Procedure to Save or Open a Password Protected File with 7-zip

If you do not already have it, download and run 7-zip from the internet: <u>http://www.7-zip.org/</u>

TO ENCRYPT A FILE USING 7-ZIP:

Step 1: Right click on the file that you would like to zip.

Step 2: Move your mouse to "7-zip", and then click on "add to archive".

📄 file.txt	10/19/2015 1:30 PM	Text Document	1 KB
	Open Edit with Adobe Dreamweaver CS4 Print Edit		
	7-Zip	> Add to a	archive

Step 3: In the next window, change "archive format" to "zip", and "encryption method" to "AES-256".

Archive format:	zip	V Update mode:	
Companyanian lawali	News	Add and the files	~
Compression level.	Normai	Options	
Compression method:	Deflate	Create SFX archive	
Dictionary size:	32 KB	✓ Compress shared files	
Word size:	32	Encryption	
Solid Block size:		Enter password:	
Number of CPU threads:	4 ~	/ 4 Reenter password:	
Memory usage for Compress	ing: 131	MB	
Memory usage for Decompr	essing: 2	MB Show Password	
Split to volumes, bytes:		Encryption method: AES-25	6 ~

Step 4: Type in a password of your choice in the "Enter password" box. Then, enter the same password in the "Reenter password" box and click OK. Be sure to pick a strong password that you won't forget!

TO DECRYPT A FILE WITH 7-ZIP:

Step 1: Right click on the password-protected file that you would like to unzip.

Step 2: Move your mouse to "7-zip", and then click on "extract here".

🔢 file.zip	•	10 110 10015	:13 PM	Compressed (zipp	1 KB
	Open in new window				
	Extract All Pin to Start				
	7-Zip	>	Ope	en archive	
	Edit with Notepad++		Extr	act files	
	Open with		Extr	act Here	

Step 3: A new window will pop up, asking you for a password. Type in the password that you were given for this file.

Step 4: The unencrypted file will now appear next to the original encrypted file. You can view and edit this file.

📄 file.txt <	10/19/2015 1:30 PM	Text Document	1 KB
🔢 file.zip	10/19/2015 2:13 PM	Compressed (zipp	1 KB

Procedure to Password Protect a Microsoft Word/Excel Document
Step 1: Open the Microsoft Word Document you want to password protect
Step 2: Click the "File" tab at the top left of the document
FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW
Calibri (Body) - 20 - A A A Aa Aa Aa - Aa - Aa - Aa - Aa -
Paste $\mathbf{x} \xrightarrow{\mathbf{y}} \mathbf{B} I \underline{\mathbf{U}} \xrightarrow{\mathbf{z}} \mathbf{abc} \mathbf{x}_2 \mathbf{x}^2 \underline{\mathbf{A}} \xrightarrow{\mathbf{abc}} \xrightarrow{\mathbf{abc}} \overline{\mathbf{x}} \xrightarrow{\mathbf{abc}} \overline{\mathbf{abc}} \xrightarrow{\mathbf{abc}} \overline{\mathbf{abc}} \xrightarrow{\mathbf{abc}} \overline{\mathbf{abc}} \overrightarrow{\mathbf{abc}} \xrightarrow{\mathbf{abc}} \overline{\mathbf{abc}} \xrightarrow{\mathbf{abc}} \overline{\mathbf{abc}} \xrightarrow{\mathbf{abc}} \overline{\mathbf{abc}} \xrightarrow{\mathbf{abc}} \overline{\mathbf{abc}} \overrightarrow{\mathbf{abc}} \xrightarrow{\mathbf{abc}} \overline{\mathbf{abc}} \xrightarrow{\mathbf{abc}} \overline{\mathbf{abc}} \overrightarrow{\mathbf{abc}} \xrightarrow{\mathbf{abc}} \overrightarrow{\mathbf{abc}} \overrightarrow{\mathbf{abc}} \overrightarrow{\mathbf{abc}} \overrightarrow{\mathbf{abc}} \overrightarrow{\mathbf{abc}} \xrightarrow{\mathbf{abc}} \overrightarrow{\mathbf{abc}} \mathbf{ab$
Step 3: Click on "Save" or "Save As"
Step 4: Enter the name of the document. Next click "Tools"
File name: Doc2
Save as type: Word Document
Authors: Odilia Coffta Tags: Add a tag Title: Add a title
Save Thumbnail Tools
Step 5: A couple of choices will pop up. You need to select "General Options".

Manager: S	Map Network Drive Save Options General Options
Tools 🔻	Web Options Compress Pictures

Step 6: A new window will pop up where you will enter the desired password twice, one for file encryption and the other for file sharing. Click "OK"

General Options		
File encryption options	or this document	
Password to open:	•••••	
File sharing options for	this document	
Password to modify:	•••••	
Read-only recomm	ended	
Protect Document		

Step 7: Now you need to confirm the password you just entered. You will be prompted to enter the password twice.

Step 8: Click "Save".

Step 9: Exit out of the document and then re-open the document to ensure that it requires a password. If it does, you have successfully encrypted a password to your word Document!

Note: NEVER include the password to your file in the email.