

## How to Encrypt a File

### Step 1:

Begin by downloading & installing (below) our recommended file encryption software [Zero FootPrint Crypt](#) for Windows users.

### INSTALLATION FILE:

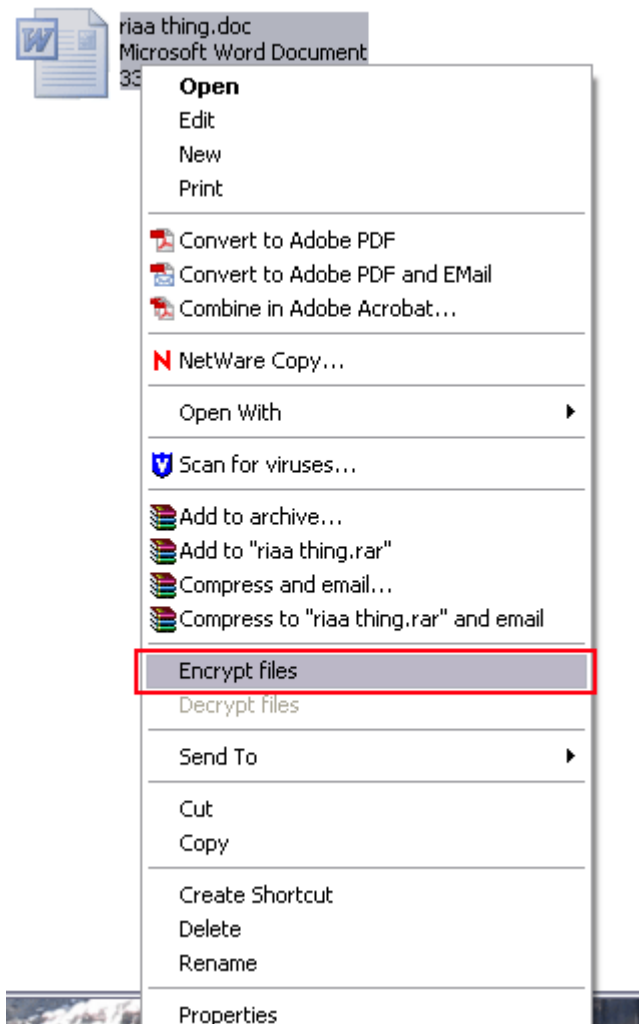


[-zero\\_footprint\\_setup.exe](#)

### Step 2:

Find the file that you would like encrypted and right click it.

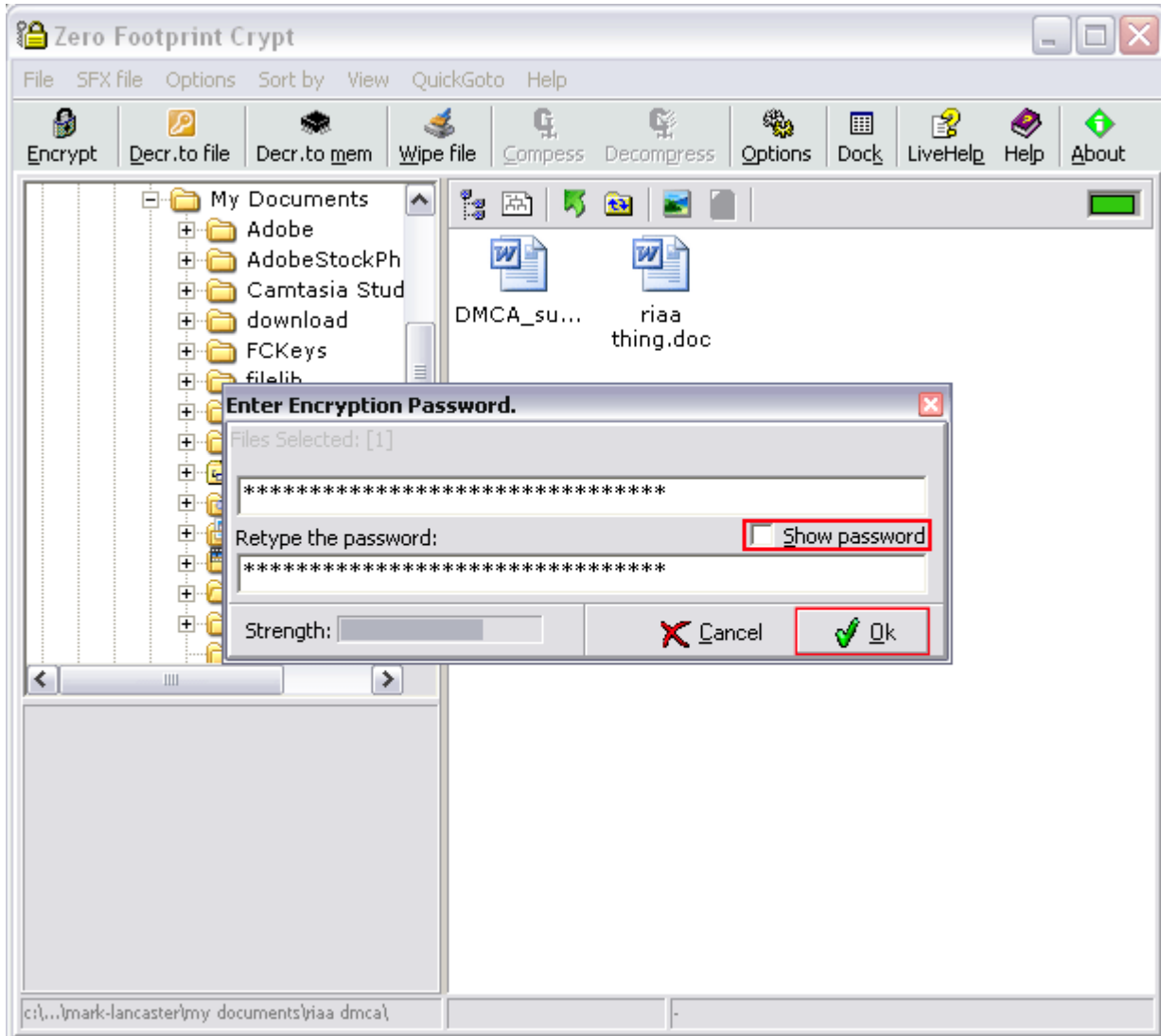
In the menu that appears, look for "Encrypt files" and click it.



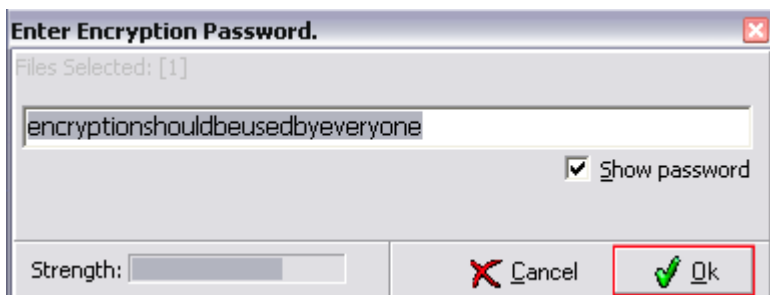
### Step 3:

Zero Footprint Crypt will open and present this dialog box.

Type in the desired password of choice (10 characters MINIMUM is recommended).



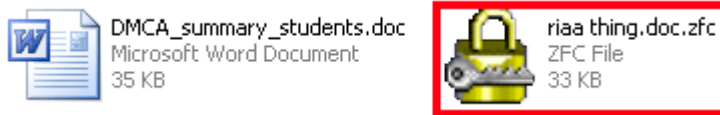
If you would like to make sure what you are typing is correct, click "Show Password"



Click **OK**.

#### Step 4:

You will now see that there is an encrypted *version* of the original file. The original file is no longer available.



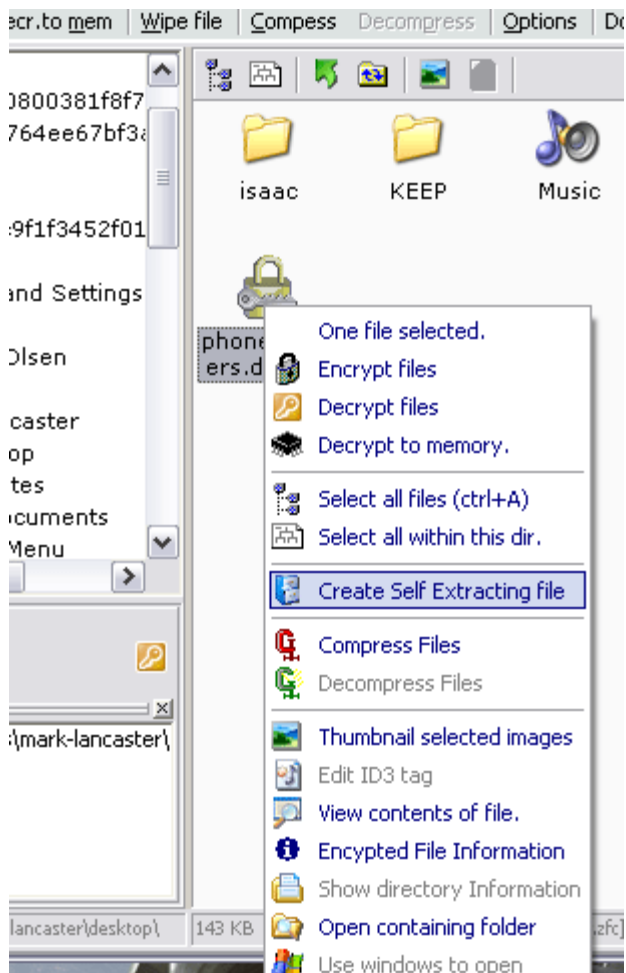
**If it is a file that you wish to email, continue to Step 5; else, you may close the program.**

**If you email the file at this point, without continuing to Step 5, it will NOT be able to be opened by the recipient.**

#### Step 5:

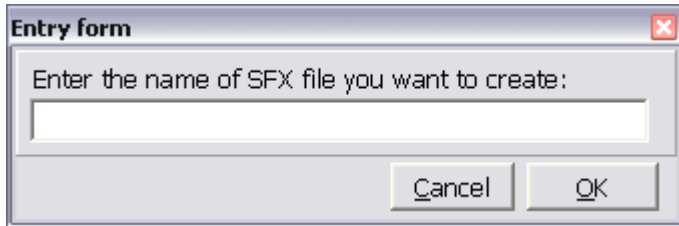
Within the Zero Footprint Crypt program, RIGHT CLICK on your newly encrypted file that you created in the last tutorial.

Select "Create Self Extracting File".

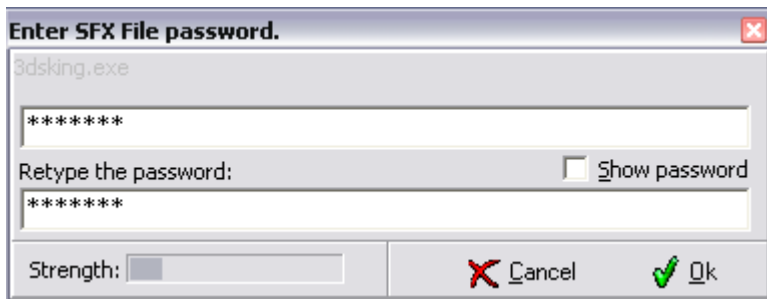
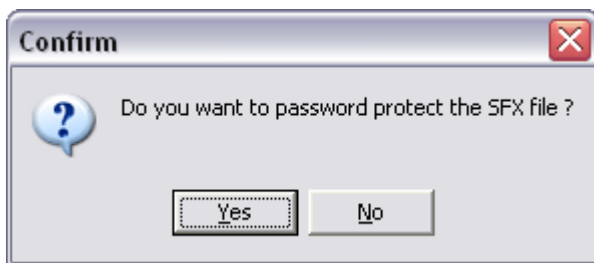


## Step 6:

Enter in a desired file name (something you can remember).

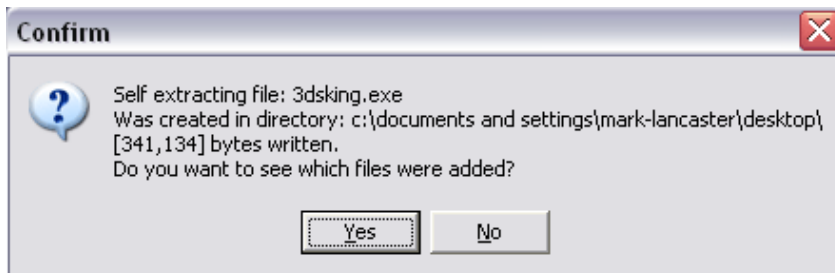


A dialog box will appear asking if you would like to password protect the file. This adds an additional layer of protection. Click "Yes" and enter in a password.



Click **OK**.

## Step 7:



Another dialog box will appear asking if you would like to view the files. Click "Yes".

**You may now email the newly encrypted file. The only information you need to tell (NOT EMAIL) the recipient is the encryption password created in Step 3 and protection password in Step 6.**