

7-Zip Usage

Decrypting and Extracting

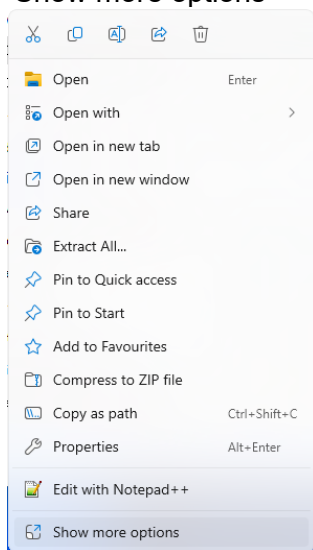
1. Access your user area on your workstation.
Your user area will contain a **file** with a **.7z** suffix like this one:

Name	Date modified	Type	Size
3500U20 WJEC GCSE Computer Science Unit 2.7z	02/01/2020 15:19	7Z File	79 KB

2. Right click this file

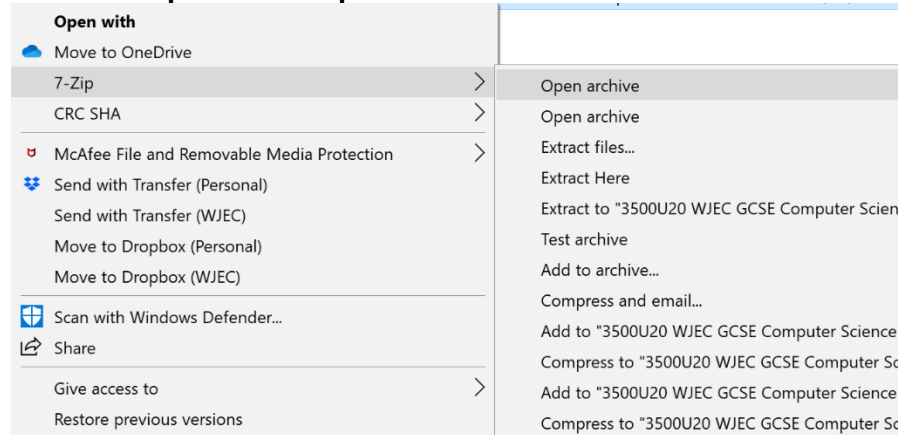
(a)

Windows 11 Only: choose 'Show more options'

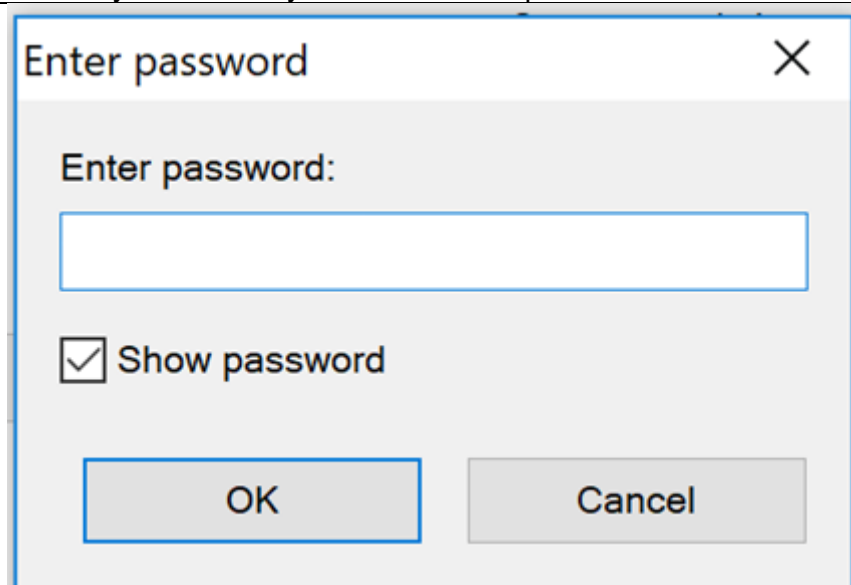


(b)

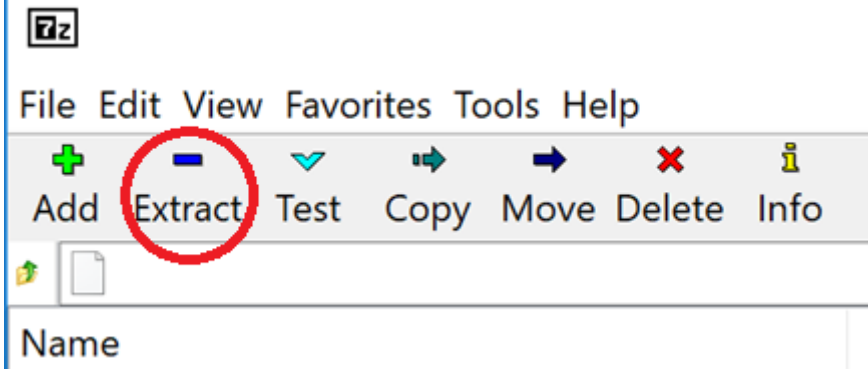
choose **7-Zip** and then **Open archive** as shown below.



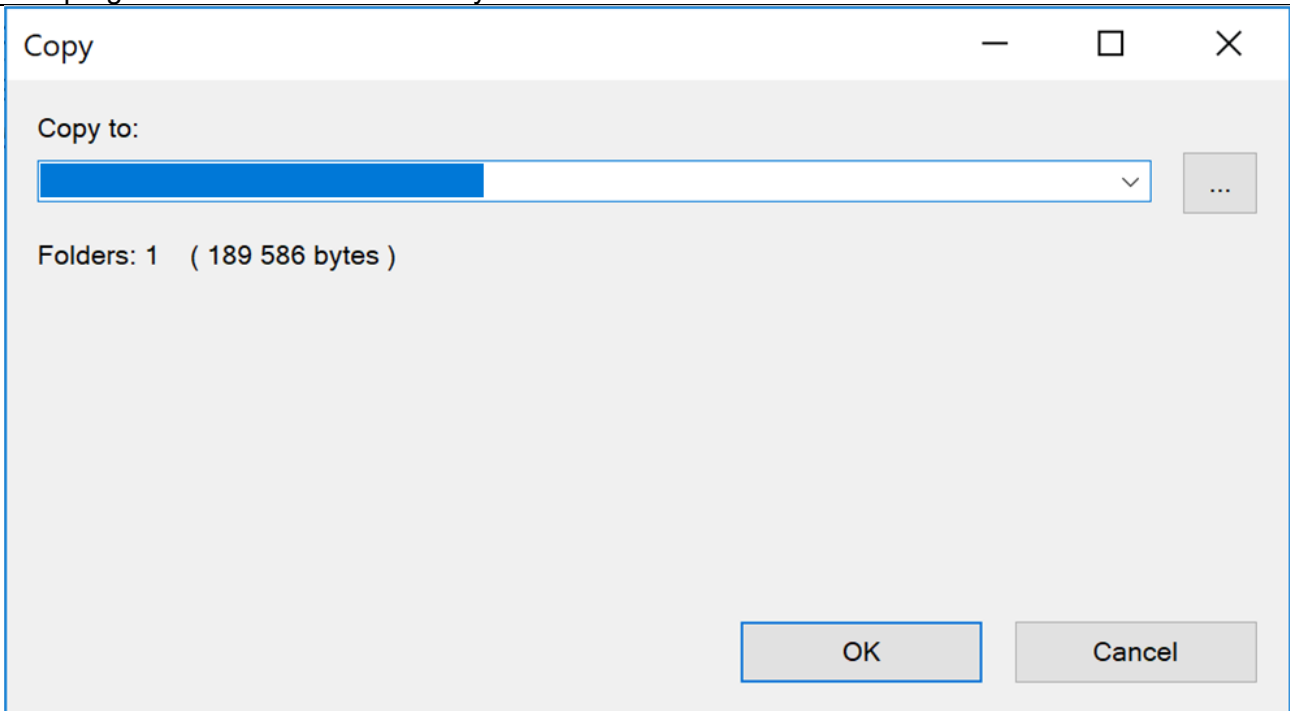
3. When requested, **type** in the **password** which is on the **front of the question paper** (this will be case sensitive).
Click **OK** when you've entered the password.
This may be easier if you tick the Show password box as below.



4. In the next window choose **Extract**



5. Click **OK** at the next window.
The program will extract all the files you need.



6. You now have access to all the files you need.

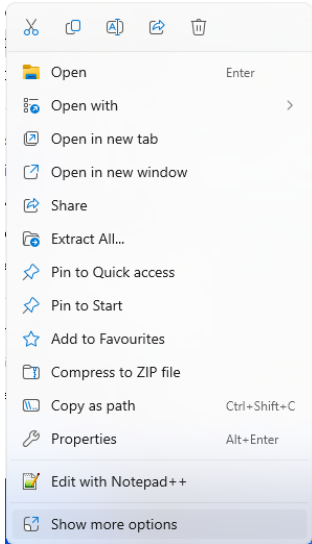
Ziping

1. Highlight **all** the files in your folder either by pressing **Ctrl A** or by using the mouse

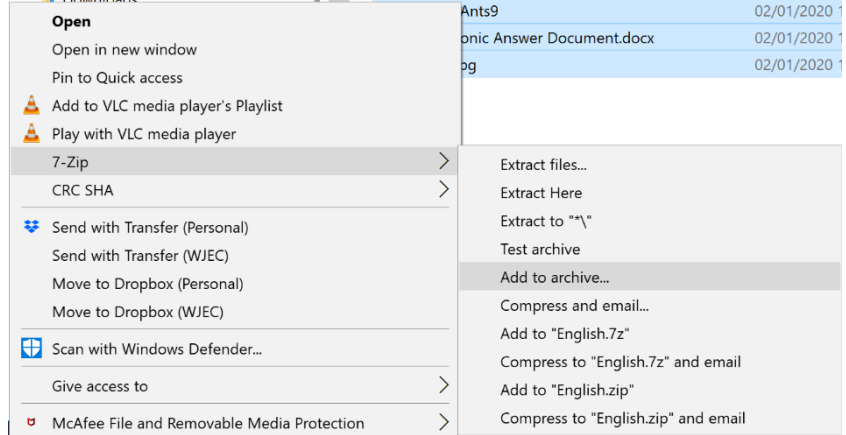
<input type="checkbox"/> Name	Date modified	Type	Size
<input checked="" type="checkbox"/> Aquarium	02/01/2020 15:15	File folder	
<input checked="" type="checkbox"/> WJECAnts8	02/01/2020 15:15	File folder	
<input checked="" type="checkbox"/> WJECAnts9	02/01/2020 15:15	File folder	
<input checked="" type="checkbox"/> Electronic Answer Document.docx	02/01/2020 15:15	Microsoft Word Doc...	23 KB
<input checked="" type="checkbox"/> pets.jpg	02/01/2020 15:15	JPG File	31 KB

2. **Right click**

(a) **Windows 11 Only:** choose 'Show more options'



(b) choose **7-Zip** and then **Add to archive**



3. Complete the archive name as: **Candidate Number**, followed by; the **Surname and Initials**.

Add to Archive ✕

Archive: ...

Archive format: Update mode:

Compression level: Path mode:

Compression method:

Dictionary size: Options

Word size: Create SFX archive

Solid Block size: Compress shared files

Number of CPU threads: / 8 Delete files after compression

Memory usage for Compressing: 1376 MB

Memory usage for Decompressing: 18 MB

Split to volumes, bytes:

Parameters:

Encryption

Enter password:

Reenter password:

Show Password

Encryption method:

Encrypt file names

DO NOT ENTER ANY ENCRYPTION DETAILS.
WJEC WILL NOT BE ABLE TO MARK ANY ENCRYPTED FILES.