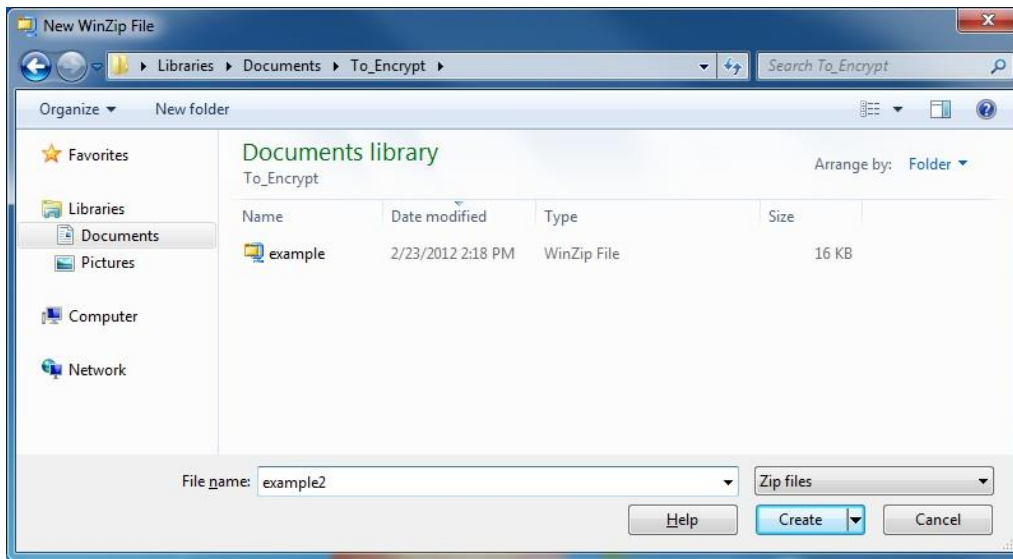


How to Create an Encrypted ZIP File

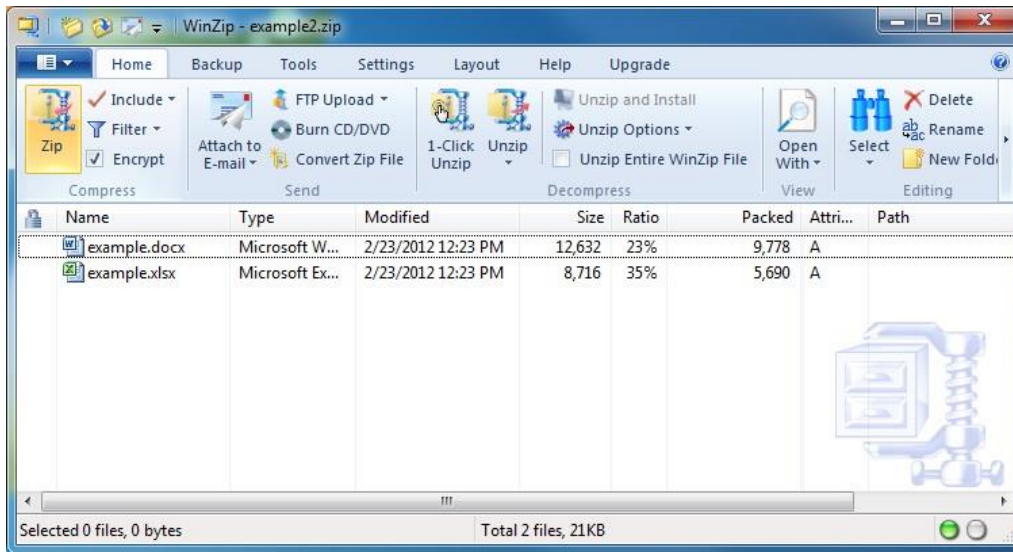
1. Open WinZip. (Click **Start**, and select **All Programs**, and select **Winzip**.)
2. Open the directory with the files you wish to include.
3. Drag the files you wish to include into the WinZip window. WinZip will prompt you to name your .zip file.

Exhibit 1, New WinZip File



4. Once you have finished adding the files, select the **Encrypt** check box in WinZip.
5. Click the **ZIP** button on the top left of the WinZip menu.

Exhibit 2, Named WinZip File



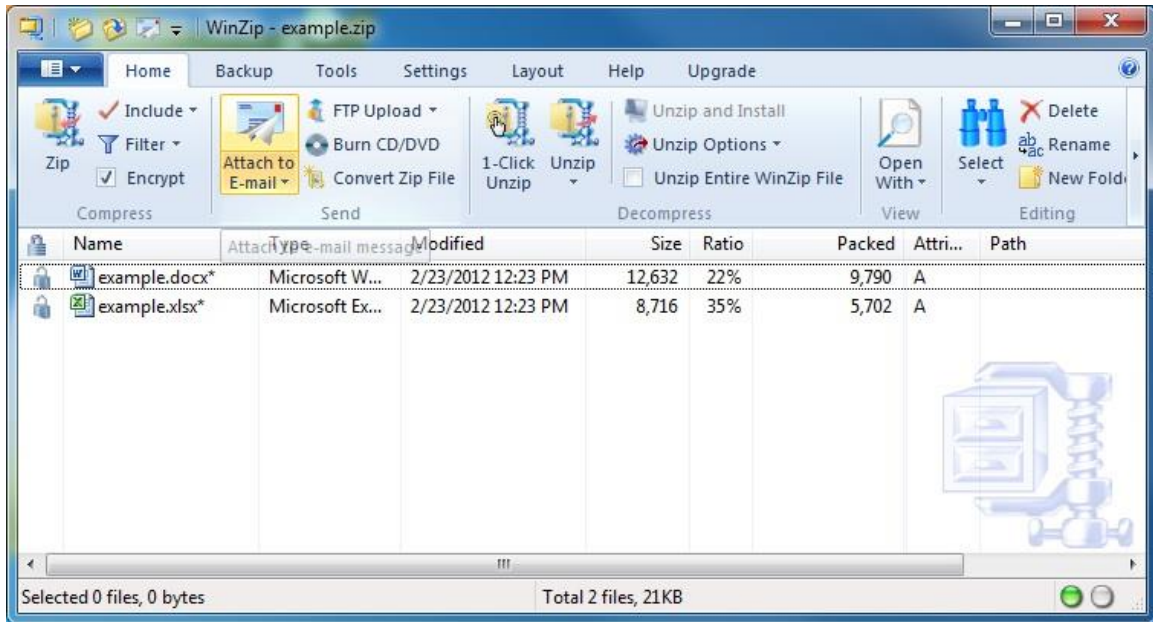
6. You will be prompted to give the file a password; this password will be used to encrypt and decrypt the contents of the .zip file.
7. Once you have typed the password and confirmed, click **OK**.

Exhibit 3, Encrypt Dialog Box



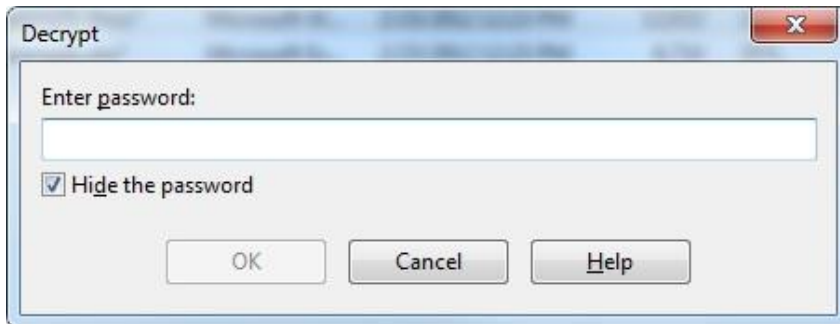
You've now created an encrypted .zip file.

Exhibit 4, Encryption Icon Displayed by Files



Extracting the Contents of an Encrypted ZIP File

To open or extract an encrypted ZIP file, you will need to enter the same case-sensitive password used to create the file.



Warning! If the password needs to be shared with someone else, it should never be sent via email. It should be exchanged via phone.