

SecurDataStor Quick Start Guide

Welcome to **SecurDataStor™, version 6.4** security software from encryptX™ Corporation. The SecurDataStor product line provides a software security solution that manages and controls access to sensitive information that is shared internally and externally. After you share it through a network drive location, email, or removable storage media, the information remains protected while recipients are using it. (If you have set an expiration date for the contents, the encrypted files are accessible only for a limited time.) CD/DVD disc recipients can access the files with their user name and password. Email recipients can download a free copy of the software to access shared encrypted files.

The SecurDataStor product is available in three versions: Basic, Premium, and Professional. This quick start guide presents instructions for the most common functions of the three versions. An explanation of the current version feature sets is available from the SecurDataStor online Help system that is included with the application and at http://www.encryptx.com/small_business_products.php.

For more detailed information regarding features and use, please refer to the SecurDataStor online Help system.

User tutorials provide a rapid and easy way to learn about SecurDataStor functionality. The tutorials are located at http://www.encryptx.com/support/sds_tutorials.php.

I. Installation

You can start installing SecurDataStor by downloading the installation file for the software from http://www.encryptx.com/small_business_downloads.php and double-clicking it in Windows Explorer.

Or, if you have an installation CD-ROM disc, insert the disc into your drive.

II. Starting SecurDataStor

After the SecurDataStor application is installed, you can start working with it by creating an archive and adding files and folders to it. An archive is an encrypted and compressed container that protects files or email messages. When shared with other users, the archive persistently enforces access rights to the contents, which determine how recipients can use them.

1. Double-click the **SecurDataStor v6.4** desktop shortcut.
2. If you have purchased the software, in the **Evaluation** dialog box, click **License**. In the **Registration** dialog box, enter the license key code, and click **OK**.
– or –
If you want to use the free trial version of the software, in the **Evaluation** dialog box, click **Evaluate**.
3. In the **Welcome to SecurDataStor** dialog box, click **Create a new archive** and **Next**.
4. In the **Save SecurDataStor Archive** dialog box for creating the administrative user identity, enter a user name and password that is at least six characters long.
5. In the **Verify** box, re-enter the password.
6. In the **Hint question** box, enter or select a challenge question for password recovery if you forget your password.
7. In the **Hint answer** box, enter an answer to the challenge question that you can easily remember and is at least eight characters.
8. Click **Next**.

9. In the **Save SecurDataStor Archive** dialog box for choosing the archive location, to create the wrapper on your hard or network drive, click **On a fixed disk**.
10. In the **Archive path or name** box, click **Browse**.
11. In the **Choose Archive Name and Location** dialog box, navigate to the desired folder, enter an archive name in the **File name** box, and click **Set**.
12. In the **Save SecurDataStor Archive** dialog box for choosing the archive location, click **Save**.

Note: When you create an archive on a local or network drive location, SecurDataStor places a shortcut for the archive on your desktop.

13. If you are an administrative user of the PC on which you have installed SecurDataStor, in the top panes of the **Add Files to Your SecurDataStor 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 bottom pane in the **Add Files to Your SecurDataStor Archive** dialog box.

The **Activity Log** dialog box displays after each time that you add files or folders to a bottom pane. 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* on page 3.

14. After you have finished encrypting content, click **Close**.
The **SecurDataStor Archive** window that enables you to perform SecurDataStor operations is available.

III. Accessing an Archive

There are several ways to access an encrypted archive. Some are general and can be used to open any archive. Other methods apply only to opening specific archives. After you use the access method and enter the archive login information, the **SecurDataStor Archive** window displays. You can use this window to perform all SecurDataStor operations.

A. Access any archive

1. Double-click the **SecurDataStor v6.4** application desktop shortcut.
2. In the **Welcome to SecurDataStor** dialog box, to select an existing archive:
 - a. If the archive is included 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 SecurDataStor 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 **SecurDataStor Archive** window displays.

B. Access a specific archive

1. For archives stored on removable media, insert the media in the removable storage media device. Or, if the media is already in the drive, open Windows Explorer, select the drive letter for the removable storage media device, and double-click the **SecurDataStor.bat** file.
-or-
For archives located on local or networked drives, double-click the desktop shortcut for the archive.
2. In the **Enter Login Information** dialog box, enter your archive user name and password.
3. Click **OK**.
The **SecurDataStor Archive** window displays.

IV. 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 **SecurDataStor Archive** window, click the **Encrypt** button.
2. If you are an administrative user of the PC with which you are using with SecurDataStor, in the top panes of the **Add Files to Your SecurDataStor 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 that displays.
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.
SecurDataStor 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**.

V. Decrypting

You can decrypt archive files and folders to a local or network drive location through the decryption dialog box, which presents a hierarchical view of the directories stored in the encrypted archive.

You can also view, update, or delete archive contents through this dialog box.

1. In the **SecurDataStor Archive** window, click the **Decrypt** button.
2. In the decryption dialog box, select a file that you want to decrypt and click **Decrypt**.
3. In the file saving dialog box, select the location for the file and click **Save**

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.

Note: A different file saving dialog box displays if you have chosen to decrypt a folder or multiple files.

VI. Modifying and Updating Archive Files

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, SecurDataStor adds the modified version of the file to the archive and hides the previous version.

1. In the **SecurDataStor Archive** window, click the **Contents** button.
2. In the contents viewing 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. In the **Activity Log** dialog box, click **OK**.

VII. Deleting Files

If 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, and 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 **SecurDataStor Archive** window, click the **Contents** button.
2. In the contents viewing 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 **SecurDataStor 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 **SecurDataStor Archive** window, on the **Operations** menu, click **Empty**.
2. In the **Empty Archive** dialog box, click **OK**.

VIII. Adding Users

The administrator user who created the archive can create other users for the encrypted archive and specify access control rules for them. With access control, the administrator user can create users with a wide range of permissions. They can create users with permission to create their own users or users with permissions limited to only viewing selected files.

You must have the Premium or Professional version to add users.

1. In the **SecurDataStor Archive** window, click the **User Operations** button.
2. In the **Manage Users and Permissions** dialog box, select **Add a new user**, and click **OK**.
3. In the **Create User** dialog box, enter a unique user name, password, and email address.
4. In the **Expiration Policy** section, you can modify the expiration date and time for the user's access to the archive.
5. Under **User Permissions**, select a template.
6. To change the user's basic permission structure from the template, click **More Controls** and select their administrative, file level, and overall archive permissions options in the **Add User** dialog box
7. Click **Add User**.

IX. Archive Sharing

There are several options for sharing the encrypted archive. You must have the Premium or Professional version to share archives.

A. Share through email

After the recipient has received the email with archive and opened it, you will receive a confirmation email message unless you have chosen for SecurDataStor to not send one.

1. In the **SecurDataStor Archive** window, click the **Share** button.
2. In the **Select Sharing Method** dialog box, click **As an email attachment** and, then, **Share**.
3. In the **Sharing** dialog box, if you do not require a confirmation email message or are not sure if your recipient is using Microsoft® Outlook® or some other MAPI-compliant email system, clear the **Return receipt is mandatory** check box.
4. If the **Return receipt is mandatory** check box is selected, type your email address in the **Email return address** box.
5. In the **Intended Recipients** box, select the user.
6. Optionally, type comments in the **Comments** box.
7. To email only specific archive folders and/or files, click the **Select Items** tab and select the items that you want.
8. Click **Share**.
9. In the email message that displays with the attached archive, you can add the recipient's email address, if you didn't have it previously, and any further message text.
10. Send the email.

After the recipient receives the email message, they can download the free email archive reader software, open the email attachment, and access the archive with their user name and password.

IMPORTANT: For enhanced security, we suggest that you separately provide the archive user name and password.

B. Share to local or network drive

1. In the **SecurDataStor Archive** window, click the **Share** button.
2. In the **Select Sharing Method** dialog box, click **To a fixed disk, such as a network drive** and, then, **Share**.
3. In the **Sharing** dialog box, click **Browse**.
4. In the **Select Copy Location** dialog box, select a location and name for the shared archive and click **Save**.
5. In the **Sharing** dialog box, optionally, type a comment that uniquely identifies the archive 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.

C. Share to removable storage media

1. Insert the removable storage media into a compatible drive.
2. In the **SecurDataStor Archive** window, click the **Share** button.
3. In the **Select Sharing Method** dialog box, click **To removable media** and, then, **Share**.
4. In the **Sharing** dialog box, choose the drive letter containing the removable media in the **Drive** box.
5. In the **Number of copies** box, select the number of pieces or removable media to which you want to share the archive.
6. Optionally, type a comment that uniquely identifies the archive in the **Comments** box.
7. To share only specific archive folders and/or files, click the **Select Items** tab and select the items that you want.
8. Click **Share**.
9. If you are sharing the archive to an unformatted CD or DVD disc that needs to be mastered, in the **Mastering Preferences** dialog box, click **OK** to use the default settings to burn the disc. The **Activity Log** dialog box that logs the sharing operation displays. Its disappearance indicates that the operation has completed.

D. Share encrypted Web content to removable media

When you use the Web CD feature to add encrypted Web content to removable storage media, after the recipient of the media enters archive login information, their Web browser automatically launches and displays the Web content. They can then access all of the information through their browser without having to transfer the files to the hard drive to read them.

1. Open the archive that contains the Web content files that you want to share.
2. Insert the media into a compatible drive.
3. In the **SecurDataStor Archive** window, click the **Share** button.
4. In the **Select Sharing Method** dialog box, click **To removable media with web browser content** and, then, **Share**.
5. In the **Sharing** dialog box, choose the drive letter containing the removable media in the **Drive** box.
6. In the **Number of copies** box, select the number of pieces of removable media to which you want to add the encrypted Web content.
7. In the **Index file name** box, type the name of the file that you want as the index file for your Web content.
8. In the **Document Root** box, select the root folder that contains the index files and all of the files and sub-folders for your Web content.
9. Optionally, type comments in the **Comments** box.
10. Click **Share**.

The **Activity Log** dialog box that logs the sharing operation displays. Its disappearance indicates that the operation has completed.