take a lot of the storage space.