

# SecretZip 1.0 Manual

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## What is SecretZip

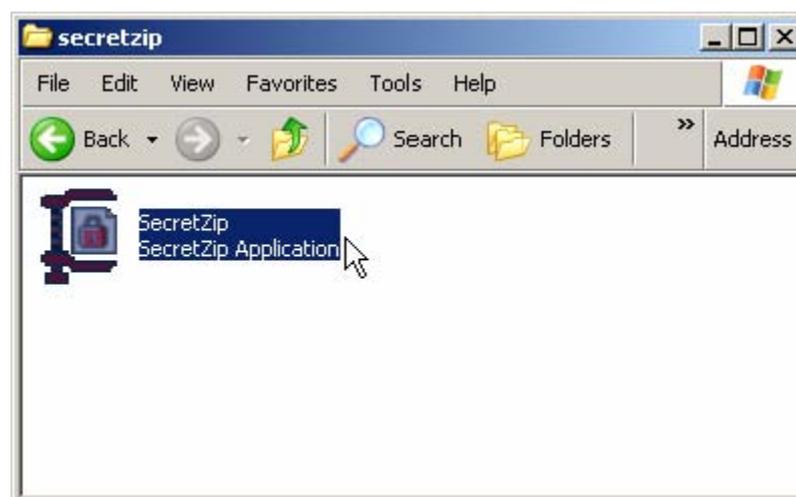
SecretZip is a user-friendly, multi-featured compression and encryption tool that is bundled with this PenDrive. Capable of running directly from the PenDrive, SecretZip expands the available storage room in the USB device by providing zipping and unzipping functions. Its graphical user interface provides easy-to-use drag and drop functionality. It also includes the ability to decrypt Zip files encrypted with SecretZip, providing high standards in data privacy. Having SecretZip in your PenDrive is a quick and efficient way to transfer downloaded files because installation is not required; zipping and unzipping files is just a few clicks on the mouse.

## System Requirements

Microsoft Windows 98 / ME /2000 / XP

## Install SecretZip

You do not need to install SecretZip to use it. The program consists of a single executable file that can only be run directly from this PenDrive. To start using the program, simply double-click on the SecretZip icon, which is located on the PenDrive.



## Use SecretZip for the First Time

When you start using SecretZip for the first time, the program should ask to you to provide a hardware locking device.



SecretZip needs to run on this Pen Drive, so please choose the Pen Drive device from the list and click on the "OK" button to continue.



A menu bar will appear. You can unzip, decrypt, and create archive by clicking on the respective buttons.



- Click on the "Unzip File" button to unzip a .Zip file to a particular folder or location.
- Click on the "Decrypt File" button to decrypt a password-protected .Enc file and create a .Zip file in the same location.
- Click on the "Create Archive" button to compress multiple files into a .Zip file, with the option to secure the file with a password.

# Creating a Zip File

## Main Interface Window for Creating Archive

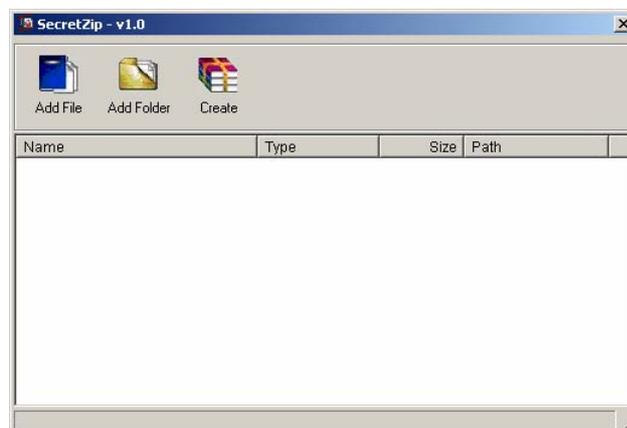
Creating a Zip file involves two easy steps:

1. Select files to be added to the archive window
2. Create the Zip file

Click on the "Create Archive" button to create begin the process.



The following is a sample screenshot of the main interface for creating Zip files.



As you can see, the interface is simple but it includes all the functionalities to create Zip and manage files.

The window will display the selected files to be added to the archive. The files will be compressed into a single Zip file.

On the top of the window is the menu bar. Most of the functionalities of the SecretZip program can be accessed from here.

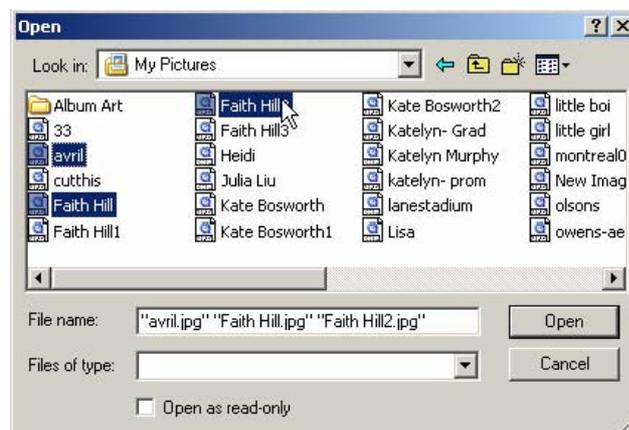
You can click on the header bar to sort the mails in the respective fields. Click on the header bar again to sort the other way.

## Add Files to the Archive

On the menu bar above the archive window, click on the "Add File" button. A browser window will appear. Single-click the desired files to be compressed. To select multiple files, hold on to the "shift" key and press the arrow keys to highlight the files.



If you wish to select particular files, hold on to the "Ctrl" key and use the mouse to select the desired files to be zipped. After files are selected, click on the "Open" button to continue.

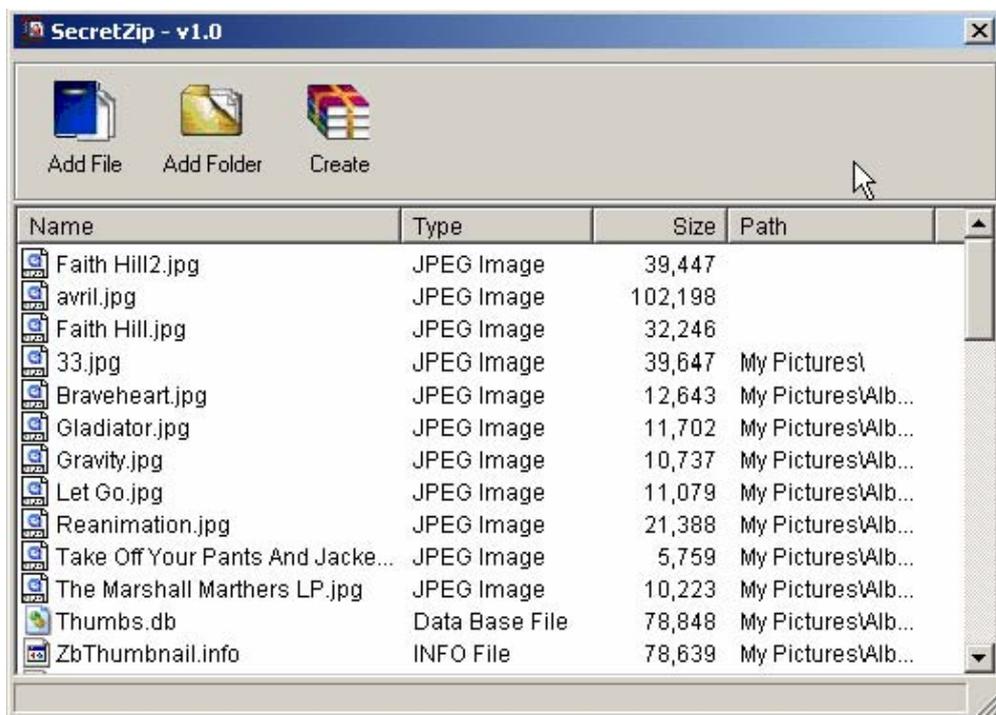


## Add Folder to the Archive

If you wish to add files in the entire folder, click on the “Add Folder” button in the menu bar. Select the folder to be added to archive. Click on the “OK” button to continue.



The files added to the archive are listed in the archive window. You can continue to add more files into the archive.



## Adding by Drag and Drop

Adding files or folder can never be easier using the drag-and-drop functionality. First, select the files or folders you wish to compress, then Drag and Drop them to the archive window.



## Delete Files from the Archive

If you wish to delete certain files from the archive, simply single-click on the file and press the "Delete" key. To delete multiple files, first select the files to be deleted (refer to the "Add Files to Folder" section for information on how to select files) then press the "Delete" key. To delete all the files in the archive window, press "Ctrl + A" key to select all the files in the window and then press the "Delete" key.

After the files to be zipped are placed in the archive window, we are ready to create or encrypt the archive.

## Zip the Archive

Click on the "Create" button in the menu bar above the archive window. If you did not add any files into the archive, the program should ask you to select files before clicking on the "Create" button. Click on the "OK" button to continue.



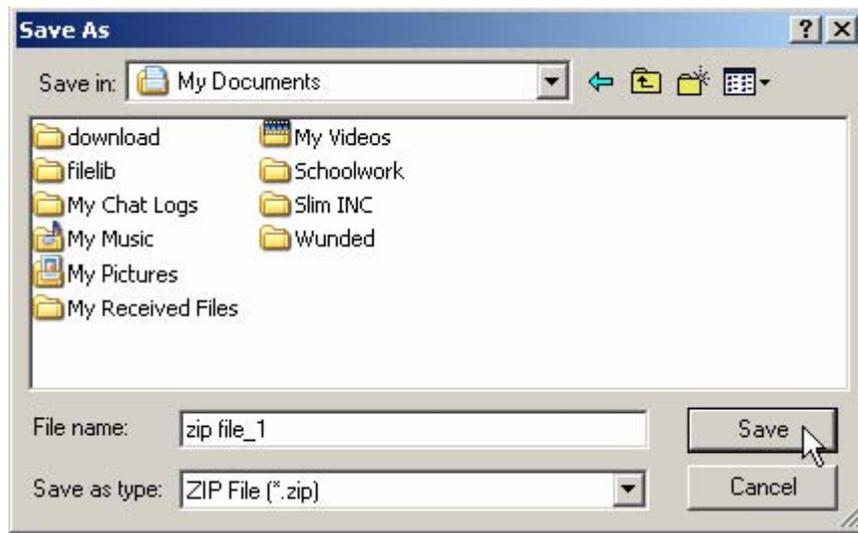
SecretZip offers five options when it comes to create and encrypt archive. Please note that you can not encrypt multiple files without zipping them.

1. Zip a single file
2. Zip multiple files
3. Encrypt a single file
4. Encrypt then zip a single file and in reverse order
5. Zip and encrypt multiple files

In this section we will discuss the first two options, when it comes to creating a zipped file. After clicking on the "Create" button, the program should ask you if you want to encrypt or zip the archive. Choose the "Zip file" option in the dialog box and click on the "OK" button.



A browser window will allow you to save the Zip file to your desired location. Enter a file name for your Zip file and click on the “Save” button.



An information window confirms the zipping process. Click on the “OK” button to continue.



## Encrypt Single File or Zipped File

You have the option of encrypting the zipped file for privacy purpose. A password will be required upon decryption.

### Encrypt a Single File

Click on the "Create" button in the menu bar and the following dialog box will appear. This option allows you to secure a single file with a password. Select the "Encrypt file" option.



A dialog will appear which prompts you to enter the password, retype the password, and put a password hint.



You can also make the password entered visible.



The encryption password is case-sensitive. You can enter up to 16 characters and no spaces should be allowed in between the characters. If the passwords entered do not match, an error message will appear. You will need to retype your password. Press the "OK" button to continue.



Once the passwords match, click on the "OK" button in the "Encryption Password" dialog box and the following window should appear.



There will be a tick in the "Encrypt file" box. Click on the "OK" button to continue. A browser window will allow you to enter a file name for your encrypted file to be saved. Please note that the file type is Enc.



## Encrypt Then Zip a Single File and In Reverse Order

You can also encrypt and zip a single file and save as Enc or Zip type file. Again, after clicking on the "Create" button in the menu bar above the archive window, then choose "Encrypt file" option. Enter the password, retype the password and enter a hint. Click on "OK" button to continue. For more information on the "Encryption Archive" window, refer to page 10.

To encrypt and zip an archive with a single file, put a tick in the "Zip file" box. A modified window will allow you to choose the operation order.



Choose "Encrypt then Zip" if you would like the archive to be save as a Zip file. Choose "Zip then Encrypt" if you would like the archive to be save as a Enc file.

Click on the "OK" button to continue. A browser window will appear. Enter a file name for the archive to save in your desire location.

## Zip and Encrypt Multiple Files

If you are dealing with multiple files in the archive, you have two options when creating the archive. You can simply zip the file, or you can encrypt the zipped file. However, you can not encrypt multiple files without compression.

After clicking on the "Create" button in the menu bar above the archive window, choose the "Encrypt zipped file" option. Enter the password, retype the password and enter a hint. Click on "OK" button to continue. For more information on the "Encryption Archive" window, refer to page 10.

You will see both options are selected.



If you try to unclick the "Zip file" option, an error message will tell you that you must compress the archive for encryption of multiple files. Click on the "OK" button to continue.



## Unzip File

SecretZip is capable of decompressing any Zip type files. Run the executable file. Click on the "Unzip File" button.



The next window appeared will allow you to browse for any Zip type files. The Zip type files can recognize by the icon .

After selecting the desire zipped file to be unzip, click on the "Open" button to continue.



Next, choose the folder to unzip the archive to then click on the "OK" button. The Unzipping progress is completed and confirmed. Click on the "OK" button to continue.



If the zipped file was encrypted before it was compressed (archive contains a single file), a Enc type file will be added to the folder you selected to unzip to. You must decrypt the Enc file before you can gain access to the original file.



## Decrypt File and Zipped File

Decryption process can be divided into three types:

1. Decrypt archive that contains a single file
2. Decrypt a zipped archive that contains a single file
3. Decrypt a zipped archive that contains multiple files

In all three cases, the operation is similar. If an encrypted file was compressed before it was encrypted, the decryption will create a Zip file in the same location. You need to unzip the file to see the contents of the archive. The exception to this is case 3, when you decrypt a zipped archive containing multiple files. In this case, the original folder will be unzipped automatically without an additional unzipping procedure. To decrypt file, run the SecretZip executable file. Click on the "Decrypt File" button in the menu bar.



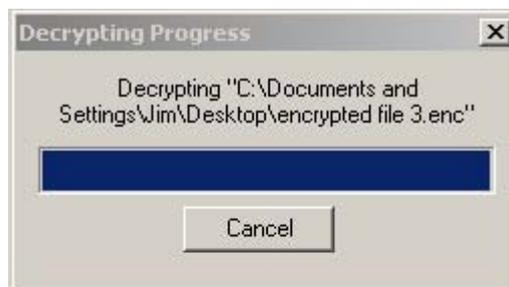
Select the encrypted files or encrypted zipped files for decryption. Click on the "Open" button to continue.



A dialog box will prompt you to enter a password for the encrypted file. Click the "OK" button once the password is entered. Please note that the password is case-sensitive.



You will then see a "Decrypting Progress" window, followed by another window which confirms the decrypting progress.



If password entered is incorrect, click on the "OK" button to continue. You will be prompted to enter a new password.

