Extract a ZIP File

Windows 11 - use page 2 for Chromebook or ChromeOS Flex

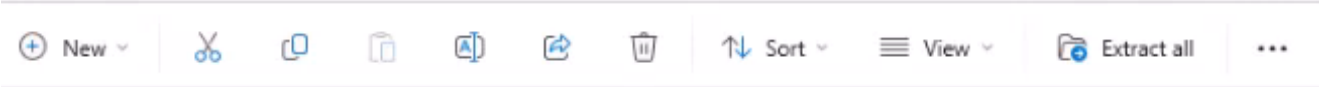
A **.zip** file holds compressed files or folders. Extract it to create a normal folder you can open, edit, and work from.

STEP 1 Find the ZIP file

Open **File Explorer** and go to the folder containing the ZIP, usually **Downloads**. Select the file ending in **.zip**.

STEP 2 Choose Extract all

Right-click the ZIP and select **Extract All...**. You can also select the ZIP and choose **Extract all** from the File Explorer toolbar shown below.



Windows 11 toolbar from the WCPS video. Extract all appears when a ZIP is selected.

STEP 3 Choose the destination and extract

In the extraction window, check the destination folder. Keep the suggested location or choose **Browse...** to select another folder. Select **Extract** and wait for it to finish.

STEP 4 Open the extracted folder

Open the destination folder from step 3. Check that the expected files are there, then work from that folder. The original ZIP remains separate.

For example, extracting **resources.zip** normally creates a folder called **resources**. Open the folder rather than reopening the ZIP.

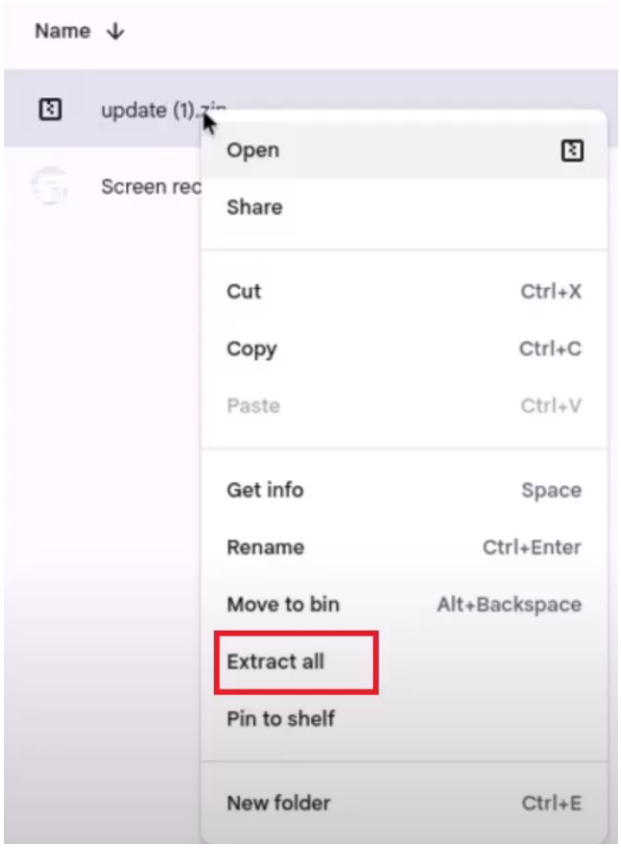
Microsoft: ZIP and unzip files | Technology Services | Original WCPS video

STEP 1 Chromebook / ChromeOS Flex: open Files

Open the **Launcher**, then **Files**. Go to the folder containing your ZIP, usually **My files** > **Downloads**.

STEP 2 Open the ZIP menu and extract

Right-click the ZIP, or tap the touchpad with **two fingers**. Select **Extract all** and wait for extraction to finish. Follow any destination prompt shown.



The WCPS video highlights Extract all in the ChromeOS Files menu.

STEP 3 Open the new folder

Look in the same location for the extracted folder, or in the destination you selected. Open it and check the files before using them.

If the ZIP opens as an archive in the Files sidebar, you can copy its contents into a normal folder in My files instead. Opening an archive alone does not create an extracted folder.

Google: Chromebook file help | Technology Services