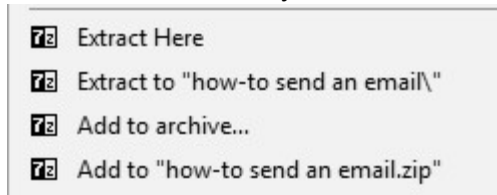The Windows 10 operating system provides a very easy way to zip-up any file (or folder) you want by using a utility program called 7-zip (Seven Zip). The program is integrated in the context menu which you get when you right-click on anything selected.

Here are the basic steps you need to take in order to: Zip a file and create an archive

1. Open a folder in your machine and select any file (by clicking on it once). I selected a single file called 'how-to send an email.docx'

2. Now right click the mouse to have the context menu appear

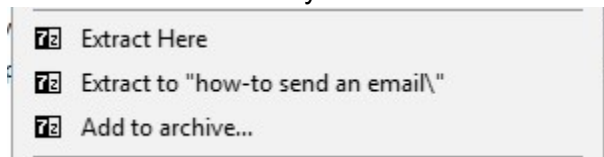3. In the context menu you should be able to see some commands like the capture below

4. Since we want to zip up the file you need to select one of the bottom two options

   a. 'Add to archive' will actually open up a dialog of the 7-zip application and will give you the opportunity to customise the archive.

   b. 'Add to how-to send an email.zip' is actually the quickest way possible to create an archive. The software uses the name of the file and selects a default compression scheme (.zip) so that you can, with two clicks, create a zip archive containing the original file.

5. Now you can use the 'how-to send an email.zip' file and send it as a 'smaller' email attachment.

Now consider that you have just received (via email) the 'how-to send an email.zip' file and you need to get (the correct phrase is extract) the file it contains.

Here are the basic steps you need to take to: Extract files from an archive.

1. Use windows explorer and browse to the location where you saved the .zip file

2. Click on the file (once) to select it

3. Now right-click on the mouse to have the context menu appear

4. In the context menu you should be able to see commands like the capture below

5. Since you wish to extract a file, you should use one of the two top options

a. 'Extract here' will extract the contents of the archive in the current folder

b. 'Extract to how-to send an email\' will create a folder called 'how-to send an email' and then extract the contents of the archive in that folder.

6. Depending on how you extracted, either in the current folder or inside a newly created folder (called 'how-to send an email') you can find the original 'how-to send an email.docx'. You have successfully extracted the contents of the compressed archive.

The same steps that have been used for a single file can (in exactly the same way) be used to compress a folder with its entire contents (directory structure and files in each directory). The exact same contents will be recreated when the files are extracted (the archive is de-compressed).

1) there are hundreds of file types and some file types compress better than others; 2) there are many archive formats using different algorithms and producing different extension archives. Some examples include: 7z, ace, arc, arj, cab, dmg, lha, rar, zip and more.