



Download and Install 7-Zip

7-Zip is an alternative to WinZip, it is freely downloadable from the following website:

www.7-zip.org

From the top section click on the second 'Download' link which is suitable for 64 bit systems.

Install 7-Zip, the installation is very quick and straight forward.



7-Zip

7-Zip is a file archiver with a high compression ratio.

Download 7-Zip 19.00 (2019-02-21) for Windows:

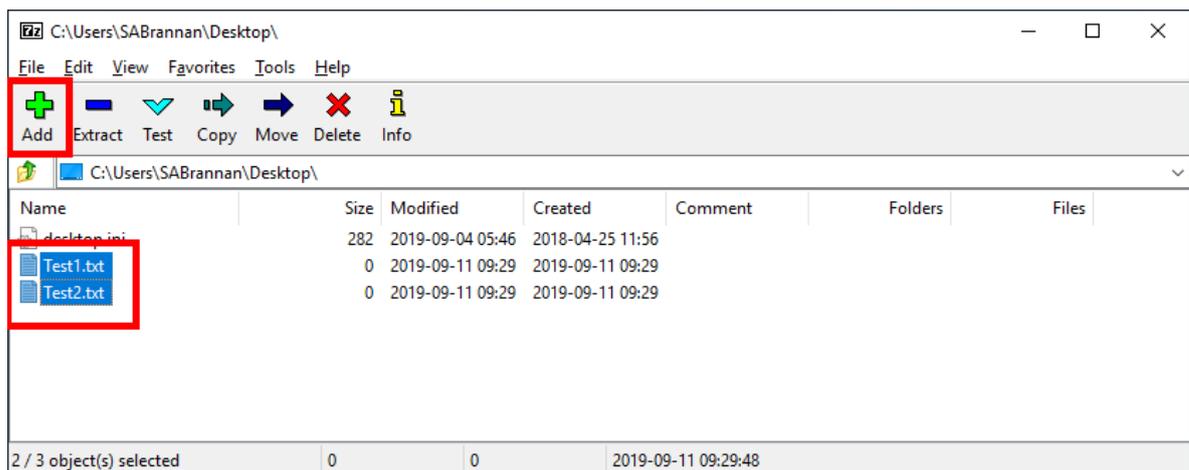
Link	Type	Windows	Size
Download	.exe	32-bit x86	1 MB
Download	.exe	64-bit x64	1 MB

Download 7-Zip 19.02 alpha (2019-09-05) for Windows:

Link	Type	Windows	Size
Download	.exe	32-bit x86	1 MB
Download	.exe	64-bit x64	1 MB

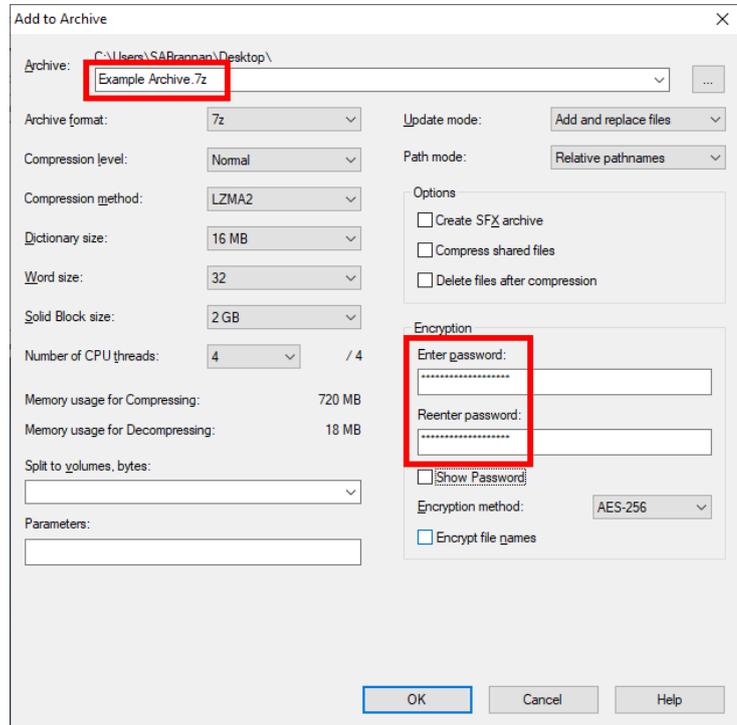
Using 7-Zip to Create an Archive

1. We suggest for convenience you temporarily copy the files you want to add to a zip archive to your desktop or a folder on your desktop so they are easy to find.
2. Open '7-Zip File Manager'.
The user interface is a little unusual, basically you are simply browsing your computer. You can use the arrow to the right of the path to change your location however this should default to your desktop where you will find your files.
3. Select the files you want to add to your archive (your zip file), hold the control key to select multiple files.
4. Click 'Add' from the toolbar at the top to add the selected files to your archive.





5. Give the archive a name, this will be saved to your desktop.
6. If you want to password protect your archive enter your chosen password twice under 'Encryption'. Ensure you leave the 'Encryption method' as 'AES-256'.
7. Click 'OK'.



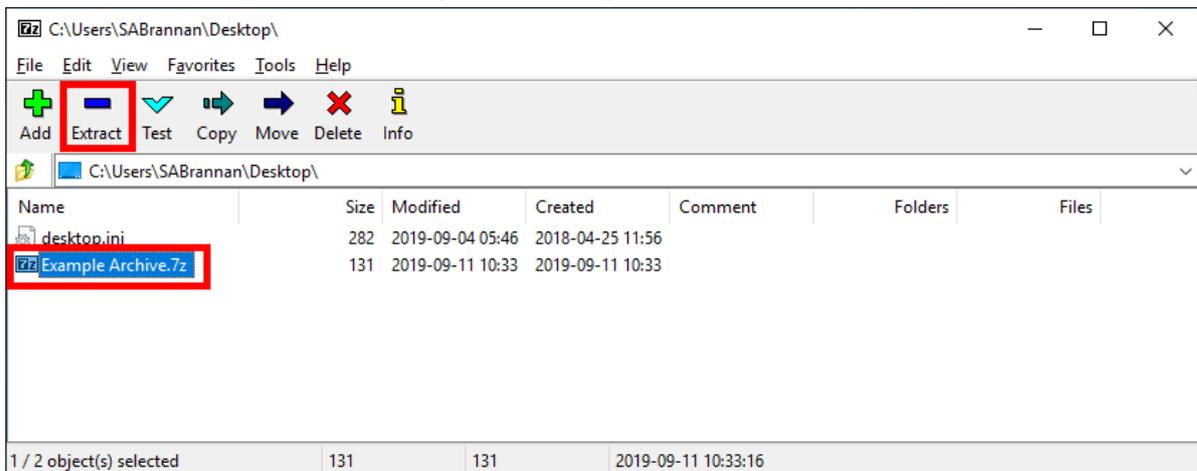
You are now safe to email your archive, in the above example we've called the file 'Example Archive', ensure you only email the archive file and not the files you added to your archive as your selected files are included within the single archive file.

We recommend you contact the recipient separately to inform of them of the password to access the archive. This should be done via telephone rather than by electronic means.

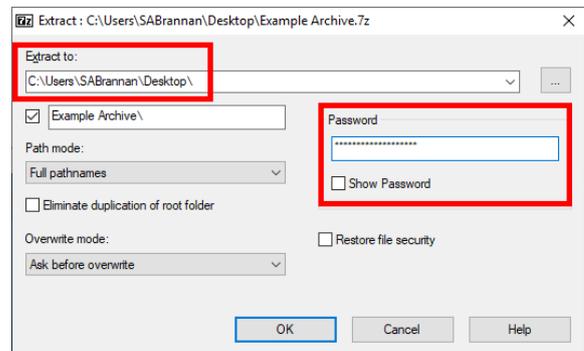


Using 7-Zip to Extract an Archive

1. We suggest for convenience you save the archive file you want to extract to your desktop or a folder on your desktop so that it is easy to find.
2. Open '7-Zip File Manager'.
The user interface is a little unusual, basically you are simply browsing your computer. You can use the arrow to the right of the path to change your location however this should default to your desktop.



3. Select the archive file you want to extract.
4. Click 'Extract' from the toolbar at the top.
5. Choose a location to extract your files to, we recommend you extract to your desktop so they are easy to find.
6. If a password is required to extract the files enter the password.
7. A folder will now appear on your desktop with the same name as the archive, this folder will contain your files.



Once you have confirmed the files are correct you can delete the archive file and move the files you want to keep to an appropriate location.