

How to Archive Files & Folders using 7-ZIP

Archiving your files or folders saves disk space while allowing you to easily and quickly carry all of your files in one archive. It also lets you e-mail your files as one archive to yourself, your friends, or your professor. Since computers equipped with Windows XP, Vista, Linux, or Mac OS can easily open and extract files from a ZIP, you won't have to worry about backwards compatibility. Archiving your files is also a great way to backup important data.

All of the Student Computing Services (SCS) lab computers are equipped with the free archive manager called 7-Zip. 7-Zip is similar to programs like Winzip or Winrar: it allows you to open a multitude of archive formats (ZIP, RAR, TAR, GZIP, etc.) as well as allows you to quickly create ZIP or 7ZIP (7z) archives. It should be noted that 7-ZIP archives can only be opened with 7-ZIP.

If you want to create an archive using 7-ZIP, follow these steps: **1)** locate the file(s) you want to archive, **2)** using the right mouse button, right-click the file(s) and then choose the 7-ZIP menu option (see the 1st image below), **3)** choose the “**Add to archive...**” menu option. At this point, you'll have to choose a name for your file.

By default, 7-ZIP will want to create a 7z archive. From the **Archive Format** menu (see the 2nd image below), you should choose to create a ZIP. Depending on the size of the file(s), you can either use the “Normal” compression level or choose to use a higher compression level. Higher compression will decrease the size of your archive but will increase the time it takes to compress your file(s).

If you want to open or extract your file(s) from your archive using 7-ZIP, simply right-click the file and choose the “**Extract files...**” menu option. 7-ZIP will open your archive and show the contents.

