

Protecting and Compressing Files in Windows



Create a Compressed Folder

To create a compressed folder, do the following:

1. Right-click a blank area in an open folder or on the Desktop, point to **New**, and then click **Compressed (zipped) Folder**.
2. Type a name for the new compressed folder, and then press **ENTER**. Your new compressed folder appears as a folder icon with a zipper.



Add Items to the Compressed Folder

- Moving files and folders: Moving files and folders to or from compressed folders works the same as with normal uncompressed folders. For example, you can drag files or folders to the compressed folder. When you place a file in a compressed folder, that item is automatically compressed. A file that is moved from a compressed folder is automatically uncompressed.
- Extract all files: When you open a compressed folder, the **Extract all files** command appears in the **Folder Tasks** list. When you click **Extract all files**, the **Extraction Wizard** starts. You are prompted to choose a location to place the extracted files, and then the files are extracted.

NOTE: The original compressed files remain in the compressed folder.



Add Password Protection

Flash drive are often misplaced and your information can end up in the wrong hands. If you are worried about your data, you can use one of the methods below to secure your files.

Windows 8

Microsoft includes a data encryption tool in Windows 8 Pro called **BitLocker**. BitLocker scrambles (encrypts) the content of an entire flash drive (it doesn't work with just a folder. Use 7-Zip below to lock a folder) Please be extremely careful when using this tool. Always store your original files in your computer, never on a flash drive. The latter should only contain copies of your original files before encrypting your flash drive with BitLocker (It uses a password to secure your drive. If you lose the password, you'll lose your data.) Follow the link below for instructions.

<http://windows.microsoft.com/en-us/windows-8/bitlocker>

Windows 7

Windows 7 doesn't include a password protection option. You'll need to download and install a third party tool such as **7-Zip** to add a password to your folders. Please keep in mind that if the file is transferred to another computer, then that computer must have 7-Zip installed to open it.

If you decide to use 7-Zip to password protect your files, skip the previous steps about compressing folders. 7-Zip will compress your folder and add an encryption to it for added protection.

Please note that the software is not manufactured by Microsoft and they make no warranty, implied or otherwise, regarding 7-Zip product's performance or reliability.

Windows XP

Files and folders in compressed folders can be protected in Windows XP by using a password. To password protect the contents of a compressed folder:

1. Double-click the compressed folder that you want to password protect.
2. On the **File** menu, click **Add a Password**.
3. In the Password box, type the password that you want to use. Type the same password in the **Confirm Password** box, and then click **OK**.

Installing 7-Zip

1. Download 7-Zip from <http://www.7-zip.org/>
2. Install using default options.