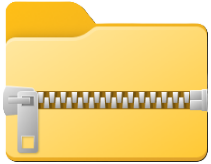


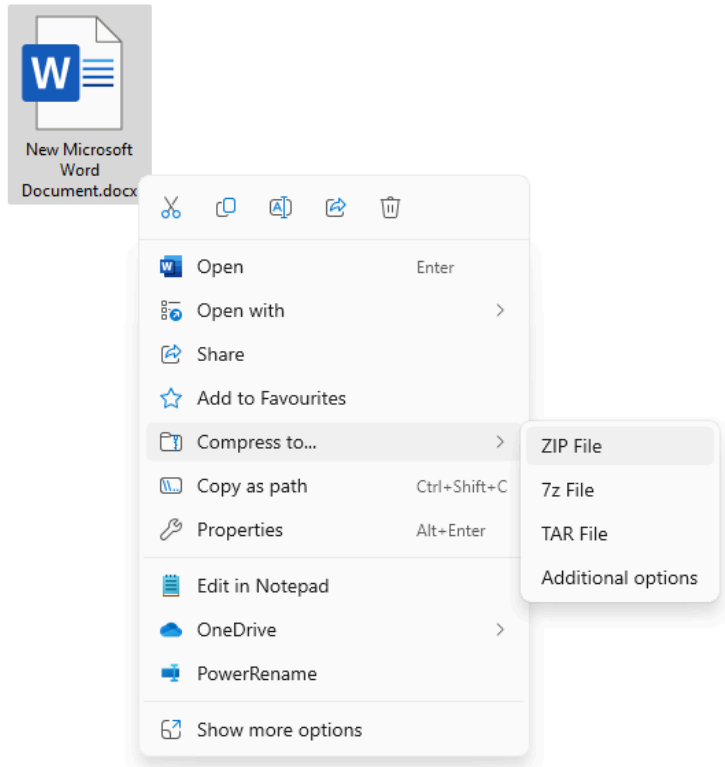
# What is a zip file?



Default icon of zip file in Windows 11

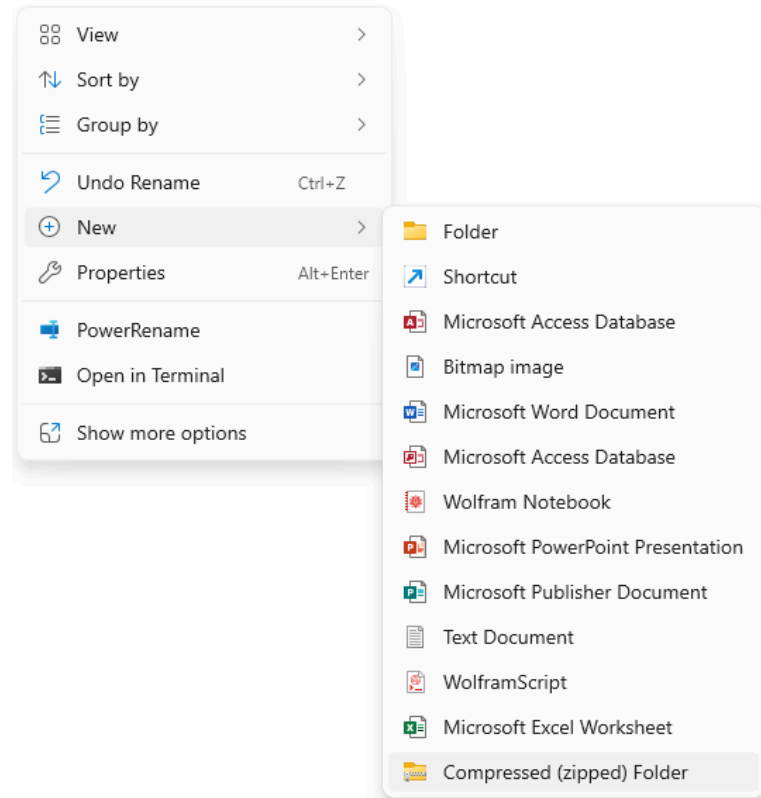
- Zip is an archive file format that supports lossless data compression.
- Zip file may contain one or more files or directories that may have been compressed.
- Zip files generally use the file extensions `.zip` or `.ZIP`.
- They cannot be directly used by GIS software such as ArcGIS Pro.

# How to zip a File (Method 1)

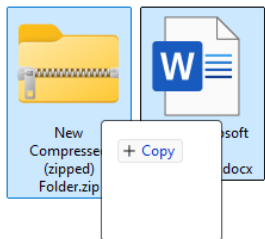


- Right-click on the file you want to zip such as a word document.
- Select **Compress to...** and then choose **ZIP File**.

# How to zip a File (Method 2)

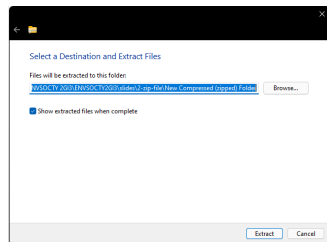
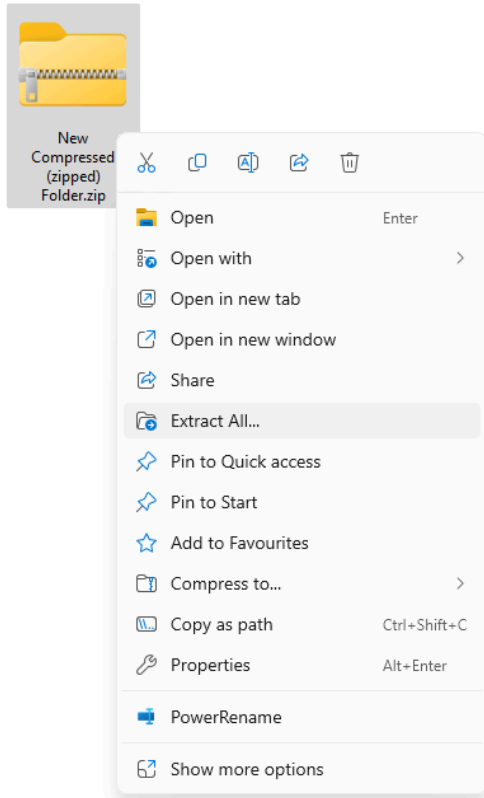


- Right-click and select **New**.
- Choose **Compressed (zipped) Folder**.
- Drag the files you want to zip into this new zipped folder.



# How to unzip a file

- Right-click on the zip file.
- Select **Extract All...**
- Choose the destination location (you can use the default).
- Click **Extract**.



New  
Compressed  
(zipped) Folder



New  
Compressed  
(zipped)  
Folder.zip

# References

- [https://en.wikipedia.org/wiki/ZIP\\_\(file\\_format\)](https://en.wikipedia.org/wiki/ZIP_(file_format))
- <https://support.microsoft.com/en-us/windows/zip-and-unzip-files-f6dde0a7-0fec-8294-e1d3-703ed85e7ebc>