

How to compress a file in Microsoft Windows 7 and Windows 8

Article Number: 351 | Rating: Unrated | Last Updated: Jul 2, 2015 at 8:42 AM

ISSUE

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ENVIRONMENT

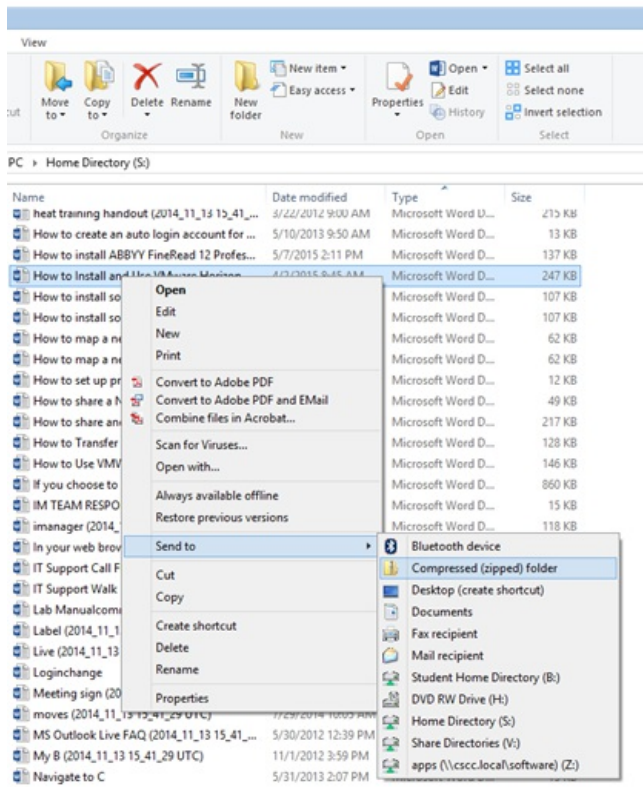
Windows 7

Windows 8

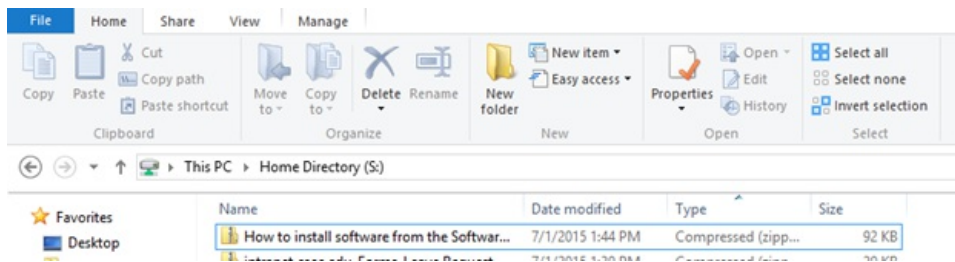
RESOLUTION

Right click on the file

Choose Send to | Compressed (zipped) folder



The file will, then, appear as a compressed folder in the same location as the file.



CAUSE

N/A

METADATA

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Create Date: 07/02/2015 08:45

Modified Date: 07/02/2015 08:45

Posted by: [Debra Hitch](#) - Jul 1, 2015 at 2:00 PM. This article has been viewed 5078 times.

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