Folder Protection

Until recently the only way to password protect ME and Win98 folders and files was to purchase a program for that purpose. Now there is an easier way and it's free. Store the files and/or folders in a compressed folder and use it's password protection feature. IF this feature is not seen on your ME program, it can be added via the Control Panel and Windows Setup tab.

1. Compress the folder by rightclicking the folder and select NEW, Compressed Folder.
2. Give the new compressed folder a name and doubleclick to Open it.
3. Rightclick START…click Explore to open the Explore list.
4. Locate files and or folders to be password protected. RIGHTclick and drag the files/folders onto the new compressed folder and select MOVE HERE. (IF you use the left mouse button to drag and drop, it will merely create a copy and put it into the compressed folder, leaving the original file/folder unprotected.)
5. Now click the Compressed Folder and select FILE from the menu bar. IF using ME select ENCRYPT. Type in a password.
6. When sending the folder to someone they will be able to uncompress the folder using Winzip or another uncompressing program, but the reader will still need the password in order to access the file.
7. To remove the protection, Select the compressed folder and click File on the menu and select DECRYPT.

Note: Folders in XP and Vista can be password protected simply by rightclicking the folder and selecting Sharing and Security and adding a check to the privacy box and add password .

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