Creating a Password-Protected Zip File Within 7-Zip





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

vchive: 1.1				~	
(V.OT.Lip					
rchive <u>f</u> ormat:	zip	~	<u>U</u> pdate mode:	Add and replace files	~
ompression level:	5 - Normal	~	Path mode:	Relative pathnames	~
ompression method:	* Deflate	~	Options		
	la server		Create SF <u>X</u> arc	chive	
victionary size:	- 32 KB	×.	Compress share	ed files	
<u>V</u> ord size:	* 32	~	Delete files after	er compression	
olid Block size:		\sim	Encryption		
lumber of CPU <u>t</u> hreads:	* 12 🗸 🗸	/ 12	Enter password:		
Memory usage for Compressin	a:		Whitworth2024!		
16 MB / 26 GB / 32 GB	* 80%	~			
lemory usage for Decompres	sing:	2 MB			
plit to <u>v</u> olumes, bytes:			Show Passwor	d	
		~	Encryption method	4: AES-256	~
arameters:					10000
Options					
			ОК	Cancel Help	

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

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mpress	7	-Zip	>	Open archive					^
Mo' to	A P C S	lways available o <u>f</u> fline in to Start hare Doen with		Open archive Extract files Extract Here Extract to "v.01\"		>			
\fs1) (R	lestore previous versions		Test archive					P
Name	s	end to	>	Add to archive Compress and email					
V.	C	Cut		Add to "v.01.zip.7z"					
v.		ору		Compress to "v.01.zip.7z" a	and email				
v.		reate shortcut		Add to "v.01.zip.zip"					

Drill down to the file you want to open and DoubleClick

Eile Edit View Favorites Tools Help				
Image: Add Image: Extract Image: Extract Image: Extract Add Extract Test Copy Move Delete Info				
🔊 📙	Size	Packed Size	Modified	Create
v.01	0	0	2023-03-29 10:21	
Por AcceptableUseStaff.pdf	231 648	225 468	2022-08-19 14:14	
AcceptableUseStudent.pdf	224 270	218 348	2022-08-19 14:14	
	191 839	175 510	2022-08-19 14:14	
	763 965	730 613	2022-11-28 14:26	
	290 164	277 726	2022-08-19 14:14	
	41 415	35 894	2022-08-19 14:14	
	42 814	37 309	2022-08-19 14:14	
	23 678	18 890	2022-08-19 14:14	

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

\Individual Policies\v	/.01.zip\v.01\									
	Size	Packed	l Size	Modified	Created	Accesse	d	Attributes	Encrypted	Comment
Awareness-P	0 231 648 224 270 191 839	2 2 1	0% Co Elapse Rema	ed time: aining time:	00:	00:01	Total size: Speed:	-	- 🗆 226	кв
:t Addendum :t Addendum Use Standard	763 905 290 164 41 415 42 814 23 678	2	Extrac v.01\ Accep	ptable Use Staff.p	Enter password Enter password: Show password Backg	OK		Cancel	Cancel	0

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

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vídua	0	Open Op <u>e</u> n in new window Share with Skype Scan for threats	3 1 2		-	
		Extract All			-	
Ť	Ť	7-Zip	>	Open archive		
*		Always available offline		Open archive	>	
iame	ame	Pin to Start		Extract files.		
	B	Share		Extract Here		
ity P		Open wit <u>h</u>		Extract to "v.01\"		
-		Restore previous versions		Test archive	-	
		Condito		Add to archive		
		sena to		Compress and email		
		Cut		Add to "v.01.zip.7z"		
		<u>С</u> ору		Compress to "v.01.zip.7z" and email		
	-	Create shortcut		Add to "v.01.zip.zip"		
		<u>D</u> elete		Compress to "v.01.zip.zip" and email	X	

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

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Extract to:		
<u>15</u>		× …
	Password	
Path mode:		
Full pathnames	Show Password	
Eliminate duplication of root folde		
Overwrite mode:	Restore file security	
Ask before overwrite	~	
		1

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

Pin to Quick Copy Paste access Clipboard	Move Copy to * Copy to * Orga	Delete Rename	New item • The Basy access • New folder New	Properties • Oper	Open	
← → ~ ↑ <mark>·</mark> «		> rest	ore > v.01 >	ڻ ~	Search v.0	1
👌 Music 🔷 🔨	Name	^	Date modified	d Ty	pe	
E Pictures	v.01		3/29/2023 10:	21 AM Fi	le folder	
Videos	AcceptableUs	Staff.pdf	8/19/2022 2:1	4 PM M	icrosoft Edge	P
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