HOW TO OPEN A ZIP FILE

WHAT IS A ZIP FILE

A ZIP file is a way to compress a file down in file size. It also allows you to group up multiple files and/or folders into one compact file called a ZIP file. The tricky part comes when you need to access the files inside the ZIP.

DOWNLOADING A ZIP FILE

Let's first go over opening a ZIP file from the different browsers.
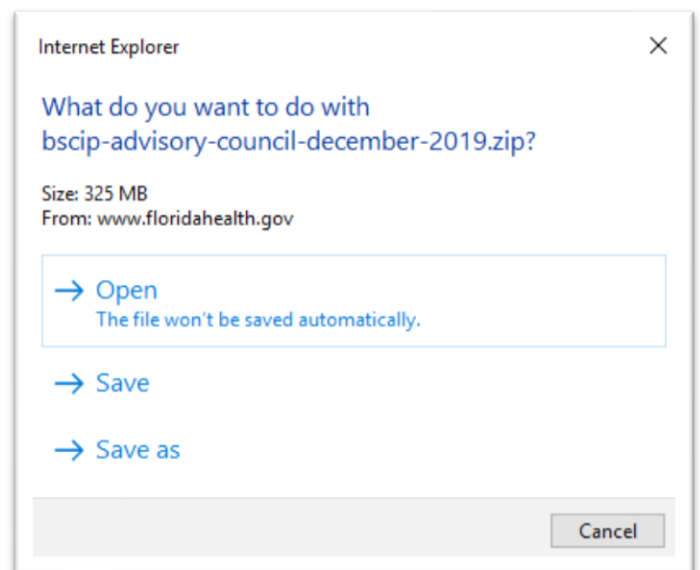
INTERNET EXPLORER:
When clicking on a link to a zip file and it opens in Internet Explorer, you will see a window popup with a few different options.

Open – This allows you to open the file using a ZIP program.
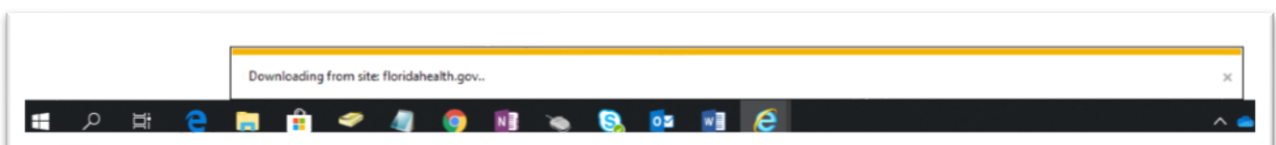
Save – This allows you to save the file to your Downloads folder.

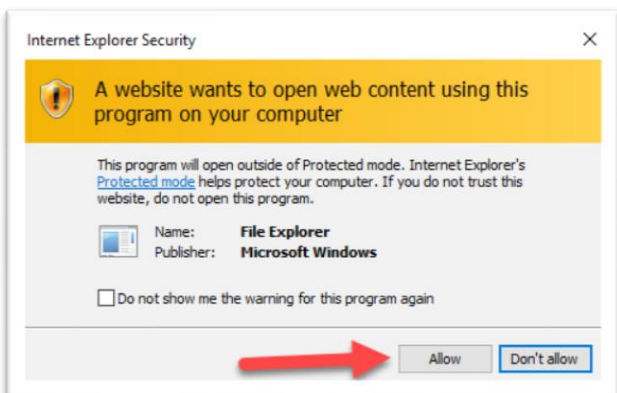**Save As** – Allows you to save the file in a location you choose.

For this tutorial, I will choose Open.

Once clicked, you will likely get a notification bar towards the bottom of your browser that states the file is downloading.
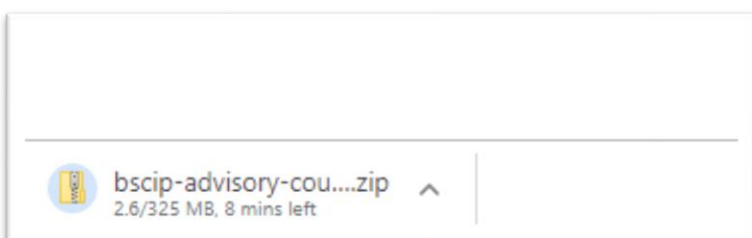
You may get a window pop up asking if it is ok to allow the opening of web content. Click on Allow.
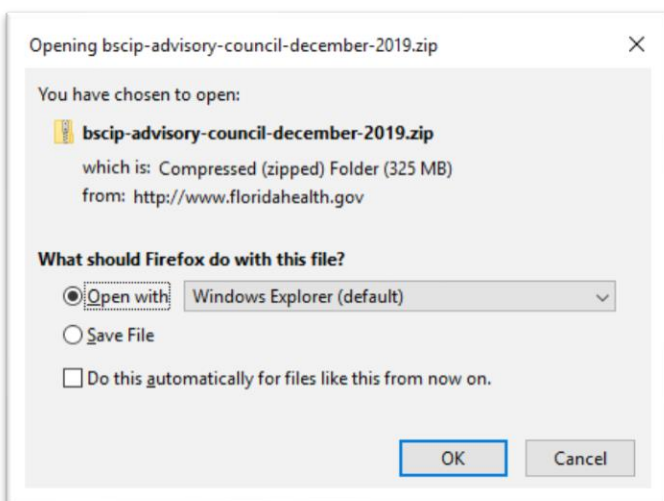

CHROME:

When clicking on a ZIP file link in Chrome, you will get a download notification in the lower left corner that looks like the below image. When done, click on that button.
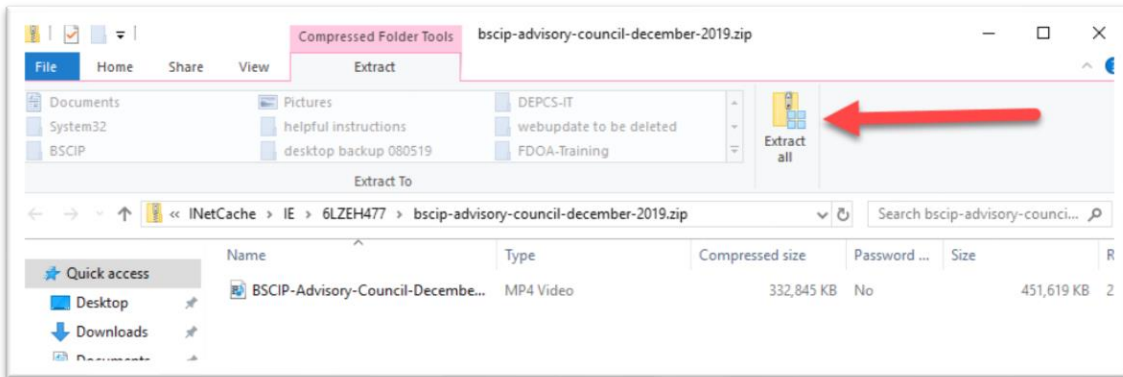

FIREFOX:

When clicking on a ZIP file link in Firefox, you will get a popup window with a few options. We will just leave it on Open and then click OK.
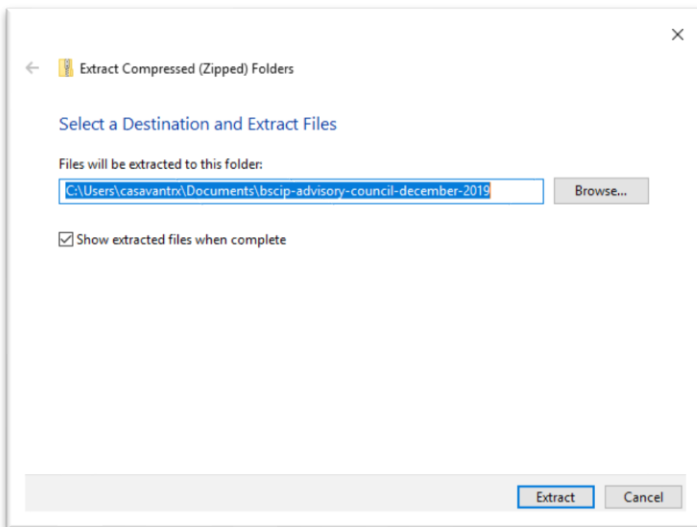
FOR ALL BROWSERS:

Once, the file has finished downloading, you will see a file explorer window that shows you file(s). But from this window, it is not best to try to open your files. What you want to do is to click on the Extract button in the top right of the file explorer window.

You will get a popup window that will ask where you want to save the file. We will just click on Extract.

Finally, you will get a download window and then if you checked the box to "Show extracted files when complete" you will see your extracted files on your screen.

You can now open the files like normal.

If you are having trouble even opening the ZIP file, you may need to download a ZIP program called 7-zip found here: https://www.7-zip.org/

If you have any questions, email Robert.Casavant@flhealth.gov