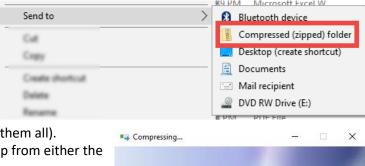# Windows 10: ZIP (file compression) is built into Windows

Good-bye WinZip and other third-party compression programs – that feature is built right into Windows 10.
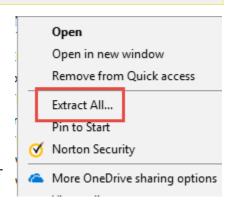
1. Open File Explorer (either by pressing ⊞ E (brownie points for using this keyboard shortcut) – or by clicking the FILE EXPLORER icon down on the taskbar at the bottom of the screen.
2. Select the files, or folders, that you want to zip.
3. RIGHT-CLICK one of the selected files or folders – and choose SEND TO.
4. Then choose COMPRESSED (ZIPPED) FOLDER.
5. You will see the progress bar flash by with the names of the files it is compressing (too fast to see them all).
6. Then you will see a new folder in your list – made up from either the name of one of the folder(s) you compressed
7. The new folder is automatically left in rename mode (highlighted) – so that you can type a more appropriate name if you want – or just press [ENTER] to keep existing name.
8. You can ADD MORE FILES to the zip folder – by simply dragging and dropping the files onto the folder. (Just click ADD when the ADD window appears).
9. To EXTRACT *all* the files:
   a. RIGHT-CLICK the zipped folder – then click EXTRACT ALL.
   b. At the EXTRACT COMPRESSED (ZIPPED) FOLDERS window – BROWSE to the folder where you want to extract the files to – and click SELECT FOLDER button.
   c. Then click EXTRACT button. The files will be extracted to the selected location.
   d. **Warning**: if you have WinZip installed, you will not see the EXTRACT ALL option; instead you'll see OPEN WITH WINZIP.
10. To EXTRACT *some* of the files:
    a. DOUBLE-CLICK the zipped folder – to open it up.
    b. Drag or copy the desired files.