

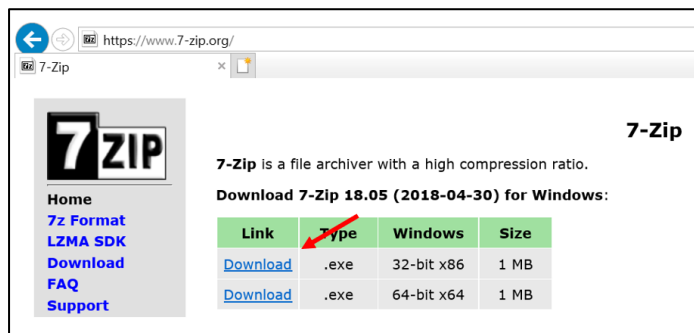
## Creating a Password Protected Folder

Usually when sending important documents to individuals we will need to send a mixture of different types of documents, e.g. Microsoft Word, Excel, PDF, Pictures, etc. Rather than password protect each file individually it is much easier to just create a folder to store all documents in then password protect the folder. The steps below describe the process of creating a password protected zipped folder using a free program called 7zip.

### Step 1. Download and Install 7zip

7zip is a free program which can be installed to any computer and used to create zip folders.

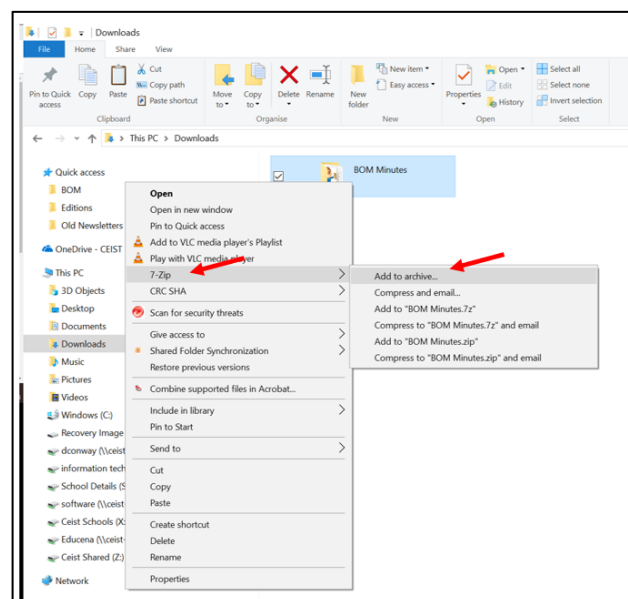
- 1.1 Connect to the 7zip website ([www.7-zip.org](http://www.7-zip.org)).
- 1.2 Click the **Download** link to save and install 7zip to your computer.



### Step 2. Create Password Protected Zipped Folder

Once 7zip has been installed to your computer you can now use it to create password protected folders.

- 2.1 Locate the folder you wish to password protect.
- 2.2 Right click on the folder using your mouse to get folder options menu. You will notice a new option here called 7zip.
- 2.3 Select **"7zip / Add to archive..."** from the menu

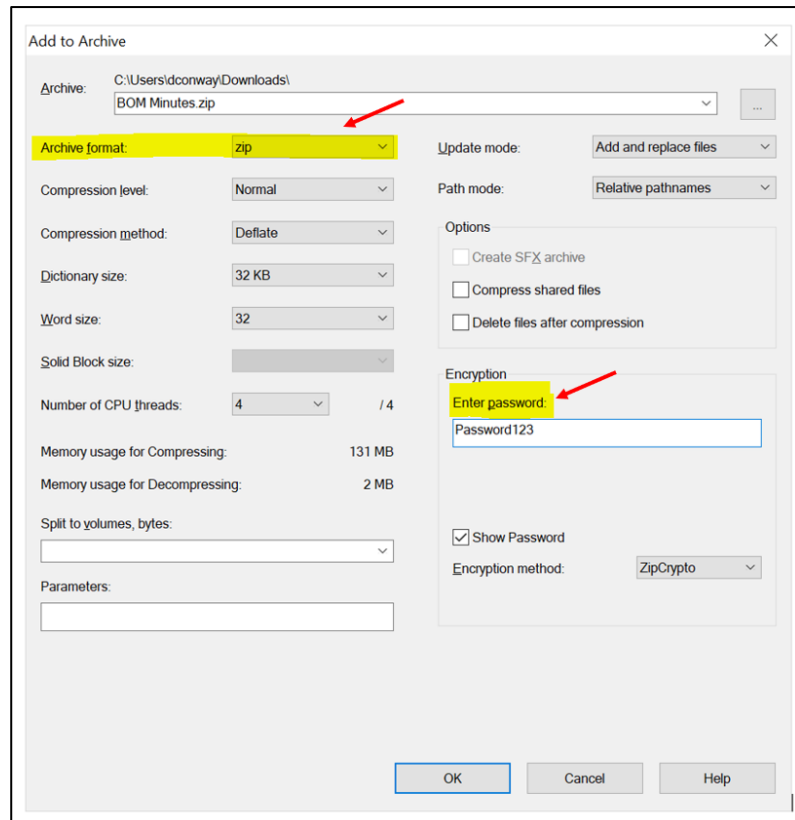


2.4 You will then be brought to the 7zip options.

2.5 Set the **Archive Format to Zip**.

2.6 Enter the password to wish to use in the box provided.

2.7 Click the **OK** button to complete.



You should now see a new zipped folder beside your original folder. This folder is the new password protected zipped folder you have just created. In order to access any files in this folder the password will be required.

