

# ESET Tech Center

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## How to use DESlock+ Archives

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DESlock+ Archives are used for compressing and storing sensitive data. A DESlock+ Archive is very similar to the way that a ZIP folder works. All data stored inside the Archive will be Encrypted with either an Encryption Key or a password.

## How to create a DESlock+ Archive

In this example we will store an important text document inside an DESlock+ Archive.

### Step 1.

Locate the file that you would like to store inside an Encrypted Archive. In this example we will add 'My important document' to a new DESlock+ Archive. To do this, **Right-click** the file and select **Add to DESlock+ Archive...**



### Step 2.

Select a location and choose a name for your DESlock+ Archive and click **Save**. In this example we have chosen the Desktop and the name 'My Encrypted Archive'.



### Step 3.

Choose either an Encryption Key or enter a password. In this example we will use a password.



#### Step 4.

After choosing an Encryption Key or a password the DESlock+ Archive will save in the location specified. This Archive will contain the file you originally **Right-clicked** and selected **Add to DESlock+ Archive...**



**Note:** After the DESlock+ Archive has been created, the original file will still exist as a plain file (non-encrypted). If you want to permanently and securely delete this file, then please use the DESlock+ Shredder. To find out how to use the Shredder please read this article:

[KB1 - How to use the DESlock+ Shredder?](#)

## How to open files from a DESlock+ Archive

To view a file from an DESlock+ Archive please follow these steps:

#### Step 1.

**Double left-click** the Archive to open it.

Note: In our example we used a password to protect the Archive. You must enter this now. If you selected an Encryption Key, then you will need to be logged into DESlock+ and have access to the Encryption Key used in order to open the Archive.



## Step 2.

Once you can view the contents of the Archive, you can then select a file to view. To do this, **double left-click** on the file you want to view.

Note: viewing files is read-only. If you want to edit the files you will need to extract them from the Archive first. To do this please read the section below.



## How to extract files from a DESlock+ Archive

In order to edit a file from an Archive, you must first extract the file. To do this please follow these steps:

### Step 1.

Open the DESlock+ Archive that contains the file you wish to extract. You can either drag-and-drop the file out of the Archive or **Right-click** the file you wish to extract and click **Extract File(s)**

#### Option 1 - drag and-drop

Simply drag-and-drop the file from the Archive window to another location.



#### Option 2 - **Right-click** the file you wish to extract and click **Extract File(s)**

**Right-click** the file you wish to extract and click **Extract File(s)**



You will then be prompted to select a location for the decrypted file to be extracted to. In our example we have chosen My Documents as the location to extract the file to.

Note: the file stored inside the Archive will still be there after extraction.



## Step 2.

The document is now ready to be edited from the location specified.



## How to add files to an Encrypted Archive

In order to add files to an DESlock+ Archive please follow these steps:

### Step 1.

Open the DESlock+ Archive that you wish to add a file to.



### Step 2.

You can either drag-and-drop the file into the Archive or right-click and select **Add File...**

#### Option 1 - drag-and-drop

Simply drag-and-drop the file over the Archive window to add the file to the Archive.



#### Option 2 - right-click and select **Add File...**

In the Archive window, right-click in white space and select **Add File...**



You will then need to locate the file you wish to add and click **Add**



Step 3.

You will now see that the file has been added to the Archive



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