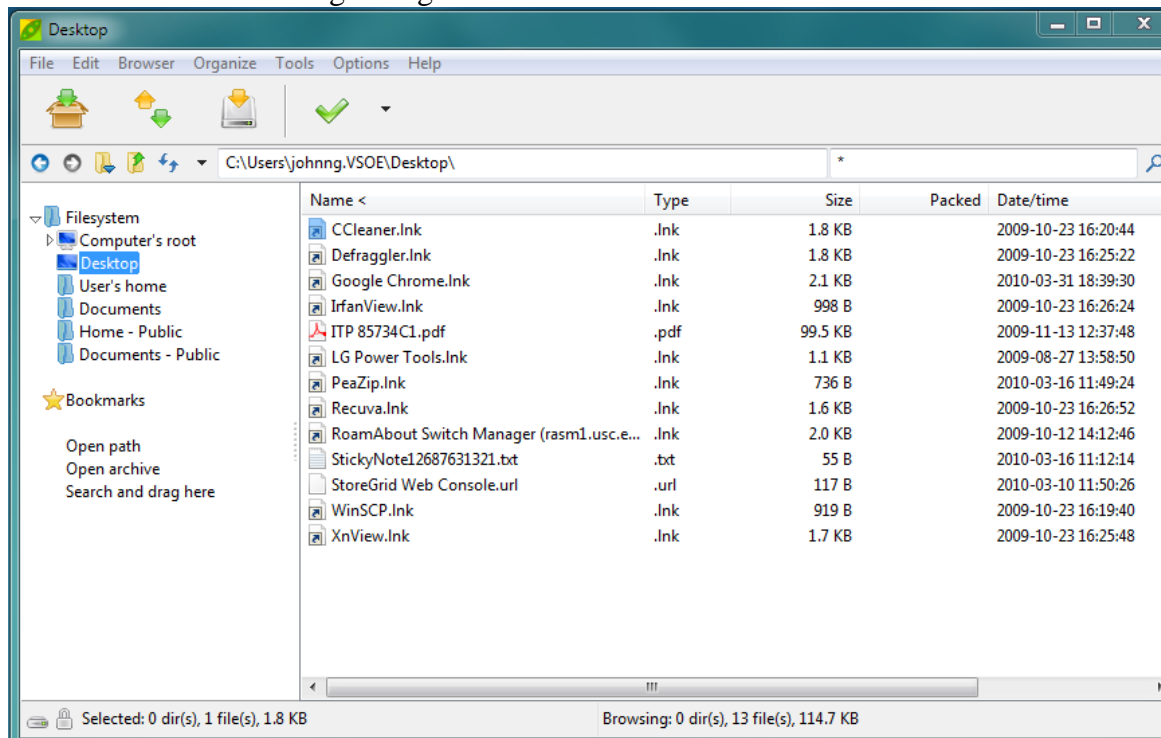


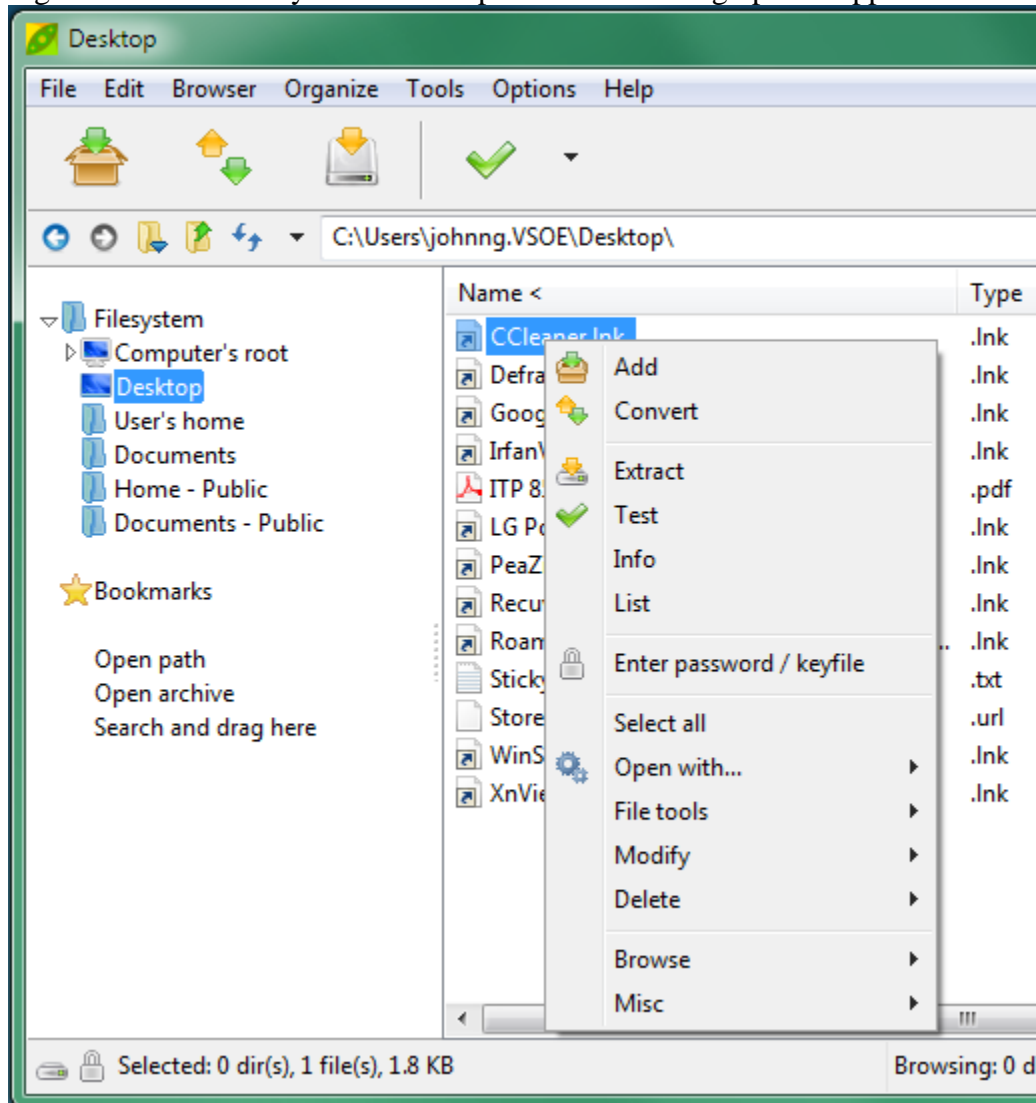


For submission of files to various agencies / entities, you may need to encrypt and password protect a file before submission. Peazip is a free utility that may be used for this purpose. Peazip may be downloaded from <http://peazip.sourceforge.net/>. This document covers the Windows version.

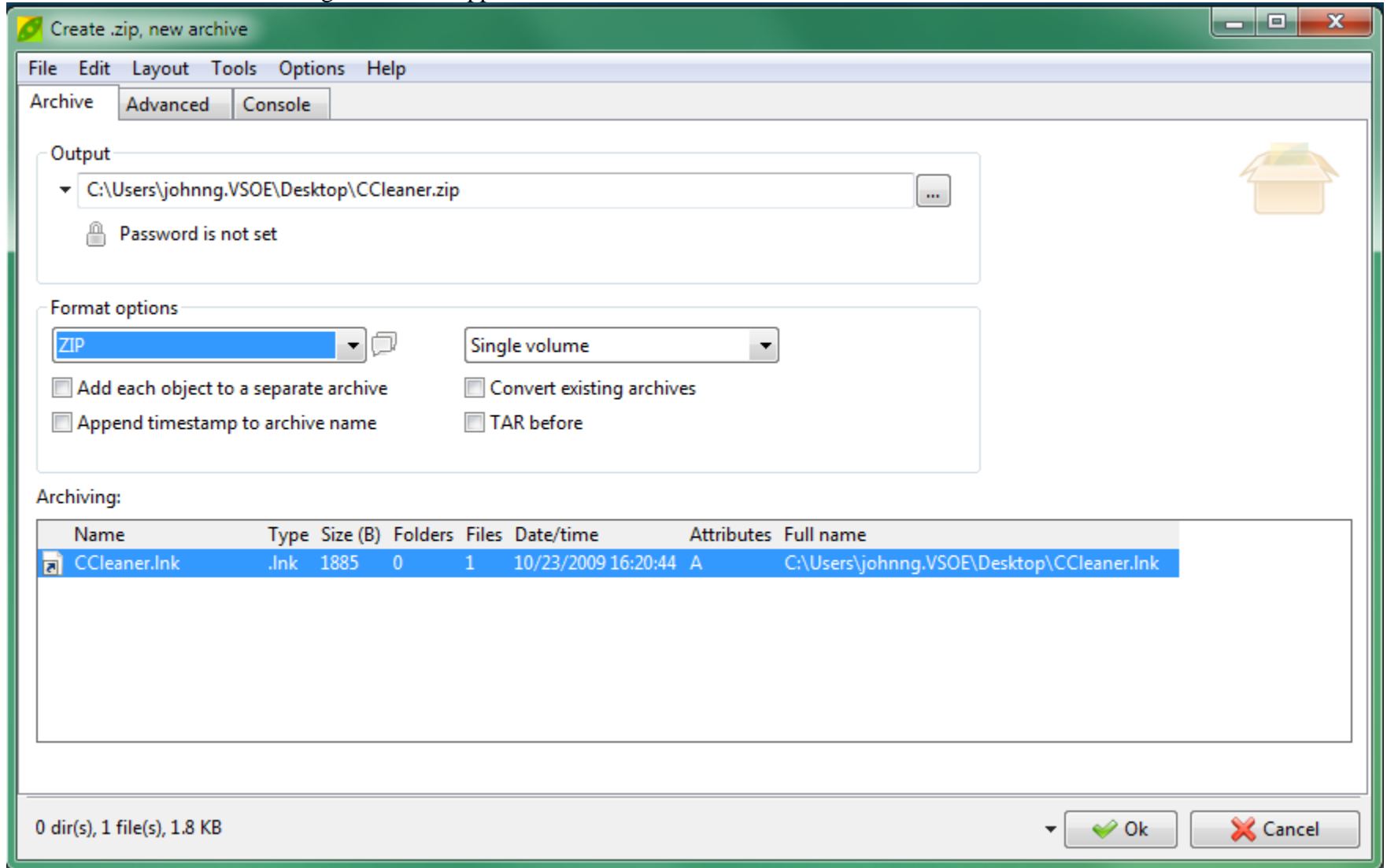
1. Double click the Peazip shortcut on the desktop.
2. You will see the following dialog box:



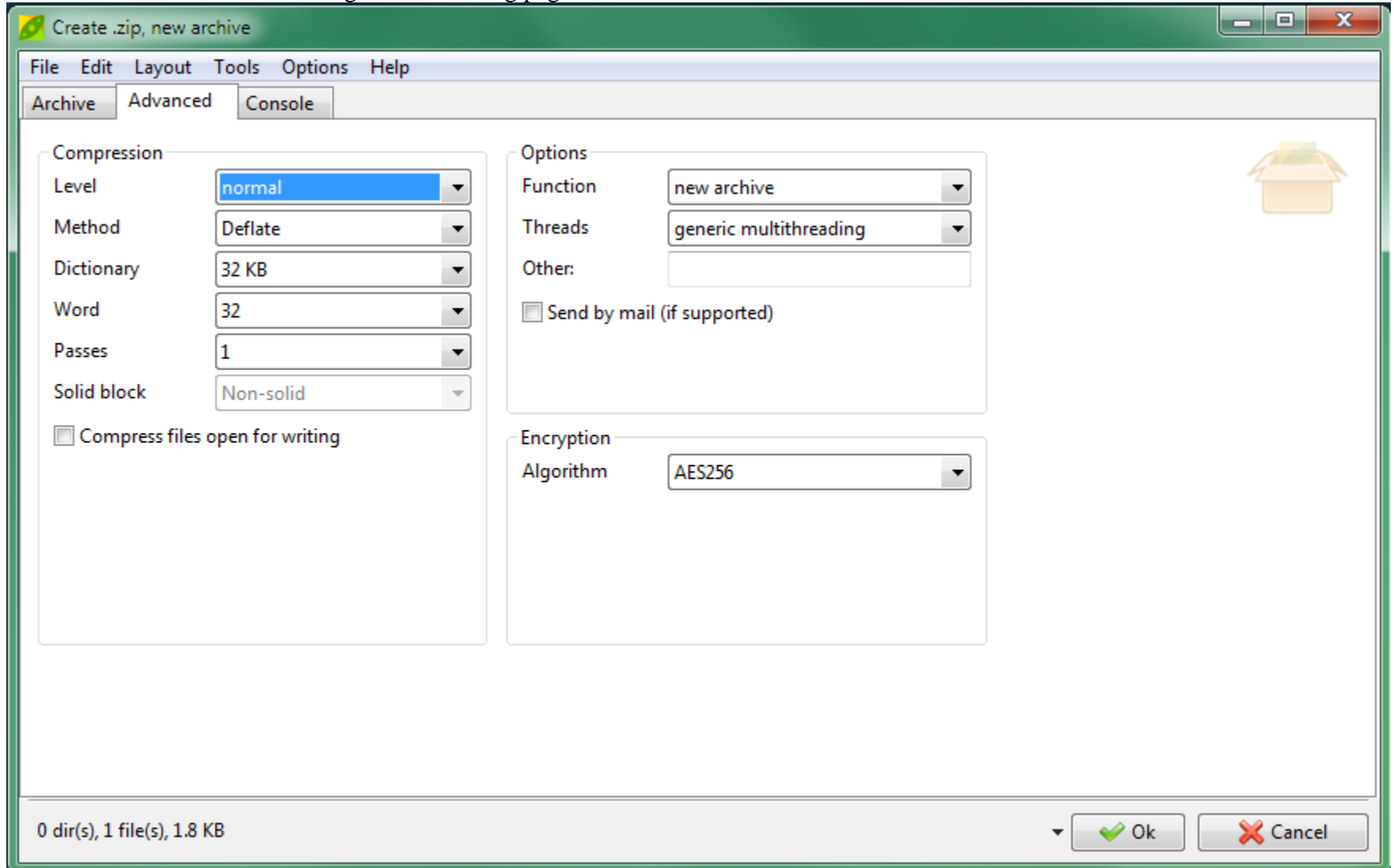
- 3. Browse to the file that you want to ZIP.
- 4. Right click on the file you want to Zip and the following options appear:



5. Click on ADD and the following screen will appear:

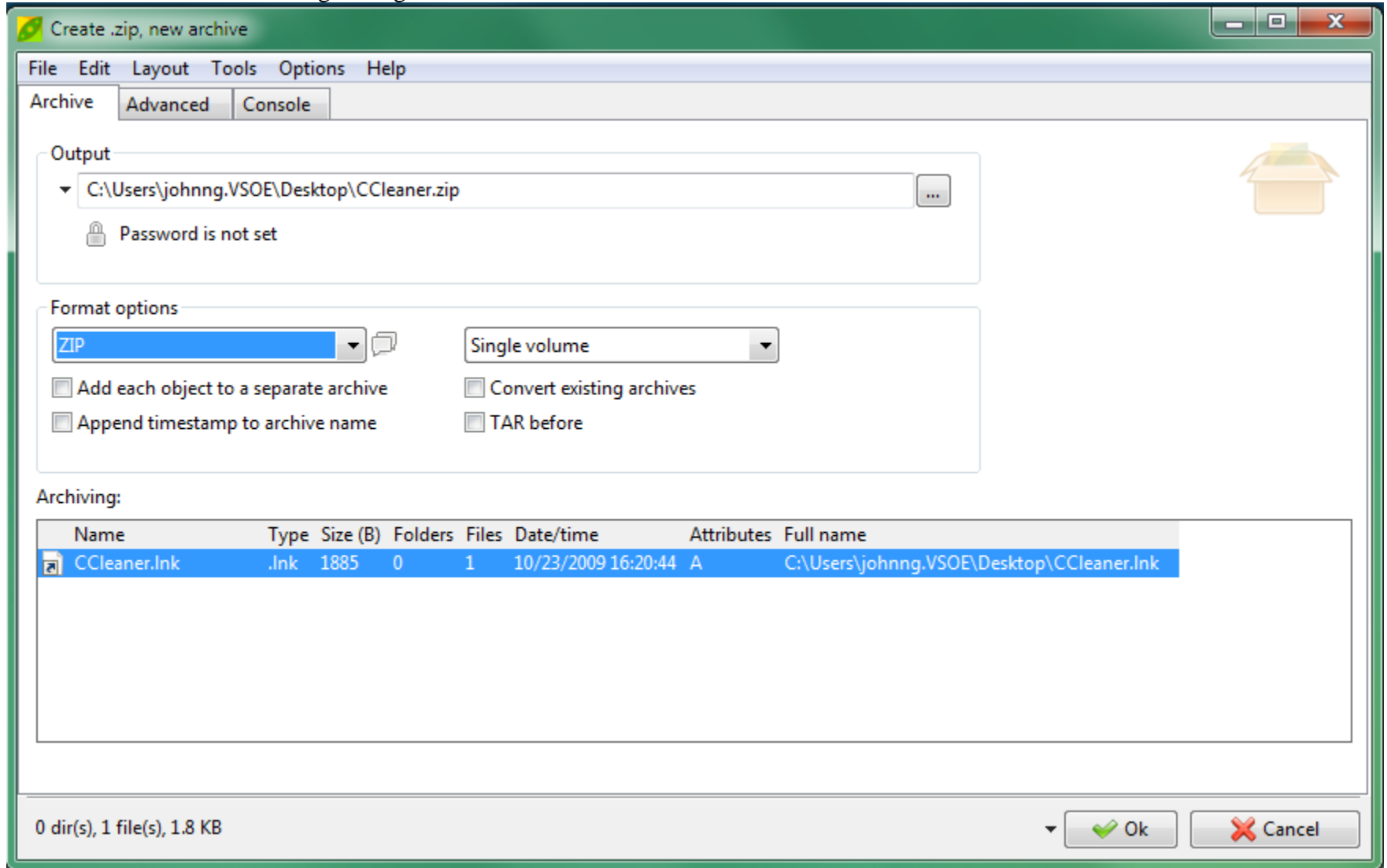


6. Click on the ADVANCED tab to get the following page:

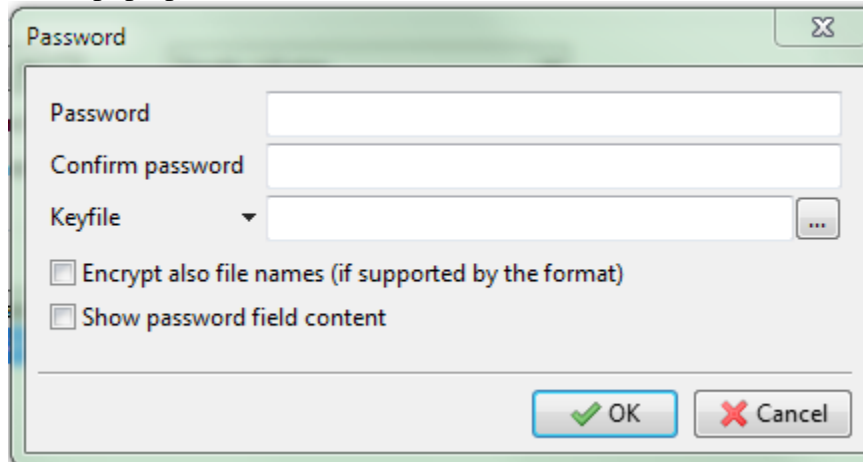


7. Check the desired Encryption Algorithm.

8. Click on the ARCHIVE TAB again to get back to this screen:



- Click on the LOCK next to the PASSWORD IS NOT SET (right below Output). You'll see the following Password entry screen pop up:



- Enter the password and enter it again to confirm password. Leave everything else alone.
- Click OK to get out of the PASSWORD entry dialog box.
- Click OK and you'll see a new ZIP file saved...usually in the same location where the file you want to ZIP is located.