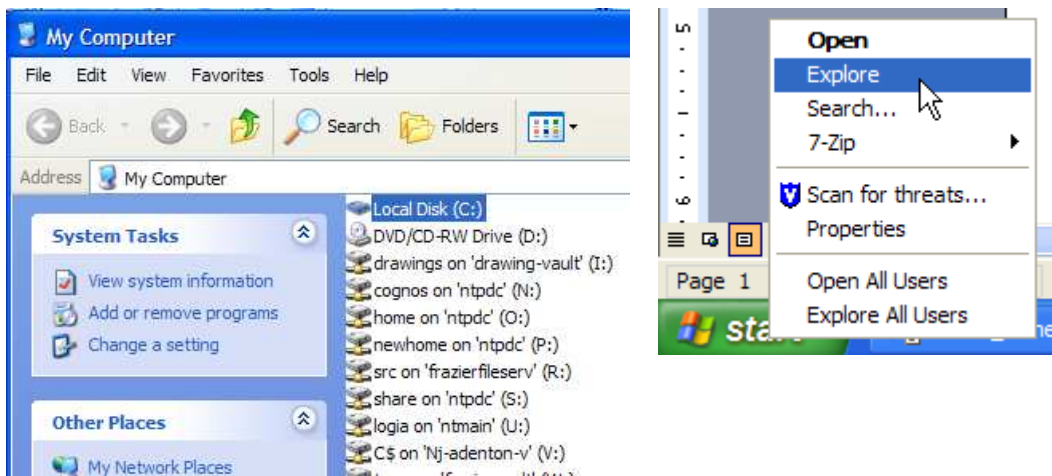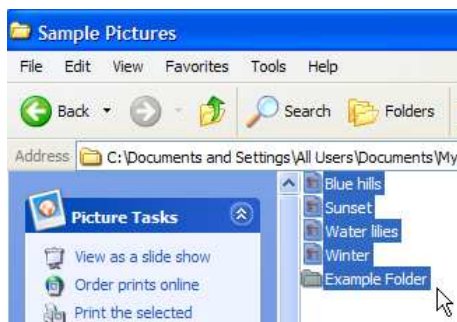# How to ZIP Files & Folders

Why We Zip

Zipping (i.e. compressing) files and folders significantly reduces the size of the files and folders. This allows more data to be transferred via email (or other method).
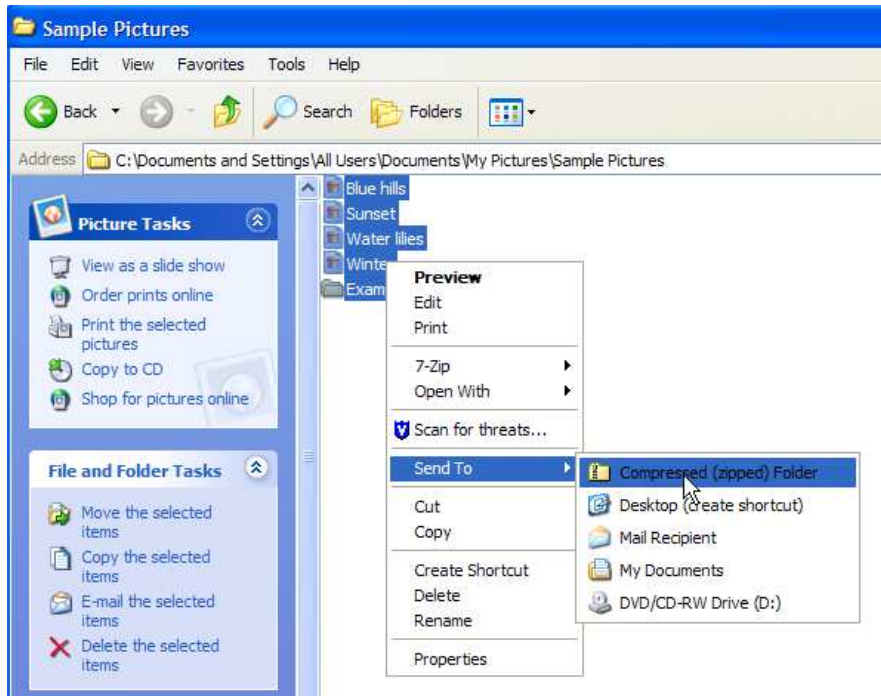
How To Zip

1. Navigate to the files/folders in Windows Explorer. To open Windows Explorer either double-click My Computer and choose the drive (usually your C drive), or right-click the Start button and click Explore.

2. Select all the files & folders to be zipped using your left mouse button.
   a. You can hold Ctrl to select multiple files at once.
   b. You can also click the first file, then hold Shift, and click the last file to select every file in between them.

3. Right click any of the already selected files/folders and choose Send To > Compress Folder.

The system will create a single zip file which has all the selected files & folders stored within it. This zip file can then be emailed, uploaded via the Frazier Online Vault, or otherwise used as needed.

Please note that you may wish to rename the zip file to a more appropriate name.