Extracting a .zip File Using a PC

Let's look at how to extract a .zip file with your material if you're using a PC.

Directions

1. Open File Explorer and find the zipped folder.

2. To unzip the entire folder, right-click to select **Extract All**, and then follow the instructions. We would recommend saving the newly extracted file to your Desktop first and then moving it later to your preferred folder.

3. To unzip a single file or folder, double-click the zipped folder to open it.

4. Then, drag or copy the item from the zipped folder to a new location.

If you receive an error message stating that the file could not be unzipped, this may be due to a known issue with the standard PC extraction tool being unable to unzip folders beyond a particular size. In this case, we would recommend downloading a third-party extraction tool, called **7-Zip**, that is safe and free.

1. Go to 7-zip.org

2. In the first box you see, download the second link, which is the Windows 64-bit version, assuming your computer was built in the last 5-10 years.

3. Allow the software to install.

4. Once installed, you do not have to open 7-zip. Simply go back to the original .zip file you downloaded, right-click, and you will now see 7-zip as an option in your menu.

5. Choose 7-Zip and then choose "Extract Here".

6. The file should now extract without issue.