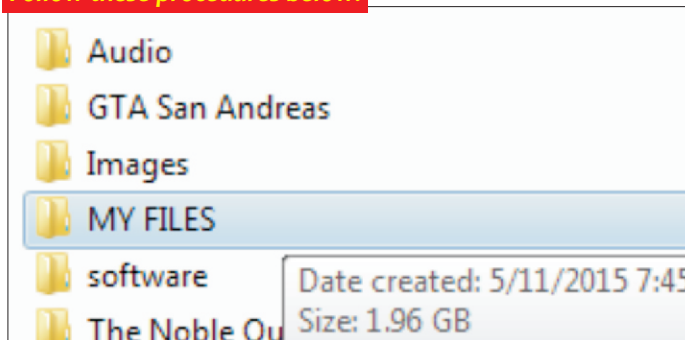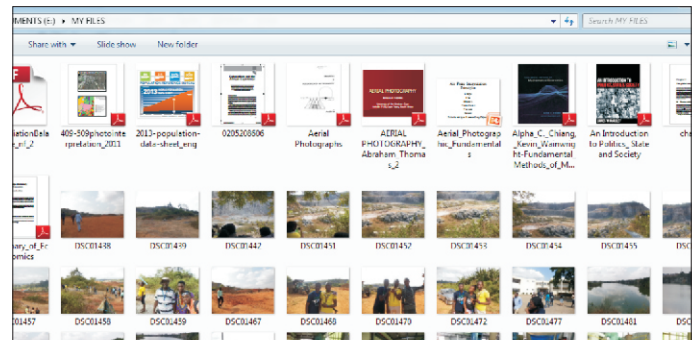# TECHWORLD

HOW TO COMPRESS
YOUR FILES ON PC

Compress literally means "to make small", just like how you can compress your clothes in your suitcase for easy mobility without alternating their sizes when unpacking them is analogous to how you can compress files on your personal computer to reduce the volume of space used on storage devices. Compressed files are saved in a compressed folder and can be sent as an e-mail which saves time than sending the original files
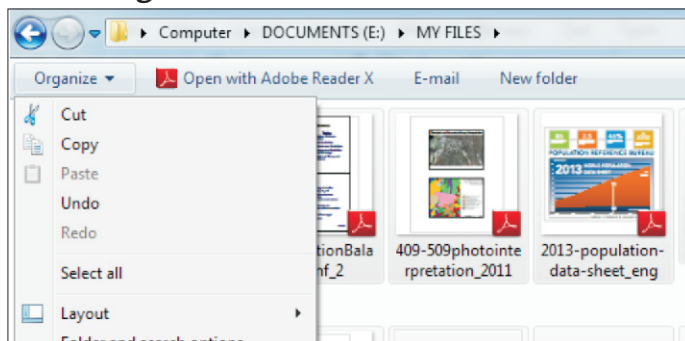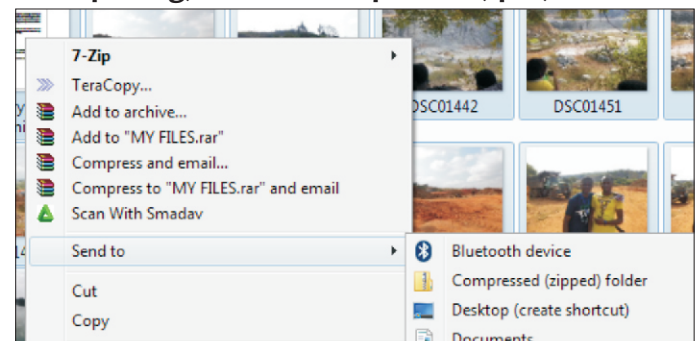
Follow these procedures below:

1. The original folder size above is 1.96gb(2144.24mb) containing different files
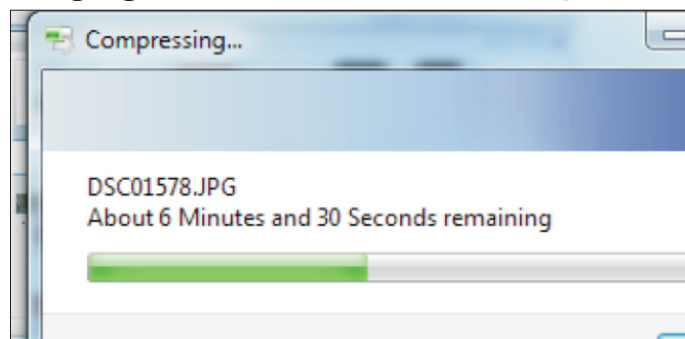

2. The files in the folder "MY FILES" in the first step after opening, files include pictures, pdf, videos
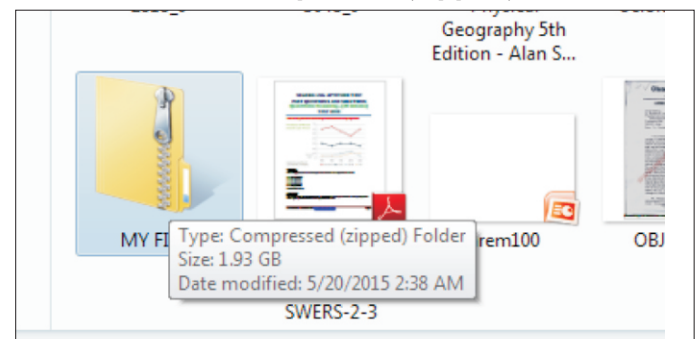

3. Click 'organize' on the tab menu, click 'select all' to highlight all the files you want to compress

4. Right click on the highlighted files and click 'send to', click 'Compressed(zipped) folder

5. A dialog box will appear showing the time remaining to finish compressing the file

6. Rename the compressed folder, the size of the compressed folder is now 1.93 gb (1976.32mb), it reduced by 167.92mb

Note: The original files will remain unchanged, you can delete the original files to reduce space used on hard drive then extract your files from the compressed folder whenever you are in need of them. You can also send the compressed files as e-mail or save on flash drive.