How to create Zip Encrypted Archives – PGP Desktop

PGP Zip archives let you put any combination of files and folders into a compressed, portable archive.

There are four kinds of PGP Zip archives:

1. **Recipient keys.** Encrypts the archive to public keys. Only the holder of the corresponding private keys can open the archive. This is the most secure kind of PGP Zip archive. Recipients must be using PGP software (for Windows or Mac OS X).

2. **Passphrase.** Encrypts the archive to a passphrase, which must be communicated to the recipients. Recipients must be using PGP software (for Windows or Mac OS X).

3. **PGP Self-Decrypting Archive.** Encrypts the archive to a passphrase. Recipients do not need to be using PGP software to open it, but their computer must be running Microsoft Windows. The passphrase must be communicated to the recipients.

4. **Sign only.** Signs the archive but does not encrypt it, allowing you to prove you are the sender. Recipients must be using PGP software (for Windows or Mac OS X) to open and verify the archive.

1. Click New PGP Zip in the PGP Zip Control Box.

2. Drag and drop the files/folders you want to be in the archive or use the buttons to select them.

3. Select Send original files to PGP Shredder when finished if you want the files/folders you put into the archive to be shredded when the archive is created.

4. Click Next.
5. Select the desired kind of PGP Zip archive:

- Recipient keys
- Passphrase
- PGP Self-Decrypting Archive
- Sign only

6. Click Next.

**Recipient Keys**

The Add User Keys screen appears.

1. Click *Add* and use the User Selection screen to select the public keys of those persons who you want to be able to open the archive. If you want to be able to open the archive yourself, be sure to include your public key.

2. Click *Next*.

3. Choose a private key on the local system to use to sign the archive.
4. Specify a name and a location for the archive. The default name is the name of the first file or folder in the archive; the default location is the location of the files/folders going into the archive.

5. Click Next. The PGP Zip archive is created. The Finished screen displays information about the new archive.

6. Click Finish.

**Note:** The **Passphrase** type of PGP Zip archive is very similar to Recipient Keys, the difference being that a passphrase is used to protect the archive instead of a key.

**Note:** The **Sign only** type of PGP Zip archive is similar to Recipient Keys, the difference being that because the archive is only signed, not encrypted, you do not select public keys.
PGP Self-Decrypting Archive

The Create a passphrase screen appears.

1. Type a passphrase for the PGP Zip Self-Decrypting Archive (SDA), then type it again to confirm it.

2. Click Next.

3. Choose a private key on the local system to use to sign the archive.

4. Specify a name and a location for the archive. The default name is the name of the first file or folder in the archive; the default location is the location of the files/folders going into the archive.

5. Click Next. The PGP SDA is created.

6. Click Finish.