



Coffee Break

Question on Software or Operating system.

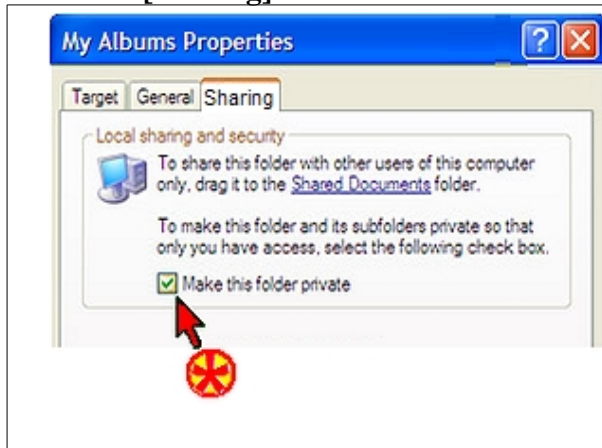
Password Protect your Folders

There are two ways to password protect a folder which is built into Windows XP.

If you have a log in password for your account, this can be used to protect folders from other users. Your hard drive must be formatted using NTFS (which it probably is unless you're dual booting with another operating system). Here's what to do...

Right-click the folder that you want to make private and choose "Properties".

Go to the **[Sharing]** tab and check the **"Make this folder private"** box.



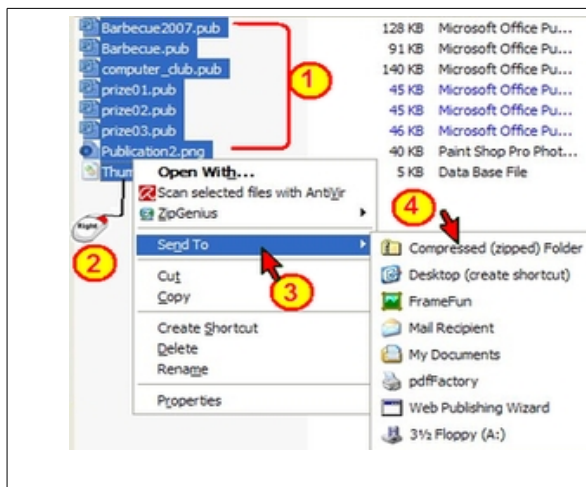
Click **[Apply]**. If you do not have a password on your account, a box will pop up asking if you want to assign a password.

This must be done if you want to make the folder private. *You will need to use your password to log on to your computer from then on.*

Type in a password then confirm it. Click the "Create Password" button then close the Password window.

Click OK in the Properties dialog box.

Second Method



Open the folder to password protect and zip the files.

1. Select the fills to make into a zip folder.
2. Right click the list.
3. Move to **[Send To]**
4. Left click **[Compressed (Zipped) Folder]**.

You can now delete the files out side the zip folder.



A copy of you're files are now compressed in this folder.

Just double-click the zipped folder. In the top menu, select **[File]** then click **"Add a Password"**.



Type a password into the Password box. Then again in the "Confirm Password" box.

Now, you are the only person who can access files in this folder. The folder can be opened allowing the files to be seen, but you are the only one who can access them.

Does not require a password to log on to your computer.