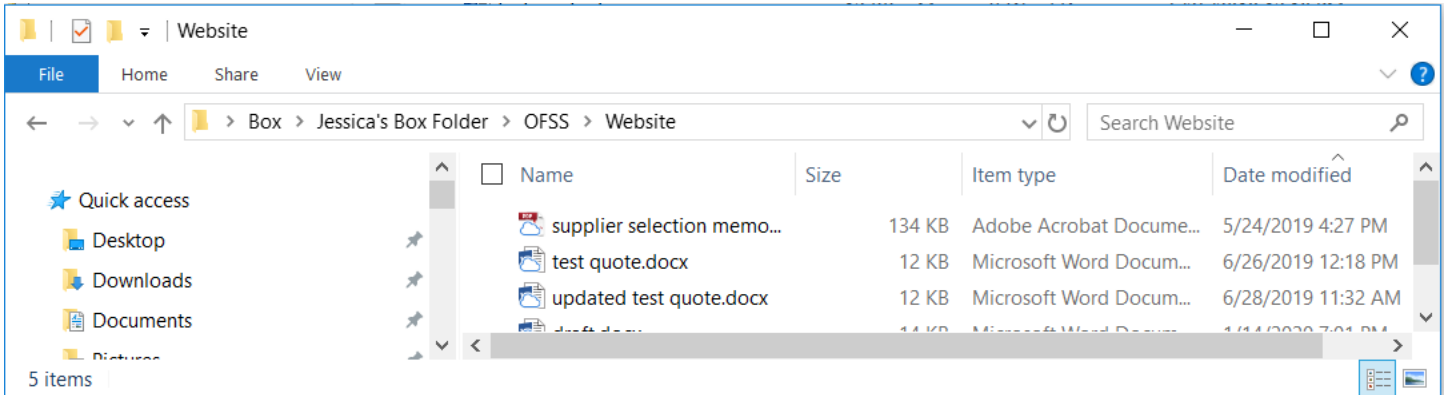**Step 1** Open File Explorer

Start Menu -> Windows System -> File Explorer

Step 2 Navigate to location of files to be zipped

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