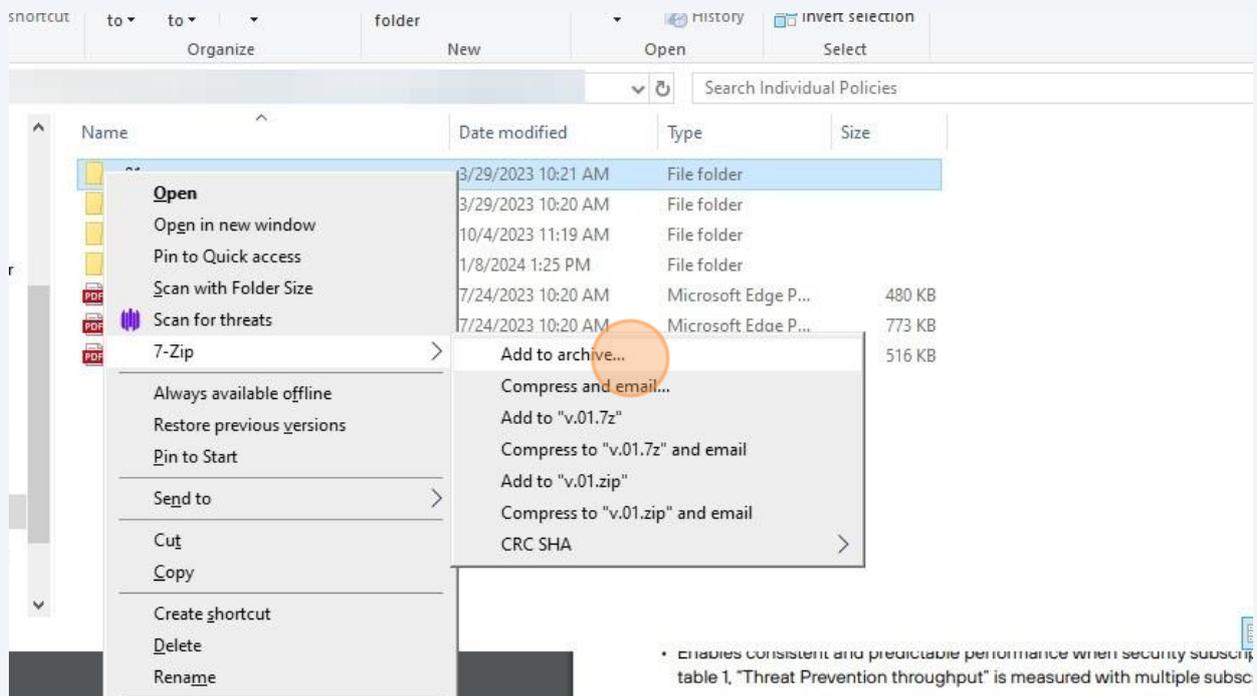


Creating a Password-Protected Zip File Within 7-Zip

1 Right-Click on your folder and choose 7-Zip and then Add to Archive



2 Add a Password and name the file (needs to end with .zip)

security gaps, increased overhead for security teams, and disruptions in business productivity.

Add to Archive

Archive: T:\v.01.zip

Archive format: zip

Update mode: Add and replace files

Compression level: 5 - Normal

Path mode: Relative pathnames

Compression method: * Deflate

Options

- Create SFX archive
- Compress shared files
- Delete files after compression

Encryption

Enter password: Whitworth2024!

Show Password

Encryption method: AES-256

Number of CPU threads: * 12 / 12

Memory usage for Compressing: 816 MB / 26 GB / 32 GB * 80%

Memory usage for Decompressing: 2 MB

Split to volumes, bytes:

Parameters:

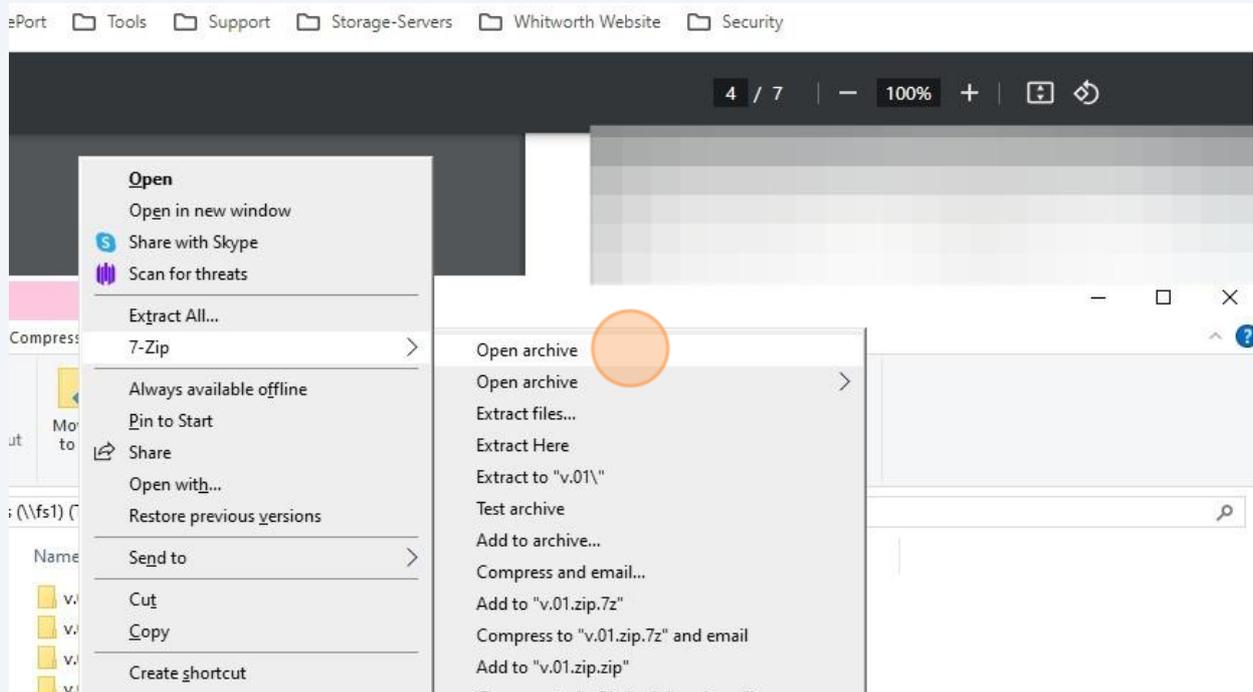
Options

OK Cancel Help

• Enables consistent and predictable performance when security subscriptions are enabled. (In

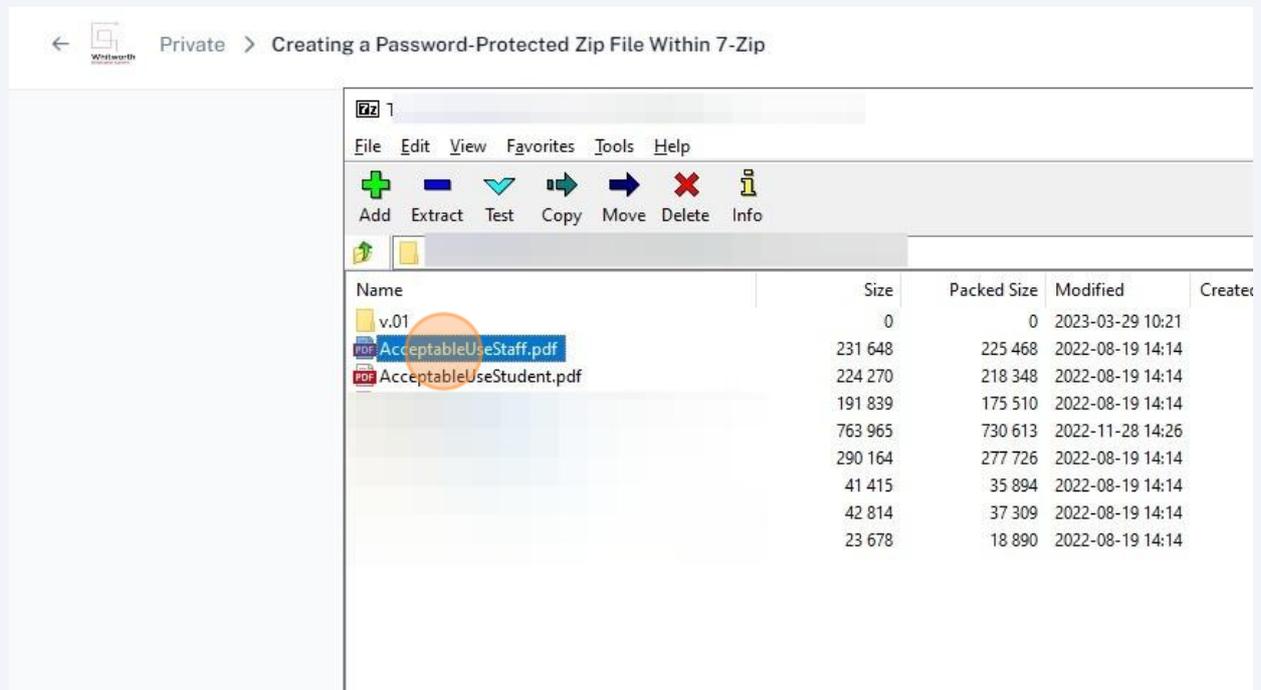
3

To open one file and keep the ZIP folder encrypted - right click 7-Zip and choose Open Archive



4

Drill down to the file you want to open and DoubleClick



5

Enter the password you created to open the file. When you close the file it will remain encrypted in this ZIP folder.

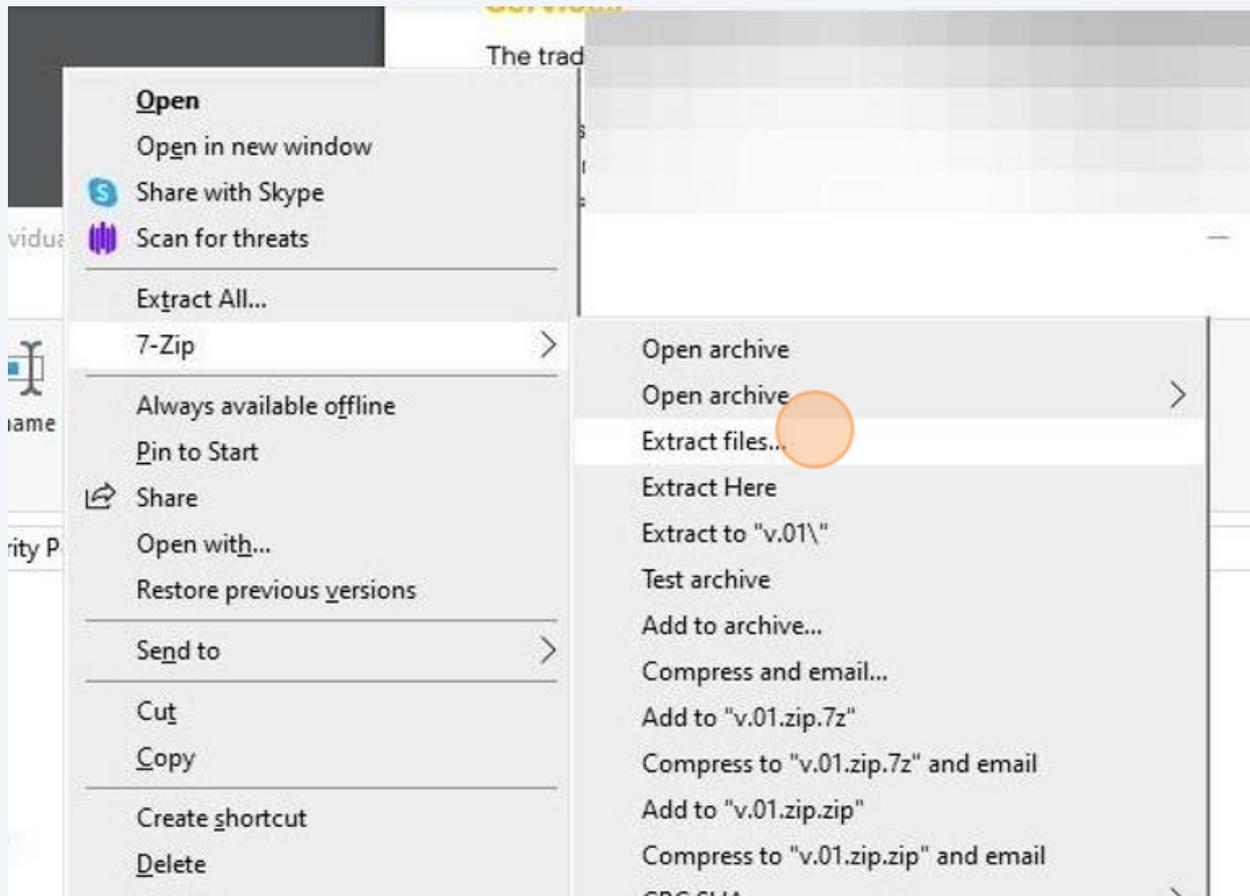
File Explorer window showing a ZIP folder extraction process. The address bar displays the path: `\Individual Policies\v.01.zip\v.01\`. The main pane shows a list of files with columns for Name, Size, Packed Size, Modified, Created, Accessed, Attributes, Encrypted, and Comment.

Name	Size	Packed Size	Modified	Created	Accessed	Attributes	Encrypted	Comment
	0							
	231 648	2						
	224 270	2						
-Awareness-P...	191 839	1						
	763 965	7						
	290 164	2						
ct Addendum...	41 415							
ct Addendum....	42 814							
Use Standard ...	23 678							

Overlaid on the window is a "0% Copying..." dialog box. It displays progress information: Elapsed time: 00:00:01, Remaining time: 1, Total size: 226 KB, Speed: 0, and Processed: 0. Below this information, it shows "Extracting v.01\AcceptableUseStaff.p..." and a smaller "Enter password" dialog box. The "Enter password" dialog has a text input field (highlighted with an orange circle), a "Show password" checkbox, and "OK" and "Cancel" buttons. The "0% Copying..." dialog also has "Background", "Pause", and "Cancel" buttons at the bottom.

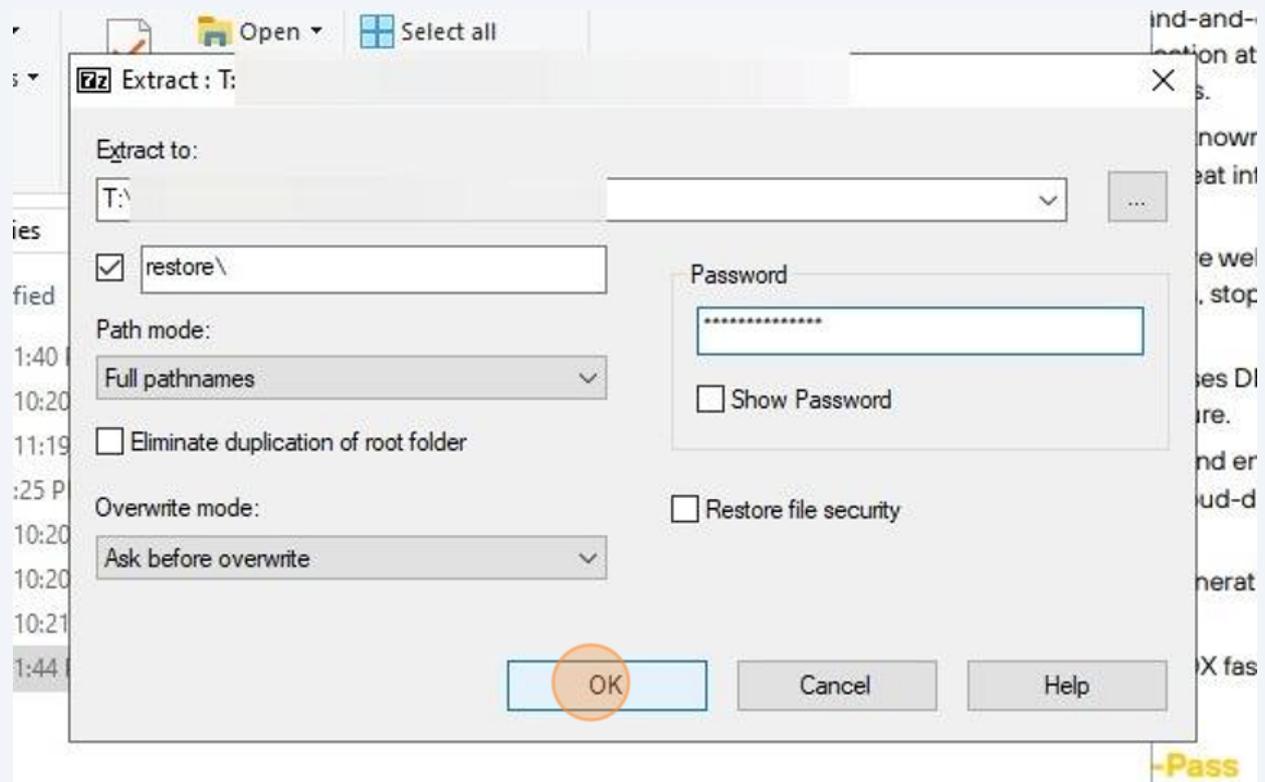
6

If you want to unencrypt the files and save them locally - right click and choose 7-Zip and then Extract files....



7

Specify the location and the folder name you want to restore it to. Enter the Password and click OK



8

You will now be able to view all the files in Window Explorer and open them with out a password.

