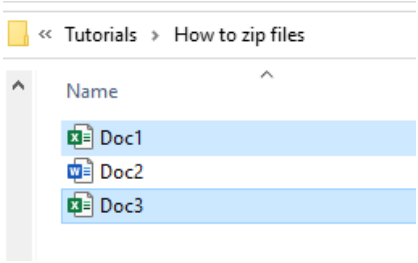
How to put files in a zipped folder

Zipped folders allows us to send one or multiple documents in one folder, and/or to compress large sized documents that we might want to send or upload somewhere.

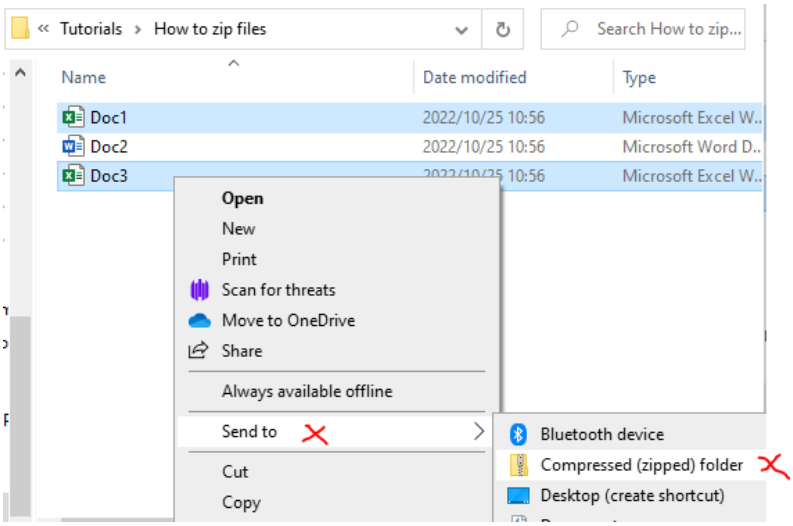
Follow below steps to create a zipped folder.

1. Open the folder on your computer that contains the files you would like to add to your zipped folder.

2. Hold in Control on your keyboard, and then while holding in Control, left click once on each file that you would like to add:



3. Let go of Control. Now right click on any of the files that you selected and click on Send To, and then on Compressed (zipped) folder:



4. Now rename the zipped folder to the preferred name.

