

Instructions for Submitting Encrypted Files Via Winrar (PC only).

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E2Publish gives you the option of encrypting your files before you transmit them to us via email. Winrar is just one out of literally hundreds of different ways of encrypting files. And for ease of use, I actually recommend MEO rather than Winrar. Our support pages contain more information about how to download and use MEO.

Winrar does, however, also offer a relatively robust compression algorithm, thus making it a better choice for encrypting and transmitting larger files. The goal of this help document is to acquaint you with the basic procedures for encrypting your files through Winrar. The instructions below apply only to PCs.

- 1) Make sure you have Winrar installed on your computer. Winrar can be downloaded here: <http://www.rarlab.com/download.htm>.

Clicking on the above link will take you to a page that looks like the one pictured to the right in figure 1. Select one of the first two links, depending on the bit requirements of your machine. Windows will let you know if you try to install the incorrect version, in which case you can simply go back to the download site and grab the correct one.

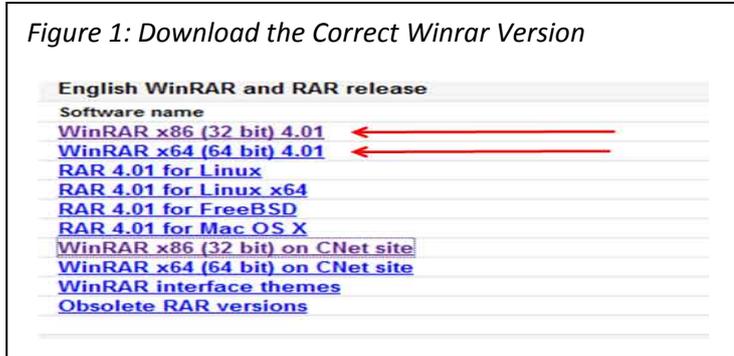


Figure 1: Download the Correct Winrar Version

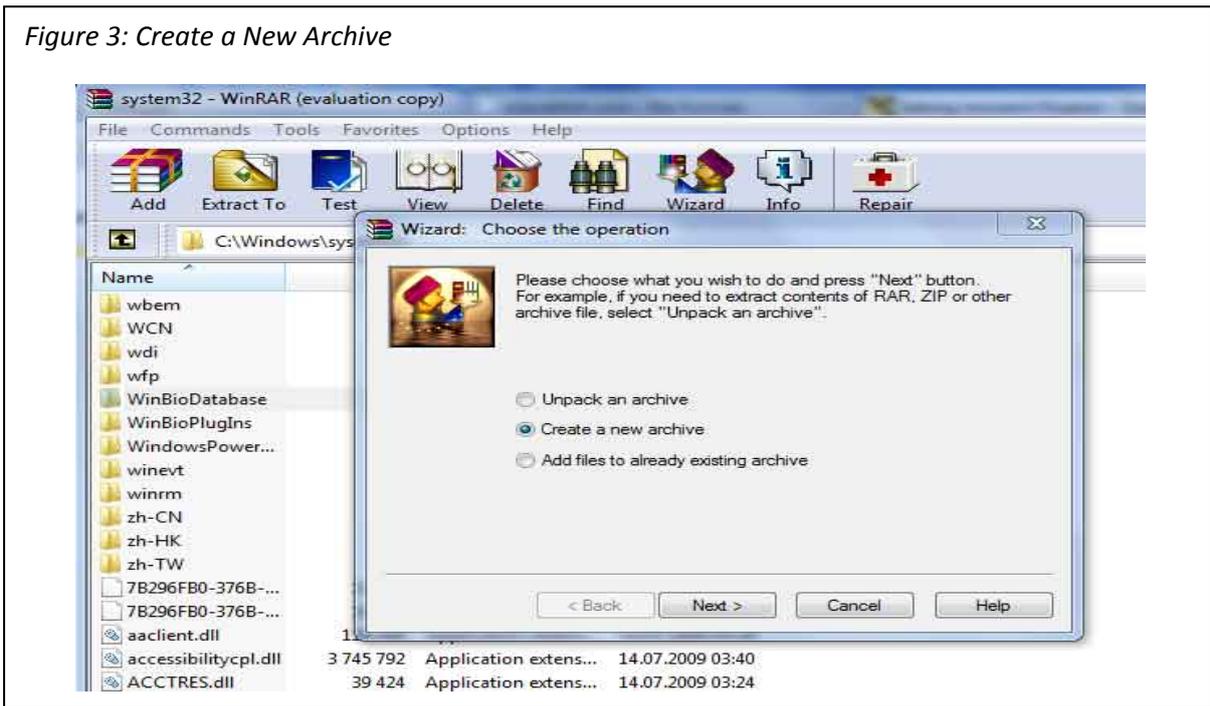
- 2) After Winrar is installed, you will then be ready to encrypt your file(s). Start by opening Winrar and clicking on the "Wizard" listed under the "Tools" menu. This step is depicted to the right in figure 2.



Figure 2: Run the Winrar Wizard

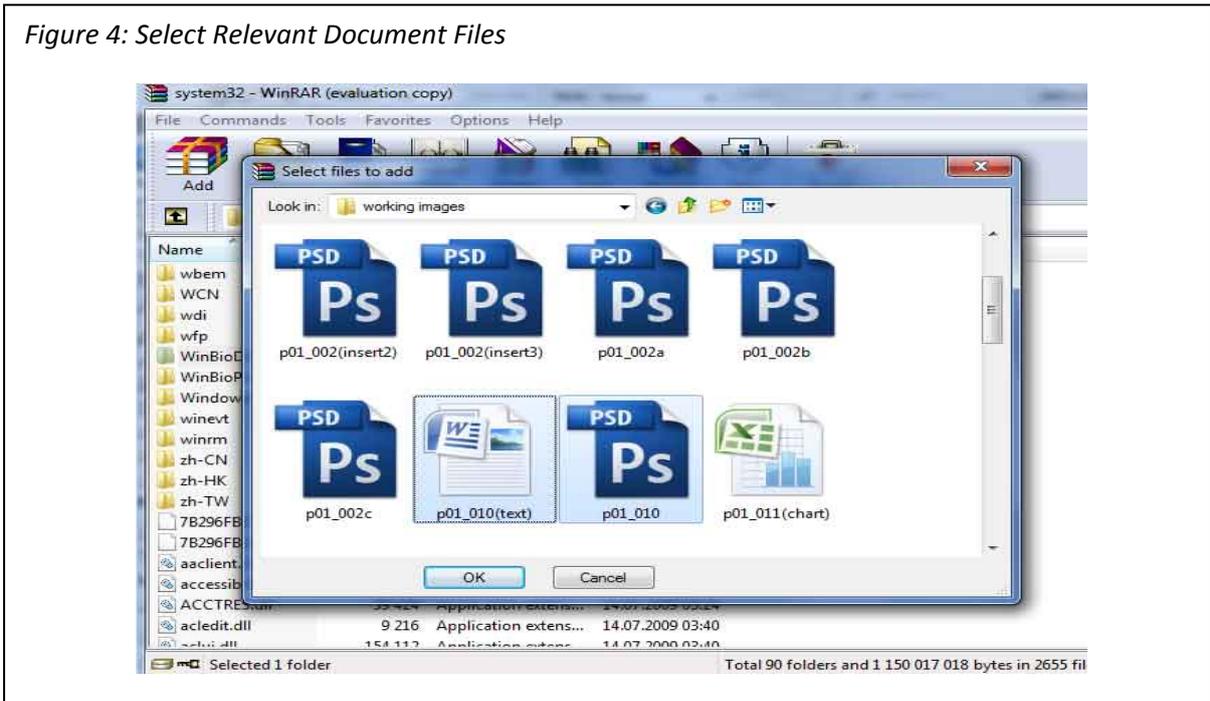
- 3) Next, select “Create a new archive” and then click “Next”, as pictured below.

Figure 3: Create a New Archive



- 4) Now you will need to select the document file(s) to be included in the encrypted archive file – i.e. the file(s) that E2Publish will be editing. This process is illustrated below in figure 4. If there is only one file, then simply select that file. If there are multiple files, you can select them by holding down the “ctrl” key while simultaneously using the mouse to select each file. Click on “OK” once you are finished selecting all the files. In figure 4, I selected files called “p01_010(text)” and “p01_010”.

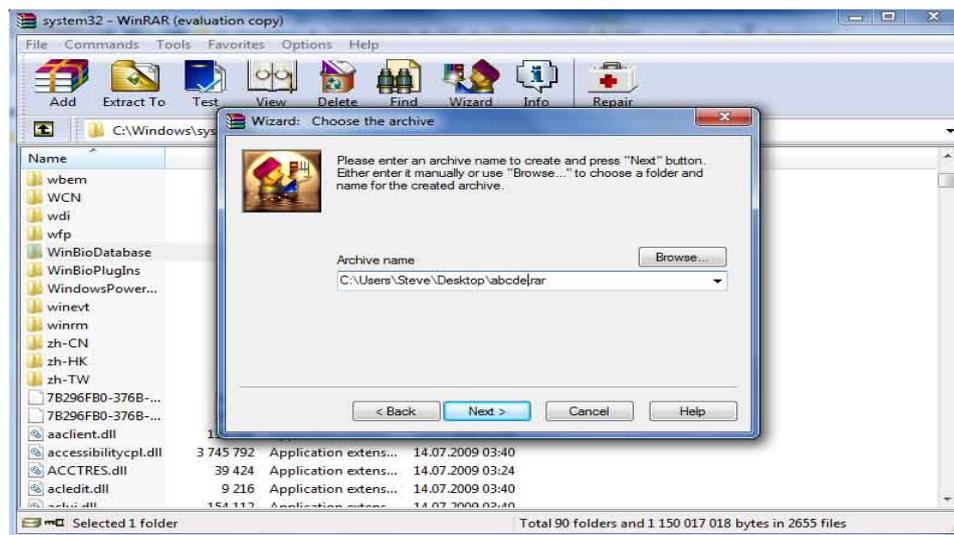
Figure 4: Select Relevant Document Files



- 5) Moving on you'll need to give the encrypted file a name and select the location in which the file will be saved, as shown below in figure 5. For security reasons, it's best to choose a generic name like "abcde". In the example below, the file name "abcde" will be saved to the "Desktop". Click on "Next" once you have selected the save location and given the file a name.

Note: Be sure to remember the location of your saved file. This file will be the one you upload to E2publish.

Figure 5: Select Location and File Name



- 6) Now that the file has a name and a save location, it can be encrypted according to the procedure illustrated below in figure 6. Start by selecting "Set password..." and then entering a password in the new dialogue box. Please remember your password, since E2Publish will be unable to decrypt the file without it. Reenter the password, click on "OK" and then select "Finish".

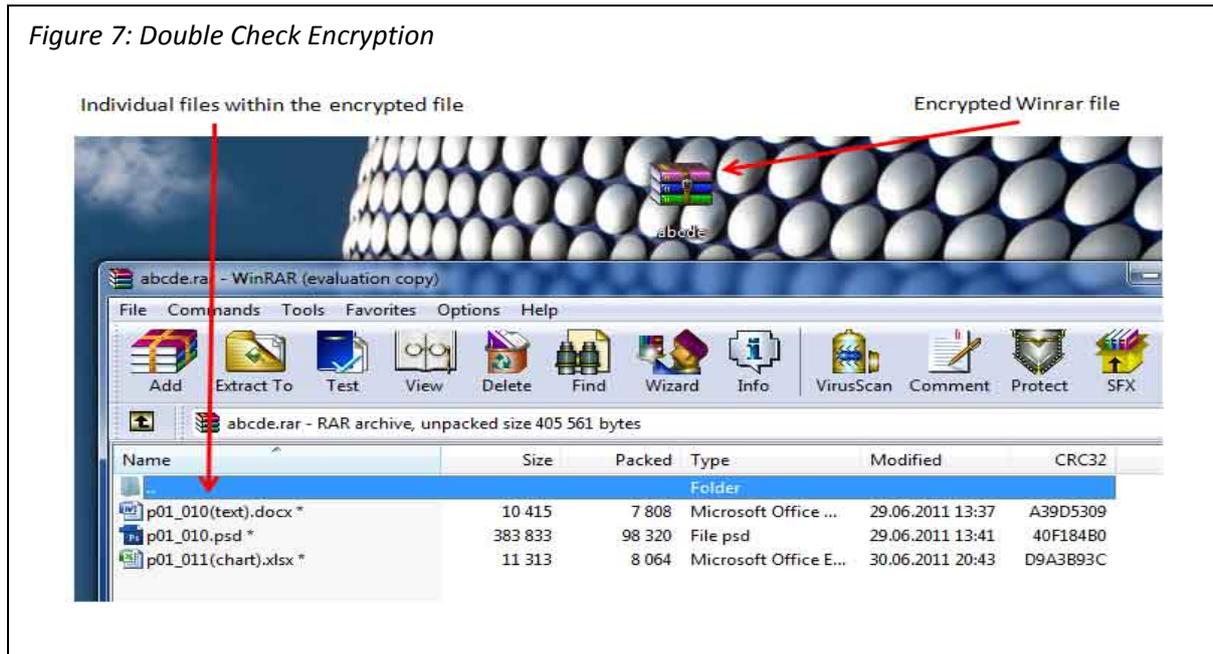
Figure 6: Make Your Password



- 7) For security reasons, it's best to check that your file is indeed encrypted. To do this, browse to the file's location and double click on it. The picture in figure 7 below shows you what the icon of the encrypted Winrar file looks like.

Warning: A dialogue box will appear after you click on the Winrar file, informing you that the software you are using is a "trial version". Simply click on "Close", after which you will be left with a screen that looks like the one pictured in figure 7. Notice the file names that are contained within the encrypted file. The asterisk (*) next to each file indicates that the files are encrypted.

Figure 7: Double Check Encryption



- 8) Finally, you might want to check that each file opens properly. To do this, click on each individual file to open it. You will be asked to enter your password for each document.
- 9) Once you have checked that each file opens successfully, you will then be ready to attach the encrypted Winrar file to an email to E2Publish. Do not send the file's password to us in the email. Instead, send the password to us via SMS.
- Send the SMS to the mobile number listed in the header of this document.
 - Include your name and project title.

Now it's best to step away from the document and let E2Publish give it a good shakedown. Once we're finished, you will need a day or two to review the changes and comments.