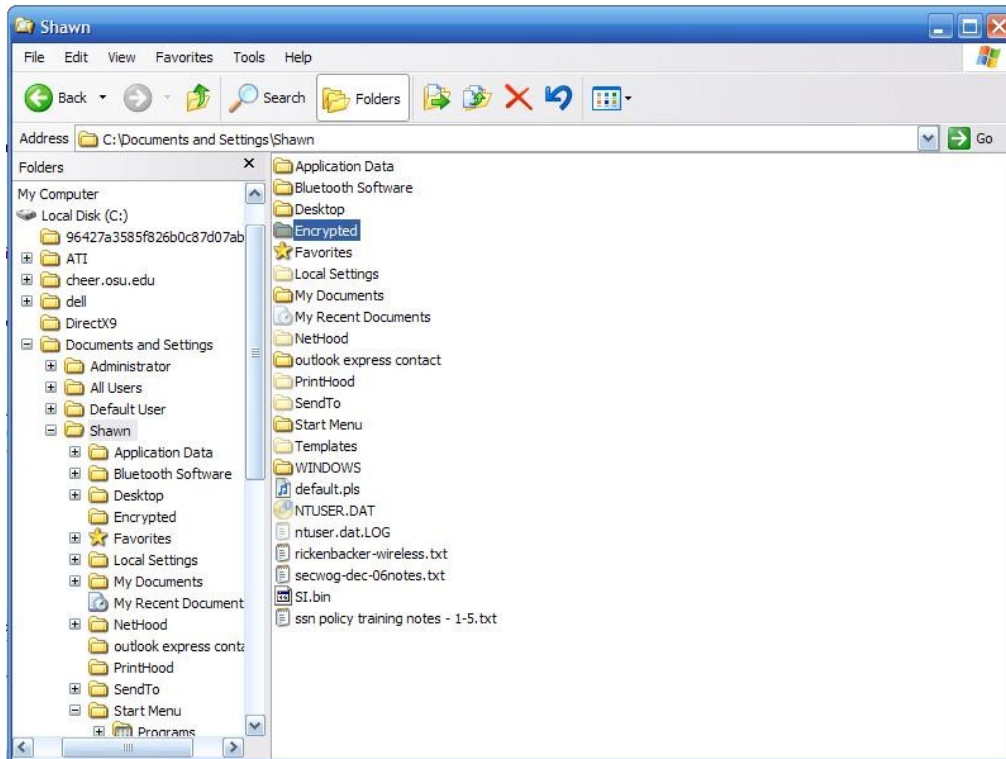


To encrypt a file or folder on Windows XP Professional, Windows Media Center 2005 and Windows 2000 systems

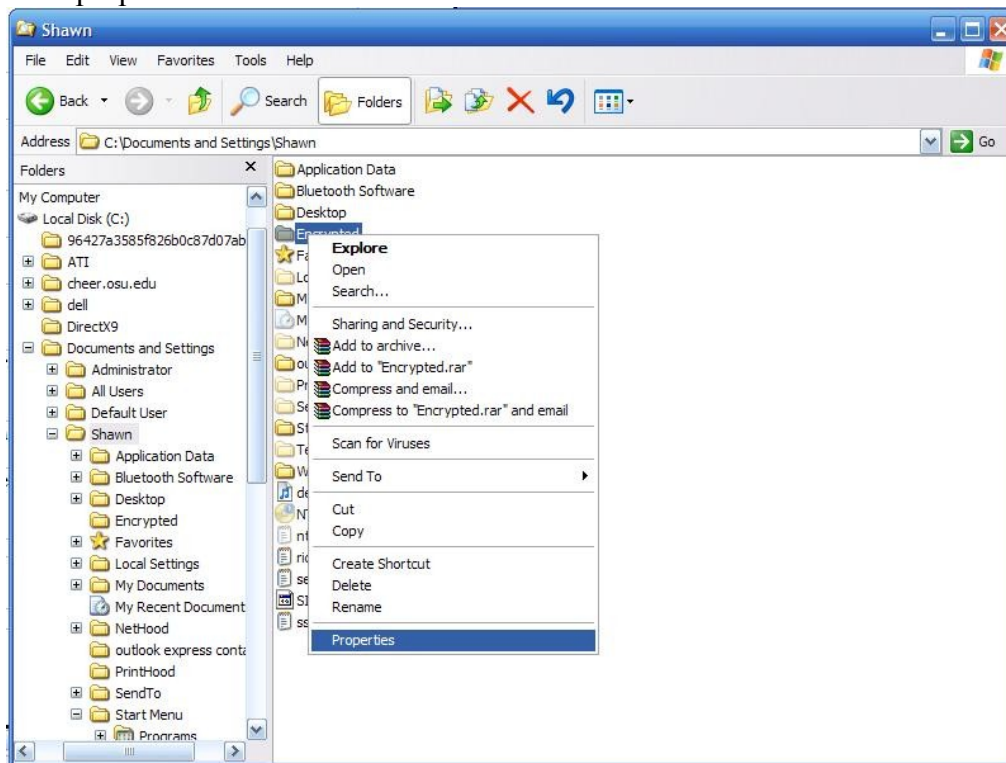
1. Open Windows Explorer and create a folder for storage of your encrypted files or designate an existing folder as your secure folder.

(To open Windows Explorer, click **Start**, point to **All Programs**, point to **Accessories**, and then click **Windows Explorer**.)



Here I created a folder named “Encrypted” that I will use to store my files containing sensitive data. Encrypting a new folder reduces the risk of losing older files that do not contain protected data and allows me to easily store and control the location of those files. You should name your new folder something that you will easily remember.

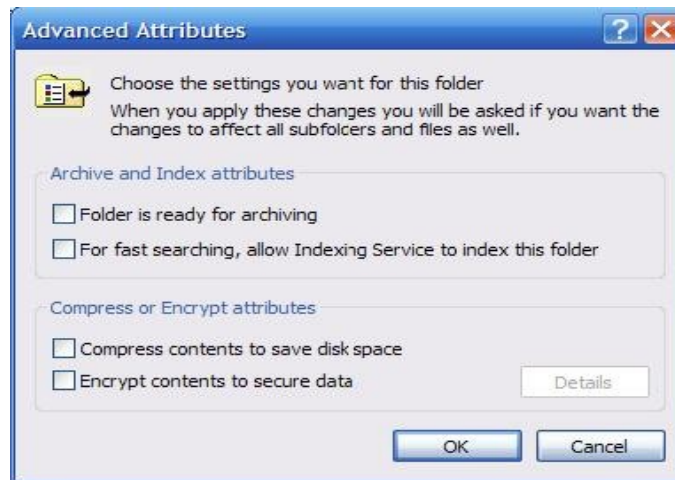
2. Right-click the file or folder that you want to encrypt, and then click **Properties**. This will open the folder properties window.



3. In the Properties window there are four tabs. You should already be on the General tab but if not click on that tab and then click on the **Advanced** button.



4. The Advanced Attributes window will now open and you will notice a number of check boxes. Select the **Encrypt contents to secure data** check box. This will make the folder an encrypted repository.



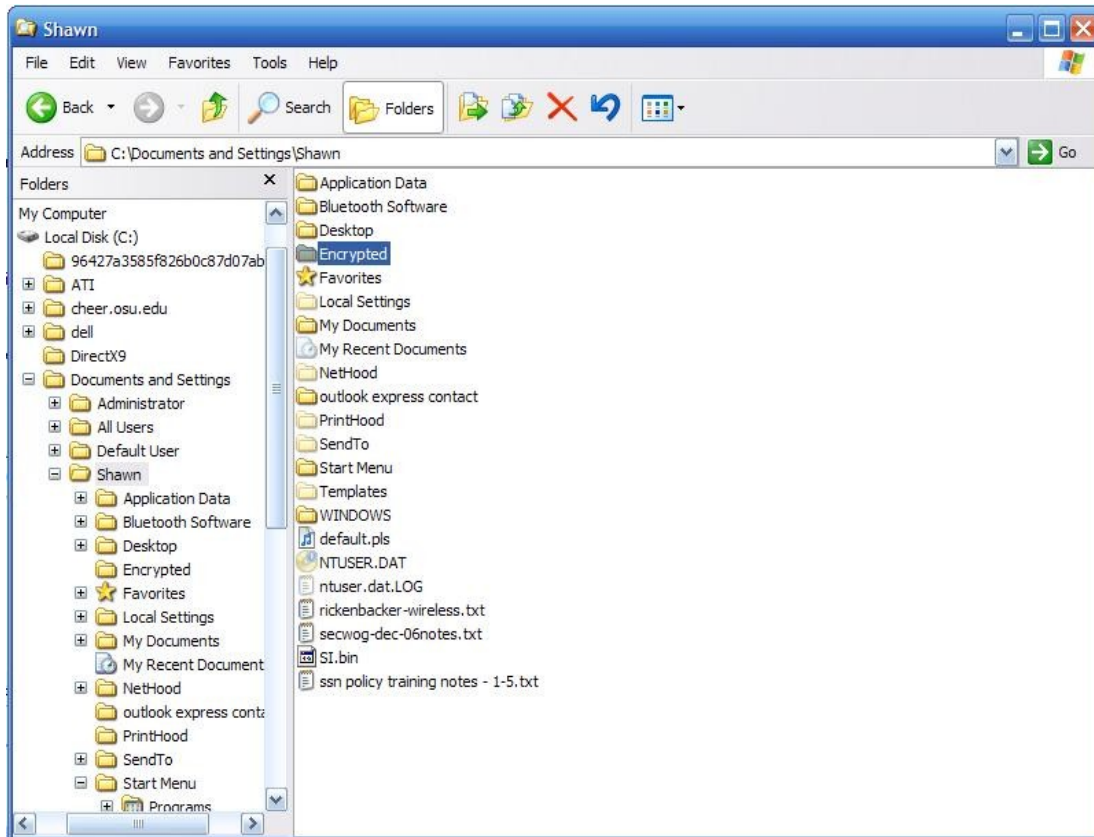
5. Next Click **OK** to confirm your choice. The Advanced Attribute window will go away and you will see the Properties window again. Click **OK** here to dismiss this window and return to Explorer.

Note

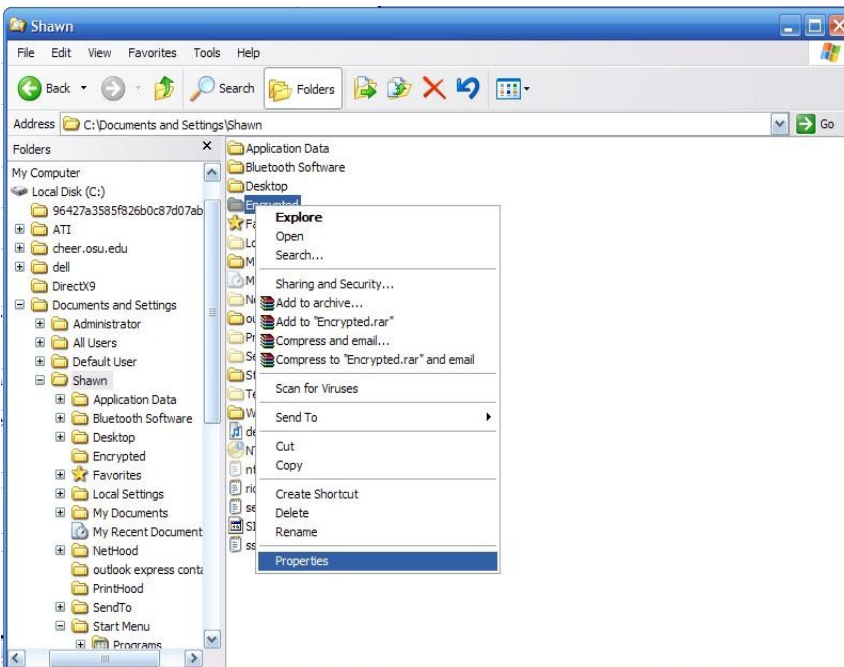
- You can only encrypt files and folders on NTFS file system volumes.
- Files or folders that are compressed cannot also be encrypted. If you encrypt a compressed file or folder, that file or folder will be uncompressed.
- Files marked with the System attribute cannot be encrypted, nor can files in the systemroot directory structure.
- When you encrypt a single file, you are asked if you want to encrypt the folder that contains it as well. If you choose to do so, all files and subfolders that are added to the folder in the future will be encrypted when they are added.
- When you encrypt a folder that already contains files or subfolders, you are asked if you want all files and subfolders within the folder to be encrypted as well. If you choose to do so, all files and subfolders currently in the folder are encrypted, as well as any files and subfolders that are added to the folder in the future. If you choose to encrypt the folder only, all files and subfolders currently in the folder are not encrypted. However, any files and subfolders that are added to the folder in the future are encrypted when they are added.

Decrypt a file or folder

1. Open Windows Explorer (To open Windows Explorer, click **Start**, point to **All Programs**, point to **Accessories**, and then click **Windows Explorer**.)



2. Right-click the encrypted file or folder, and then click **Properties**.



3. On the **General** tab, click **Advanced**.



4. Clear the **Encrypt contents to secure data** check box.



Note

- When you decrypt a folder, you are asked if you want all files and subfolders within the folder to be decrypted as well. If you choose to decrypt the folder only, the encrypted files and folders within the decrypted folder remain encrypted. However, new files and folder that you create within the decrypted folder will not be automatically encrypted.