

What is WinZip?



WinZip is the de-facto industry standard for working with zip files. Having been in development since the early 1990s, **WinZip** is now installed on millions computers throughout the world.

What is a Zip File?

Zip files are essential a way of storing information in a compressed format to allow the quick and easy transfer of data.

Some of the main advantages of Zip files are it:

- Allows you to e-mail a collection of files to a person as one attachment
- Allows you to compress any information stored within the Zip file, without any loss of quality, to allow for faster transfer of data across the internet or company networks
- Allows you to archive collections of old or infrequently used files, saving valuable hard disk space

And of particular importance:

Zip files created using **WinZip** allow you to **encrypt your data**, ensuring that only you and those you chose to share your encryption password with can view the files contained within.

Further information about WinZip, and free trail versions can be accessed at <http://www.winzip.com>

Creating and Encrypting a WinZip file

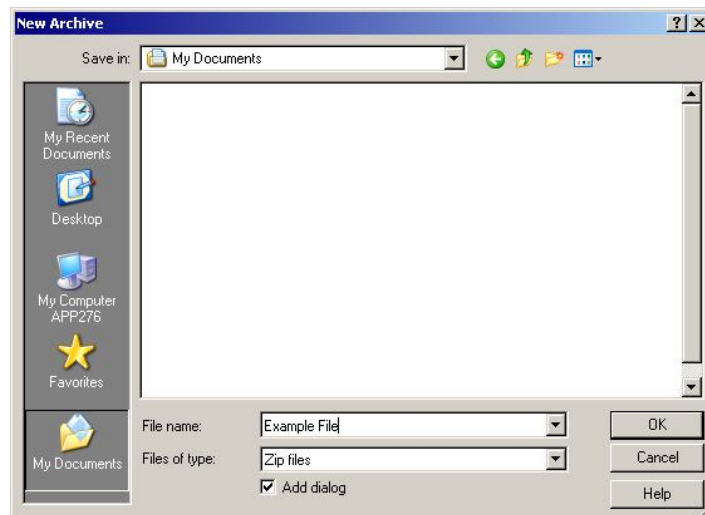
1. Open WinZip (it will either have an icon on your desktop or, be located somewhere on the 'Start' menu. It can usually be found in 'Start > Programs > WinZip'. If you are unable to locate **WinZip** on your system you may need to speak to your IT Department).
2. If **WinZip** does not open in 'Classic view' by default, click the **WinZip Classic** button.



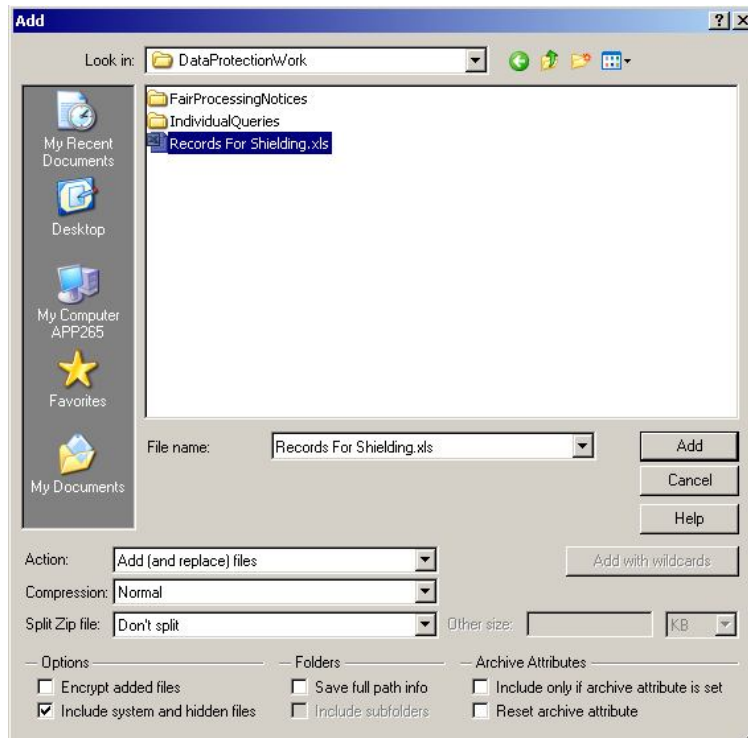
3. Click the 'New' button on the toolbar.



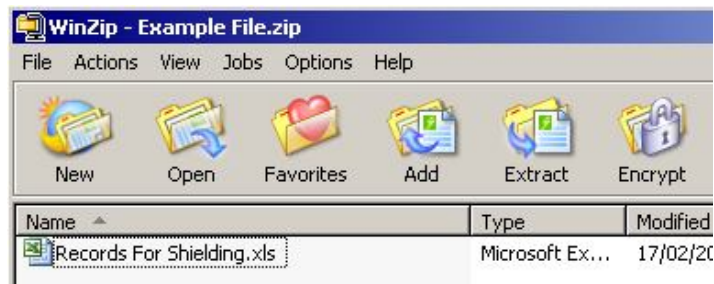
4. You will then be asked where you wish to save the Zip file and, to enter a suitable filename. Once this is done, click 'OK'.



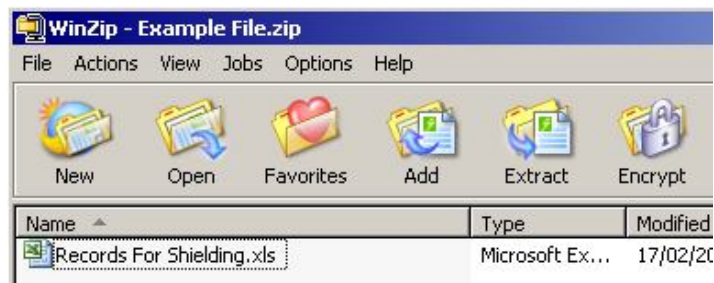
- You now need to add documents to your Zip file. To do this locate the document/ spreadsheet you wish to add, select it, and then click **'Add'**.



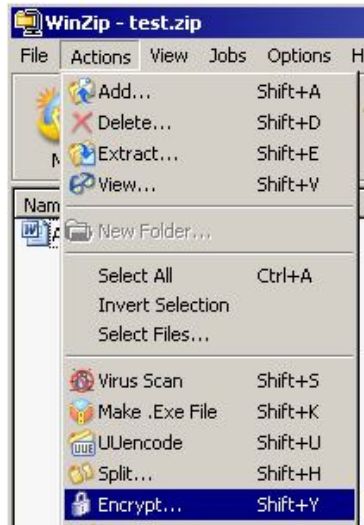
- After clicking **'Add'** you will be returned to the main **WinZip** window. If you need to add another file to the Zip click the **'Add'** button on the toolbar and repeat step 5.



- Once you have added all the desired files you are ready to encrypt data. To do this click the **'Encrypt'** button on the toolbar.



8. If for any reason you cannot locate the **'Encrypt'** button on the toolbar, click the **'Actions'** menu and then select **'Encrypt'**.



9. You will then be asked to choose and enter a secure password. You will need to enter this twice to confirm. You may also be asked to select the level of encryption you wish to use. Given the sensitivity of the data, if available please select **'256-Bit AES Encryption'**. Then click **'OK'**.



10. Once WinZip has finished encrypting you should see a "*" next to the filenames contained within the WinZip file, indicating that encryption is present.



11. You can now close WinZip and e-mail/transfer the file as instructed.