7-zip User Guide

If necessary download and install 7-zip, a free compression and encryption application.

http://www.7-zip.org/

N.B. 7-zip is installed on all current SSD systems.

Encrypting Confidential Data

Browse to the file, files or directory that you wish to encrypt and select them.

Name Date modified Type Size	Documents library ^{7-zip}				
	Name	Date modified	Туре	Size	
Confidential Data.docx 27/08/2010 16:01 Microsoft Office 0 KF	🖭 Confidential Data.docx	27/08/2010 16:01	Microsoft Office		0 KB

Right click on the selected items and then select 7-zip -> Add to archive...

Documents library 7-zip					Arrange by:
Name	Date modified	Туре		Size	
Confidential Data.docx	Open Edit New Print Edit with HHD Hex Editor Neo 7-Zip Edit with Notepad++ Open with Scan with Sophos Anti-Virus Show Versions Always available offline Sync Restore previous versions Send to Cut Copy	• • • • • • • • • • • • • • • • • • •	Open archi Extract files Extract files Extract Her Extract to " Test archiv Add to arch Compress Add to "Co Compress Add to "Co Compress	0 KB ive s re Confidential Data re hive and email onfidential Data to "Confidential onfidential Data to "Confidential	ta\" 7z" Data.7z" and email zip" Data.zip" and email

It is recommended that the following options are selected.

- Archive format: 7z
- Encryption method: AES-256
- The password must conform to the University Password Policy
- Encrypt file names (not available for zip archives)

Add to Archive	the second second		X
<u>A</u> rchive:			
Confidential Data.7z			 ✓
Archive <u>f</u> ormat:	7z	•	Update mode:
Compression <u>l</u> evel:	Normal	•	Add and replace files
Compression method:	LZMA	•	Options Create SFX archive
Dictionary size:	16 MB	•	Compress shared files
<u>W</u> ord size:	32	•	Encryption
<u>S</u> olid Block size:	2 GB	•	Enter password:
Number of CPU threads:	2 🔹	/ 8	Reenter password:
Memory usage for Compress	ing:	192 MB	••••••
Memory usage for Decompre	essing:	18 MB	Show Password
Split to <u>v</u> olumes, bytes:			Encryption method:
		-	Encrypt file <u>n</u> ames
<u>P</u> arameters:			
			OK Cancel Help

You should then have a compressed and encrypted archive of your data.

Documents library 7-zip			
Name	Date modified	Туре	Size
Confidential Data.7z Confidential Data.docx	27/08/2010 16:11 27/08/2010 16:01	7Z File Microsoft Office	1 KB 0 KB