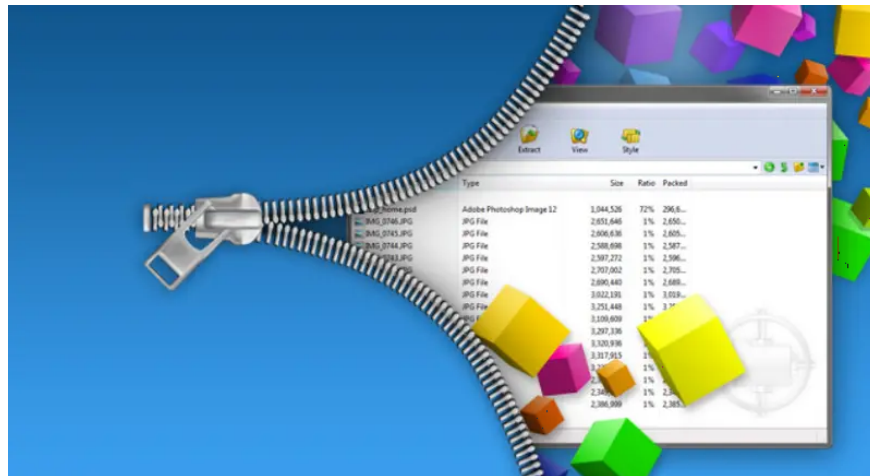


How to compress and decompress files of all formats on your computer

During use, a large file is often restricted from sharing on social networks and takes a long time to download. In this case, compressing the file is the most effective way. So how to compress the file?

While using your computer or laptop, you will encounter the situation where you cannot share files via social networks such as Zalo, Messenger, Viber. due to the file size being too large. Compressing data will help you easily share files as well as share more easily. So how to compress files? In this article, HACOM will share with you the fastest and simplest way to compress and decompress files!



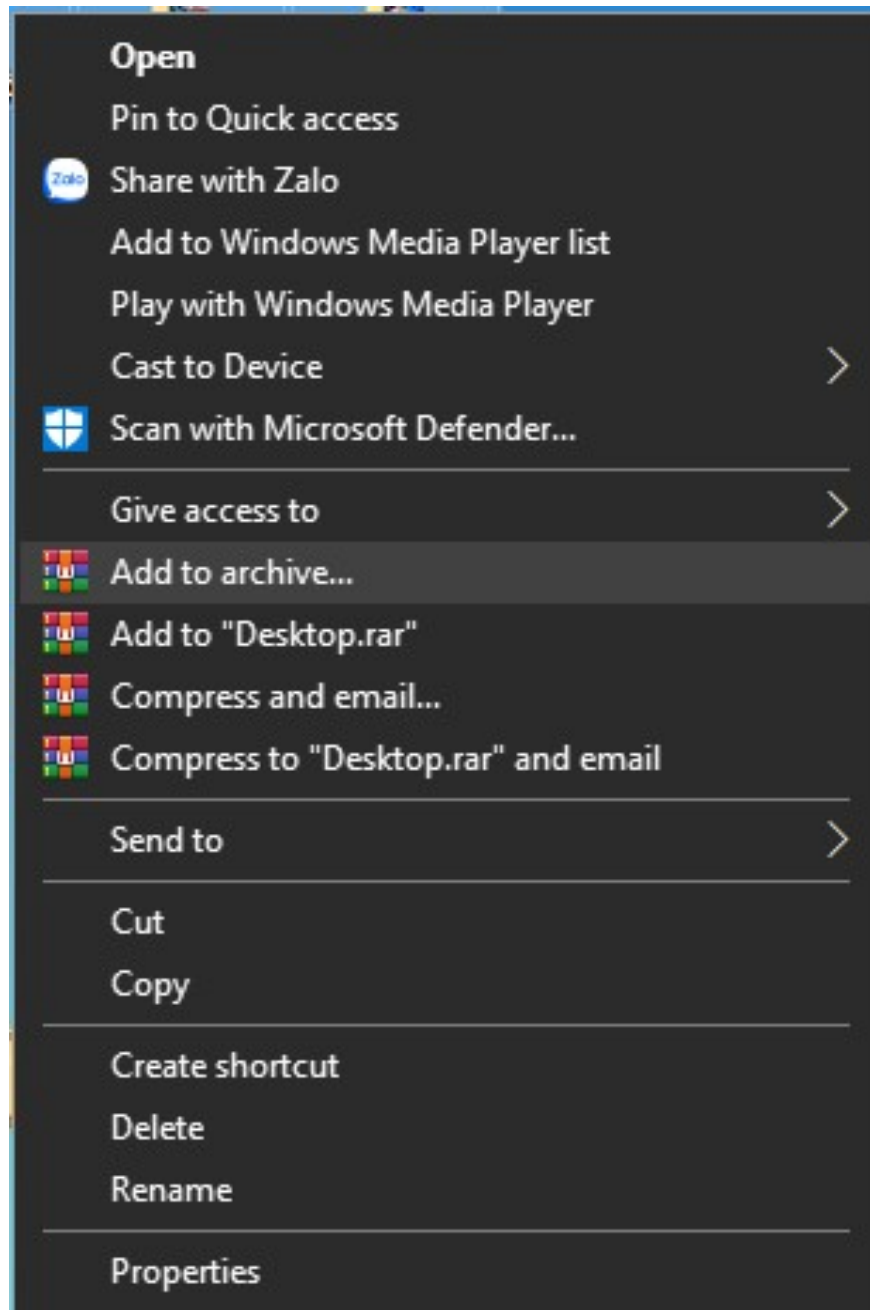
Instructions on how to compress files on your computer

To be able to compress and decompress files on the computer, we need to have a supporting tool, which is Winrar software. Among the current decompression software, Winrar is considered the best file compression and decompression software at the present time.

First, **download Winrar file compression software here.**

After downloading and installing Winrar on your computer, we will compress the file according to the specific steps below:

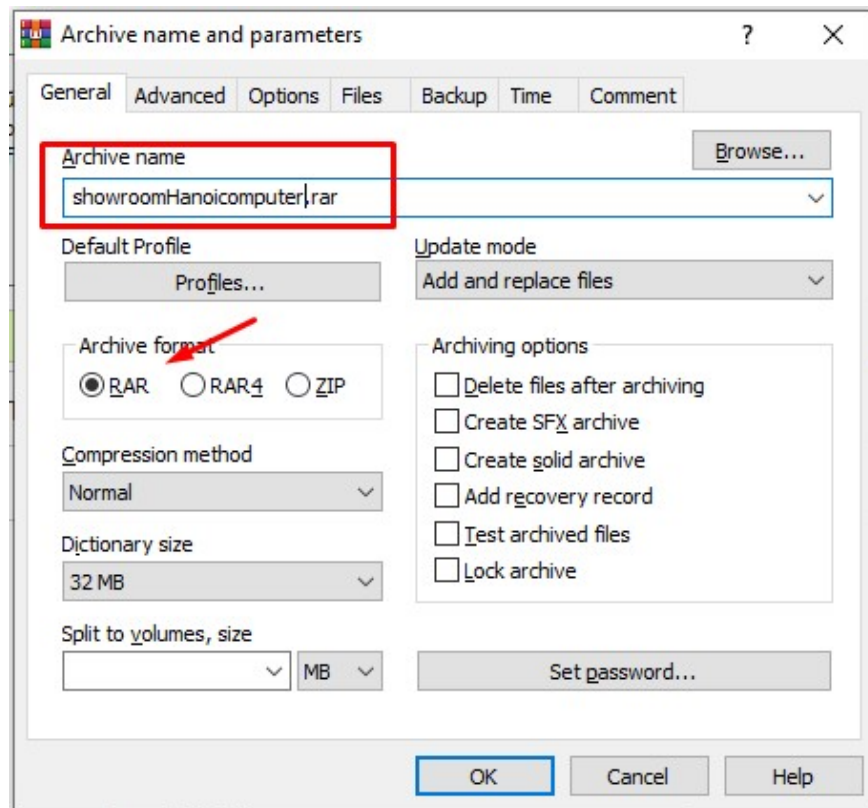
Step 1 : Highlight all the folders and files that need to be compressed (to keep things neat, you can put them all in a separate folder) and select **Add to Archive** to compress the file.



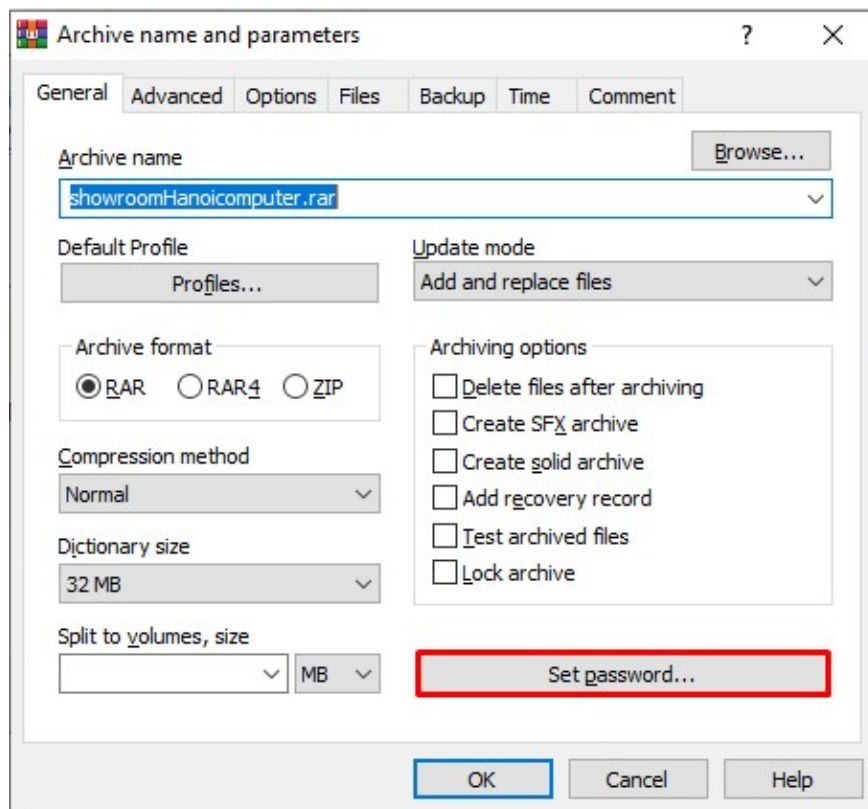
In this step, you can also have more options like:

1. **Add to "filename.rar"** to compress the file directly into a RAR file.
2. **Compress and email** to compress files into rar, zip files and send emails containing the compressed files.
3. **Compress to "filename. rar" and email** to compress the file into a folder and email it.

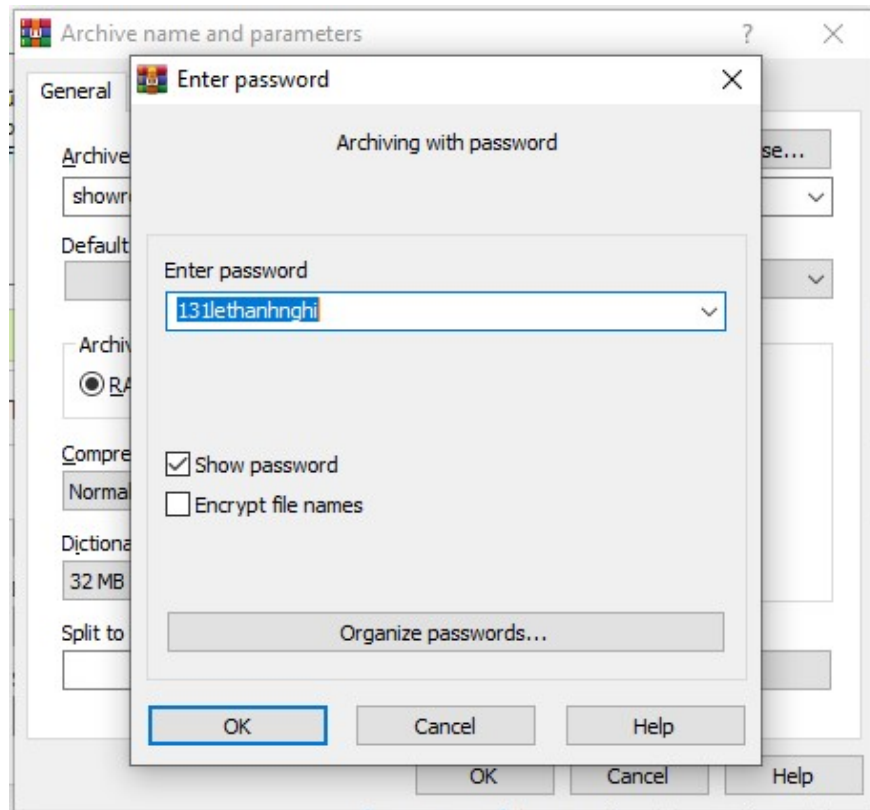
Step 2 : In the General tab, in the **Archive format** section , you can choose to compress to a Rar or Zip file. Name the compressed file in the **Archive name** box .



Step 3 : If you want to increase the security of the file, you can set a password when extracting by selecting **Set password** .



Step 4 : Enter and re-enter the password you want, then press OK.

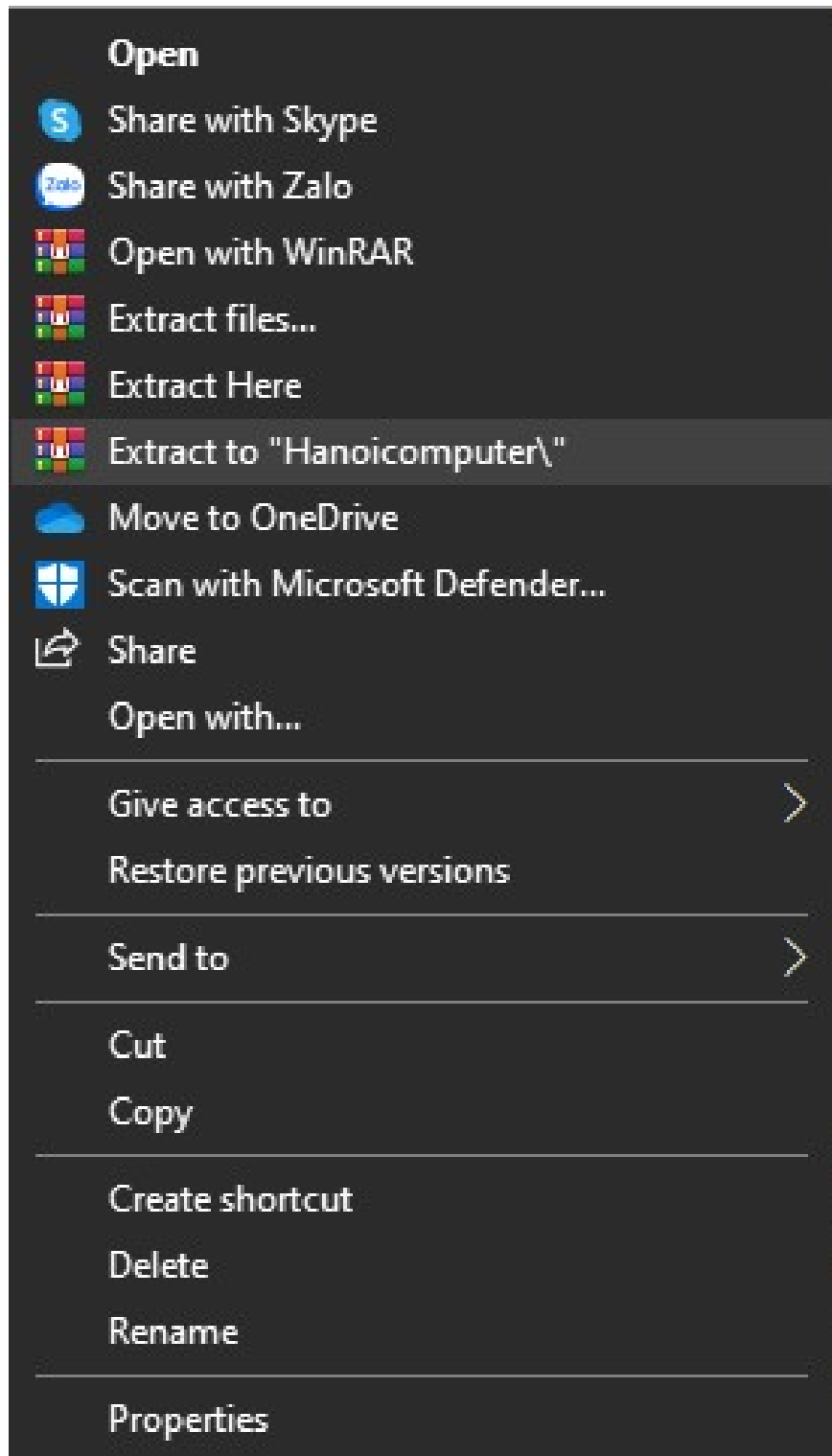


Step 5 : After setting the password, click Ok to complete.

How to unzip compressed files using Winrar

With Winrar, decompressing files is as simple as compressing files. Decompressing files can also be done quickly with 2 mouse clicks.

First, right-click on the compressed RAR file. Then you can choose one of the following ways to unzip the file:



1. **Select Extract files** to extract the file to the path you choose.
2. **Select Extract here** to unzip the file right where you are working. This will unzip all the files inside and will not create a folder to contain the extracted files.
3. **Select Extract to + folder name** to create a folder corresponding to the file name and extract everything in that folder.

Above is a tutorial on how to compress and decompress files with Winrar quickly and simply. If you need any further support, please comment below for TipsMake to answer and guide you!

You finished reading the article "**How to compress and decompress files of all formats on your computer**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.