**Alternative for File and Folder Encryption**

**Installing 7-Zip**

Download the latest version from <http://www.7-zip.org/>.

Install using the default options.

**Using 7-Zip**

1. Right click on the files or folder you wish to compress and encrypt.
2. From the pop-up menu, select Add to archive...
3. In the dialog window, note the name of the 7z file that will be created.
4. Change the Archive format to 7z,
5. Change the [*encryption*](https://www.humboldt.edu/itsdev/glossary/5#term239) method to AES-256
6. Enter and verify your password
7. Click OK. The rest of the options can be left as default.
8. Once the file is encrypted the original file will need to be deleted. (The encryption process does not remove the original unencrypted file)

**Decryption**

Right-click on the file, select Extract, and enter the password when requested. The data will be automatically decrypted and saved to the local hard drive "in the clear".