

Adding files to an existing archive

- 1 Select the file or group of files you wish to encrypt.
- 2 Right Click on the file and hover over 7Zip.
- 3 In the menu, click on "Open Archive".
- 4 Enter the password and click OK.
- 5 Drag and drop the new file into the archive window.
- 6 In the Confirm File Copy prompt, click Yes.

Removing files from an existing archive

- 1 Select the file or group of files you wish to encrypt.
- 2 Right Click on the file and hover over 7Zip.
- 3 In the menu, click on "Open Archive".
- 4 Enter the password and click OK.
- 5 Select the file and click the Delete button.
- 6 In the Confirm File Delete prompt, click Yes.

Caution!

7Zip will only copy a file to an archive, so be sure to delete the original after you encrypt the archive.

BE SURE TO TEST THE INTEGRITY OF YOUR ARCHIVE BEFORE DELETING ANY IMPORTANT FILES BY EXTRACTING IT FROM THE ARCHIVE AND OPENING THE FILE TO TEST ITS INTEGRITY.

There is no easy way to open the password-protected archive if you lose the password.