



Secure File Exchange

There are many ways to securely exchange documents, from password-protecting them to using a strong encryption method. Which one you use will be based on how sensitive the information is and what you & your client agree on.

Lifehacker has a list of five encryption tools they recommend for local encryption of files:

<http://lifehacker.com/five-best-file-encryption-tools-5677725>

Password Protected PDFs



Saving a PDF file with a password helps to protect the information from being easily read by someone who is sniffing traffic on the network (as could happen on an open wifi network that is not protected by a password), or if they gained access to your email.

- Creating one on Windows
 - <http://www.digitaltrends.com/computing/password-protect-pdf/2/>
- Creating one on Mac
 - https://support.apple.com/kb/PH20224?locale=en_US

Creating Password Protected Zip files

In addition to saving a PDF with a password, you can create compressed zip files that require a password to be opened. Here are two programs to this, on Windows and Mac:



- 7Zip for Windows:
 - Download: <http://www.7-zip.org/>
 - Tutorial: <http://www.gofree.com/Tutorials/ZipCompFiles.php>
- Keka for Mac OS X:
 - Download: <http://www.kekaosx.com/en/>
 - Tutorial: <http://www.kekaosx.com/en/doc.php>

Veracrypt



Veracrypt runs on Windows and Macs, and allows you to create encrypted containers, which are like disk images, to hold files. These encrypted containers can then be exchanged through use of Box or some other shared drive service, or with USB keys. This is a good tool if you have especially sensitive files that you need to exchange, and your client has agreed to install the software and exchange encrypted containers.

- <https://veracrypt.codeplex.com>
- Beginner Tutorial:
<https://veracrypt.codeplex.com/wikipage?title=Beginner%27s%20Tutorial>
- Veracrypt compared to BitLocker:
<http://lifehacker.com/windows-encryption-showdown-veracrypt-vs-bitlocker-1777855025>



OnionShare

This is a tool that uses Tor to securely exchange files. This is a much more complicated process, but for especially sensitive information, this may be a good choice of tool.

- <https://onionshare.org>