

# How to: Install and Use 7-Zip

Enterprise Content Operations

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**Purpose:** You will need software to zip and unzip sensitive files. 7-Zip is a free application that will allow you to zip/unzip as many files as you need to. This document will show you how to install and use 7-zip.

### You Will Need:

- Windows operating system
- Software installation privileges (if necessary)
- Zip password from LexisNexis

### Process Steps:

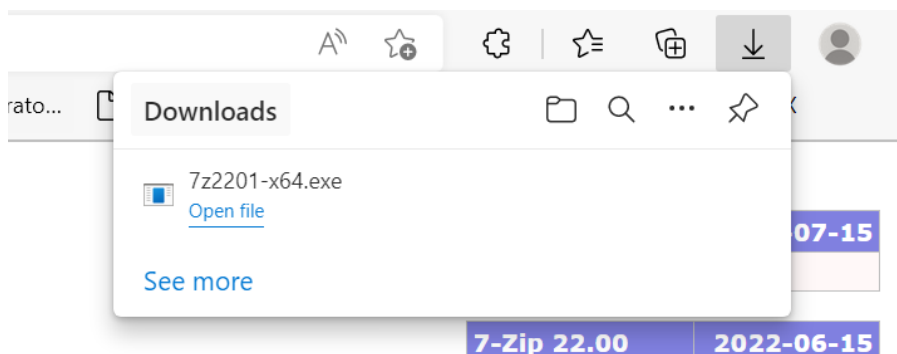
1. Open the following link to be taken to the 7-Zip home page: [7-Zip](https://www.7-zip.org/)<sup>1</sup>
2. Select a download link. 64-bit (the first download link) is recommended.

**7-Zip** is a file archiver with a high compression ratio.

#### Download 7-Zip 22.01 (2022-07-15) for Windows:

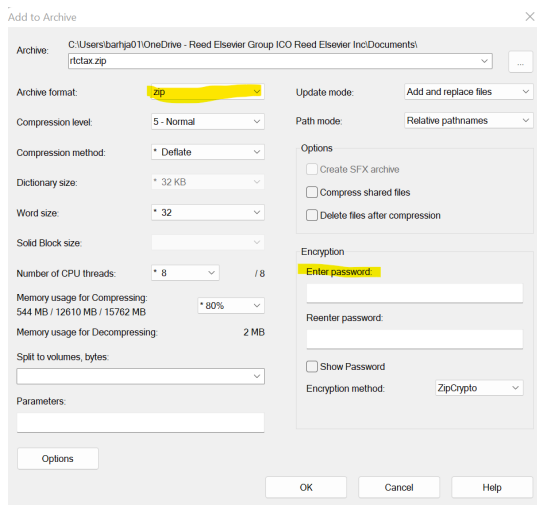
Link	Type	Windows	Size
<a href="#">Download</a>	.exe	64-bit x64	1.5 MB
<a href="#">Download</a>	.exe	32-bit x86	1.2 MB
<a href="#">Download</a>	.exe	64-bit ARM64	1.5 MB

3. The download will pop up in the top left-hand corner of your screen. Click on the "open file" link.



4. Once opened, click the "install" button to finish the installation process.
5. You can zip and password protect a file by right clicking the file > show more options (if on Windows 11) > 7-Zip > Add to Archive...
6. Change the file's extension to .zip (not .7z), then enter a password.

<sup>1</sup> <https://www.7-zip.org/>



7. You can also unzip files by right clicking a .zip file > open with > choose another app > search for "7-Zip File Manager".
8. Once step 7 has been completed, double click the file to open it in 7-Zip. If an "enter password" window appears, enter the password given to you by your LexisNexis representative. If you were not given a password, reach out to your representative.