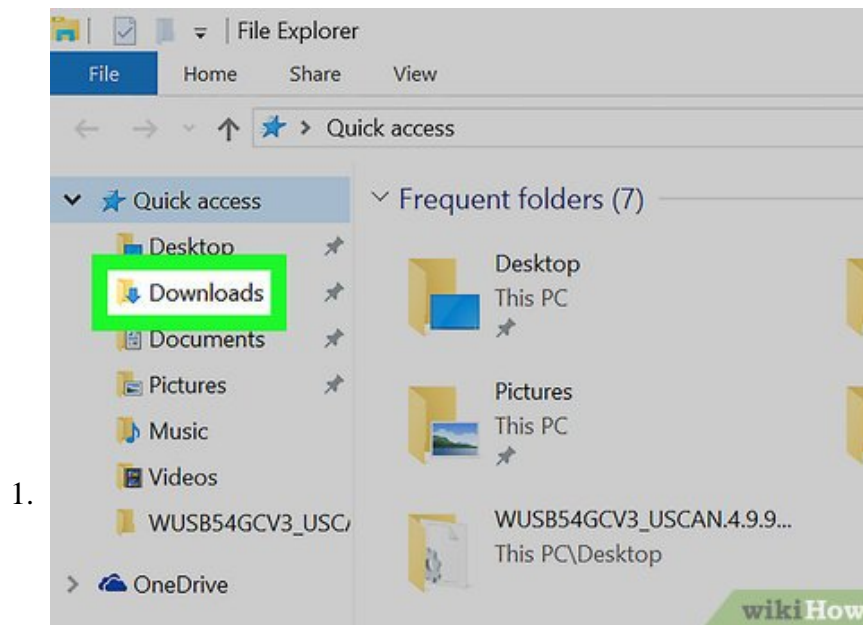


How to Zip Folder on Windows

This wikiHow teaches you how to create a zip file from a folder using either the built-in Windows zip tool or a third-party app like WinZip. Navigate to the folder you want to zip. No need to open the folder, just bring it onto the screen....

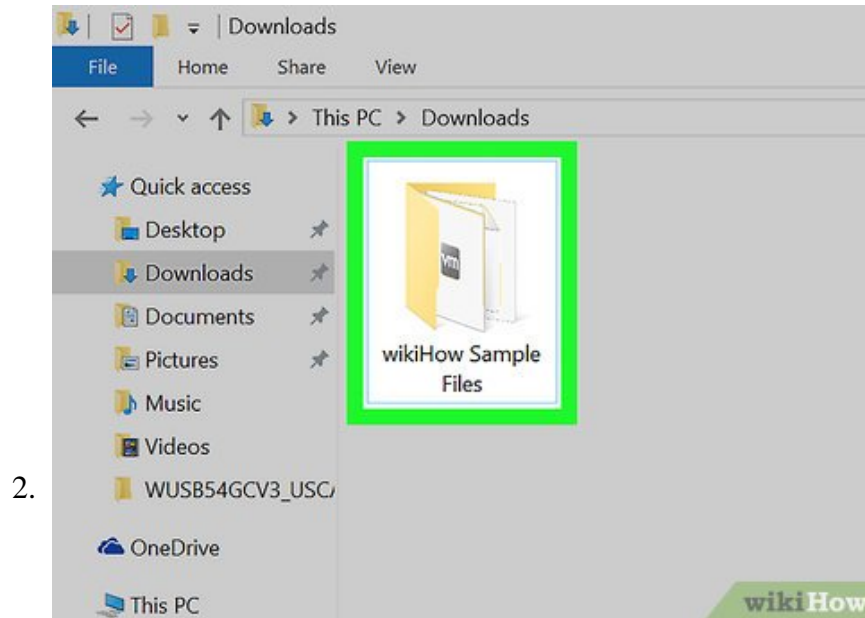
Method 1 of 2:

Using the Built-in Zip Tool

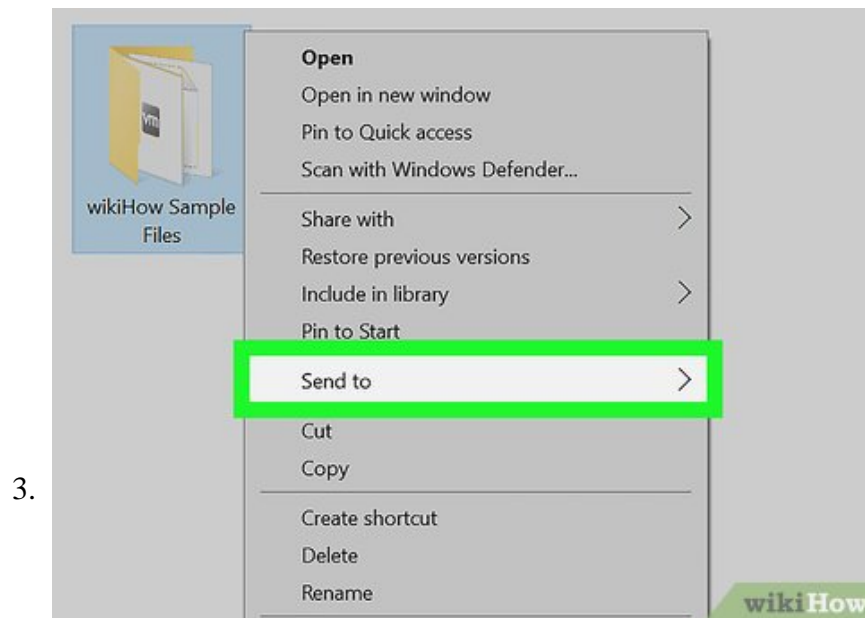


Navigate to the folder you want to zip. No need to open the folder, just bring it onto the screen. As of Windows 7, Windows has the ability to zip files without downloading a third-party app like WinZip. If you prefer WinZip, see Using WinZip.

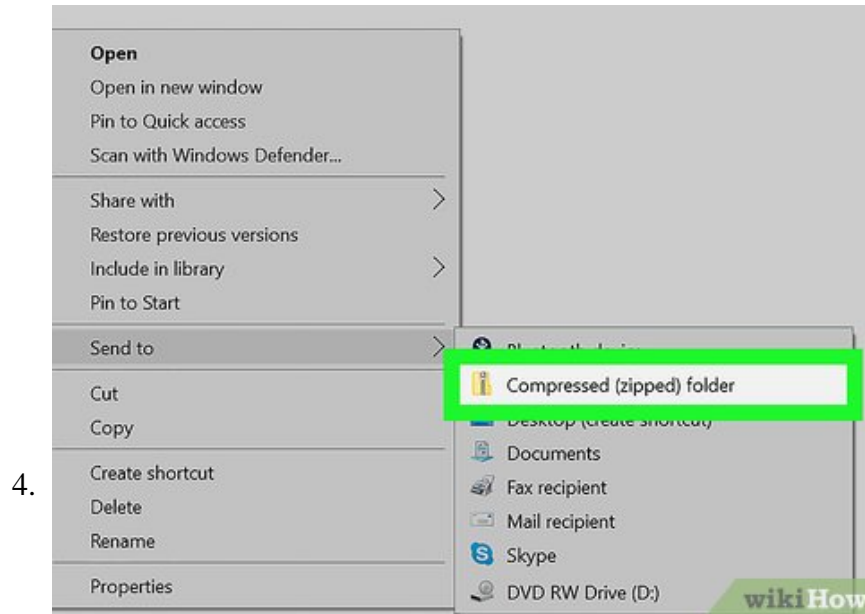
1. An easy way to find folders is to open the File Explorer. You can do this by pressing **Win + E**, or by clicking **File Explorer** in the Windows menu.



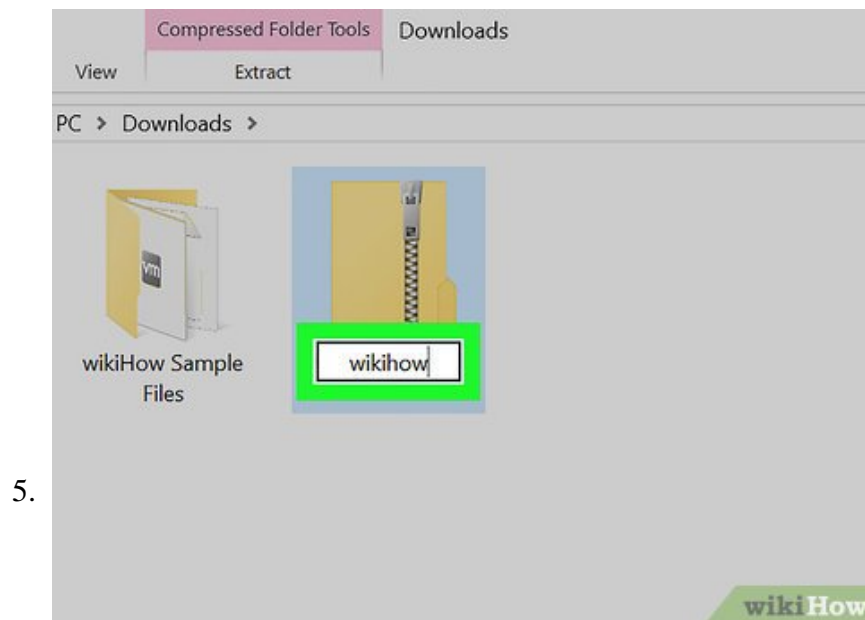
Right-click the folder. A menu will appear.



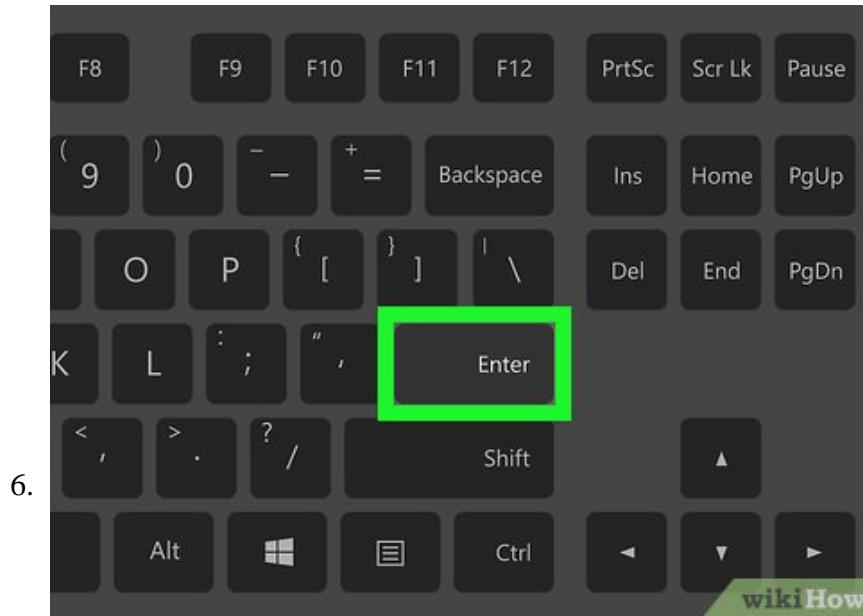
Click **Send to**. Another menu will appear.



Click **Compressed (Zipped) folder**. This creates a new zip file from the folder. It also highlights the name of the new file so you can edit it.



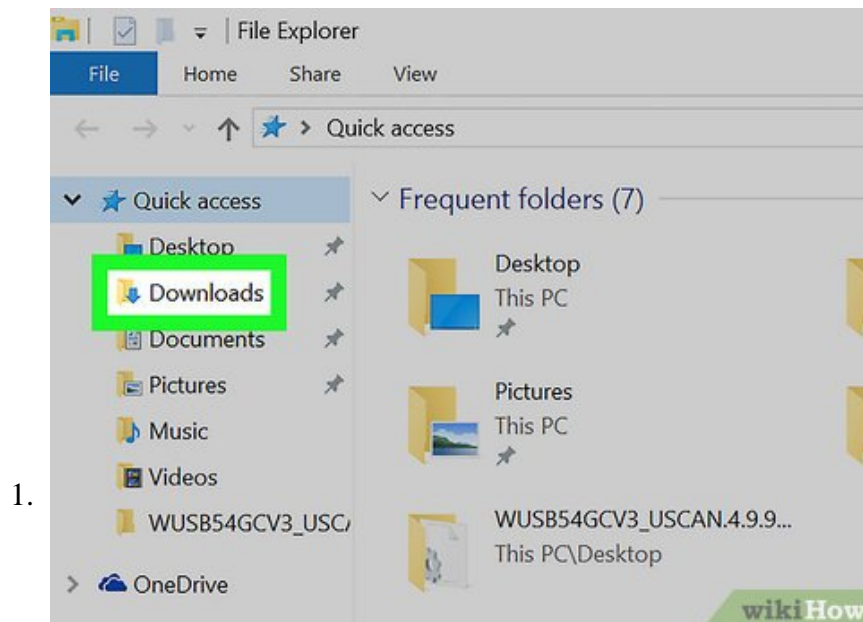
Name the file. The file takes the name of the folder by default. You'll notice that the current name is highlighted for easy editing. You can type a new name for the file if you wish, or just skip to the next step.



Press **? Enter**. The zip file is now saved.

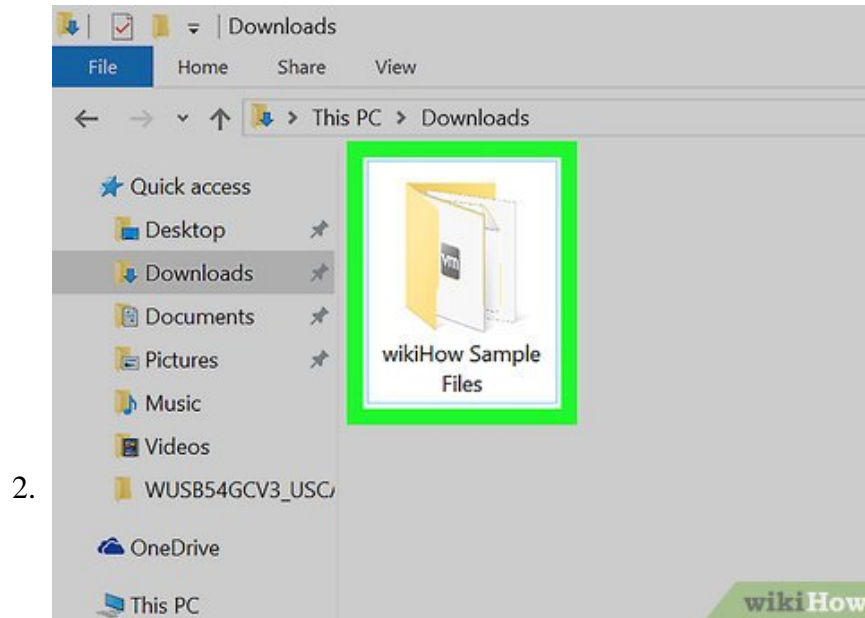
Method 2 of 2:

Using WinZip

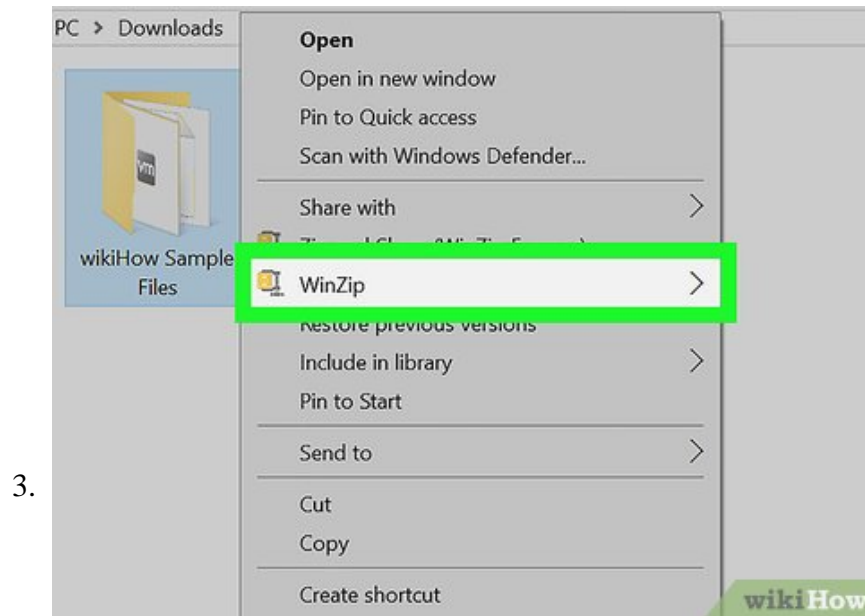


Navigate to the folder you want to zip. No need to open the folder, just bring it onto the screen.

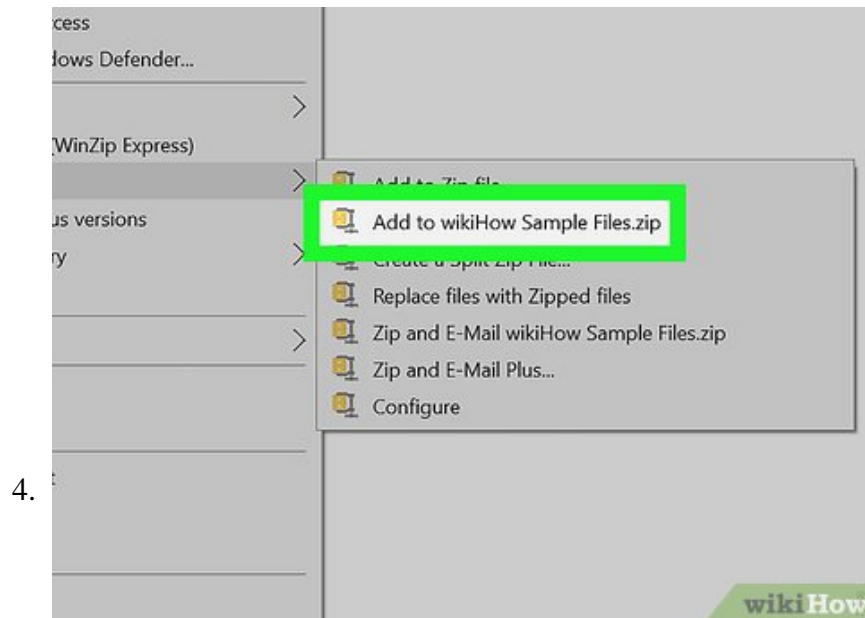
1. An easy way to find folders is to open the File Explorer. You can do this by pressing **? Win + E**, or by clicking **File Explorer** in the Windows menu.
2. Use this method if you prefer using WinZip, the popular shareware compression app, rather than the default tool in Windows. If you'd rather use the tool that's built into Windows, see Using the Built-in Zip Tool.



Right-click the folder. A menu will appear.



Click WinZip. This opens the WinZip menu.



Click **Add to filename.zip**. Instead of 'filename,' you'll see the name of the folder. This adds the contents of the folder to the zip file.

1. If you're using the free trial version of WinZip, you'll be prompted to register the software. Click **Use Evaluation Version**, or click **Buy Now** to purchase.
2. If you'd rather specify a file name and location, select **Add to Zip** file, select a name and location, then click **Add**.



Click **OK** on the confirmation window. This is the window that tells you your files have been added. This will compress the zip file, giving it a smaller file size.

You finished reading the article "**How to Zip Folder on Windows**" 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.

