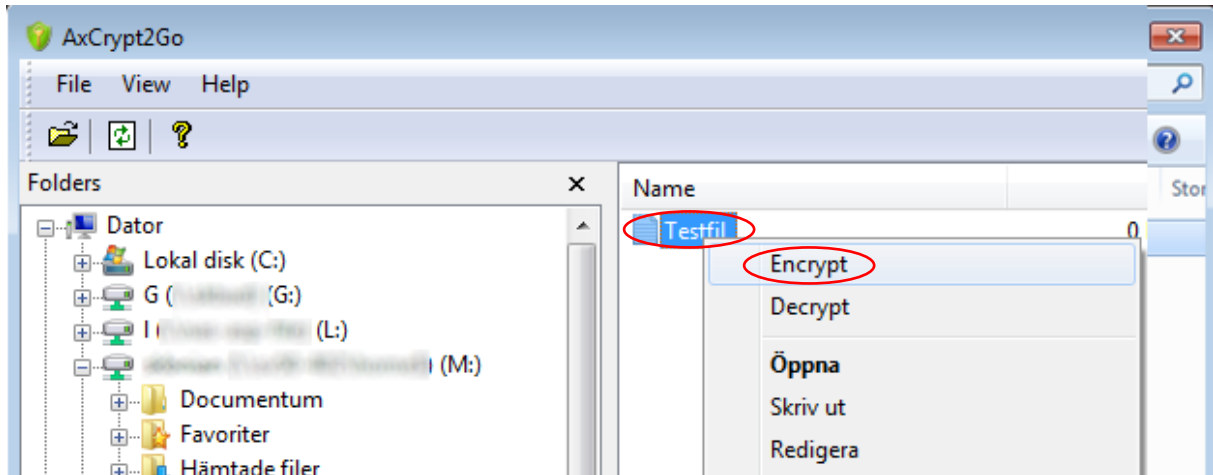## Encrypt a file or a document
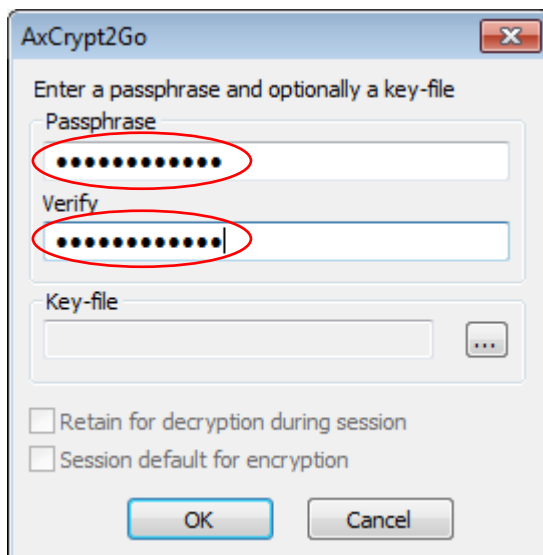
To encrypt a file, use AxCrypt2Ggo.
The original file is remained and only an encrypted copy is created.
Only one file can be encrypted at the same time. If several files are to be encrypted, please create a zip-archive and encrypt that.
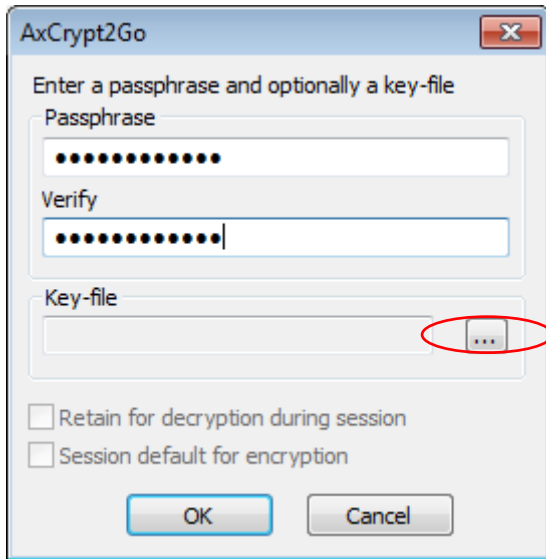
1. Start AxCrypt2Go from where the file was saved, by double clicking from Explorer
2. Locate the file to be encrypted
3. Right click on the desired file
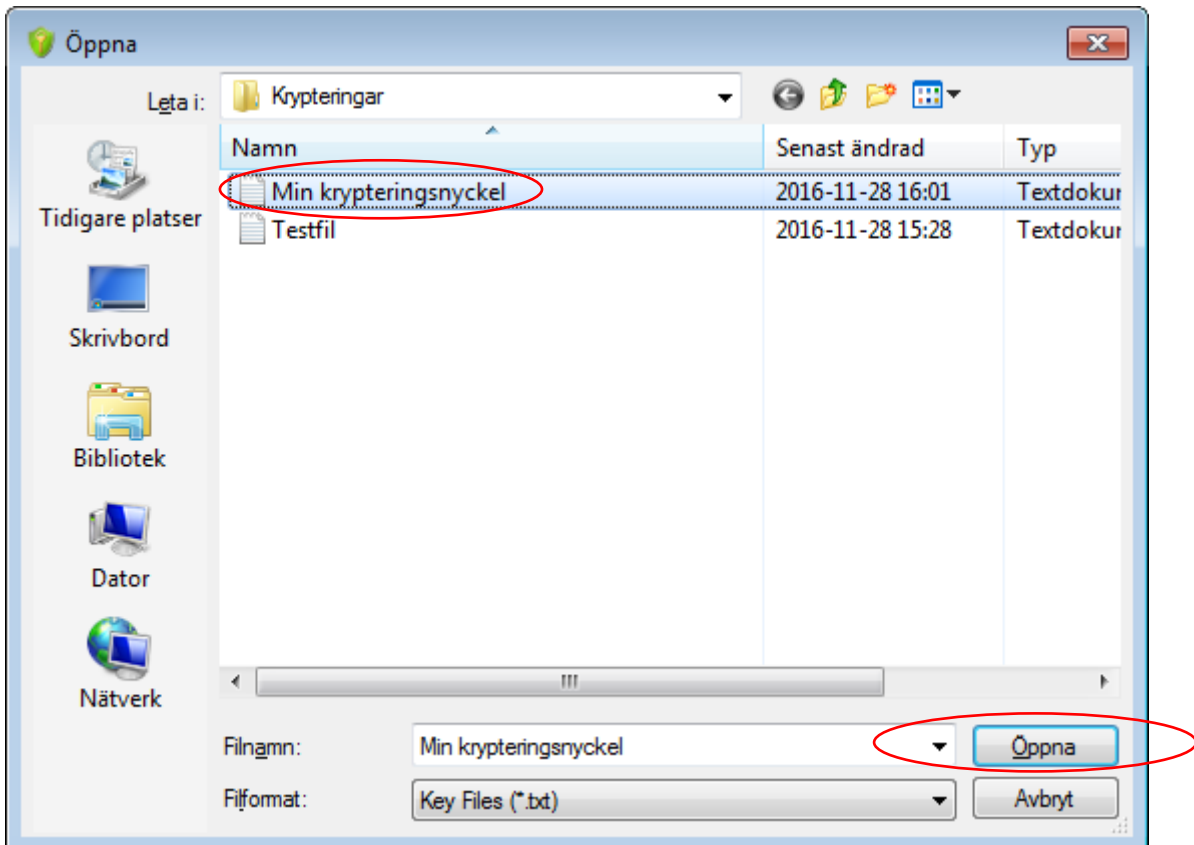4. Choose Encrypt

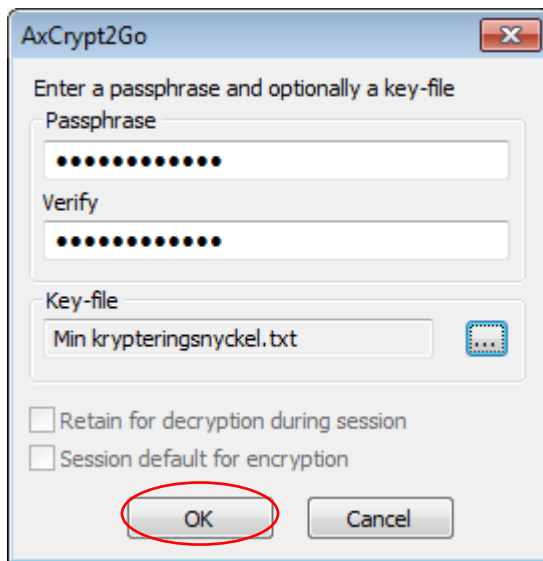1. Choose a password for the encryption

2. Submit the path to a key file – *optional*
   Only if a key file is to be used

3. Click the file that is going to be used as a key file.
   Any file can be used, but you should use one created for this purpose.
   As a suggestion, create a text file with random characters.

4. Click OK

5. The file is encrypted
   The encrypted file is saved as an encrypted copy of the original file.

The new encrypted copy gets the file extension .axx and the Type Axcrypt Files