

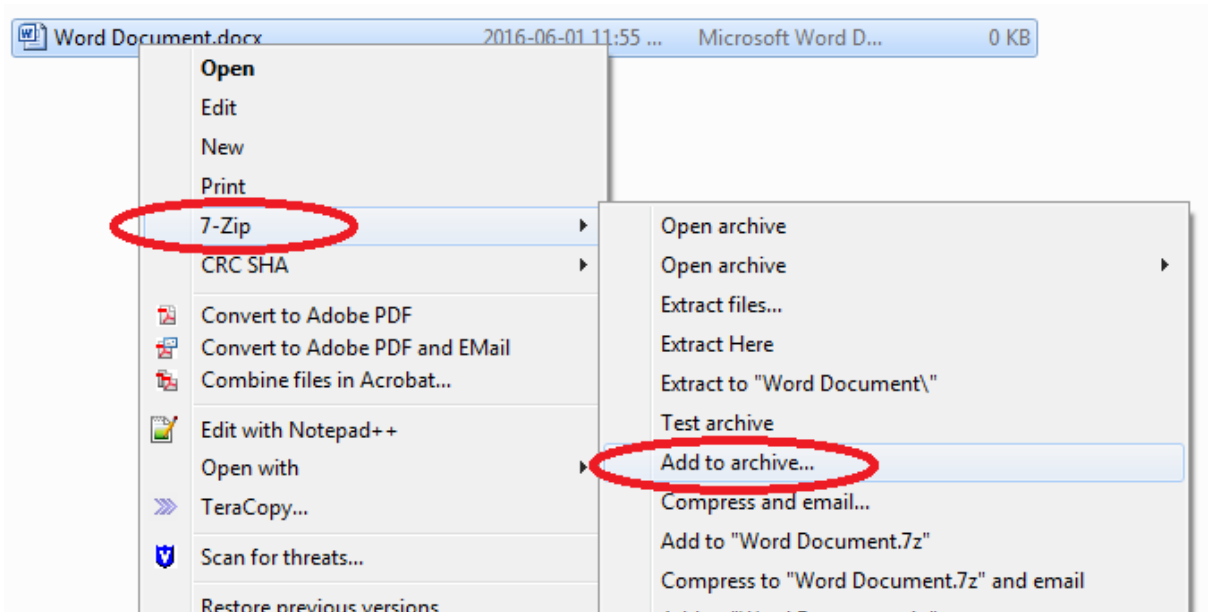
How to password protect my documents with 7-ZIP?

7-Zip's encryption facility protects sensitive documents from unauthorized viewing. The contents of the files that you want to protect are encrypted based on a password that you specify.

To setup a password for ZIP file, please follow the steps below (screen capture based on 7-Zip):

Procedures:

1. Select the file(s) you need to compress. Then right click the selection and choose "7-Zip" -> "Add to archive..." from the menu.



2. Make sure to choose "**zip**" for the archive format. Then enter your password (We highly recommend to set password with more than 8 characters which consists of alphabets and numbers), and choose the "Encryption method" you prefer. Then click "**OK**".

The screenshot shows the 'Add to Archive' dialog box with the following settings and annotations:

- Archive:** D:\test\New folder\ Word Document.zip
- Archive format:** zip (Annotated with a red circle and the number 1)
- Compression level:** Normal
- Compression method:** Deflate
- Dictionary size:** 32 KB
- Word size:** 32
- Solid Block size:** (empty)
- Number of CPU threads:** 4 / 4
- Memory usage for Compressing:** 131 MB
- Memory usage for Decompressing:** 2 MB
- Split to volumes, bytes:** (empty)
- Parameters:** (empty)
- Update mode:** Add and replace files
- Path mode:** Relative pathnames
- Options:**
 - ☐ Create SFX archive
 - ☐ Compress shared files
 - ☐ Delete files after compression
- Encryption:** (Annotated with a red circle and the number 2)
 - Enter password:** (password field)
 - Reenter password:** (password field)
 - ☐ Show Password
 - Encryption method:** AES-256 (Annotated with a red circle and the number 3)

Buttons at the bottom: OK, Cancel, Help.

3. Now the file is encrypted with password. To open the file, you will need to provide the password.

