

---

# **Zip File Encryption**

**SecureZIP & WinZip**

---

# Zip File Encryption: Table of Contents

- **Table of Contents: Zip File Encryption**
  - Requisite Information
  - Section 1: Selecting a ZIP Format Program
    - Choose your program
    - Password Best Practices
    - CIP-007 and Your Password
- **Section 2: SecureZIP**
  - SecureZIP: Open SecureZIP
  - SecureZIP: Adding Files to Encrypt
  - SecureZIP: Selecting Files to Encrypt
  - SecureZIP: Naming Your File, Setting Location
  - SecureZIP: Setting the Passphrase
  - SecureZIP: Encrypted Contents Displayed
- **Section 3: WinZIP**
  - WinZip: Open WinZip
  - WinZip: Setting Encryption
  - WinZip: Setting Encryption
  - WinZip: Selecting Files to Encrypt
  - WinZip: Naming Your File, Specify Location
  - WinZip: Encrypted Contents Displayed
  - WinZip: Check .Zip File Contents
  - WinZip: Check Password

# Choosing Your Program

- Texas RE currently uses SecureZIP although WinZip and its related file types are compatible and vice versa.
- Both applications handle strong encryption.
- SecureZIP supports digital certificates.
- SecureZIP can be centrally managed.
- If you would like more information on SecureZIP or WinZip please contact [itsec@texasre.org](mailto:itsec@texasre.org)

# WinZip: Password Best Practices

1. **At least 12 characters in length**
2. **Do not use a codified password set**
3. **Be random not contain any dictionary, common words or names**
4. **Use all four character types:**
  1. At least one Upper Case Character
  2. At least one Lower Case Character
  3. At least one Numeric Character
  4. At least one Special Character e.g. ~, ! @ \$ \* % & “ ;
5. **Password Notification method:**
  1. Email is OK, do not send the password with the attachment
  2. Do not use the word “password” or “key” or related reference in the body or subject of the email containing a password

# WinZip: CIP-007 and Your Password

## Standard CIP-007-3 — Cyber Security — Systems Security Management Requirement 5.3

“At a minimum, the Responsible Entity shall require and use passwords, subject to the following, as technically feasible:

Each password shall be a minimum of six characters.

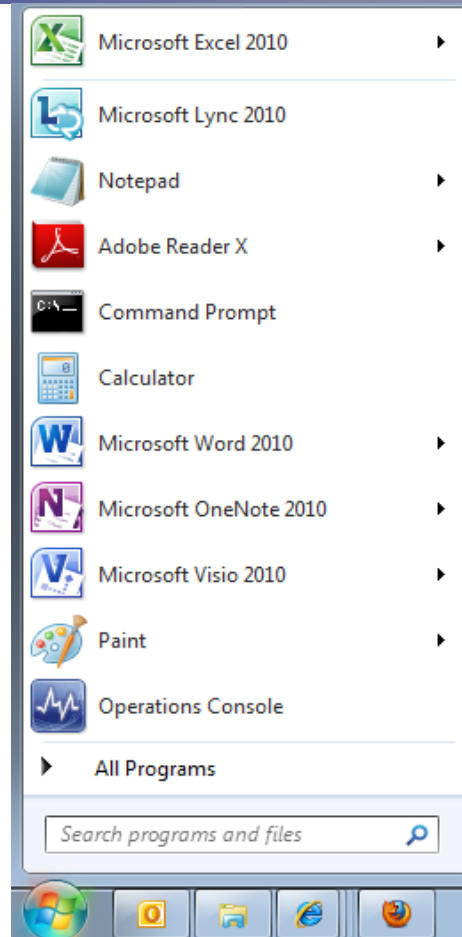
Each password shall consist of a combination of alpha, numeric, and “special” characters.

Each password shall be changed at least annually, or more frequently based on risk.”

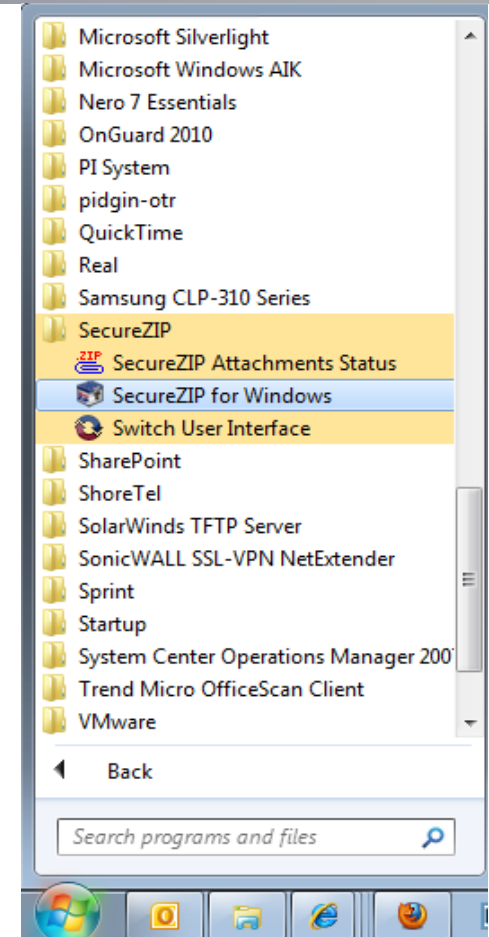
# SecureZIP: Open SecureZIP



1) Click the Start button



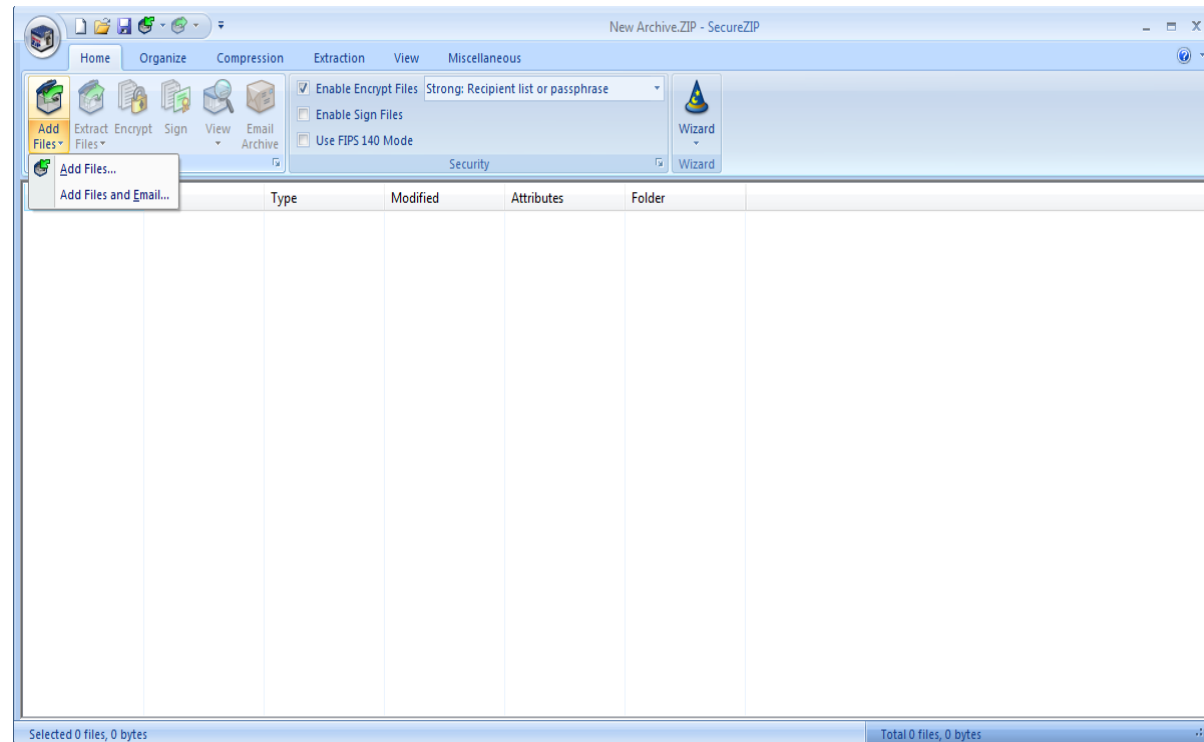
2) Click “All Programs”



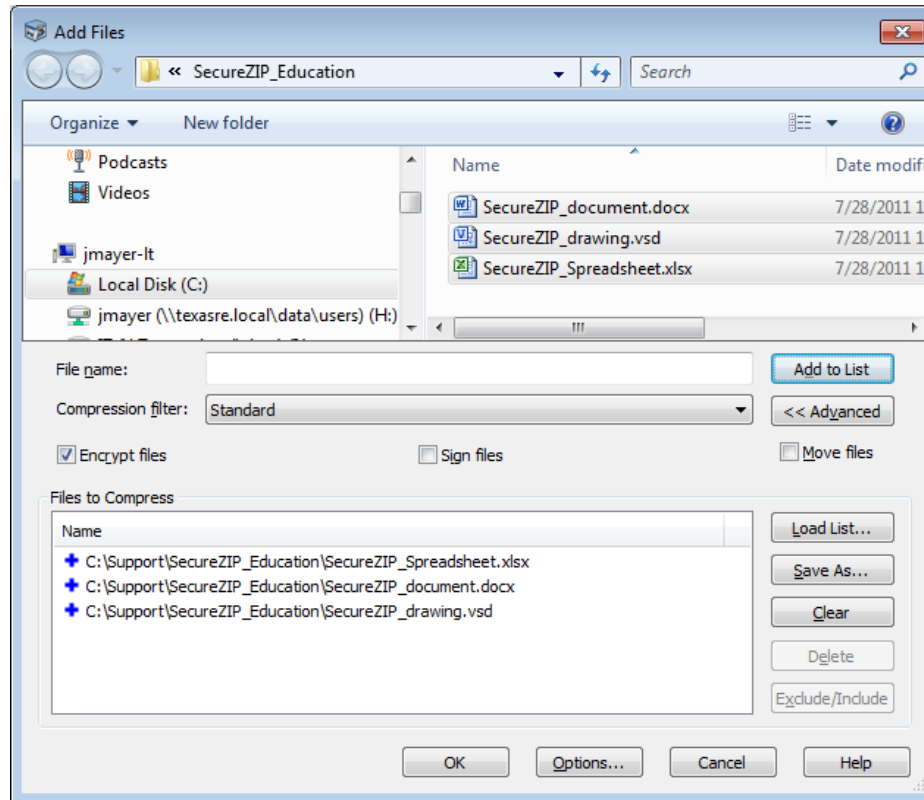
3) Click “SecureZIP for Windows”

# SecureZIP: Adding Files to Encrypt

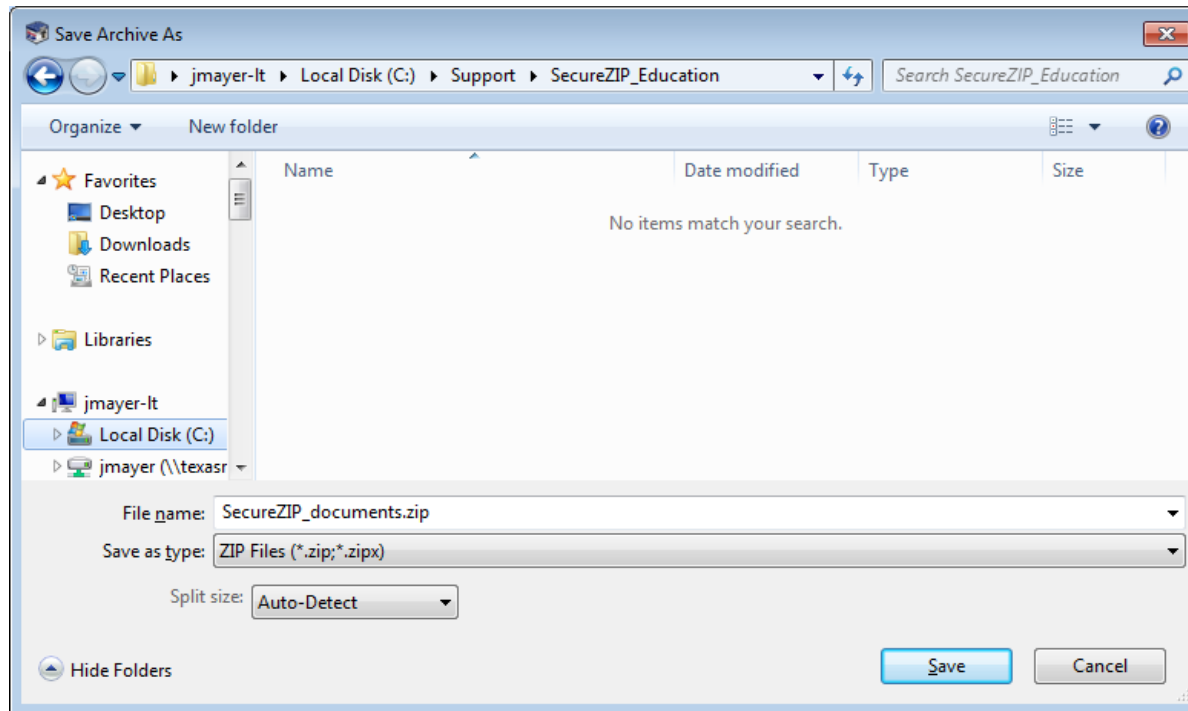
Select the files to be encrypted by clicking “Add Files” -> “Add Files...”



# SecureZIP: Selecting Files to Encrypt



# SecureZIP: Naming Your File, Setting Location



Choose a location for your file and a name for the encrypted zip file

# SecureZIP: Setting the Passphrase

Type the passphrase twice and hit “OK”

Enter Passphrase and/or Choose Recipients for Encryption

Please enter the passphrase to encrypt your files

Passphrase: .....

Confirm passphrase: .....

Please choose the certificates for the recipients that you wish to encrypt for

Type name or email address to locate certificates in directories:

Search

Advanced...

Select All

Clear

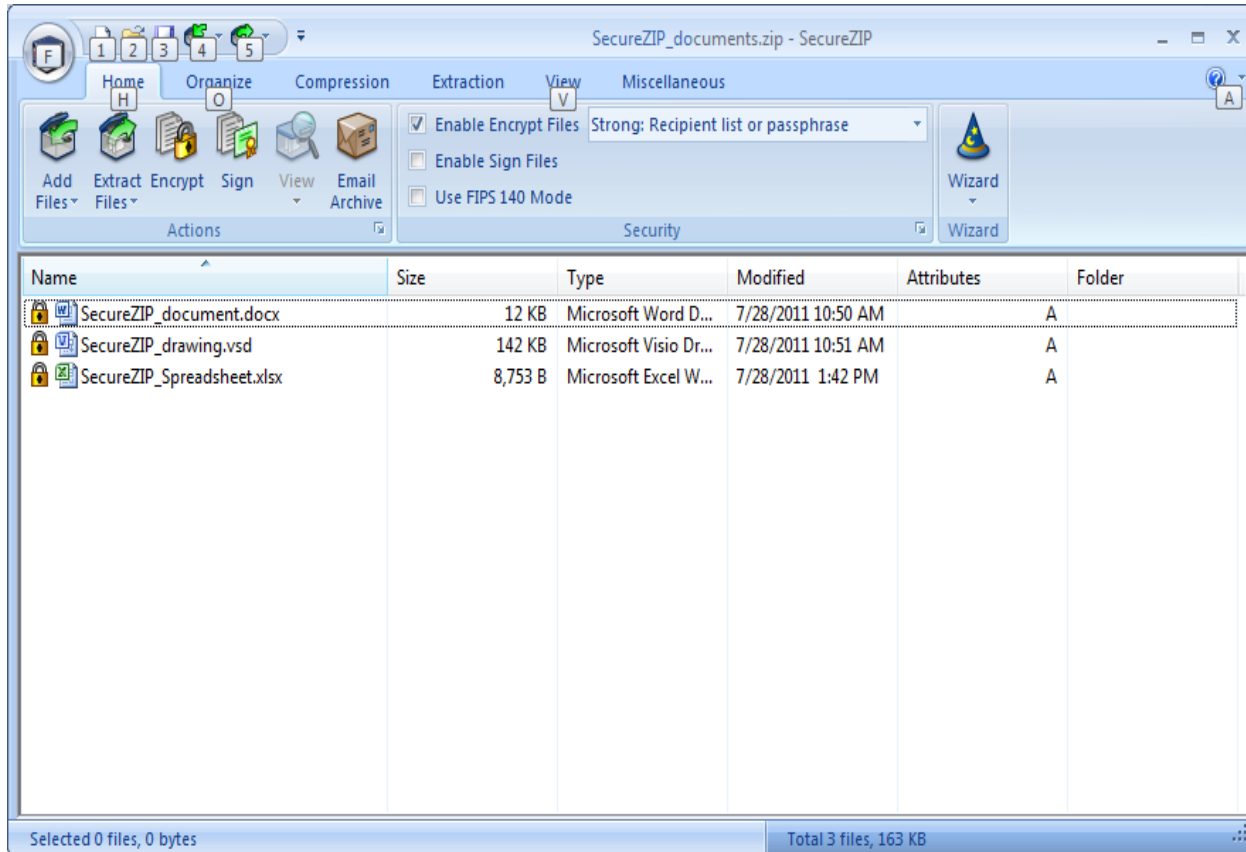
View Certificate...

| Certificates             | Expires | Issuer |
|--------------------------|---------|--------|
| Personal Certificates    |         |        |
| Other Local Certificates |         |        |

Click OK to encrypt, or click Skip to skip encryption.

OK Skip Cancel Help

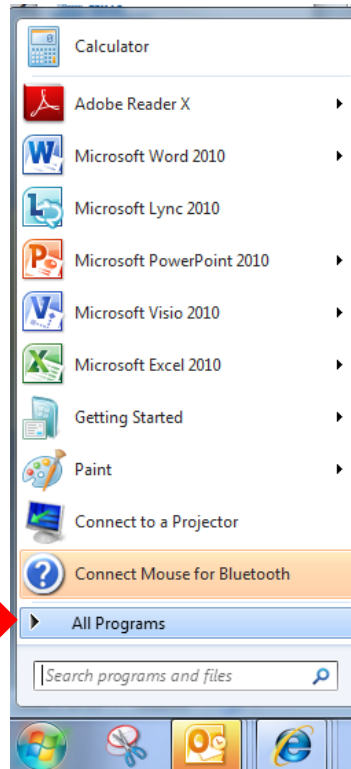
# SecureZIP: Check .Zip File Contents



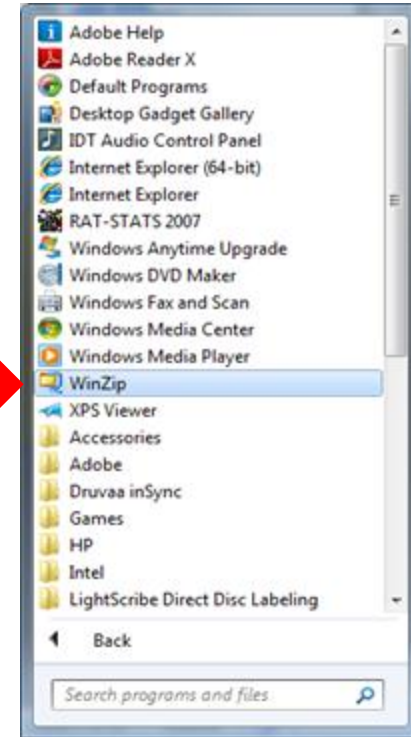
# WinZip: Open WinZip



1) Click the start button

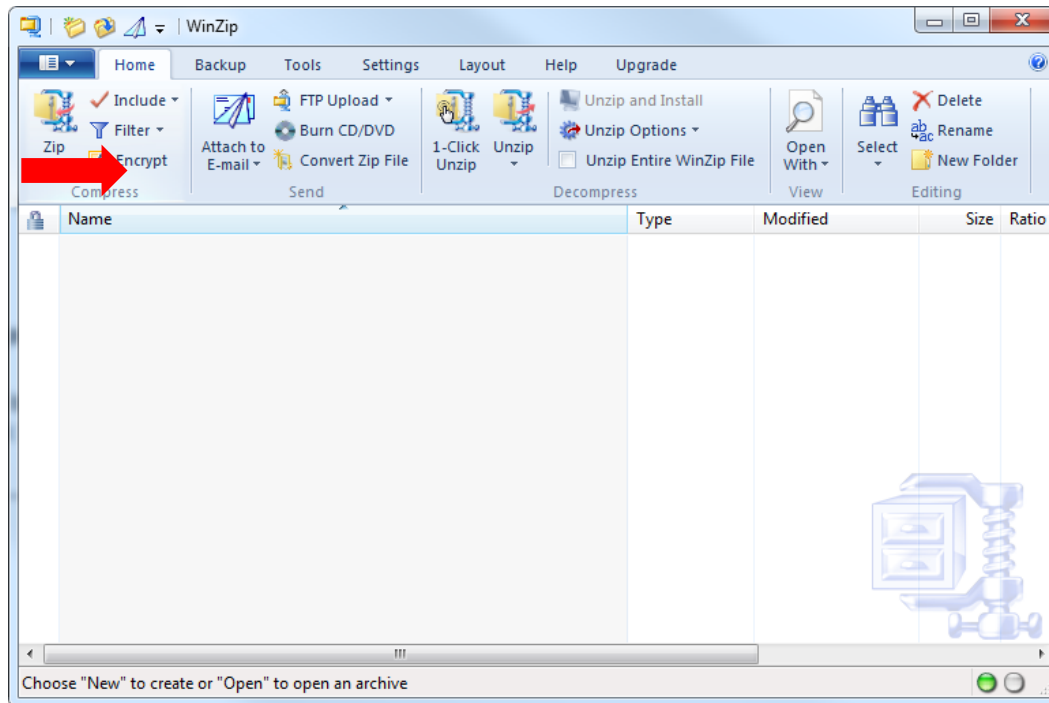


2) Click "All Programs"



3) Click "WinZip"

# WinZip: Setting Encryption



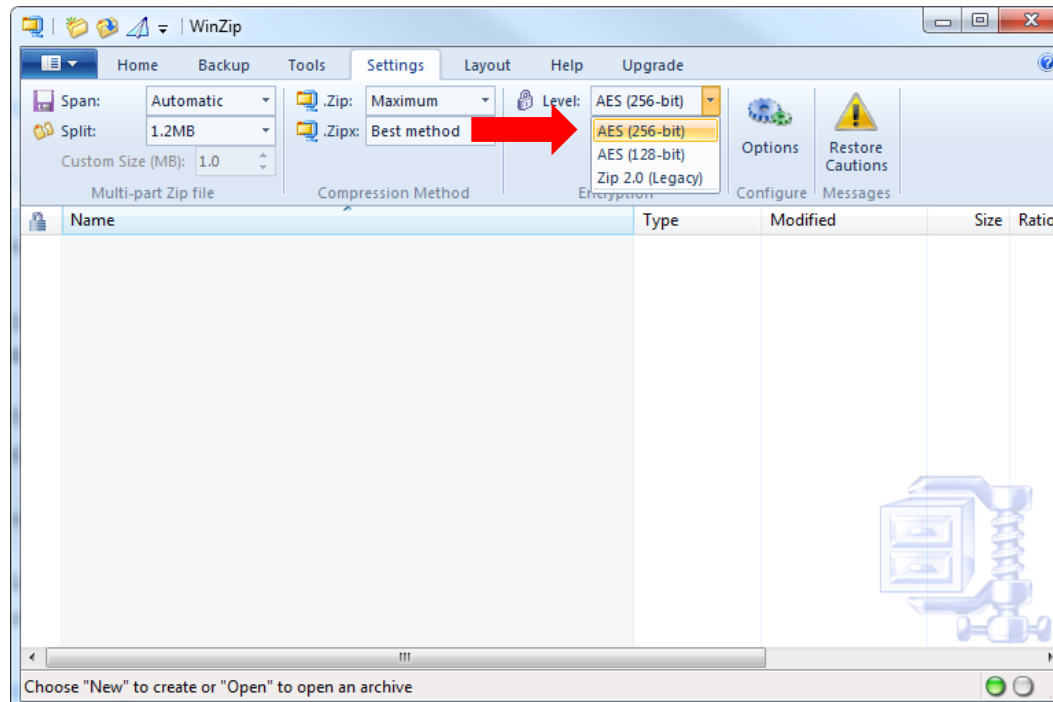
Check the 'Encrypt' Check Box

# WinZip: Setting Encryption



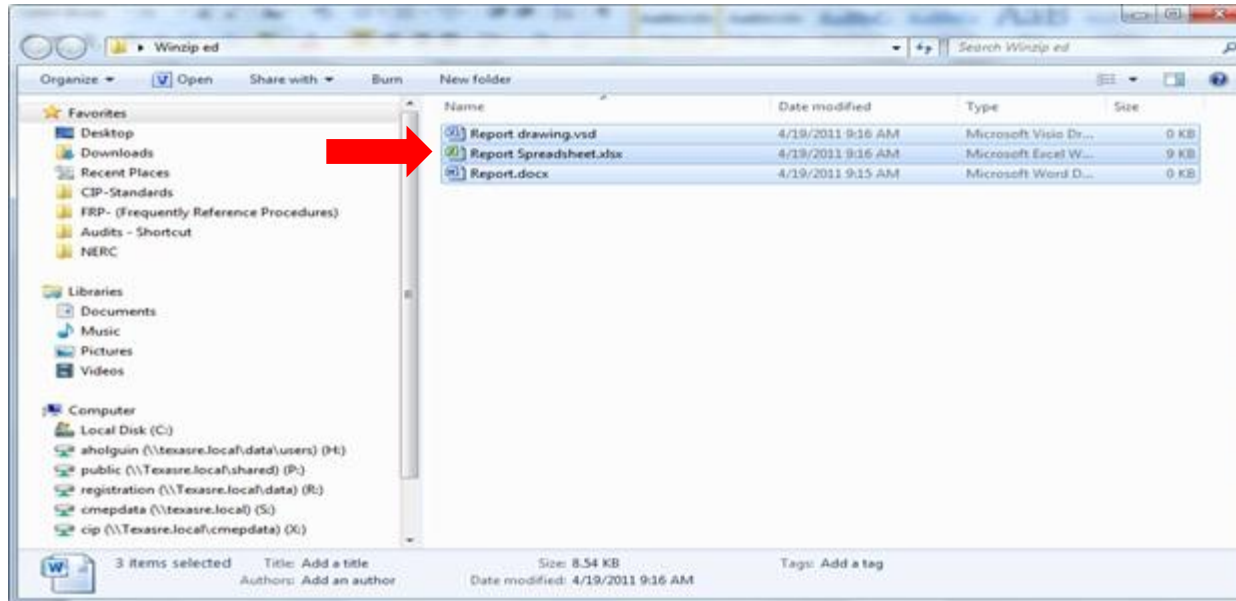
Click on Settings

# WinZip: Selecting Encryption Level



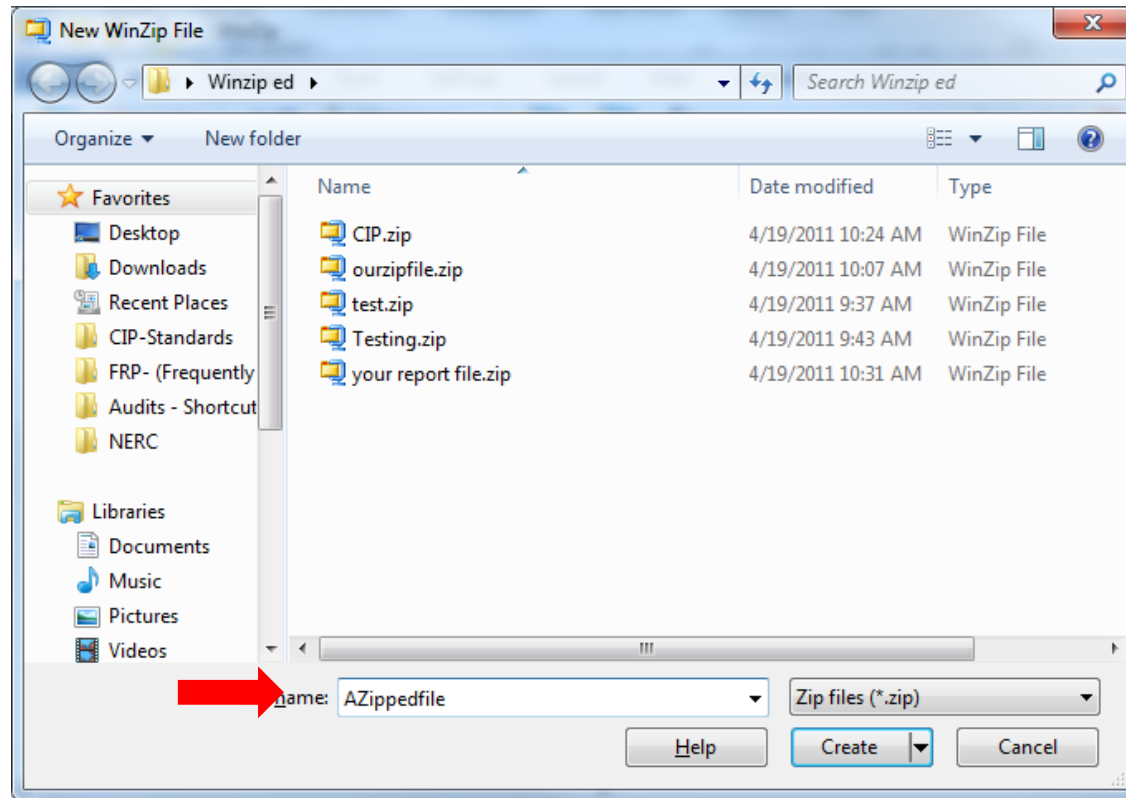
Under the encryption section,  
select 'Level'  
TexasRE will exclusively use 256-bit encryption

# WinZip: Selecting Files to Encrypt



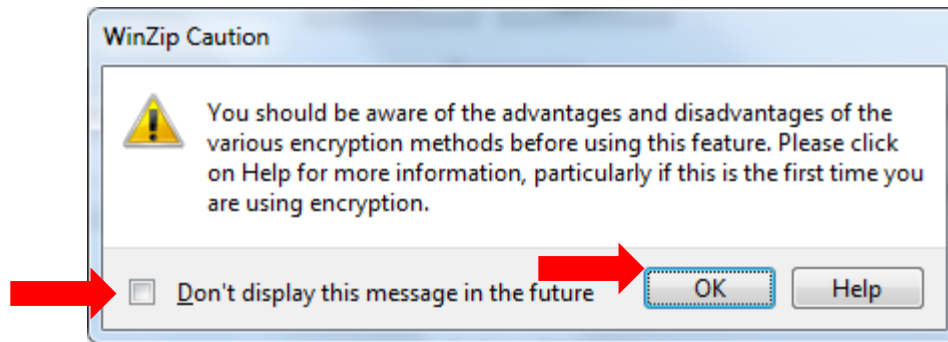
Select ALL the files from the folder view and drag and drop them into WinZip.

# WinZip: Naming Your File, Specify Location



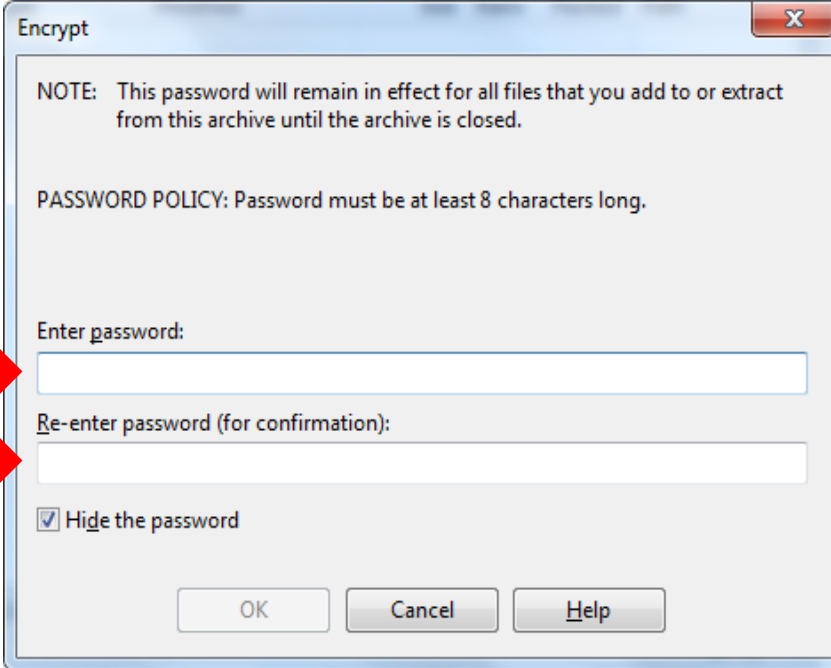
Name your file per convention.  
Specify the folder where the file will be saved.

# WinZip: Naming Your File



It is okay to check the “Don’t Display...” box  
Click “OK”

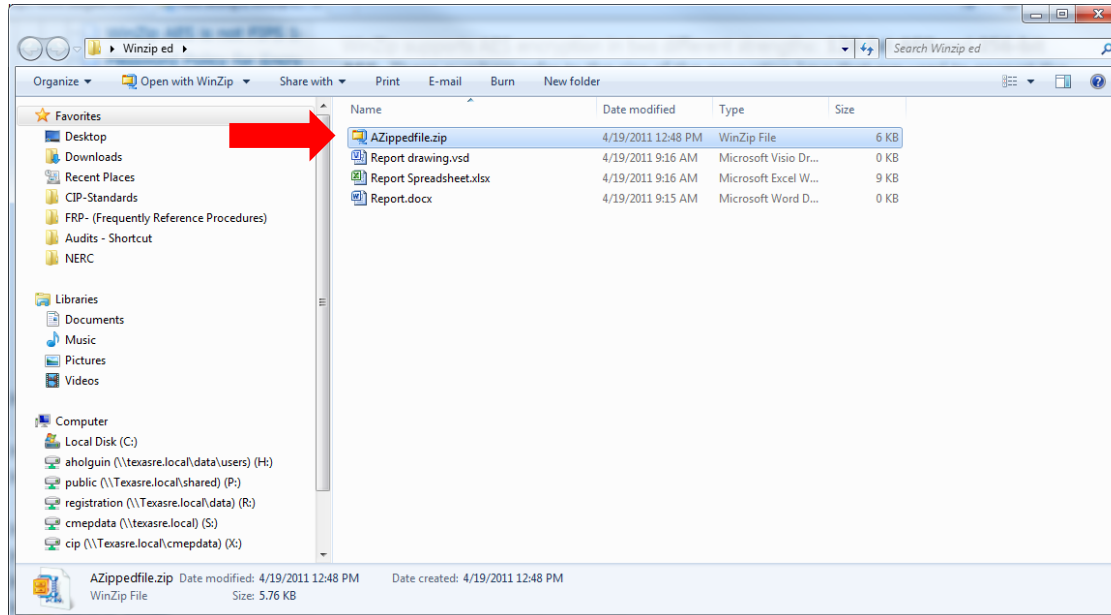
# WinZip: Setting the Password



The image shows a screenshot of the WinZip 'Encrypt' dialog box. The window title is 'Encrypt'. It contains the following text: 'NOTE: This password will remain in effect for all files that you add to or extract from this archive until the archive is closed.' Below this is the 'PASSWORD POLICY: Password must be at least 8 characters long.' There are two text input fields: 'Enter password:' and 'Re-enter password (for confirmation):'. Two red arrows point to these fields. At the bottom left, there is a checked checkbox labeled 'Hide the password'. At the bottom right, there are three buttons: 'OK', 'Cancel', and 'Help'.

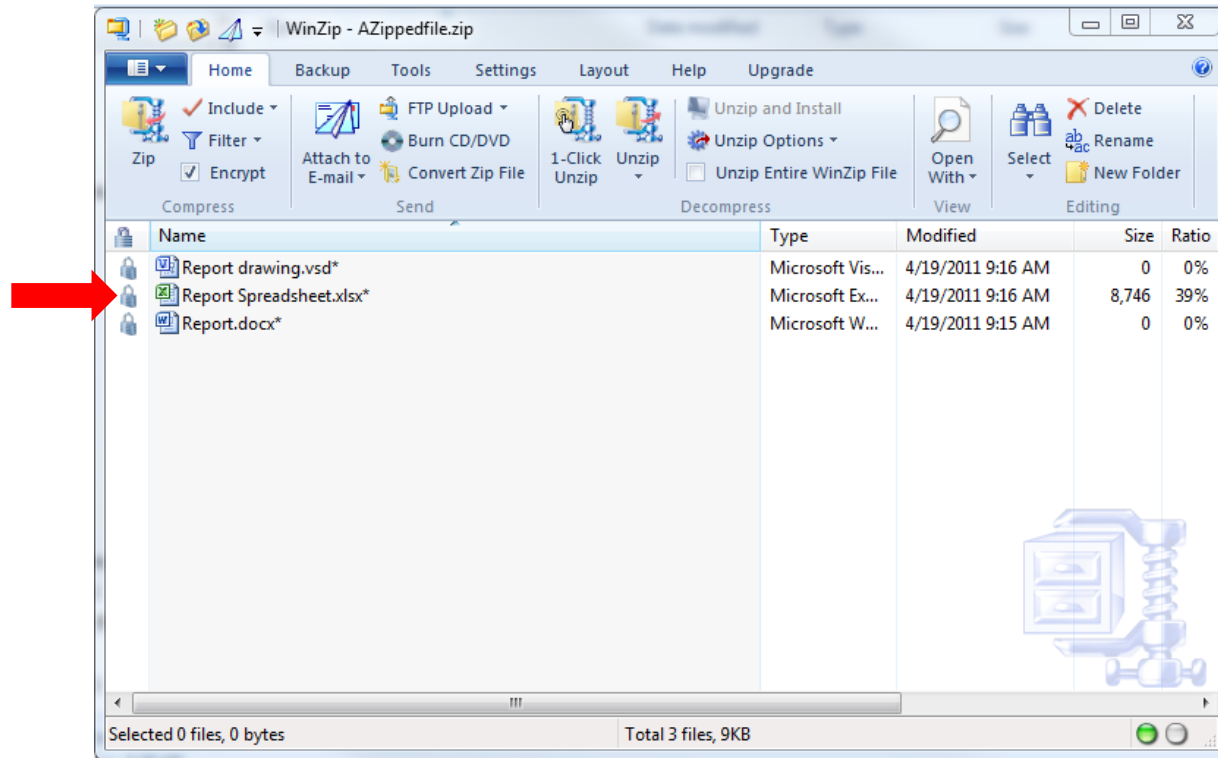
Type in and confirm the CIP compliant password.

# WinZip: Encrypted Contents Displayed



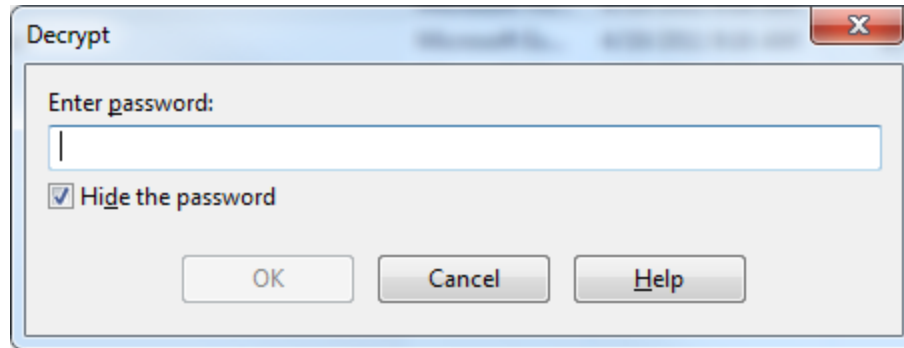
Check the newly created .zip file for integrity

# WinZip: Check .Zip File Contents



Double-Click on a file to open it

# WinZip: Check Password



You will be prompted for the password.  
Once typed in, the password will be cached.  
This is a test to make sure the password is correct.

Contact Texas RE ITSEC if you have any questions.  
[itsec@texasre.org](mailto:itsec@texasre.org)