Step 1 Open File Explorer

Start Menu -> Windows System -> File Explorer

Step 2 Navigate to location of files to be zipped

■ Image: Second s									
File Home	Share View					~ ?			
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Step 3 Highlight all files to be zipped and click right mouse button

Select 7-Zip -> Add to archive...

Change Archive format to zip, enter file name in Archive field (file extension should be .zip), and click OK button

Add to Archive										
Archive:	C:\Users\jfuhrman\Box\Jessica's Box Folder\OFSS\Website\ Website.zip									
Archive forma	at	zip	\sim	Update mode:	Add and	d replace files	~			
Compressior	n level:	Normal	\sim	Path mode:	Relative	e pathnames	~			
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Dictionary size:		32 KB	\sim	Compress sh						
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Solid Block s	size:		\sim	Encryption						
Number of CF	PU threads:	8 ~	/ 8	Enter password:	:					
Memory usage for Compressing: 259 MB			259 MB 2 MB	Reenter password:						
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