

HARBOR

Simply Smart eDiscovery



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 256-bit 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

DOWNLOAD

CREATE AN ARCHIVE

EXTRACT DATA / RESTORE AN ARCHIVE



1

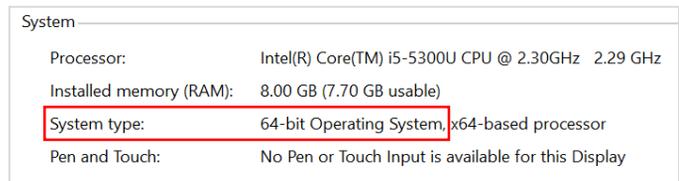
Download using the following link

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:



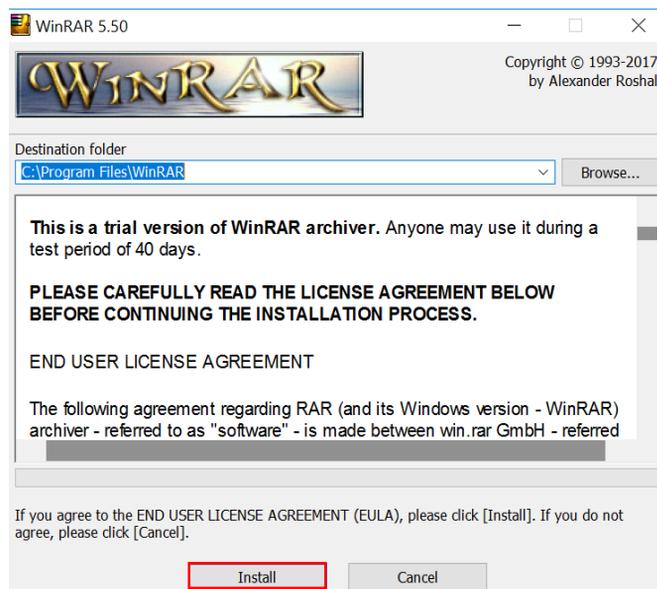
2

Click on the “Download” button

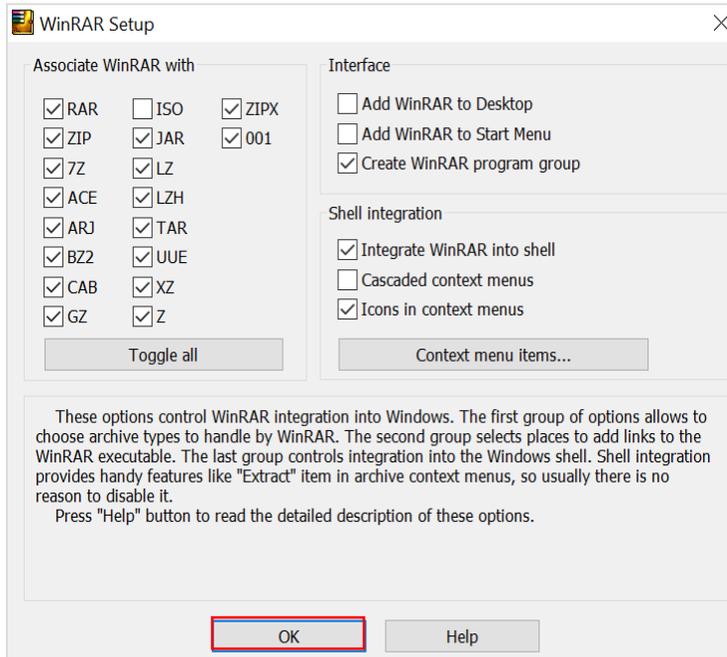


3

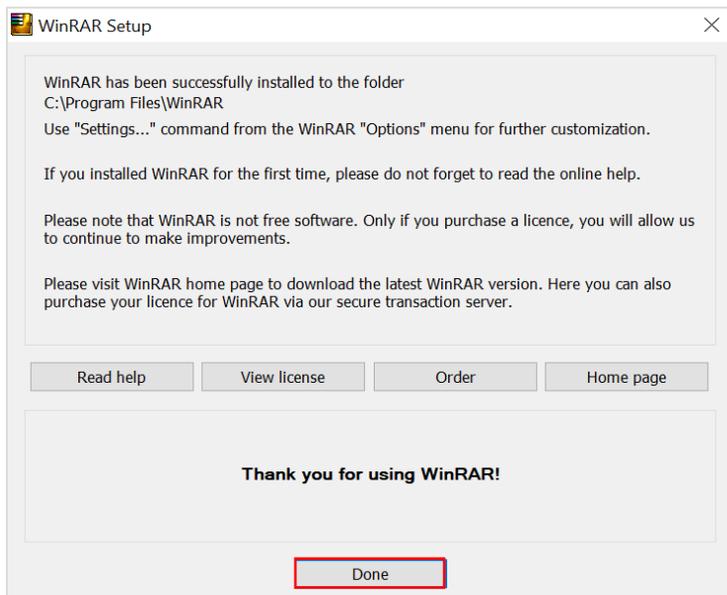
Once the file has completed downloading, click on “Run” or “Install”



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

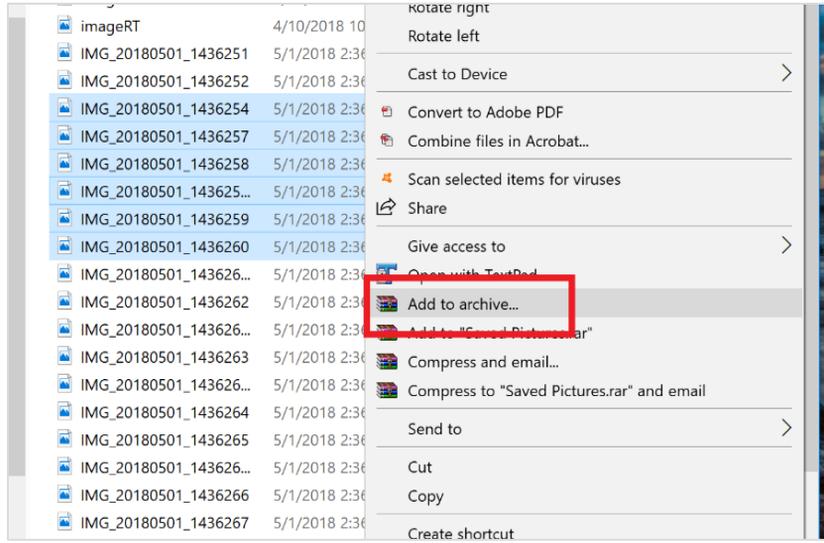


5 Click on "Done"



1

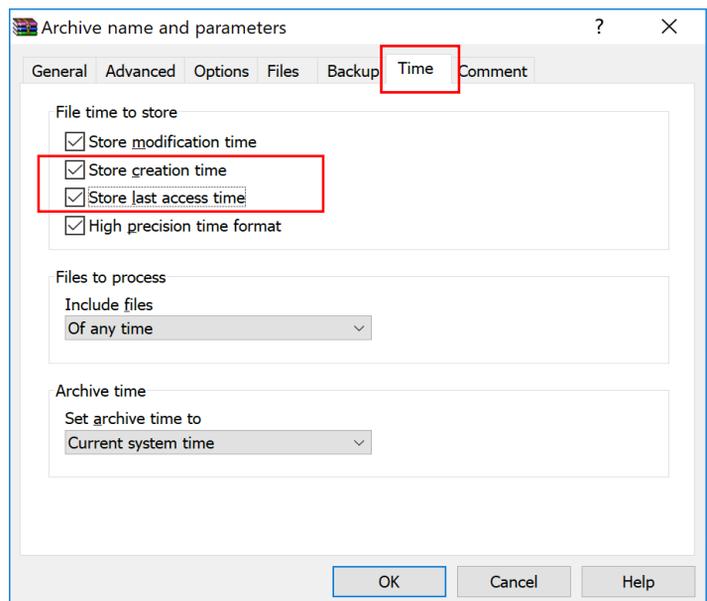
To create an archive, simply select files (or folders, etc.), right click and select “Add to archive”



2

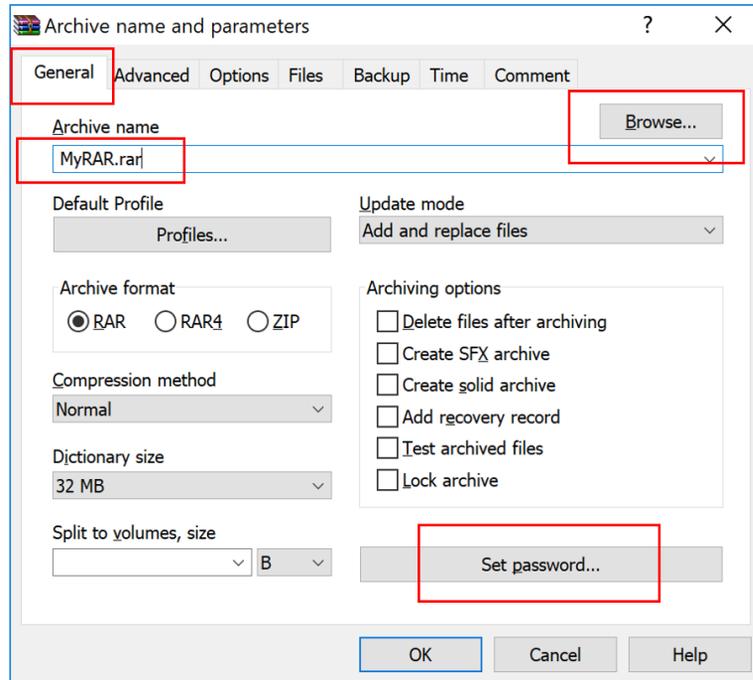
By default, WinRAR preserves only the last modification time.

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:



3 Return to the “General” tab to edit the RAR file name, and “Browse” to select the location.

You can also set a password here:



4 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).

1

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

 Classification.rar

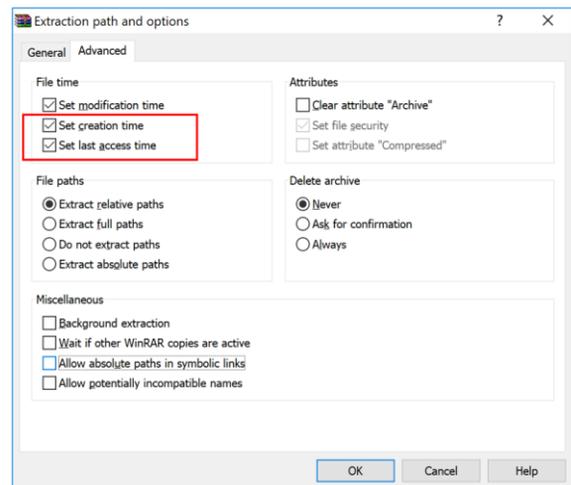
If the file is password protected it will prompt you for a password.

2

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:



3

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.