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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