

How do I unzip a file?

Many learning resources are packaged as Zip files. These basic instructions explain how to access these resources once you have downloaded or saved a Zip file to your computer.

What are Zip files?

A Zip file, sometimes called an archive file, contain one or more files compressed to a smaller size. **You will need to unzip or extract the files before you are able to use the compressed files.**

To open a Zip file

You can uncompress Zip files without extra software if you are using Windows XP or later or Macintosh OS 10.1 or later.

Windows users:

1. If you download a Zip file using a Internet browser you may be given the option to extract the files immediately.

If not, you will need to locate the file in your downloads location and open it. The Zip file will have the suffix **.zip** on the end of the file name.and will look like this:

2. Click on the 'Extract all files' command that appears in the Folder Tasks list. Otherwise click on 'Extract all' from the File menu.



3. Once the Extraction Wizard starts use the 'Browse' button to choose a location to save the extracted files.

4. Clicking the 'Finish' button will complete the extraction process and open the resource folder.

Macintosh users:

1. When you download a Zip file using your Internet browser the file will usually be unzipped automatically. The uncompressed files will be found in the same location as the downloaded Zip file.

If not, you will need to locate the file in your downloads location. The Zip file may have the suffix **.zip** on the end of the file name and will look like this:

2. Doubleclicking the file should start the unzipping process. The uncompressed files will appear in the same location as the downloaded Zip file.

3. The origin Zip file can be deleted after extraction.