

Using Zip files



Zip files are a way of combining more than one file together into a single Zip Archive file

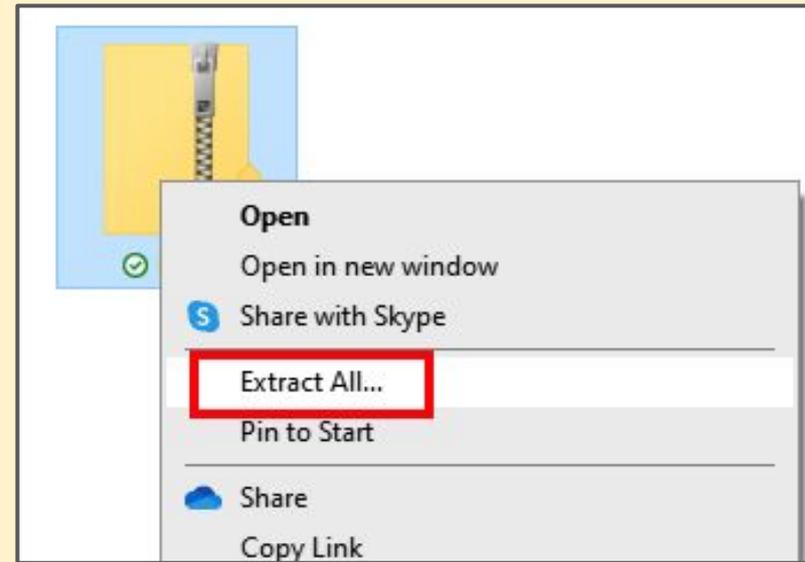
- makes it easier to download sets of files
- reduces the file size as well - so the file is quicker to download and uses less data
- zip archives can be dealt with by modern computers easily - although people may not know how to use them

Using Zip files

1. **Download** the Zip file and move it into **OneDrive**

2. Right click the file > **Extract All**

3. A window opens - click **Extract** at the bottom



4. The Zip file will unzip into a new folder

