



Data Management Services

THE BUSINESS OF EDUCATION

Downloading and Using 7-Zip

Document Reference DMS094

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Downloading the Software (7-Zip)

7-Zip is a free and open-source file archiver, a utility used to place groups of files within compressed containers known as "archives".

7-Zip is designed to open and create archives, files that serve two purposes: to compress and combine. Compression means files take up less space; combined means multiple files become a single file. 7-Zip can open most archived files and there is no registration or licence cost.

7-Zip also offers a protection of the files with a password and has a high security encryption functionality.

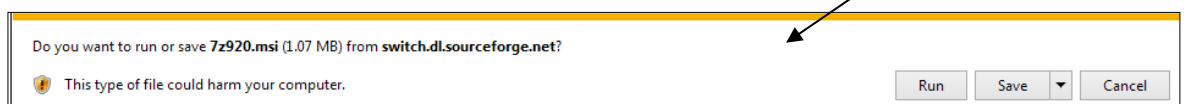
1. To download go to www.7-zip.org/download.html

Download 7-Zip 18.05 (2018-04-30) for Windows:

Link	Type	Windows	Description
Download	.exe	32-bit x86	7-Zip for 32-bit Windows
Download	.exe	64-bit x64	7-Zip for 64-bit Windows x64 (Intel 64 or AMD64)
Download	.7z	x86 / x64	7-Zip Extra: standalone console version, 7z DLL, Plugin for Far Manager
Download	.7z	Any	7-Zip Source code
Download	.7z	Any / x86 / x64	LZMA SDK: (C, C++, C#, Java)
Download	.msi	32-bit x86	(alternative MSI installer) 7-Zip for 32-bit Windows
Download	.msi	64-bit x64	(alternative MSI installer) 7-Zip for 64-bit Windows x64 (Intel 64 or AMD64)

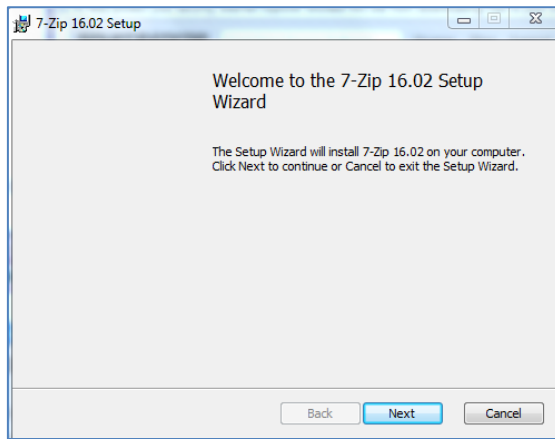
2. Select the Download for any of the Windows version of the **.msi** – ignore the blocker at this stage if it appears

3. A notification will appear at the bottom of the screen, click on **Run**

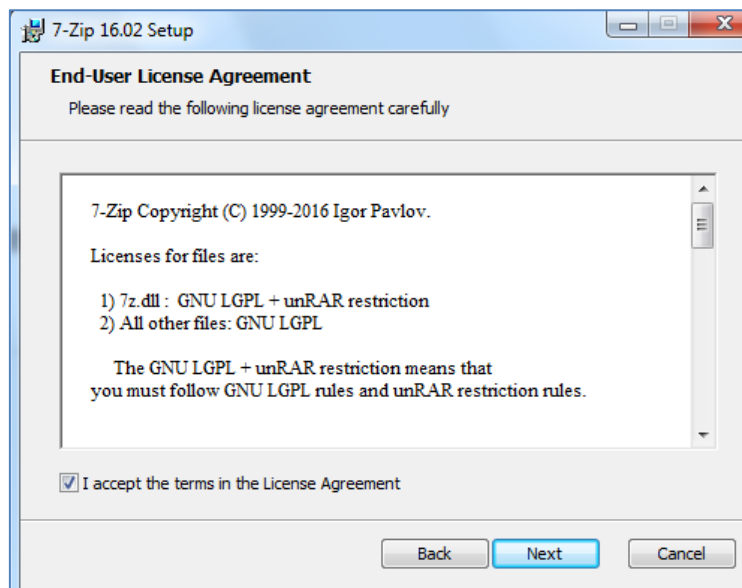


4. If the warning as below is displayed select **Run** (if no warning is displayed go to step 7)

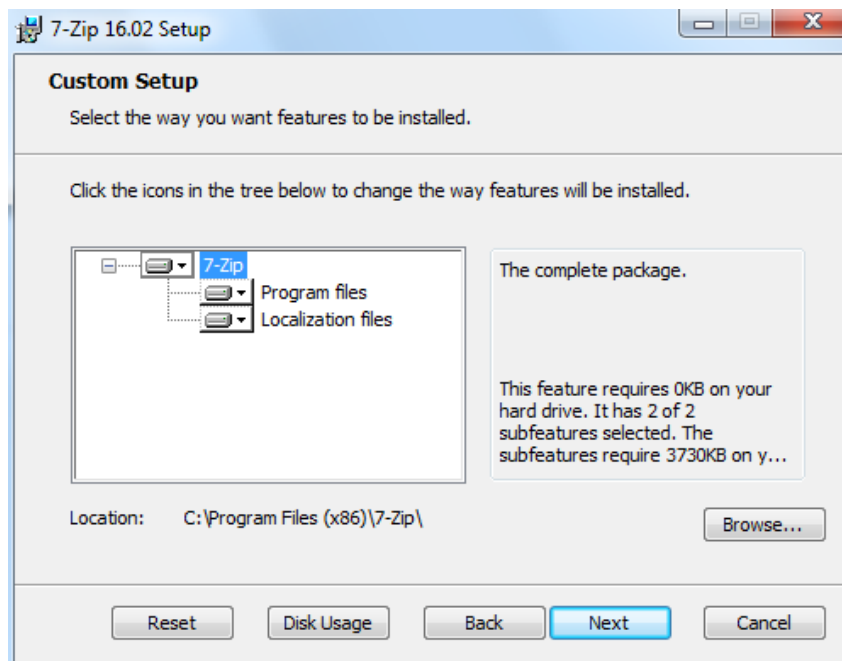




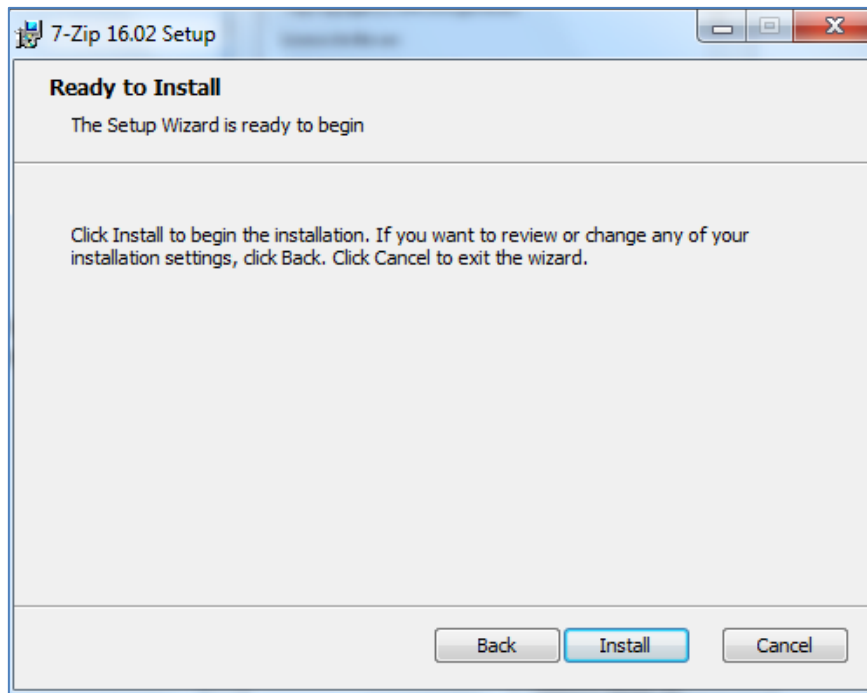
5. Click **Next**. Accept the Terms and Conditions and click **Next**



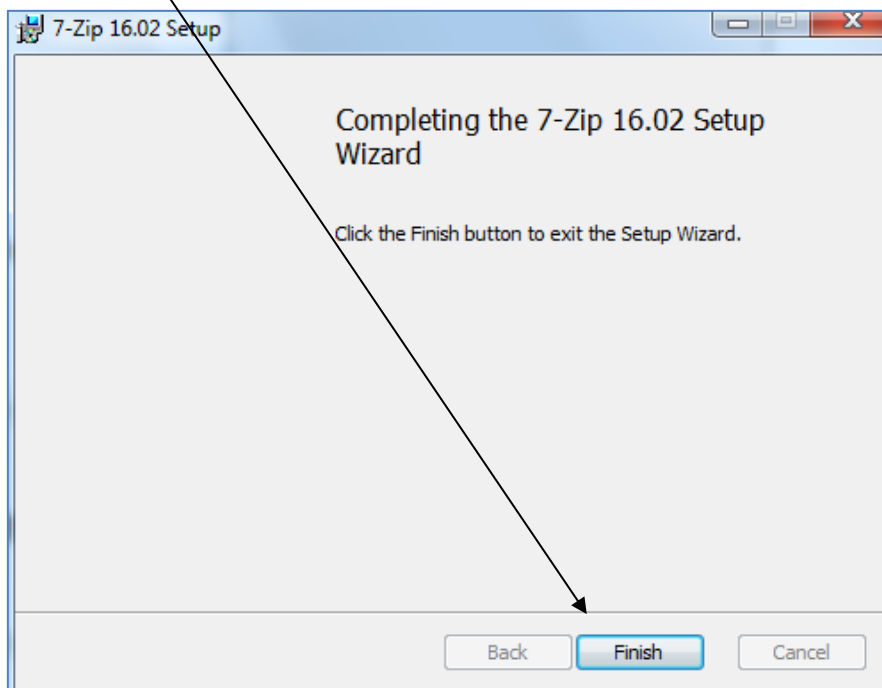
6. The Setup box will then display, either accept the location offered, or chose a new location and click **Next**



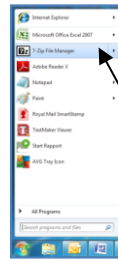
7. The **Ready to Install** box will open. Click **Install**



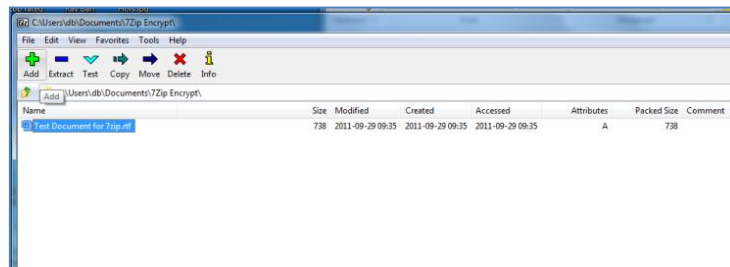
8. Click **Finish** to close the installation



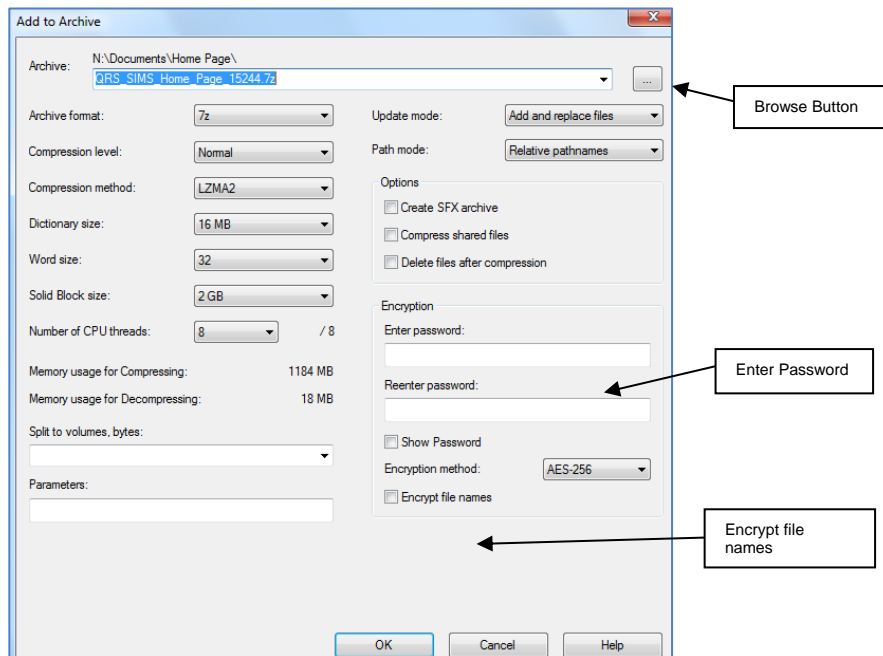
Encrypting documents, Files or Folders



1. To encrypt your documents, files or folders run the **7- Zip File Manager** program either from the **Start, All Programs** area or locate the **7- Zip** folder and click on **7 - Zip File Manager**
2. Select the **location** of the document/file that you wish to encrypt in the drop down box



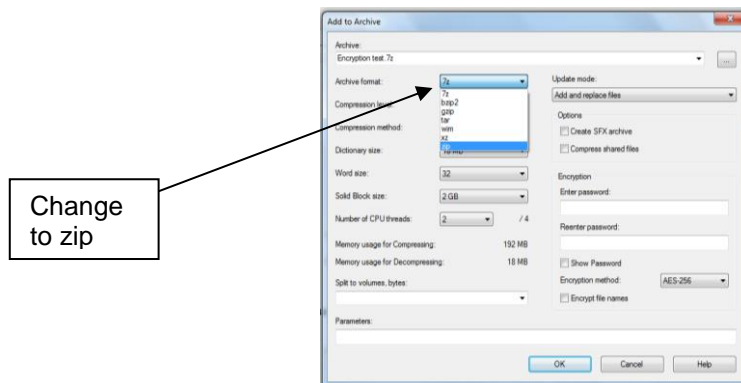
3. **Highlight** the document/file and then select **Add**



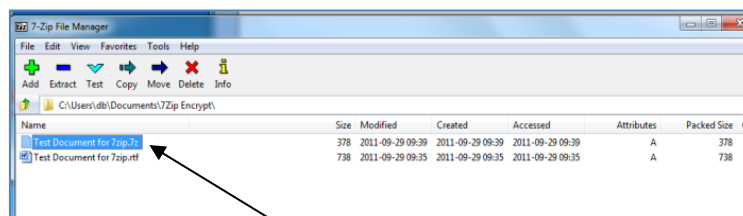
The **“Add to Archive”** window will open and you will be offered a number of options.

4. **Archive.** This is where the encrypted document or folder will be saved. The default location is the same folder as the original document. You have the option to save to another folder by selecting the **Browse** button and browsing to the required folder.

5. **Archive Format.** The default format may be 7z but it is recommended that this is changed to zip format by using the dropdown option. Using the zip format means that the recipient of the e-mail will be able to use any standard zip software, including the Microsoft built-in zip compression, and therefore will have no need to install 7-Zip themselves.



6. **Enter the password** that you require which should be EIGHT characters, mixing numbers and letters. **Re-enter** the password. The recipient of the emailed document will need to know this password in order for them to open it. They should be notified of the password in a separate communication for obvious reasons
7. You can select that the file name is also encrypted if you wish. It is recommended that the file name or the subject name of the email does not contain information that could identify individuals
8. All the other defaults can be left as they are
9. Click **OK**



10. A file will then be created in the location that you chose. It will be the same name as the original file but with a **.zip** or **.7z** file extension
11. **Open** your **email program**, **attach** the encrypted document to the email and then **send** it to the intended recipient. Please note that the recipient must also have 7-Zip installed on the PC upon which the attachment is to be opened if you leave the file extension to be **.7z**

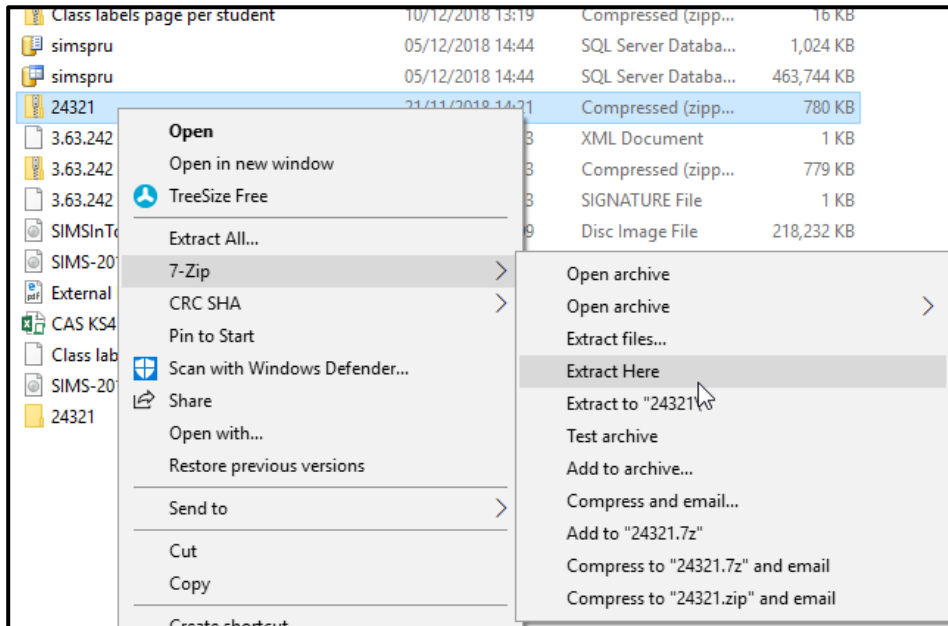
If you have any issues installing this software then please contact your technical support provider.

To Access the File (decryption)

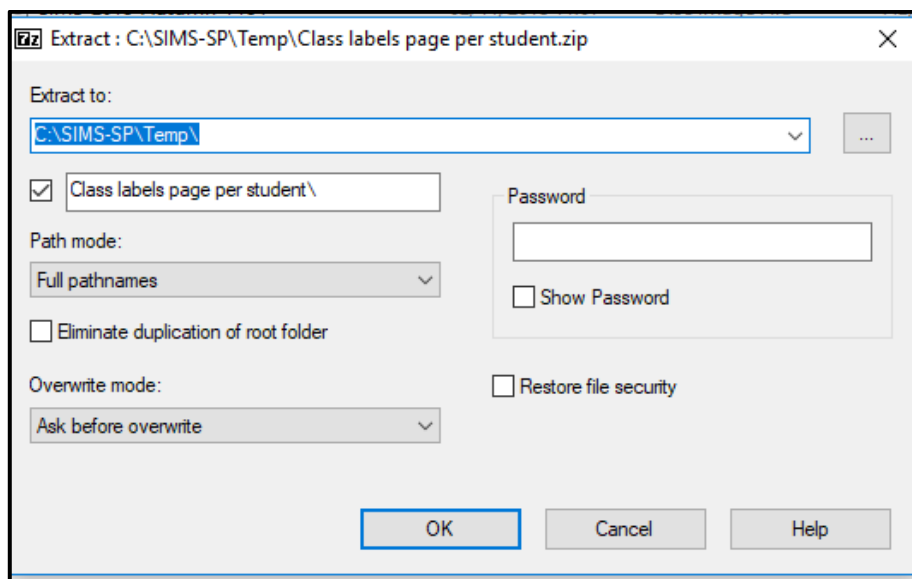
Extract your files. There are two main ways of doing this. The first is to right-click the files and choose "Extract All," which will allow you to unzip a file completely without first having to open the file or use 7-Zip.

The other method is to use 7-Zip to extract.

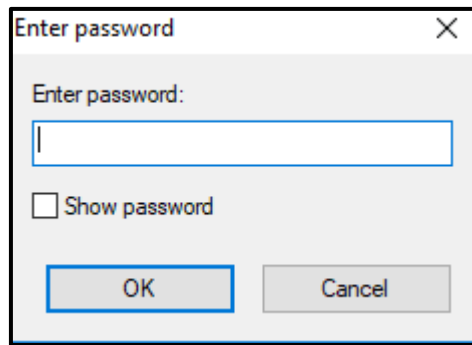
1. **Right click** on the compressed (zipped) file.
2. Choose **7-Zip** then select **Extract Here**.



Note: You can select a different location to extract the files to by right clicking and selecting **7-Zip | Extract files...** This allows the user to browse to a different location to that which the compressed file is saved. The password can also be entered at this stage.



3. If **Extract Here** is selected and the compressed file is encrypted you will be presented with the following **Enter password** pop up.



4. Enter the appropriate password and click **OK**.



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