



TUTORIAL

How to preserve the integrity of your emailed files

WINRAR TUTORIAL

Electronic files are frequently transmitted, on media or through the internet, using "container" files, like .zip and .rar. The files are compressed to a smaller size – saving disk space and transmission time. The container files can also be password protected for added security.

RAR files are favored in eDiscovery for several reasons, including speed, compression rates, flexibility, and availability. But RAR files can also be used to collect and transmit forensically sound evidence for use in eDiscovery. Windows file systems store three different time fields for each file: last modification, creation and last access.

>> To create forensically sound copies of files, it is imperative that these dates be preserved. >>

WinRAR is a data compression utility – much like WinZip, but with additional features that make it an attractive choice for preserving the integrity of your files. The feature that sets this tool apart from most others is the ability to correctly store all three Windows file system time fields.

WinRAR also offers 256bit password encryption, and authenticated signature technology for peace of mind when sending data through the web.

This tutorial covers the basics of creating and extracting archives, in a forensically sound manner, using WinRAR.

WINRAR tutorial

CREATE AN ARCHIVE

DOWNLOAD ••• CRE

EXTRACT DATA / RESTORE AN ARCHIVE





Download using the following link

Windows 32-bit: Get WinRAR 32 Windows 64-bit: Get WinRAR 64

To identify whether your computer needs 32-bit or 64-bit, type the word "System" in the start bar and hit enter.

The "System type" indicates which system you're running:

System –		
Proce	ssor:	Intel(R) Core(TM) i5-5300U CPU @ 2.30GHz 2.29 GHz
Instal	led memory (RAM):	8.00 GB (7.70 GB usable)
Syste	m type:	64-bit Operating System, x64-based processor
Pen a	nd Touch:	No Pen or Touch Input is available for this Display

Click on the "Download" button





Once the file has completed downloading, click on "Run" or "Install"



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Follow the prompts (defaults are fine for most users) and click on "OK"

🛂 WinRAR Setup	×						
Associate WinRAR with	Interface						
✓RAR ISO ZIPX ✓ZIP ✓JAR ✓001 ✓ZZ	Add WinRAR to Desktop Add WinRAR to Start Menu Create WinRAR program group						
ACE LZH ARJ TAR BZ2 UUE CAB XZ GZ Z	Shell integration Integrate WinRAR into shell Cascaded context menus Icons in context menus						
Toggle all	Context menu items						
These options control WinRAR integration into Windows. The first group of options allows to choose archive types to handle by WinRAR. The second group selects places to add links to the WinRAR executable. The last group controls integration into the Windows shell. Shell integration provides handy features like "Extract" item in archive context menus, so usually there is no reason to disable it. Press "Help" button to read the detailed description of these options.							
OK	Halp						

Click on "Done"

🛃 WinRAR Setup			×					
WinRAR Setup WinRAR Setup WinRAR Setup WinRAR Setup WinRAR has been successfully installed to the folder C:\Program Files\WinRAR Use "Settings" command from the WinRAR "Options" menu for further customization. If you installed WinRAR for the first time, please do not forget to read the online help. Please note that WinRAR is not free software. Only if you purchase a licence, you will allow us to continue to make improvements. Please visit WinRAR home page to download the latest WinRAR version. Here you can also purchase your licence for WinRAR via our secure transaction server.								
Read help	View license	Order	Home page					
Thank you for using WinRAR! Done								

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To create an archive, simply select files (or folders, etc.), right click and select "Add to archive"

		Kotate right
🛋 imageRT	4/10/2018 10	Rotate left
IMG_20180501_1436251	5/1/2018 2:3€	e
IMG_20180501_1436252	5/1/2018 2:36	Cast to Device
IMG_20180501_1436254	5/1/2018 2:36	🗉 Convert to Adobe PDF
IMG_20180501_1436257	5/1/2018 2:36	🐑 Combine files in Acrobat
IMG_20180501_1436258	5/1/2018 2:36	. Com a la ta l'hann familiana
IMG_20180501_143625	5/1/2018 2:36	Scan selected items for viruses
IMG_20180501_1436259	5/1/2018 2:36	Er Share
IMG_20180501_1436260	5/1/2018 2:36	Give access to
IMG_20180501_143626	5/1/2018 2:36	Open with TextDed
IMG_20180501_1436262	5/1/2018 2:36	Add to archive
IMG_20180501_143626	5/1/2018 2:3	Add to "Course Distances ar"
IMG_20180501_1436263	5/1/2018 2:3€	🗑 🖀 Compress and email
IMG_20180501_143626	5/1/2018 2:3€	Compress to "Saved Pictures.rar" and email
IMG_20180501_1436264	5/1/2018 2:3€	Sand to
IMG_20180501_1436265	5/1/2018 2:36	Send to
IMG_20180501_143626	5/1/2018 2:36	e Cut
IMG_20180501_1436266	5/1/2018 2:36	Сору
IMG_20180501_1436267	5/1/2018 2:36	Create shortcut



By default, WinRAR preserves only the last modification time.

To preserve creation and last access times, you **MUST check** the "Store creation time" and "Store last access time" boxes in the "Time" tab of the archiving dialogue:

Archive name a	na parame	ters			_	?	×
General Advanced	d Options	Files	Backup	Time	Comment		
File time to stor	e		-				
Store <u>m</u> odi	fication time	•					
Store <u>c</u> reat	ion time		7				
Store last a	ccess time						
High precis	ion time for	mat					
Eiles to success							
Thes to process							
Of any time			\sim				
,							
Archive time							
Set archive tim	ne to						
Current system	n time		\sim				
			C	DK I	Cance		Help

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Return to the "General" tab to edit the RAR file name, and "Browse" to select the location.

You can also set a password here:

Archive name and parameters ? >							
General Advanced Options Files	Backup Time	Comment					
Archive name MyRAR.rar			<u>B</u> row	/se			
Default Profile	<u>U</u> pdate mode						
Pro <u>f</u> iles	Add and repla	ce files		\checkmark			
Archive format Image: Archive format Image: Archive format Image: Compression method Normal Image: Dictionary size 32 MB	Archiving opti Delete fil Create SI Create SI Create SI Create SI Lock arch	ions es after archive EX archive vid archive very record nived files nive	ving				
Split to volumes, size	Set password						
OK Cancel Help							

Select "Save" or "OK" to finish the process.

Note: WinRAR provides complete support for both RAR and ZIP archives. However, the three time field options are only supported by RAR archives (ZIP format supports only the modification time).



Navigate to the location of the RAR file, right click and select "Extract"

📴 Classification.rar

If the file is password protected it will prompt you for a password.



If your RAR archive has stored time fields

You'll need to enable "Set creation time" and "Set last access time" options in the "Advanced" tab of the extraction dialog to restore these times when extracting files.

Many vendors will automatically check these settings upon receiving RARed data, but it's always a good idea to make sure that anyone restoring your RAR knows to do it:

Extraction path and options		?	×	
General Advanced				
File time Set modification time Set greation time Set access time	Attributes Clear attribute "Archive" Set file security Set attribute "Compressed"			
File paths Extract relative paths Extract full paths Do not extract paths Extract absolute paths	Delete archive Never Ask for confirmation Always			
Miscellaneous Background extraction Waik if other WinRAR copies are active Allow absolute paths in symbolic links Allow potentially incompatible names				
	OK Cancel	Н	elp	

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Return to the "General" tab, confirm the location to extract the files, then click "OK."

And that's it – add WinRAR to your best practices toolkit to collect, send, and restore forensically sound copies of files for e-discovery.

See the application Help guide for more in-depth information.