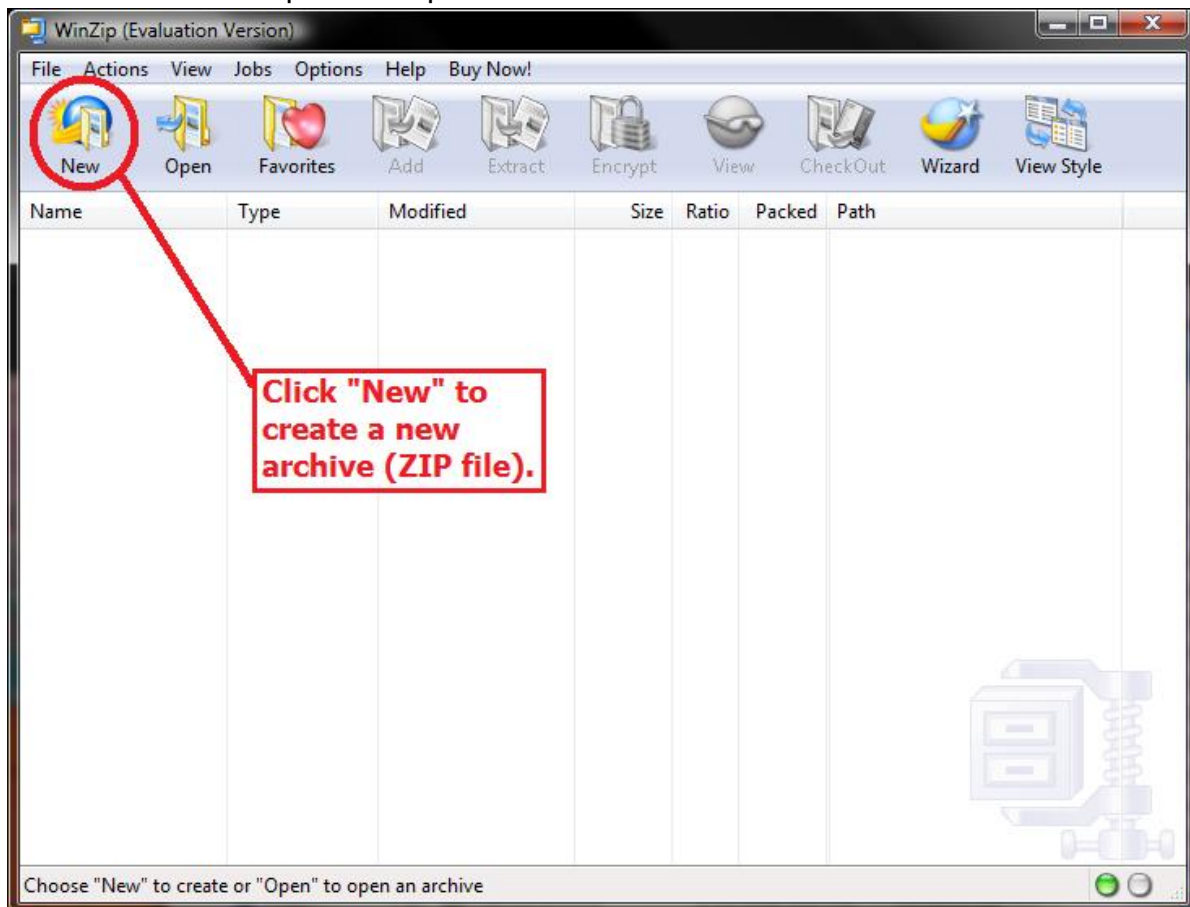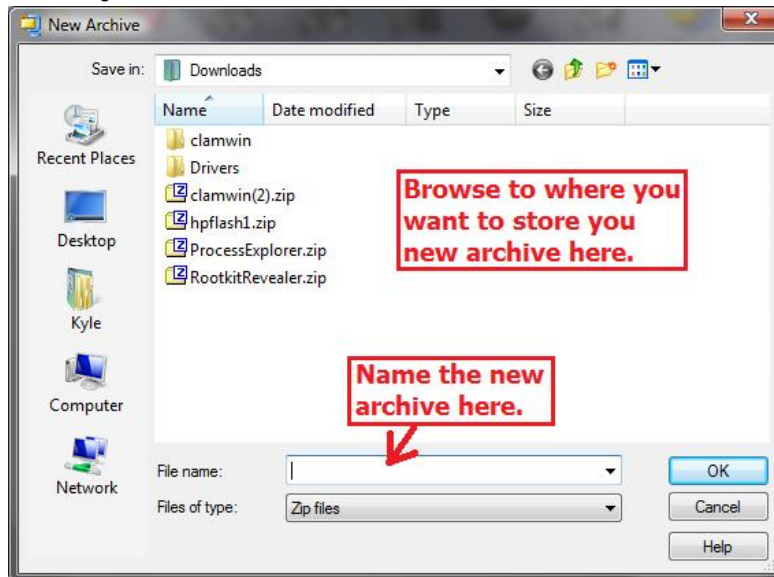# How to Create & Encrypt ZIP files using WinZip 11.1

Creating and encrypting ZIP files is a simple matter. ZIP files are also called archives. There are many advantages to using ZIP files, the main one being that an archive takes up less space than the individual files it contains due to its compression. So you can take a lot of files and compress them into a ZIP file to save space. Also, it's handy for sending lots of files to someone through email. You can ZIP a bunch of files up and make only 1 attachment to an email. Finally, they are useful because they can be encrypted so the contents of the ZIP are secure and can be used to send confidential information.

There are a couple of simple rules to remember, though. First, if you are emailing a password protected file, DO NOT send the password in the email along with the password protected file. Instead, have the recipient call you on the phone for it. Second, DO NOT use a password you normally use – try to make up a new one each time. That way, everybody you email a file to won't have your personal password(s).
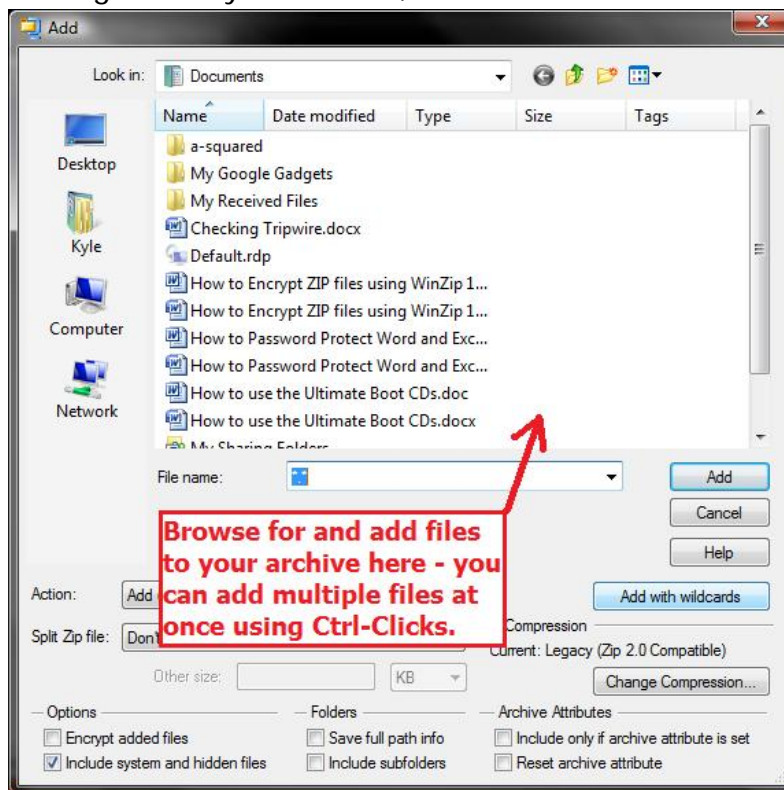
To create a ZIP file, open WinZip and click the "New" button.

A window will pop up asking where you want to create and save the new archive. Browse to the location you want to store the ZIP file, name it, and click "OK".
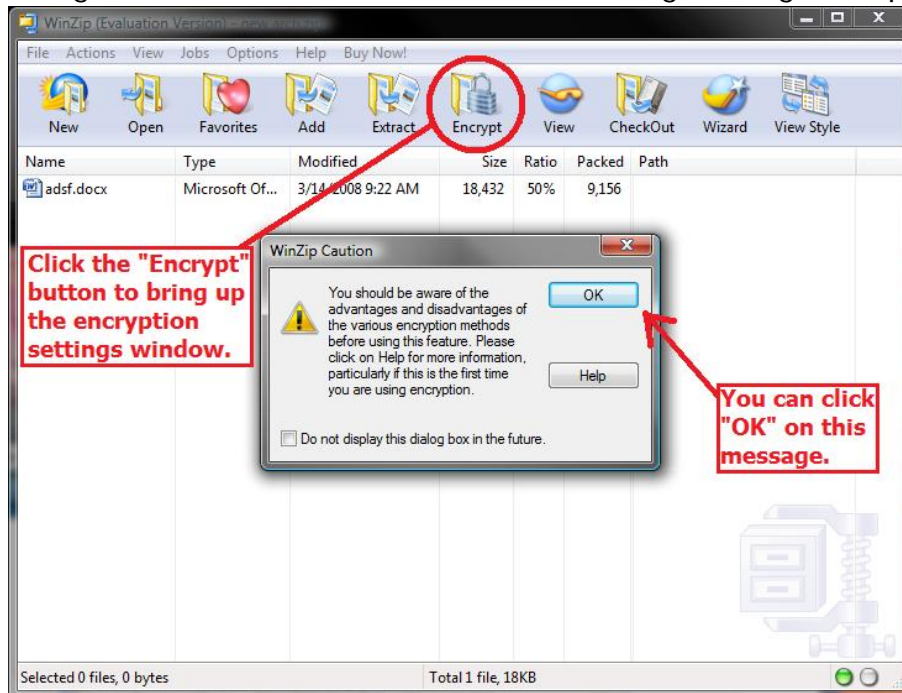

The window will close and another window will open asking what files you want to add to the archive (ZIP file). Browse to your file location and add files as necessary. When you are finished adding files to your archive, click "OK".

You now have an archive (ZIP file) containing all the files you wanted in one smaller, easy to use file. Now it needs to be encrypted if it contains files with sensitive information.

First, open the ZIP file that you want to encrypt in WinZip. Click the "Open" button and then browse to the ZIP file you want. Then click the "Encrypt" button to bring up the encryption settings window. Just click "OK" on the warning message that pops up.

Enter the desired password in the "Enter password:" and "Re-enter password (for confirmation):" fields. Click the "256-Bit AES encryption (stronger)" radio button and click "OK". Your ZIP file is now encrypted.