

WinZip Encryption Process

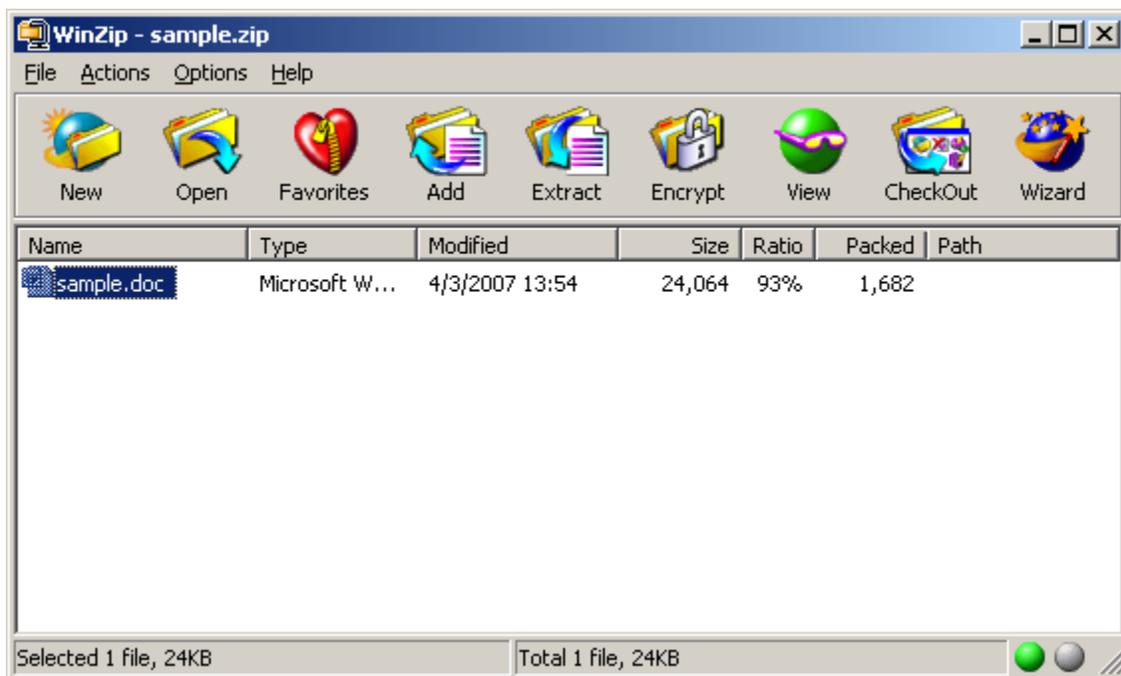
1. Create Zip File

- A. Start – Programs – WinZip – WinZip 9.0 (recommend using Classic View)
- B. Wizard – Next – Select “Create a new Zip file” – Next
- C. Use Browse Button to save it to a location you choose (e.g., My Documents, Desktop, etc.) – Provide a name (e.g., “Zip Files”) - OK – Next
- D. Add files – Select File to be Zipped – OK
- E. Zip Now – Finish
- F. File has been Zipped and is in the location you chose above.
- G. Recommend selecting “Next time start WinZip with Classic Interface”

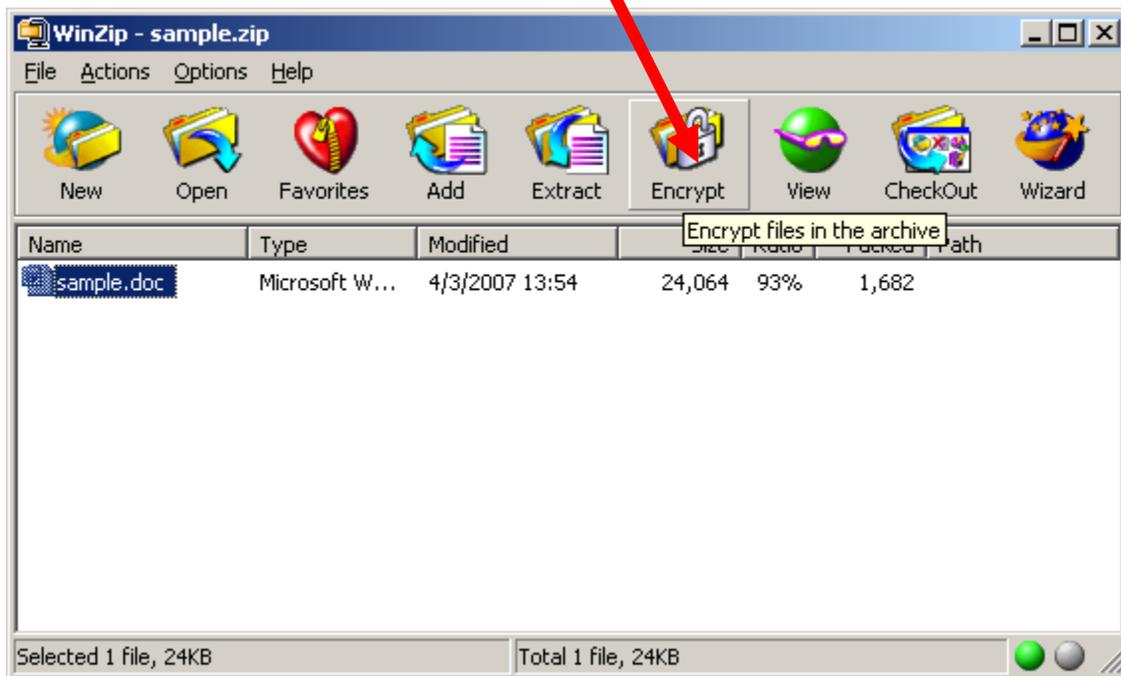
2. Add files to be zipped

- A. Start – Programs – WinZip – WinZip 9.0
- B. Open – Select your zipped file – double click on file – it will appear in window below.

3. Highlight file(s) to be encrypted.

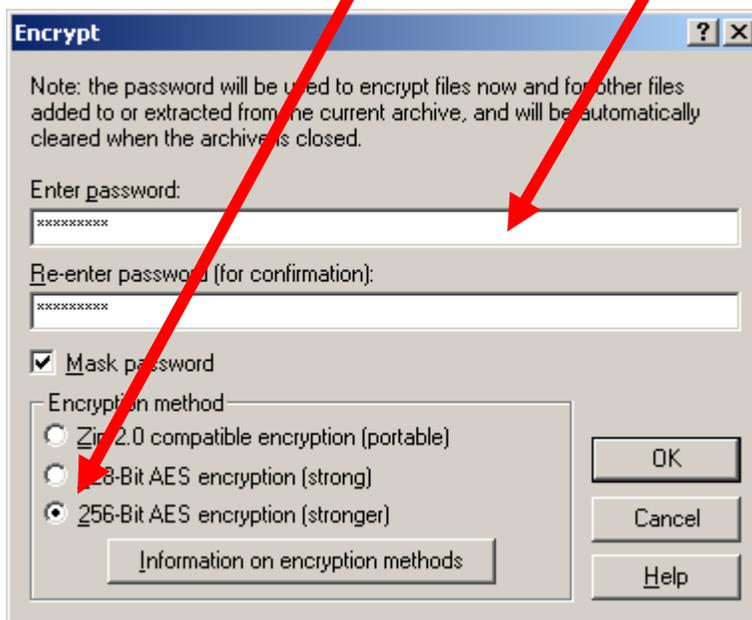


4. Once the files to be encrypted are selected, click the encrypt icon.



5. Enter password using the appropriate password complexity parameters. Passwords should be at least nine characters long and contain the following: an upper case letter, a lower case letter, a number and a special character. Passwords should not have sequential numbers, contain any dictionary words or contain your first or last name.

6. Select 256-Bit AES encryption



7. Select Ok to complete the encryption process.

Note: An asterisk, “*”, will appear next to the file name indicating the file is encrypted.

