



## Adding files to an existing archive

- 1 Select the file or group of files you wish to encrypt.
- 2 Right Click on the file and hover over 7Zip.
- 3 In the menu, click on "Open Archive".
- 4 Enter the password and click OK.
- 5 Drag and drop the new file into the archive window.
- 6 In the Confirm File Copy prompt, click Yes.

## Removing files from an existing archive

- 1 Select the file or group of files you wish to encrypt.
- 2 Right Click on the file and hover over 7Zip.
- 3 In the menu, click on "Open Archive".
- 4 Enter the password and click OK.
- 5 Select the file and click the Delete button.
- 6 In the Confirm File Delete prompt, click Yes.

## Caution!

7Zip will only copy a file to an archive, so be sure to delete the original after you encrypt the archive.

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**BE SURE TO TEST THE INTEGRITY OF YOUR ARCHIVE BEFORE DELETING ANY IMPORTANT FILES BY EXTRACTING IT FROM THE ARCHIVE AND OPENING THE FILE TO TEST ITS INTEGRITY.**

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There is no easy way to open the password-protected archive if you lose the password.