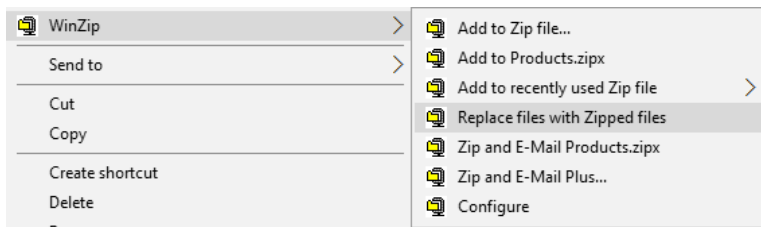# How to replace files with individual zip files

WinZip lets you replace a group of files with Zip files. Why do this instead of placing all the files in a folder and zipping them as one file? Here are a couple of advantages to working with individual Zip files:

- **Searchable**: When you replace an individual file with a Zip file, it maintains the same file name (.zip or .zipx is appended). This means you can search for the file name on your system and find it. This is in contrast to files "hidden" within a Zip container--only the name you give the Zip file will be found in a search.
- **Flexible**: When you're sharing files, sometimes you know which group of files other people need, sometimes you don't. If you zip to individual Zip files and upload them to a cloud service, other people can download only the files they need, saving time, and in the case of mobile downloading, saving data.
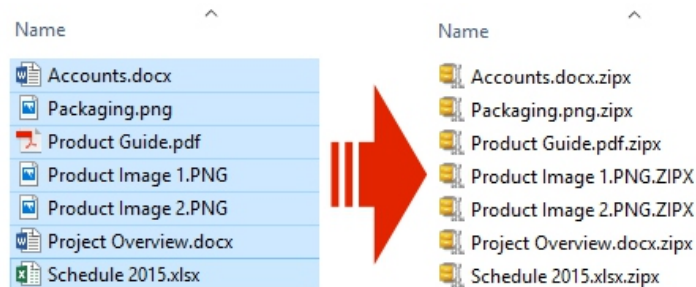
How to zip a group of files as individual Zip files

1. Navigate to the files you want to zip.
2. Select the files and right-click one of the selected files.
3. From the menu, choose **WinZip** > **Replace files with Zipped files**.

4. In the **Replace Files with Zipped Files** window, choose the options that you want and click **Replace**.

The selected files are replaced with Zip files.

A group of selected files (left) can be replaced with Zip files (right).

TIP: If you want to keep unzipped versions of the files, make a copy before you use the **Replace Files with Zipped Files** command.