

Encrypting Files using WinZip

Documents, spreadsheets, databases, and other files that contain personal information or other sensitive information should be encrypted when saved on hard drives, CDs, Floppies, USB drives, and other non-central media.

One of the easiest ways to do this on a Sinclair Imaged PC is to use the WinZip application. WinZip can compress single files, multiple files, and entire folders as **archives**.

NOTE: Encrypting files with WinZip requires that you have WinZip version 9 installed on your PC. Instructions for installing WinZip 9 and for encrypting files with WinZip are below.

NOTE: While WinZip works well for many users, some people have experienced problems when transmitting WinZip encrypted files to offcampus users. An alternative free software encryption program, that is compatible with most computer systems, is AxCrypt. Instructions on using AxCrypt are found on it.sinclair.edu under in the Service section under Policies and Security Information.

Installing WinZip:

 Double-click on the My Computer icon on your PC's Desktop.



2. Double-click on the **Winapps on** 'willow' (G): icon.

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3. Double-click on the **WinZip 9 SR-1** folder. Adobe Reader Checkpoint... LRC 7.0.7

4. Double-click on the **SETUP.exe** file.



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MS Pł Edit 5. The installation setup window will open.

Click on Next.

ing in Secul	<u>×</u>
Setup will install WinZip into the followin create if necessary.	ng folder, which it will
If you want to install WinZip in a differer	nt folder and/or drive,
type the name of the folder below:	
type the name of the folder below: Install to:	
type the name of the folder below: Install to: <mark>C:\Program Files\WinZip</mark>	Browse

6. Click Next.

WinZip Setup	
	Thank you for installing WinZip!
WINZE	WinZip features include:
	* Quick and easy zip and unzip
	* Uptional Wizard interface * E-mail support, including Zip and E-Mail from Explorer
	* Tight integration with the Windows shell
al fait and the second	* 128-bit and 256-bit AES encryption
	Press the E1 key on your keyboard at any time while running
Neve Open Fa	WinZip for context sensitive help and complete documentation.
Ind Nome	Click Next to continue
exe	
	Help (Back Next) Close

7. Click **Yes** to accept the license agreement.

License Agreement and Warranty Disclaimer	×
As with other software, WinZip is subject to WARRANTY DISCLAIMERS and LIABILITY LIMITATIONS, including (but not limited to) the following:	
THIS SOFTWARE, AND ALL ACCOMPANYING FILES, DATA AND MATERIALS, ARE DISTRIBUTED "AS IS", and ANY LIABILITY OF WINZIP COMPUTING, INC. (WCI) WILL BE LIMITED EXCLUSIVELY TO REFUND OF THE LICENSE FEE PAID TO WCI.	8
In addition, this version of WinZip is subject to the complete WinZip License Agreement, which you can view by clicking on the "View License Agreement" button now.	
I agree that by clicking on the "Yes" button below (or otherwise installing or using WinZip). I accept all terms of the License Agreement, and that I have read the License Agreement.	
Yes No View License Agreement	

8. Click **Next**.

WinZip Quick Start	
For helpful information on install copy of the "WinZip Quick Star Start".	ling and using WinZip, print a tt Guide.'' Click ''Print Quick
To see the Guide without printir	ng it, click "View Quick Start".
You can also view or print the 0 choosing Quick Start from the \	Quick Start Guide later by WinZip Help Contents.
Click Next when you are ready	to continue.
Print Quick Start	View Quick Start
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	WinZip Quick Start For helpful information on instal copy of the "WinZip Quick Star Start". To see the Guide without printing You can also view or print the 0 choosing Quick Start from the V Click Next when you are ready Print Quick Start

9. Choose Start with WinZip Classic.

Then click on Next.



10. Choose **Express setup**.

Click on **Next**.

WinZip Setup	Click "Next" to continue.
Allen Open Fa	 Express setup (recommended) Custom setup (for advanced users) Express Setup associates WinZip with archives, creates a program group, and puts WinZip icons on the desktop and Start menu.
	Help < Back Next Close

11. Click on Finish.



To create a new encrypted archive:

 Open the WinZip application from your Start>All Programs>WinZip menus



2. When the application opens, select **New**.



3. In the **Save** <u>in</u> dialogue box, browse to the folder or disk where you want to create the new archive, then type a name for the archive in the **File** <u>n</u>ame dialogue box.

In this example, the archive is named <u>WinZipEncryptionTest</u>, and is stored in the folder <u>WinZip Encryption Files</u>.

Then click **OK**.

ew Archive						20
Save in:	🔁 WinZip_En	cuption_Files	*	60	P	
My Recent Documents						
My Documents						
A14301-04F1	File game:	WinZipEncryptionTest			*	ОК
	Files of type:	Zip files			~	Cancel
My Network		Add dialog				Help

4. The **Add** window should appear after you click OK. This is where you select the file or files that need to be encrypted.

NOTE: If a single file needs to be encrypted, simply select it and click **OK**.

Add						2 🛛
Lool Desktop My Documer	kin: WinZip_Er TestBook3. TestBook3. TestBiel.do Etstfiel.do Etstfiel.do	ncryption_Files ds ds : : :		X	0 1 🖻 🖽	•
A14301-04F	T File pame:	TestBook1.xls			*	Add Cancel
Action:	Add (and replace) fik	58	*	Er	Add	Help with gridcards
Folders Folders Include Save ful	Derring (renovable subfolden path info	e media only)	×	Attrib In Be	ore tilenames in <u>8</u> .3 utes clude only if archive eset archive attribute clude system and his	attribute is set den files

NOTE: If multiple files need to be encrypted, hold down the **Ctrl** key as you select each with your mouse.

Add						?
Looi	k in: 🙆 WinZip_E	ncryption_Files		🗹 🧿 🖉	• 💷 \cdots	
Desktop My Documer A14301-04F	TestBook1. TestBook2. TestBook3. TestBo	sts xis xis xis ε κ				
My Network Places	ç File <u>pame</u> :	"testfile1.doc" "	TestBook1.	ds"	×	Add Cancel
						Help
Action	Add (and replace) fi	les	~		Add with	widcards
Action: Compression:	Add (and replace) fi	les	~	Encrypt ad	Add with ded files	widcards

NOTE: If a range of files need to be encrypted, click the first file in the range, then hold the **Shift** key and click on the last file in the range.



 Make sure the Encrypt added files checkbox is checked, then click <u>A</u>dd.



6. A WinZip Caution warning popsup if this is the first time you have used WinZip to encrypt a file.

If you do not want to be warned each time you encrypt a file, check the box next to"Do not display this dialogue box in the future."

Click **OK** to close the box.



7. Next, select the encryption method to use and create the password required to decrypt the archive.

For most purposes, 256-Bit AES encryption should be selected.

The password is a critical part of this process, the stronger the password, the better protected the archive.

The longer and more complex the password is, the greater the protection.

As a minimum, select a password at least 8 characters long that contains upper- and lower-case letters, numbers, and special characters.

Click **OK**.

Encrypt	🗟 • 🥐 🔀
Note: the password will be used to encrypt files now ar added to or extracted from the current archive, and will cleared when the archive is closed.	id for other files be automatically
Enter password:	
He-enter password (for confirmation):	
Mask password	
Encryption method Zip 2.0 compatible encryption (portable) <u>1</u> 28-Bit AES encryption (strong)	<u> Rk</u>
256-Bit AES encryption (stronger)	Cancel
Information on encryption methods	

8. NOTE: The final step is to ensure the original files (added to the encrypted archive) are properly protected or deleted.

> If the files are on a network storage device such as your "Hdrive" or a department shared folder, the files may be left unencrypted. Security of network storage devices is managed by ITS.

If the original files are on a PC hard drive, portable device, or removable media such as CD, DVD, or USB drive, the unencrypted files should be deleted.

Sending encrypted files:

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🕽 Back 👻 📀 - 🎓 🎾	🖉 Search 🜔 Folders 🛄 - trosidariel.ocalaghani,My Documentsi,WinZip ⊻ 🔁 Go
File and Folder Tasks * Make a new folder * Publish this folder to the Web * Share this folder *	TestBookl.rdsj TestBookl.rds TestBookl.rds Destfile1.doc Destfile2.doc Destfile3.doc WinZipEncryptionTest.zp
Other Places	
My Documents A14301-04F1 My Network Placer	

Use Windows Explorer to delete the original files.

If you need to send or the encrypted file to someone else, **do not send the password with the file**. Instead, transmit the password separately using another communication method. Examples include:

- If emailing the file, use phone to transmit the password.
- If mailing the file via CD, use phone to send the password.

Since this encryption is based solely on the password, including the password with the file completely defeats the security the encryption provides.

For questions or additional information, contact the IT Help Desk at 937-512-HELP (4357) or at helpdesk@sinclair.edu.