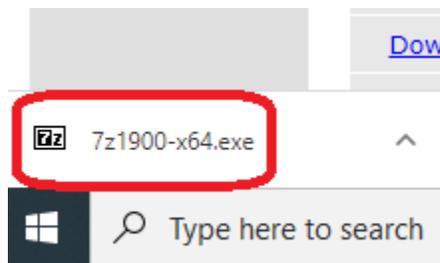
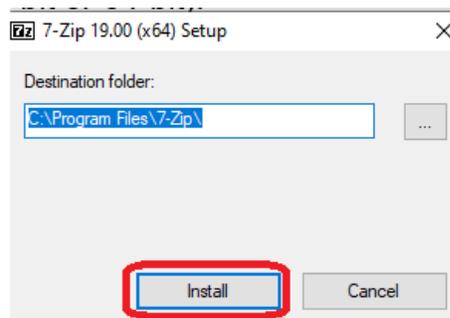


How to Password Protect a Compressed File/Archive Using 7-Zip

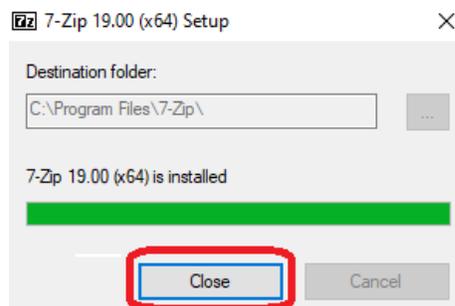
- Download [7-zip](#). Download the latest version that is specific to your computer (32-bit or 64-bit).
- Once the correct version is chosen, click on the .exe file at the bottom of the left hand side of the screen. If you receive a prompt window to allow, please click “Yes”.



- Select “Install”.

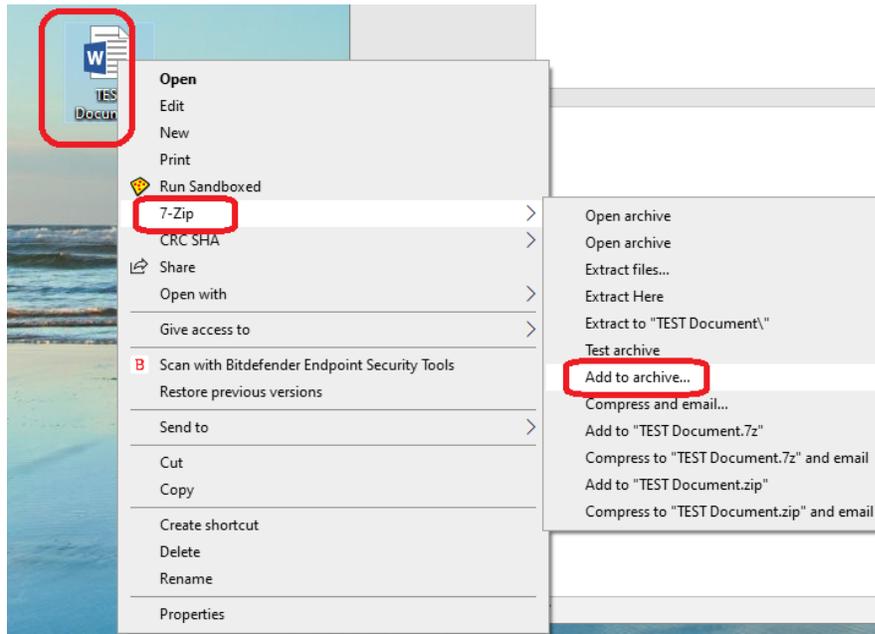


- Once the download is complete, click “Close”.

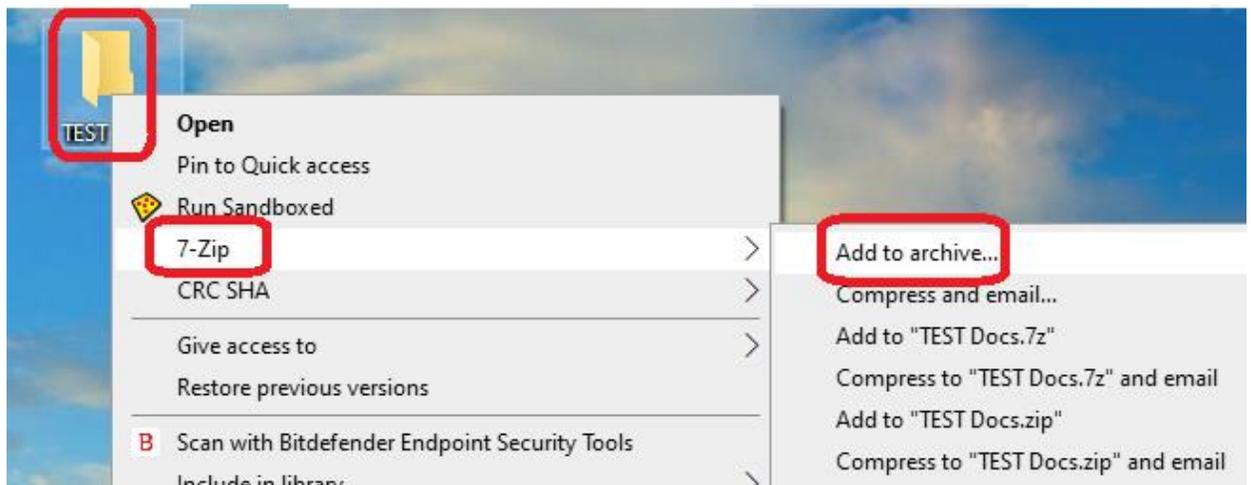


- Go to the location where the file or folder is located. In this example, the desktop was chosen.
- Right-click on the file/folder > select “7-zip” > “Add to archive...”

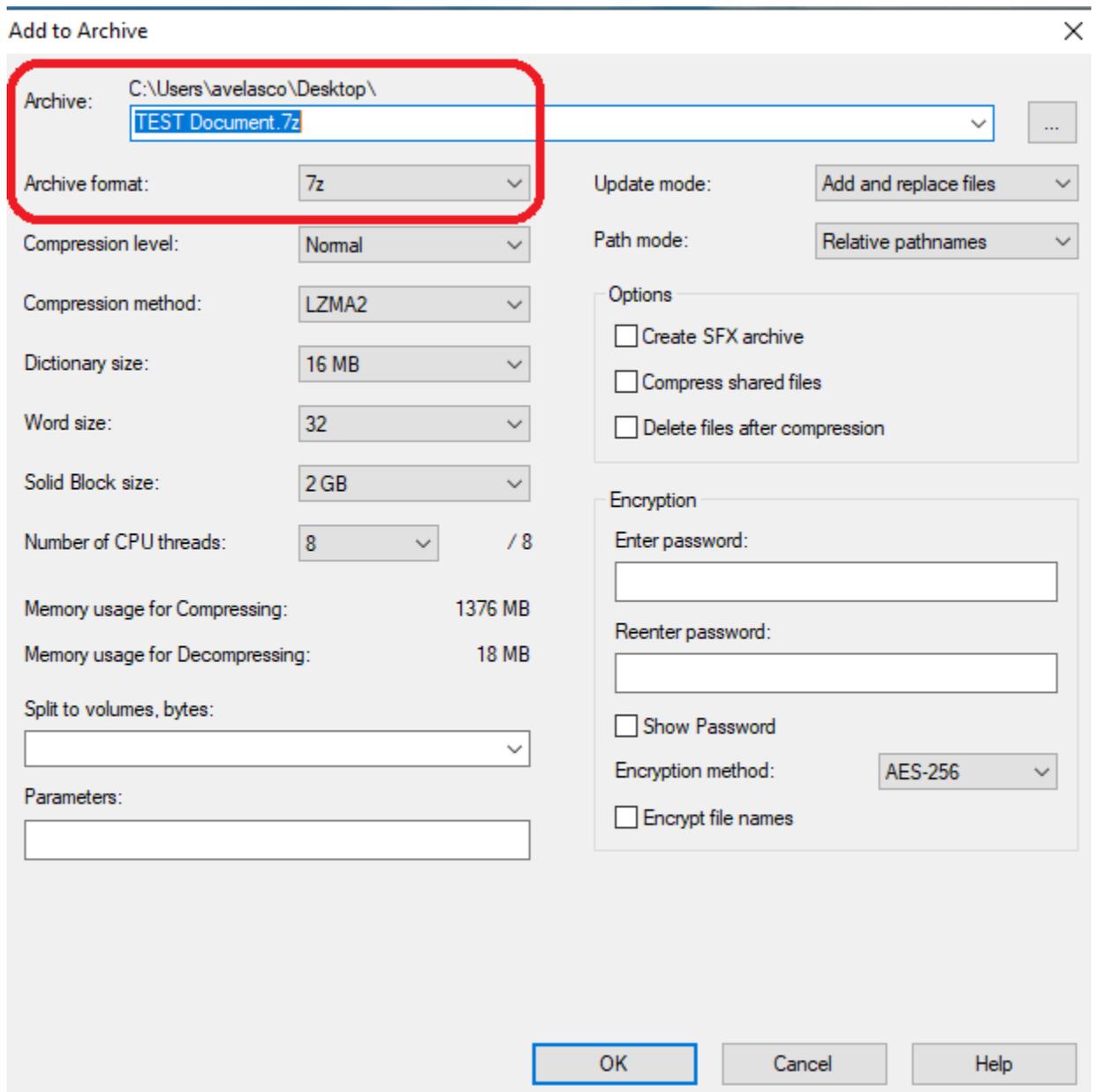
File version:



Folder version:



- The “Add to archive” window will now appear. The filename, location of file/folder, and “Archive format – 7z” (confirming it is a zip file).



- Enter a password and re-enter it once more ensure they are the same. For “Encryption method”, verify it is AES-256 (should be selected by default). Select “Ok” when done.

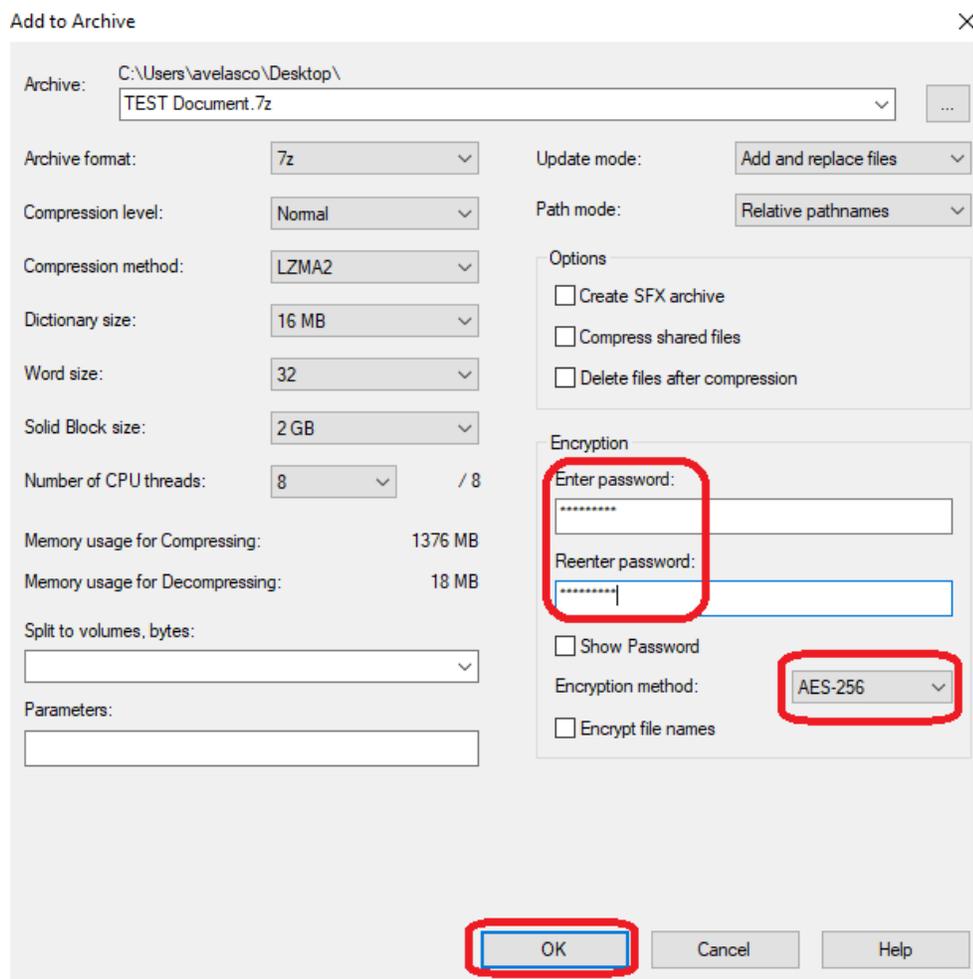
When choosing passwords, it is highly recommended to use Passphrases.

EXAMPLE OF PASSPHRASE:

Passphrase = sentence easily remembered

Once you have a sentence take key elements of the sentence, such as the first or last letter of each word, and make a password

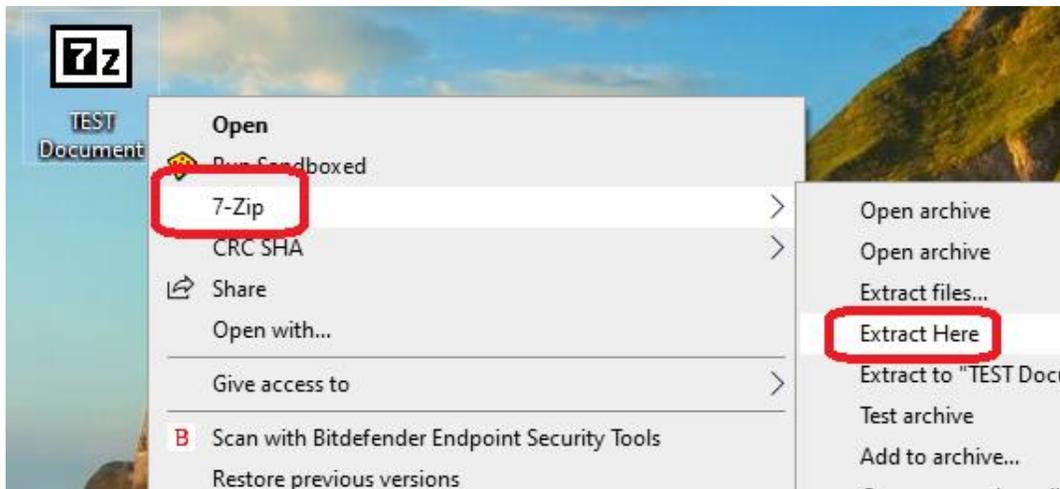
Example: I walk to the UTEP library every morning before school
Passphrase: iw2tUleM#b4s



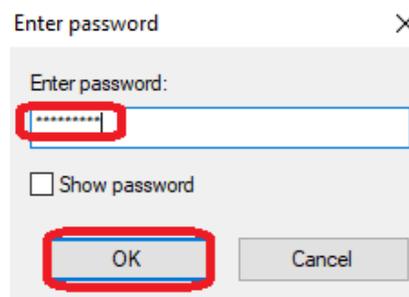
- Go to the file location. If the files are in another location other than the desktop, you can always copy it – use drag and drop feature to copy it to the desktop to make it easier to find.



- Right-click on the zip file/folder and select “7-Zip” and “Extract Here”. “Extract here” will put the file/folder on the desktop for this example because that is the location that was chosen.



- Enter the password that was selected previously and click “Ok”.



- Once the password is entered, the unencrypted file/folder should now be on the desktop. If you have a folder instead of a file, you should be able to access all the files inside the folder.

File version:



Folder version:

