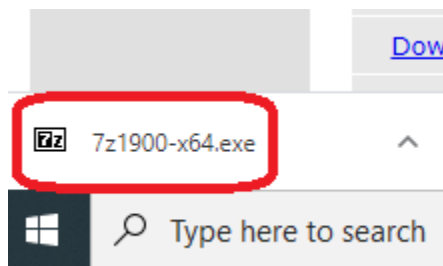
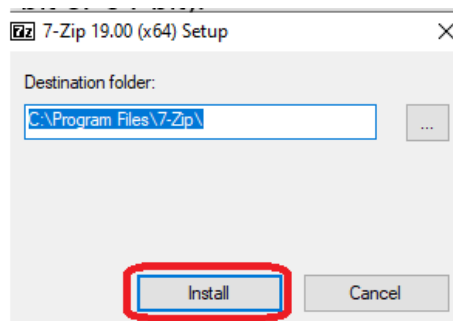


# How to Password Protect a Compressed File/Archive Using 7-Zip

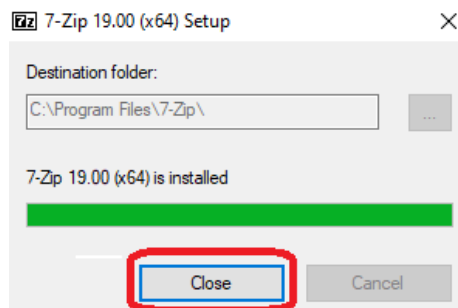
- Download [7-zip](#). Download the latest version that is specific to your computer (32-bit or 64-bit).
- Once the correct version is chosen, click on the .exe file at the bottom of the left hand side of the screen. If you receive a prompt window to allow, please click “Yes”.



- Select “Install”.

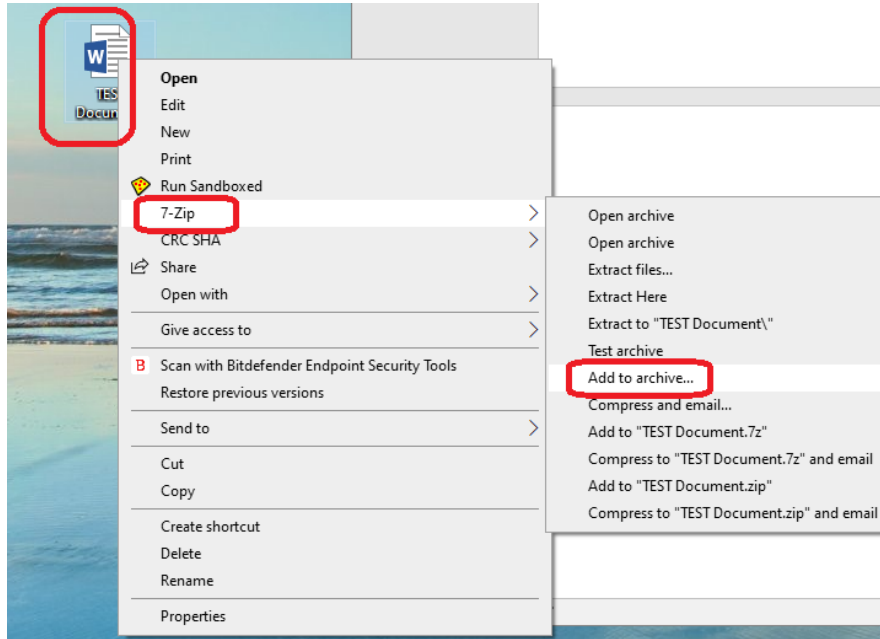


- Once the download is complete, click “Close”.

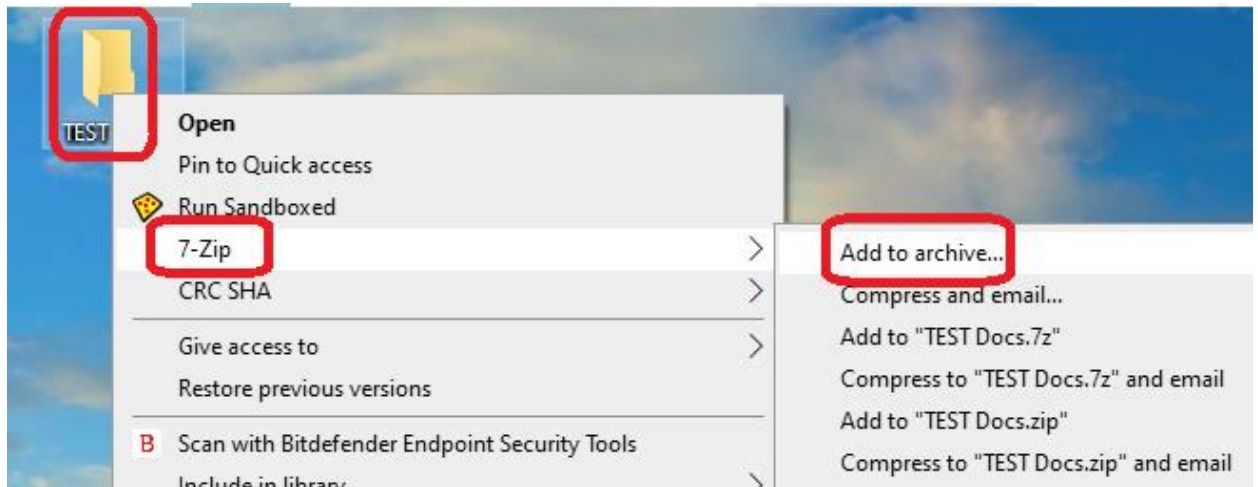


- Go to the location where the file or folder is located. In this example, the desktop was chosen.
- Right-click on the file/folder > select “7-zip” > “Add to archive...”

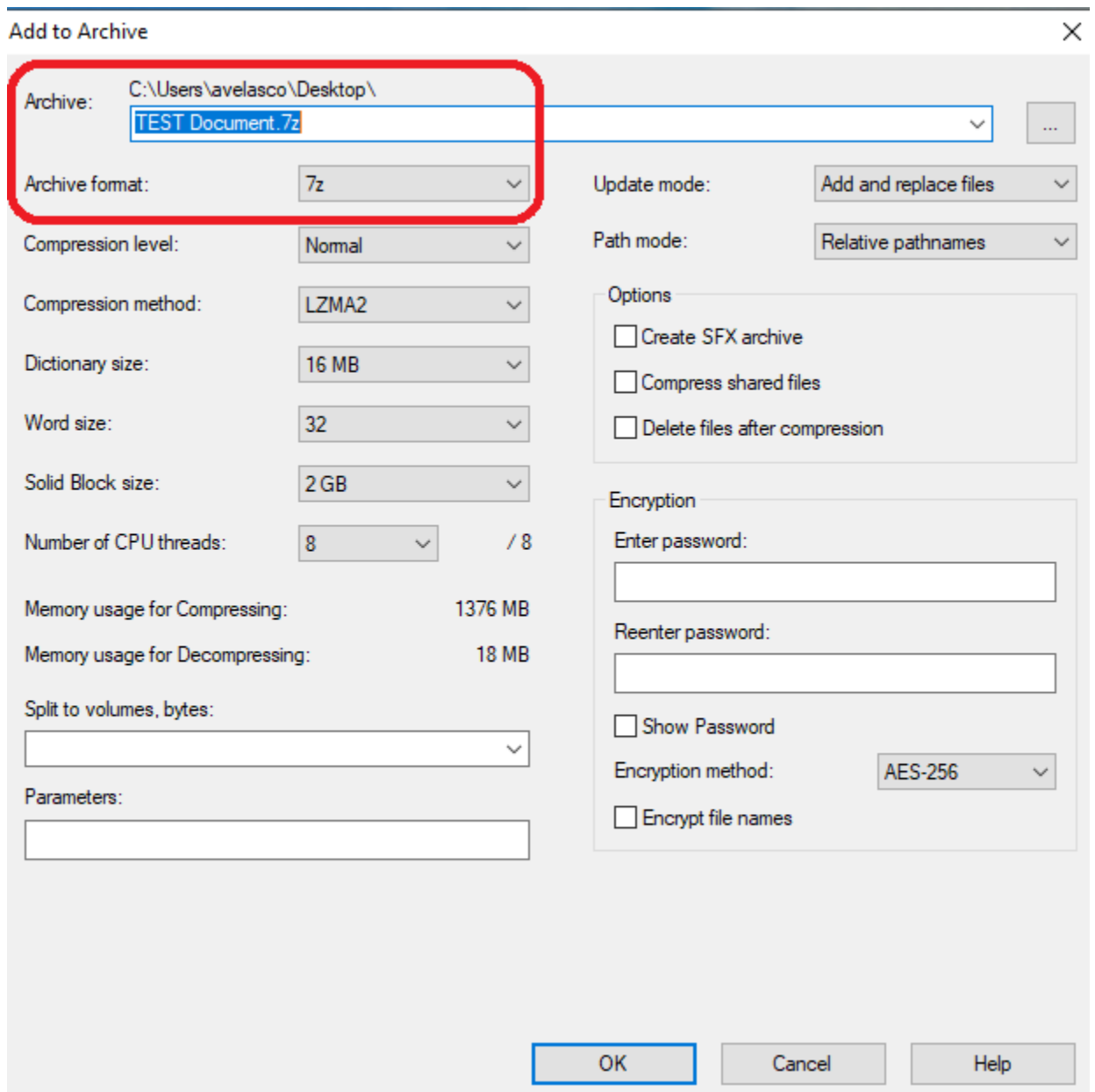
File version:



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

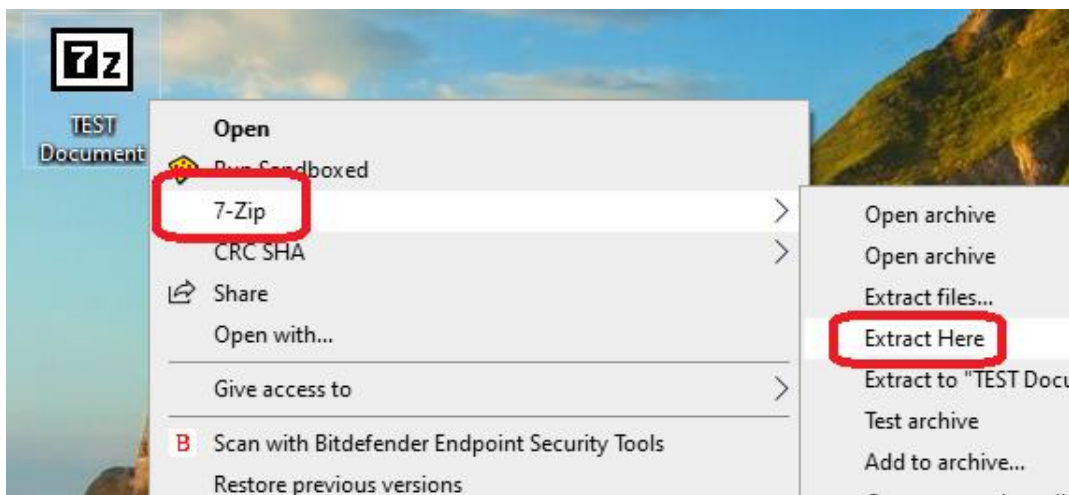
**Example: I walk to the UTEP library every morning before school**  
**Passphrase: iw2tUleM#b4s**

The image shows a screenshot of the 'Add to Archive' dialog box. The 'Archive' field is set to 'C:\Users\avelasco\Desktop\TEST Document.7z'. The 'Archive format' is '7z', 'Update mode' is 'Add and replace files', 'Compression level' is 'Normal', 'Path mode' is 'Relative pathnames', and 'Compression method' is 'LZMA2'. The 'Encryption' section is expanded, showing 'Enter password:' and 'Reenter password:' fields, both containing asterisks. The 'Encryption method' is set to 'AES-256'. The 'OK' button is highlighted with a red box. Other options like 'Create SFX archive', 'Compress shared files', 'Delete files after compression', 'Show Password', and 'Encrypt file names' are unchecked. The 'Split to volumes, bytes' field is empty, and the 'Parameters' field is also empty. The 'Number of CPU threads' is set to 8. Memory usage for compressing is 1376 MB and for decompressing is 18 MB.

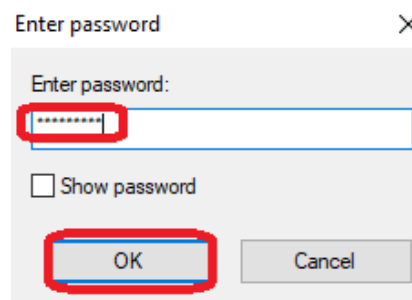
- Go to the file location. If the files are in another location other than the desktop, you can always copy it – use drag and drop feature to copy it to the desktop to make it easier to find.



- 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:

