

How to compress and decompress files without installing additional software on Windows 10

In some urgent cases, if you have not yet installed the file compression software or it fails, it will force you to compress and decompress with the default software on Windows 10. Software tips will guide you how to compress and decompress files without installing additional software on Windows 10.

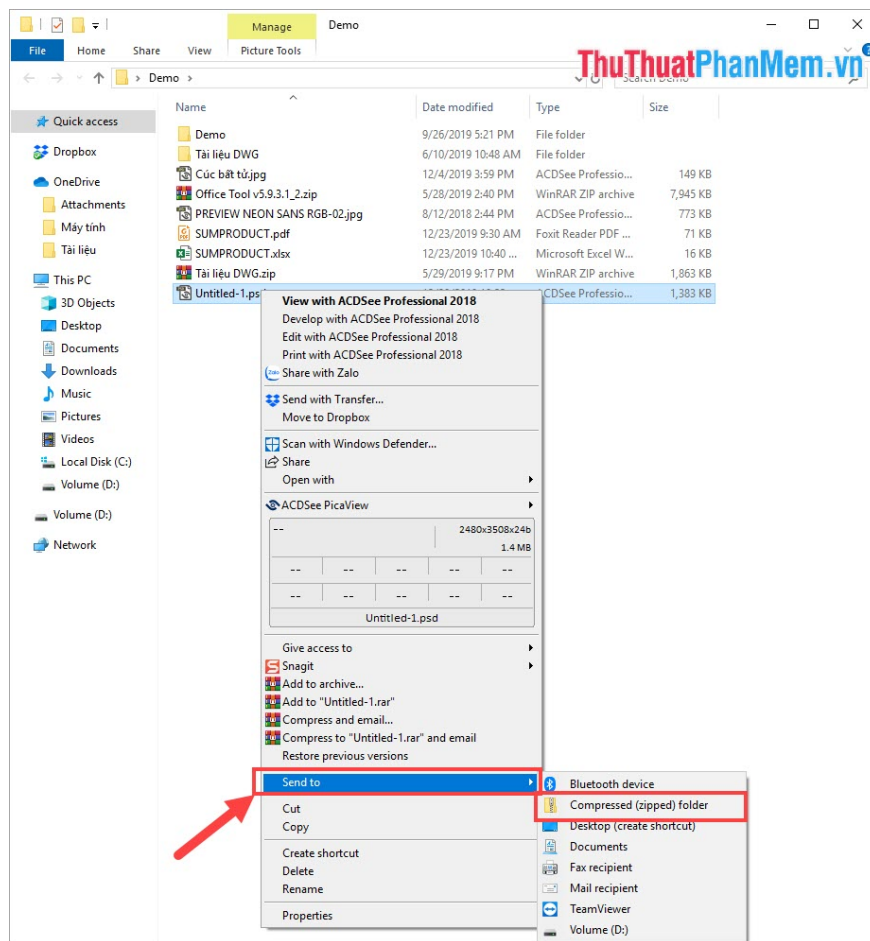
In some urgent cases, if you have not yet installed the file compression software or they have errors, then you must compress and decompress with the default software on Windows 10. Although the compression method on Windows 10 is not popular Yes, but it is still a useful tool in emergencies. In this article, Software Tips will guide you how to compress and decompress files without installing additional software on Windows 10.



I. How to compress files without software on Windows 10

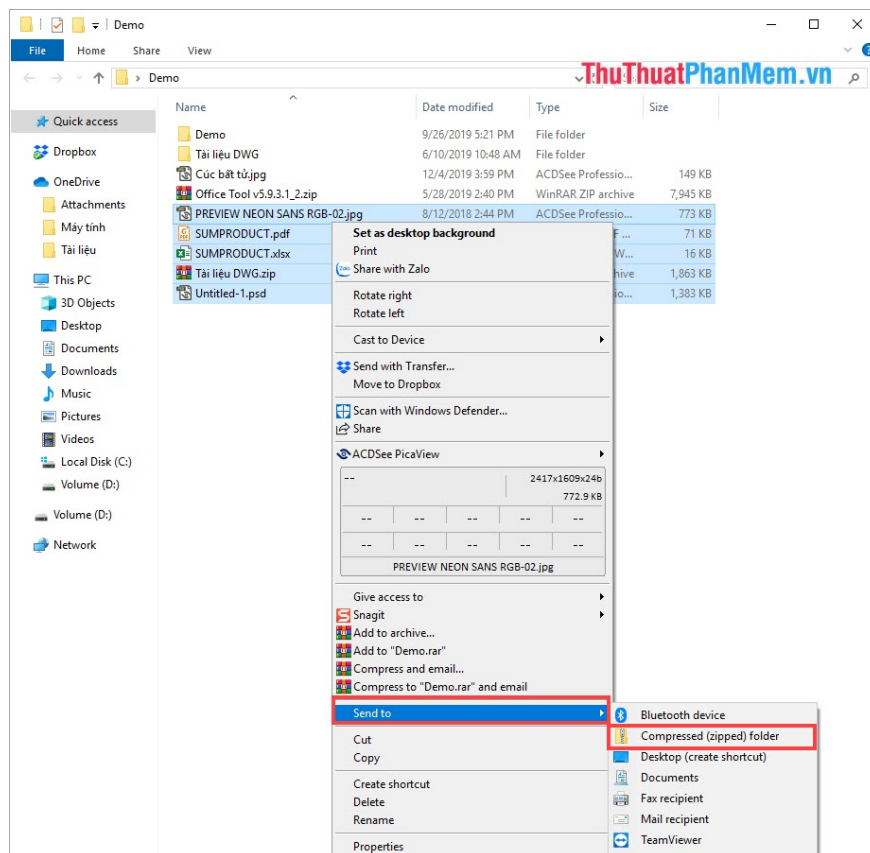
1. Compress 01 file

For individual files that need to be compressed, **right-** click the file and select **Send to -> Compressed (zipped) folder** .



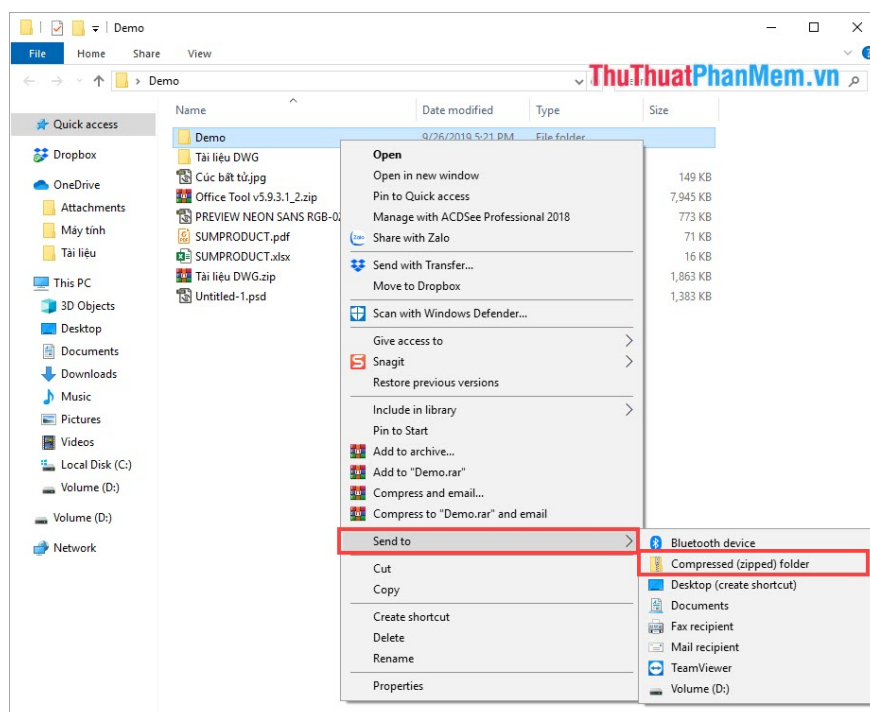
2. Compress multiple files

Compressing multiple files is very simple and similar to compressing individual files. First, you need to **select the files to be compressed** (Hold Ctrl + Left click to select the files to be compressed). Next, **right-click and choose Send to -> Compressed (zipped) folder**.



3. Compress the entire Folder

To compress the entire folder you need to **select that Folder** and **right-click** and select **Send to -> Compressed (zipped) folder** .



3. Note

This is an online compression method through Windows 10 operating system so we will still have certain limitations. So you should note the following to avoid errors.

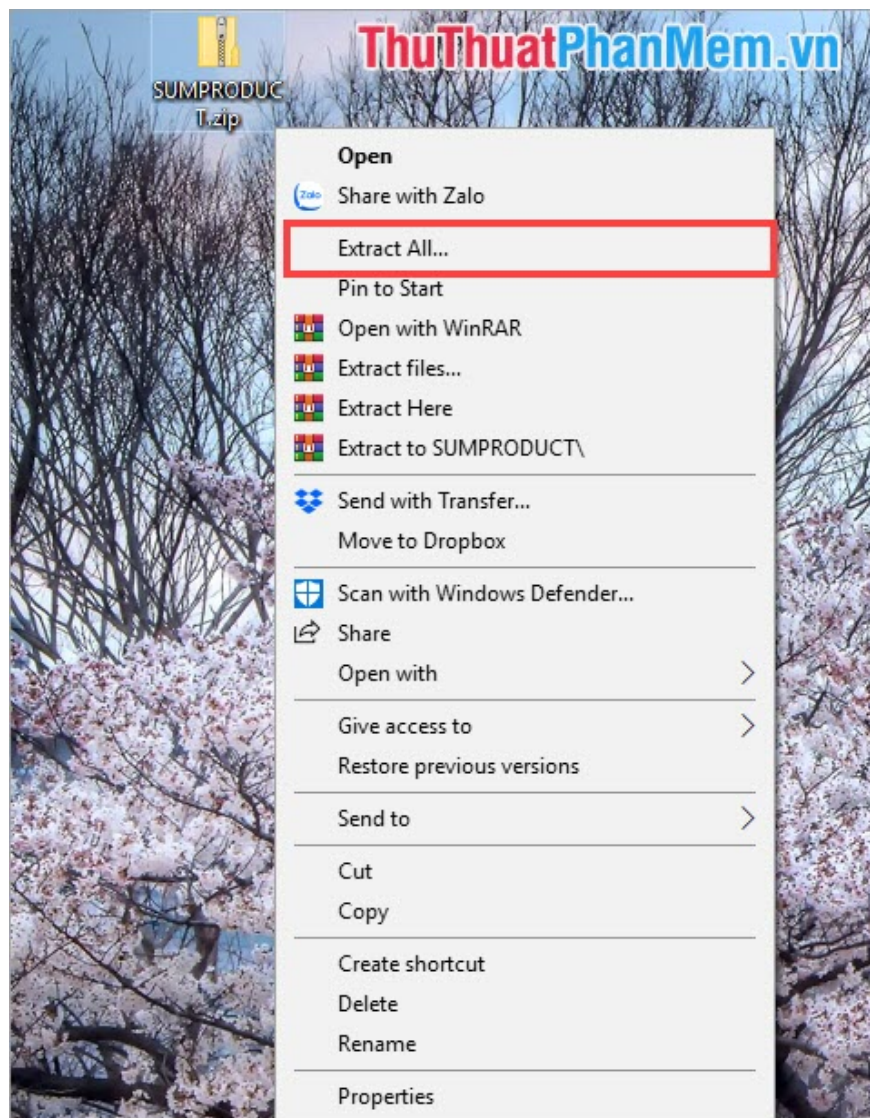
1. Names of files and directories must not be written in Vietnamese, must be written in words without diacritics.
2. Unlimited file size, Folder when compressed

II. How to decompress files without software on Windows 10

After we finish compressing the files, the files will have a zipped Folder icon with the extension .Zip. Now to open these files you have 02 ways as follows:

1. Extract directly on the system

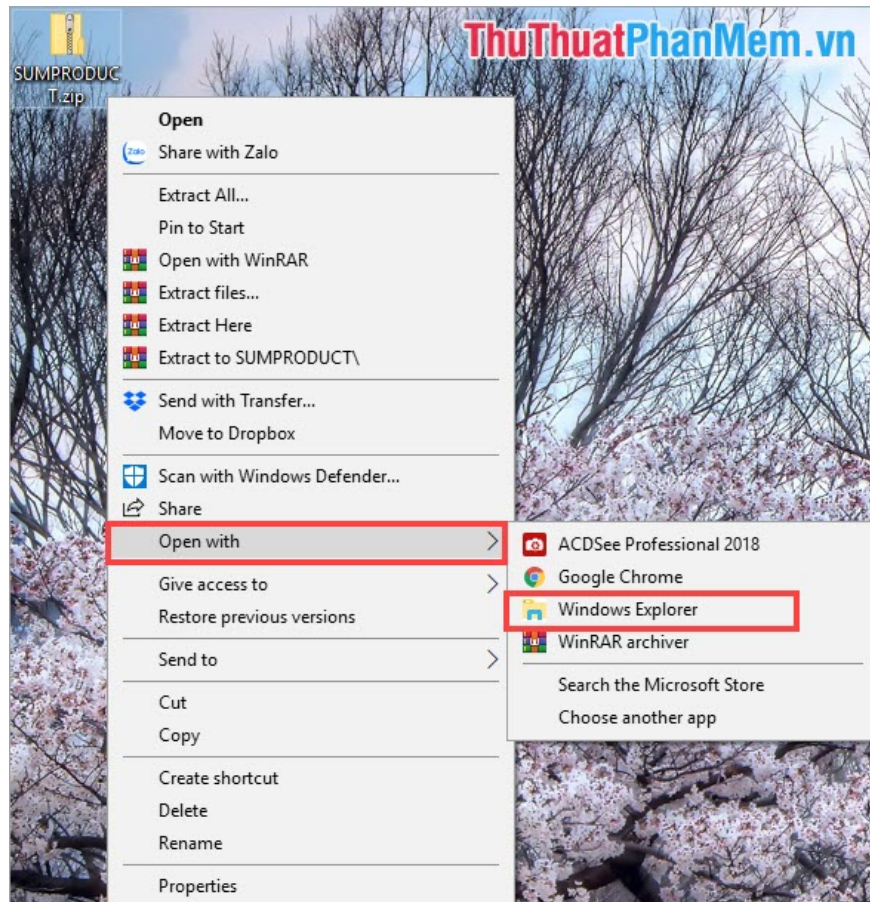
You proceed to **Right-click** on the compressed file and select **Extract All** .



After that, all the data inside your compressed file will be extracted out.

2. Extract with Windows Explorer

You **right-click** on the compressed file and select **Open With -> Windows Explorer** .



After that, all the data inside your compressed file will be extracted out.

In this article, Software Tips showed you how to compress and decompress files directly on Windows 10 without the need for 3rd software. I wish you success!

You finished reading the article "**How to compress and decompress files without installing additional software on Windows 10**" 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.