

## SanDisk CruzerLock 2.1 Quick Start Guide

Welcome to **SanDisk® CruzerLock™, version 2.1**, security software. The CruzerLock™ 2.1 product line provides a software security solution that enables you to encrypt sensitive information on your SanDisk® Cruzer™ USB flash drive to protect it. Since the data is encrypted, you can prevent others from accessing confidential data, such as files for corporate projects or personal finances. If you misplace or lose your flash drive, you don't have to worry about your secure data falling into the wrong hands.

If you aren't concerned about encrypting the files on your flash drive, instead of using the CruzerLock™ 2.1 software, you can directly add them to your flash drive much in the same way as you do to other forms of removable storage media, such as floppy disks. For instance, you can drag-and-drop files to the flash drive through Windows Explorer or save a file to the flash drive from software that you're using. This process is described below in *Using the Flash Drive without CruzerLock 2.1*.

The CruzerLock™ 2.1 software is available in several versions. CruzerLock™ 2.1 Free and CruzerLock™ 2.1 Basic are already packaged with the flash drive. To access the CruzerLock™ 2.1 Basic functionality, you will need to purchase the upgrade. CruzerLock™ 2.1 is supported on Microsoft Windows 98 SE, ME, 2000, XP Home, and XP Pro.

With CruzerLock™ 2.1 Free and CruzerLock™ 2.1 Basic, you can encrypt folders and files on the flash drive. You can also decrypt and browse the encrypted contents. The CruzerLock™ 2.1 Basic upgrade enables you to also encrypt files on your hard drive, share your flash drive archive to your hard drive, and to improve the file compression settings.

For additional powerful features, you can upgrade to the Premium and Professional versions of the software from the encryptX Corporation. These features include protecting email and removable storage media (i.e., CD and DVD discs and other removable storage media) content, user rights management, and auditing.

For more information about the Premium and Professional products, after you create a new encryption archive or open an existing one, click the **Upgrade** button in the **CruzerLock 2.1 Archive** window. You can refer to the *Starting CruzerLock 2.1*, *Accessing an Existing Archive*, and *Upgrading your Software* sections of this guide for instructions on how to create and open an archive as well as how to upgrade.

An explanation of the CruzerLock™ 2.1 software products feature sets is available from the CruzerLock™ 2.1 online Help system that is included with the application. You can find more detailed information about the features for the Premium and Professional versions of the software on the encryptX Web site.

**For more detailed information regarding CruzerLock™ 2.1 Basic and Free version use, please refer to the CruzerLock™ 2.1 online Help system.**

**User tutorials provide a rapid and easy way to learn about CruzerLock™ 2.1 functionality. You can access the tutorials by selecting the flash drive letter in Windows Explorer and double-clicking the Tutorials link to open the tutorials Web page.**

### I. Using the Flash Drive without CruzerLock 2.1

The CruzerLock™ 2.1 software included on your Cruzer™ USB flash drive enables you to encrypt your files, so that only authorized users can access your data on the flash drive. This can be especially helpful if you lose or misplace your flash drive.

However, if you decide you do not need to protect your files, you can also use your flash drive without using the CruiserLock™ 2.1 software.

1. Insert your flash drive into a PC USB port.
2. If a Windows Explorer window that exclusively displays the flash drive contents opens, close the window.
3. To view the drive-letter that your computer uses for your flash drive, double-click the **My Computer** desktop shortcut and note the drive-letter associated with it (for instance, "D:", "E:", or "F:").
4. Through Windows Explorer, drag-and-drop files from your local or network drive to the drive-letter for your flash drive.  
- or -  
For an open file on your PC, save the file directly to the flash drive location on your computer.
5. When you have finished putting files and/or folders onto the flash drive, double-click the icon for the flash drive at the bottom right corner of your screen.
6. In the **Safely Remove Hardware** dialog box, click **Stop**.
7. In the **Stop a hardware device** dialog box, select the entry for your flash drive and click **OK**.
8. In the **Safely Remove Hardware** dialog box, click **Close**.
9. Remove your flash drive from the PC USB port.

## II. Starting CruiserLock 2.1

Your flash drive already contains a CruiserLock™ 2.1 encryption archive (software that enables you to protect and manage sensitive files). When you start the CruiserLock™ 2.1 Free software for the first time, you set up the archive by encrypting data and entering your login and password recovery information. After you set up the archive, you can freely use it.

With CruiserLock™ 2.1 Free, you can only work with the single archive on the flash drive. If you have upgraded to CruiserLock™ 2.1 Basic, you can create additional archives on hard and network drives.

1. Insert your Cruiser™ USB flash drive into a PC USB port.
2. If a Windows Explorer window that exclusively displays the flash drive contents fails to automatically display, in Windows Explorer, select the drive letter for the flash drive
3. Double-click the **CruiserLock 2.1.exe** file.
4. Review the license agreement in the **End user license agreement** dialog box.
5. To accept the license agreement, select **I accept**. (If you do not accept, you cannot use the software.)
6. Click **Continue**.
7. In the **Save CruiserLock 2.1 Archive** dialog box, enter a user name and password.
8. In the **Verify** box, re-enter the password.
9. In the **Hint question** box, enter or select a challenge question for password recovery if you forget your password.
10. In the **Hint answer** box, enter an answer to the challenge question that you can easily remember. (The answer must be eight characters or longer.)
11. Click **Save**.
12. If you are an administrative user of the PC with which you are using the flash drive, in the top panes of the **Add Files to Your CruiserLock 2.1 Archive** dialog box, select the files and/or folders that you want to encrypt and drag-and-drop them to a bottom pane.  
- or -  
If you are not an administrative user of the PC, select the files and/or folders that you want to encrypt in the Windows Explorer window that displays and drag-and-drop them to a pane in the **Add Files to Your CruiserLock 2.1 Archive** dialog box.

The **Activity Log** dialog box displays after each time that you add files or folders. It records the progress of the encryption operation for each file and disappears when the operation has completed for all selected files.

**Note:** For more detailed information on adding contents to the archive, see *Encrypting*.

13. After you have finished encrypting content, click **Close**.  
The **CruzerLock 2.1 Archive** window that enables you to perform CruzerLock™ 2.1 operations is available.

### III. Encrypting

The archive contains a **My Files** folder to hold your encrypted content. You can use it as a default folder and organize the content that you add to it later. You can also create new customized folders to reflect the organization that you want.

1. In the **CruzerLock 2.1 Archive** window, click the **Encrypt** button.
2. If you are an administrative user of the PC with which you are using the flash drive, in the top panes of the **Add Files to Your CruzerLock 2.1 Archive** dialog box, select the files and/or folders that you want to encrypt.  
– or –  
If you are not an administrative user of the PC, select the files and/or folders that you want to encrypt in the Windows Explorer window.
3. To exclusively add files and folders to the **My Files** folder, select the **Hide original locations by encrypting files and folders to 'My Files'** check box and drag-and-drop the selected items onto either bottom pane.  
– or –  
To add files and folders to a specific folder, clear the check box and drag-and-drop the selected items onto the folder in a bottom pane.  
– or –  
To add files and folders that reflect their original location on your computer, clear the check box and drag-and-drop the selected items onto the **SecurArchive** root at the top of the folder tree.  
CruzerLock™ 2.1 adds the selected data to the archive.

For each of these methods, the **Activity Log** dialog box displays each time that you add files or folders to the bottom pane. It records the progress of the encryption operation for each file and disappears when the operation has completed for all files.

4. After you are finished encrypting content, click **Close**.

### IV. Decrypting

1. In the **CruzerLock 2.1 Archive** window, click the **Decrypt** button.
2. In the decryption dialog box, select a file or folder that you want to decrypt and click **Decrypt**.
3. In the file saving dialog box, select the location for the data and click **OK**.  
CruzerLock™ 2.1 saves a decrypted copy of the file or folder to the location you selected.

The **Activity Log** dialog box that logs the decryption process displays. Its disappearance indicates that a decrypted copy of the file or folder has been saved to the location you selected.

## V. Modifying and Updating Archive Contents

You can view or update archive files through the contents viewing dialog box, which presents a flat file view of the archive contents. When you open a file or group of associated files, after you open the file, modify, and save it, **CruzerLock™ 2.1** adds the modified version of the file to the archive and hides the previous version.

1. In the **CruzerLock 2.1 Archive** window, click the **Contents** button.
2. In the contents dialog box, select a file that you want to update and click **Open**.  
As long as there is an application associated with the file type installed on your PC, the file immediately opens in the application.
3. Update the file, save it, and close the application.  
The updated version of the file is automatically encrypted and saved to the archive.
4. Click **OK**.

## VI. Deleting Files

If you would like more space on your **Cruzer™** USB flash drive and there are archive files that you no longer need, there are a few ways that you can delete archive files, each having different consequences. You can mark files for deletion so they no longer appear in the user interface but are still in the archive, permanently purge files, or permanently empty all files from the archive.

### A. Mark for deletion

When you mark files for deletion, the archive size does not diminish. If you do not have time to permanently remove the files by purging them, you can mark them for deletion first and later purge them. With the Professional version, you can later retrieve these files.

1. In the **CruzerLock 2.1 Archive** window, click the **Contents** button.
2. In the contents dialog box, select one or more files that you want to delete.
3. Click **Delete**.
4. In the **Delete Archive Options** dialog box, select **Hide Selections for Purging Later** and click **OK**.

The **Activity Log** dialog box that logs the file marking for deletion operation displays. Its disappearance indicates that the operation has completed.

### B. Purge files

To reclaim space, you can permanently purge files from the archive.

When you purge files, all files marked for deletion are permanently removed from the archive as well as any previous versions of archive files. The archive size diminishes by the size of the purged files. Even with the Professional version, you will not be able to recover them.

1. In the **CruzerLock 2.1 Archive** window, on the **Operations** menu, click **Purge**.
2. In the **Purge Archive** dialog box, click **Purge Now**.  
The **Activity Log** dialog box that logs the file purging operation displays. Its disappearance indicates that the operation has completed.

### C. Empty archive

You can completely empty the archive by permanently deleting all files from it. If you empty the archive, you will not be able to recover the files. To retain copies of the files, decrypt them to another location before emptying the archive.

1. In the **CruzerLock 2.1 Archive** window, on the **Operations** menu, click **Empty**.
2. In the **Empty Archive** dialog box, click **OK**.

## VII. Accessing an Existing Archive

The methods that you can use to access an encrypted archive vary depending on the version of CruzerLock™ 2.1 that you have.

### Access the CruzerLock 2.1 Free archive

1. In the window with the flash drive files that displays when you insert the flash drive into your PC, double-click the **CruzerLock2.exe** file.  
– or –  
If the window with the flash drive files does not display, in Windows Explorer, select the drive letter for your Cruzer™ USB flash drive and double-click the **CruzerLock2.exe** file.
2. In the **Enter Login Information** dialog box, enter your user name and password.
3. Click **OK**.  
The **CruzerLock 2.1 Archive** window displays.

### Access CruzerLock 2.1 Basic archives

1. In the window with the flash drive files that displays when you insert the flash drive into your PC, double-click the **CruzerLock2.exe** file.  
– or –  
If the window with the flash drive files does not display, in Windows Explorer, select the drive letter for your flash drive and double-click the **CruzerLock2.exe** file.
2. In the **Welcome to CruzerLock 2.1** dialog box, to select an existing archive:
  - a. If the archive is listed in the archive list, select **Open the selected archive**.
  - b. Select the archive in the list.
  - c. Click **Next**.  
– or –
  - a. Select **Open an existing archive**.
  - b. Click **Next**.
  - c. In the **Select CruzerLock 2.1 Archive** dialog box, select the archive location folder.
  - d. Double-click the **[archive name].ncx** file.
3. In the **Enter Login Information** dialog box, enter your archive user name and password.
4. Click **OK**.  
The **CruzerLock 2.1 Archive** window displays.

**Note:** If you open a hard or network drive archive and your flash drive is not inserted in the PC, you cannot encrypt new folders and files; you can only view and decrypt the existing archive contents.

## VIII. Upgrading your Software

After you upgrade your free CruiserLock™ 2.1 software to the basic version, you can create new archives on hard or network drives and share your flash drive archive to a hard or network drive. When you purchase the upgrade, you enter the license key code that you receive into your existing free version of the software.

1. In the **CruzerLock 2.1 Archive** window, click the **Upgrade** button.
2. In the **Upgrade** dialog box, click **Upgrade now** and **Go**.
3. If you are connected to the Internet, a Web site displays that enables you to purchase the upgrade and obtain the upgrade license key code.  
– or –  
Connect to the Internet later, enter the Web site address provided in the **Registration** dialog box text, purchase the upgrade, and obtain the license key code.
4. In the **Registration** dialog box, enter the CruiserLock™ 2.1 Basic registration key code and click **OK**.  
The **CruzerLock 2.1 Archive** window displays with additional functionality buttons (**Share** and **Preferences**) enabled.

**Note:** If you purchase the upgrade later, you can open the **Registration** dialog box again by clicking **Apply a new product key** in the **Upgrade** dialog box.

**Note:** You can also use the **Upgrade** button to purchase the Premium or Professional versions. However, instead of entering a license key code into the Free or Basic versions, you will have to download the software separately.

If you have any questions about upgrades or additional CruiserLock™ 2.1 features, contact the encryptX Corporation at 1-877-233-6510 or open an archive and click the **Upgrade** button in the **CruzerLock 2.1 Archive** window to link to a Web site page with more information.

## IX. Creating a New Hard or Network Drive Archive

After you create a new archive on a hard or network drive, you can use it the same way that you use your flash drive archive.

**Note:** This feature is only available in the Basic version of CruiserLock™ 2.1. For information on purchasing the Basic version upgrade, please refer to *Upgrading your Software*.

1. In Windows Explorer, select the drive letter for your flash drive and double-click the **CruzerLock2.exe** file.
2. In the **Welcome to CruiserLock 2.1** dialog box, select **Create a new archive** and click **Next**.
3. In the **Save CruiserLock 2.1 Archive** dialog box for creating the administrative user identity, enter a user name and password.
4. In the **Hint** question box, enter or select a challenge question for password recovery if you forget the password.
5. In the **Hint** answer box, enter an answer to the challenge question that you can easily remember and click **Next**. (The answer must be eight characters or longer.)
6. In the **Save CruiserLock 2.1 Archive** dialog box for choosing the archive location, click **Browse**.
7. In the **Choose Archive and Location** dialog box, select a hard or network drive location for the new archive.

8. In the **File Name** box, enter an archive name.
9. Click **Set**.
10. In the **Save CruiserLock 2.1 Archive** dialog box for choosing the archive location, click **Save**.
11. If you are an administrative user of the PC with which you are using the flash drive, in the top panes of the **Add Files to Your CruiserLock 2.1 Archive** dialog box, select the files and/or folders that you want to encrypt and drag-and-drop them to a bottom pane.  
- or -  
If you are not an administrative user of the PC, select the files and/or folders that you want to encrypt in the Windows Explorer window that displays and drag-and-drop them to a pane in the **Add Files to Your CruiserLock 2.1 Archive** dialog box.

The **Activity Log** dialog box displays after each time that you add files or folders. It records the progress of the encryption operation for each file and disappears when the operation has completed for all selected files.

**Note:** For more detailed information about adding contents to the archive, see *Encrypting*.

12. After you have finished encrypting content, click **Close**.  
The **CruzerLock 2.1 Archive** window that enables you to perform CruiserLock™ 2.1 operations is available.

## X. Sharing to a Hard or Network Drive

You can share some or all of the protected contents of your flash drive archive to a hard or network drive location. When you share the archive, a new archive with the selected contents is created at the selected location. You can encrypt additional files and folders to the new archive.

**Note:** This feature is only available in the Basic version of CruiserLock™ 2.1. For information on purchasing the Basic version upgrade, please refer to *Upgrading your Software*.

1. In the **CruzerLock 2.1 Archive** window, click the **Share** button.
2. In the **Select Sharing Method** dialog box, click **To a fixed disk** and, then, **Share**.
3. In the **Sharing** dialog box, click **Browse** to select a location and name for the shared archive in the **Select Copy Location** dialog box.
4. Click **Save**.
5. In the **Sharing** dialog box, type comments in the **Comments** box.
6. To share only specific archive folders and/or files, click the **Select Items** tab and select the items that you want.
7. Click **Share**.  
The **Activity Log** dialog box that logs the sharing operation displays. Its disappearance indicates that the operation has completed.

**Note:** The new shared archive has the same user name and password as the original archive.