



# CREATING A COMPRESSED FILE WITH PASSWORD

To create a file locked with a password (ie the recipient needs to enter a password to open it), the following are required:

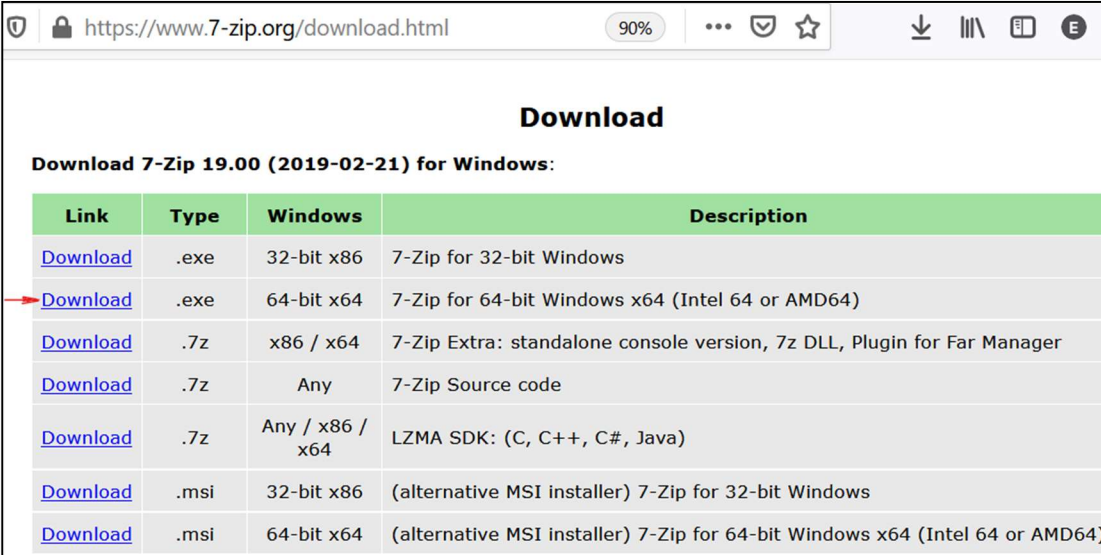
## Software installation

### Notes:

- Any software that provides the required capability (password compression) can be used. The free 7-zip software is described as an example
- This step is done only once. If the software is already installed on the computer, you can skip this step.

Using a browser, such as Mozilla Firefox, Google Chrome, Edge, etc., go to <https://www.7-zip.org/download.html>

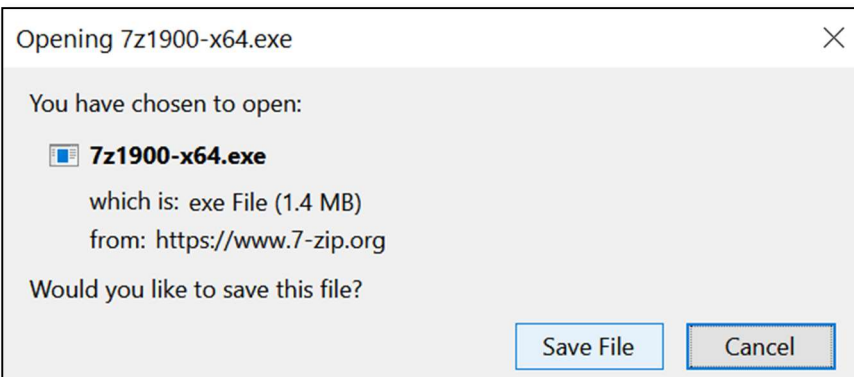
Choose the version depending on the operating system. For example, for a computer running Windows10, click on Download the 64-bit x64 version.



The screenshot shows a web browser window with the URL <https://www.7-zip.org/download.html>. The page title is "Download". Below the title, it says "Download 7-Zip 19.00 (2019-02-21) for Windows:". There is a table with four columns: Link, Type, Windows, and Description. A red arrow points to the second row, which is the 64-bit x64 version.

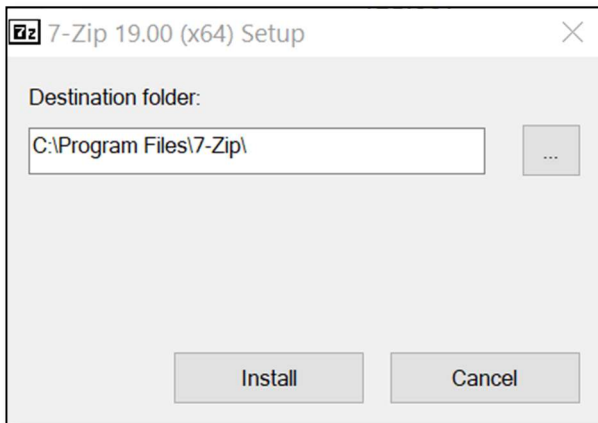
Link	Type	Windows	Description
<a href="#">Download</a>	.exe	32-bit x86	7-Zip for 32-bit Windows
<a href="#">Download</a>	.exe	64-bit x64	7-Zip for 64-bit Windows x64 (Intel 64 or AMD64)
<a href="#">Download</a>	.7z	x86 / x64	7-Zip Extra: standalone console version, 7z DLL, Plugin for Far Manager
<a href="#">Download</a>	.7z	Any	7-Zip Source code
<a href="#">Download</a>	.7z	Any / x86 / x64	LZMA SDK: (C, C++, C#, Java)
<a href="#">Download</a>	.msi	32-bit x86	(alternative MSI installer) 7-Zip for 32-bit Windows
<a href="#">Download</a>	.msi	64-bit x64	(alternative MSI installer) 7-Zip for 64-bit Windows x64 (Intel 64 or AMD64)

A confirmation window for downloading and / or executing the file will appear (this may vary from browser to browser)



The screenshot shows a Windows dialog box titled "Opening 7z1900-x64.exe". The text inside says "You have chosen to open:" followed by a file icon and the name "7z1900-x64.exe". Below that, it says "which is: exe File (1.4 MB)" and "from: https://www.7-zip.org". At the bottom, it asks "Would you like to save this file?" and has two buttons: "Save File" and "Cancel".

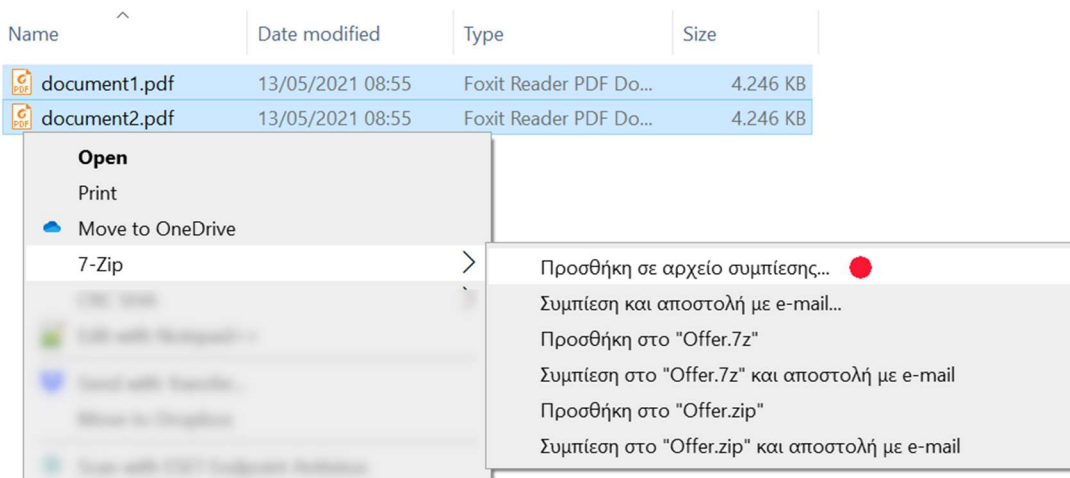
After saving and executing the file, the software installation will appear:



Now the software is installed. Right-clicking on a Windows file or folder will display 7-zip options and features.

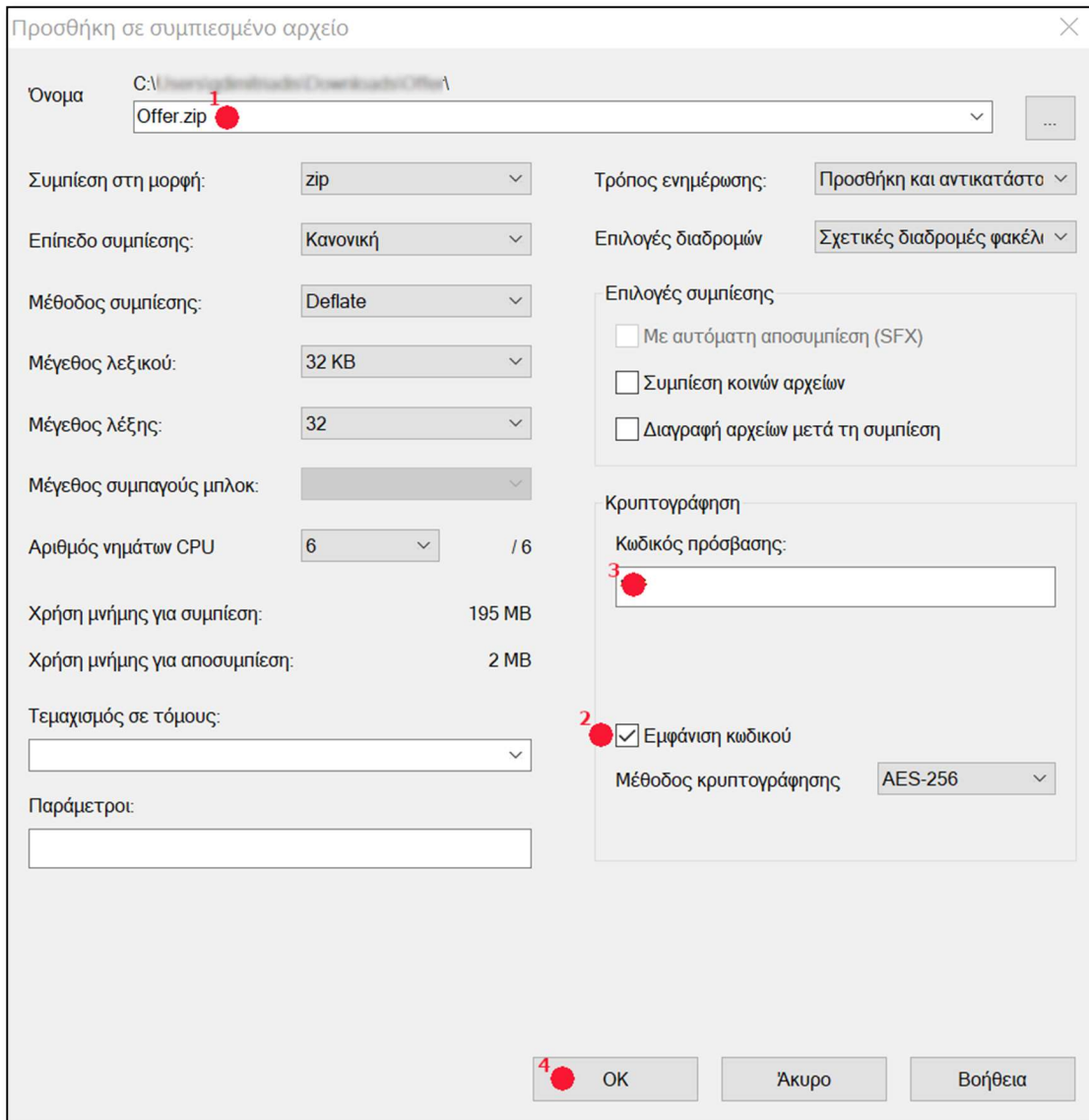
### **Selecting files to compress**

Select one or more files, and right-click. Now, after installing 7-zip, the following options appear. Select "Add to compression file..."



The window that appears has all the settings for creating the zip file. Only the following steps are needed:

1. Define (or just confirm) the name of the generated file
2. Check (if it is not checked) the "Show password" checkbox
3. Enter the desired password in the field "Password"
4. Press "OK".



The file is generated with the name we specified. To open it the recipient will have to enter the code we set.