

4 ways to set passwords for folders and files on your computer

To keep your folder safe, avoid theft and disclosure of information. You can refer to 4 ways to set passwords for folders and files on your computer here.

Does your computer have important documents that need to be secured to prevent anyone from accessing them? Then don't skip this article because [TipsMake](#) will guide you how to set a password for Folder in the simplest and fastest way.

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Use features available on Windows

An important note you should understand before **setting a password for a Folder** using the feature available on Windows is that this method is only used for devices that have multiple user accounts accessing it.

Because when you encrypt data, other accounts will not be able to view the encrypted data. In case the user has your account password, they can still view the encrypted data.

The steps to **set a password for a Folder** are as follows:

Step 1: First, right-click on the file or folder that needs to create a password and then click on **Properties**.

Step 2: On the **General tab**, click the **Advanced** button .

Step 3: Click to tick **Encrypt contents to secure data** , click **OK** to finish.

Set a password for a Folder in Windows using code

There are 2 ways to create a password for a folder in Windows using code:

How to set a password for Folder using code

Step 1: Move to the folder where you want to set a password, right-click to open the options, then click **New** , then select **Text Document**.

Step 2: In the new window that appears on the screen, copy and paste the code below:

```
cls @ECHO OFF title Folder Private if EXIST "HTG Locker" goto UNLOCK if NOT EXIST
```

Step 3: On the code you just copied above, in the position where the command **PASSWORD_GOES_HERE** is located, replace it with the password you want to set.

For example: If you want to **create a Folder password** of 123123@123, the command will become

```
if NOT %pass%== 123123@123 goto FAIL
```

Step 4: Go to **File** , click **Save As** to save.

In the File Name position , name the file **locker.bat** . **In the Save as type** position , select **All Files** , click **Save** to save and can delete the text file.

Step 5: Double click on the locker file you just created to open, at this time a new folder named **Private** will appear on the screen . This will be the place to store the folders and files that you want to secure.

Step 6: After completing copying data to the **Private** folder , click on the locker file and you will see a new dialog box appear on the screen, enter **Y** and press **Enter**.

After completing step 6, you will see the **Private** folder disappear. Now you have completed the steps **to set the password for the Folder** and your data is protected.

Step 7: If you want the Private dialog box to appear on your computer screen again, just double-click on the locker file, enter the security password you initially set, and press Enter .

Instructional videos:

How to review Folder

After you have **set a password for the folder** you want to review, follow these 2 steps:

Step 1: In the folder or file, click **View** .

Then click **Options**.

Step 2: In the **View** tab of the new window that appears on the screen, select **Show hidden files, folders, and drives** as shown below, click to uncheck **Hide protected operating system files** , then click **OK** .

After completing the above 2 steps, your folder will appear again.

Use WinRAR to set passwords for Folders and Files

Step 1: Right-click on the folder or file for which you want to **set a password** , click **Add to archive**.

Step 2: On the new window that appears on the screen, at the **General** tab, select **Set Password**. as shown below.

Step 3: Enter the password you want to set security in the **Enter password** box , re-enter the password again in the **Reenter password for verification** box . Finally, click on the **Encrypt file name** box to select it as shown below.

Step 4: Select **OK** to complete the instructions **on how to lock the Folder**.

Use the software to set a password for the Folder

The **ways to set folder passwords** that TipsMake guides above are all used with tools available on the computer. However, you can still **set a password for the Folder** by using programs to lock folders, hide folders, etc.

Other security solutions

With different folders you will have different security solutions, for example:

1. For rarely used folders and files, you can move these contents into the same common storage folder, compress them and just set a password for the storage folder.
2. For devices using Windows ME and Windows XP, the system is often equipped with compression tools that come with the ability to set a security password, so you can use these available tools.
3. If you are using Windows Vista and Windows 7, to **set a password for the Folder** , you must use a third party.
4. For frequently used folders and files, to increase the highest security, you should install third-party security programs such as 7-Zip (Free), AxCrypt (Free), Folder Guard (Free). fee), Protected Folder (Charge),...

Some notes when encrypting or setting a password for Folders or Files

When encrypting a password for a folder, you need to note:

1. There is a truth that you must know that your data on your computer cannot be 100% protected even with security settings. Because just by typing keywords on Google, you will find many instructions on removing encryption and password of a folder. So for especially important folders, use paid software.
2. Always back up your important data to another device or another folder to prevent the original files from being deleted.
3. When **setting a Folder password** , remember it so you can open the file next time.

What should I do if I forget the password to unlock the Folder?

If you accidentally forget your password, don't worry because TipsMake will guide you how to edit and reset a new password for the Folder with the following operations:

Step 1: Right-click on the locker file to open the options and then click **Edit**.

Step 2: A **Text** dialog box will appear on the computer screen, you just need to delete the old password and reinstall a new password.

For example, your original password is 4321, please delete this password and set a new password.

Step 3: Save the new secure folder by going to **File > Save As** . **In the Save as type** position , select **All Files > Save** to save.

Epilogue

Hopefully the ways **to set passwords for Folders** shared above by TipsMake will help you increase the security of important folders on your computer. If you have any other questions related to **setting a Folder password** , please leave a comment below to receive quick support from our experts.

You finished reading the article "**4 ways to set passwords for folders and files on your computer**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.