



ULTIMATE *Business Bundle*

HOW TO UNZIP FILES & VIEW THEM

ON YOUR ANDROID PHONE/TABLET/PC/LAPTOP, OR APPLE IPHONE/IPAD/IMAC DEVICE

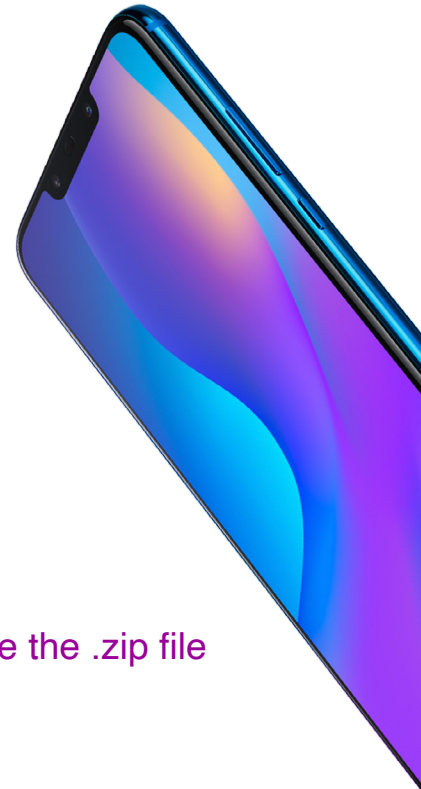


HOW TO UNZIP YOUR FILES ON YOUR ANDROID DEVICE

FILES BY GOOGLE ALLOWS YOU TO EXTRACT AND VIEW CONTENTS OF COMPRESSED FILES.

NOTE: Only **.ZIP** files are supported.

1. On your Android device, open **Files by Google**.
2. On the bottom, tap **Browse**.
3. Navigate to the folder that contains a **.ZIP** file you want to unzip.
4. Select the **.ZIP FILE**.
5. A pop up appears showing the content of that file.
6. Tap **EXTRACT**.
7. You're shown a preview of the extracted files. If you want to delete the .zip file after extraction, select the **"DELETE ZIP FILE"** checkbox.
8. Tap **DONE**.
9. The **EXTRACTED FILES** are saved in the same folders as the **Original .ZIP File**.



APPS TO VIEW EPUBs AND PDFs ON ANDROID:



[Google Files](#)



[Moon Reader](#)



[Lithium: Epub Reader](#)



[eBook: ePub & PDF Reader](#)

Here's a video on how-to if you are a visual person.

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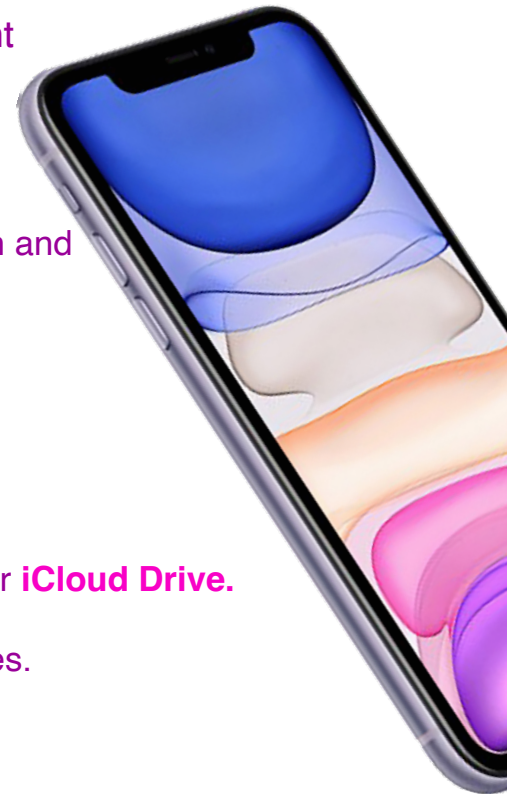
HOW TO UNZIP YOUR FILES ON YOUR APPLE DEVICE

HOW TO OPEN A ZIP FILE ON YOUR APPLE

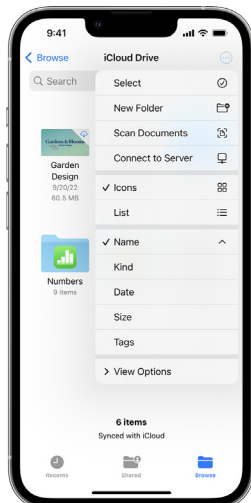
1. Open the Files app, then find the ZIP file or archive you want to **UNCOMPRESS**.
2. Tap the **ZIP** file or **ARCHIVE**.
3. A folder is created containing the files. To change its name, touch and hold on the folder, then tap **RENAME**.
4. Tap to open the folder.

HOW TO CREATE A ZIP FILE ON YOUR APPLE DEVICE

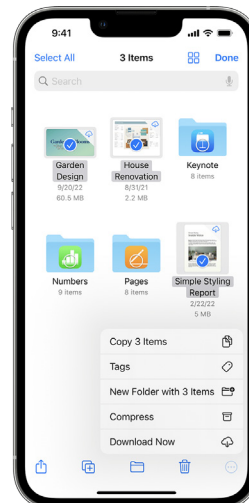
1. Open the Files app, then choose a location like **On My iPhone** or **iCloud Drive**.
2. Tap the More button (⋮), then tap Select. Choose one or more files.
3. Tap the More button (⋮) in the lower right, then tap Compress.

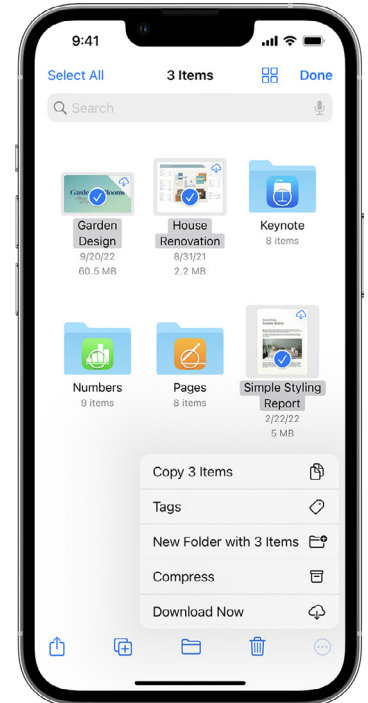
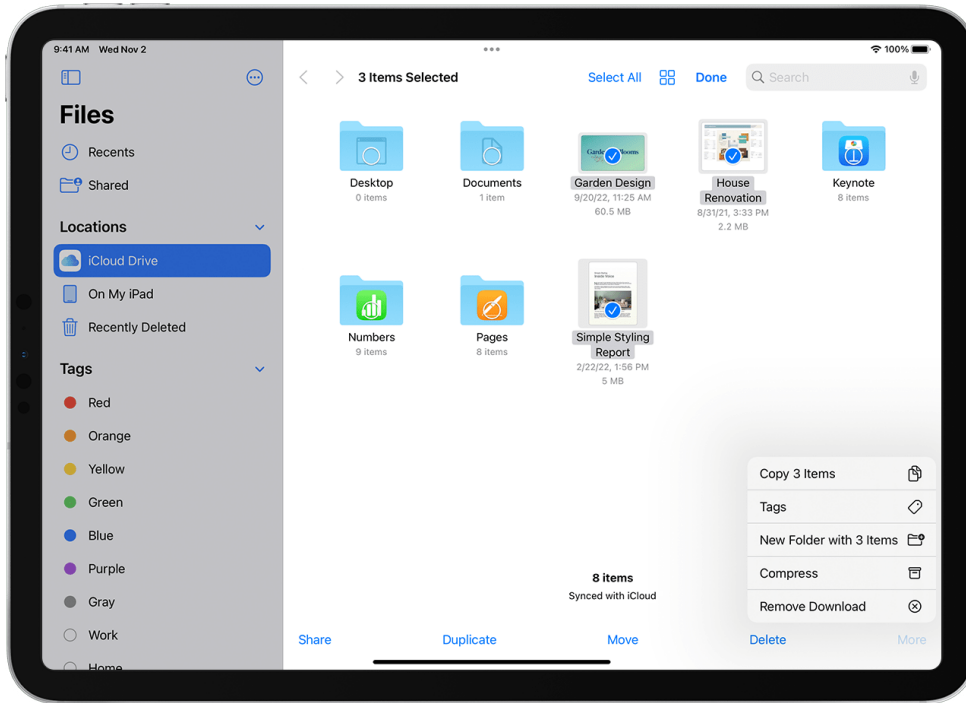


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APPS TO VIEW EPUBs AND PDFs ON APPLE:



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