

PenSoft

User's Manual

Develop: FINEART CO., LTD.

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CHAPTER1 INTRODUCTION

SECTION1 System Requirements For Windows

System requirements for Windows:

Windows version:

- PC486 compatible or above, PC Pentium system recommended.
- Windows 95/NT Chinese environment
- Above 16MB RAM
- Above 10MB free disk space
- CD-ROM
- Compatible Sound Blaster card (Optional)
- Digit handwriting tablet

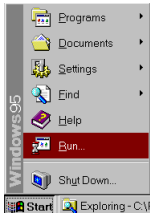
SECTION2 Installation



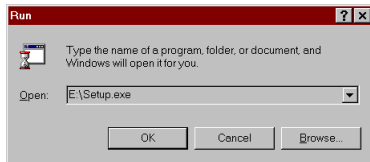
In Windows, insert the CD into your CD-ROM.



Click [Start] button to pop up the startup menu.

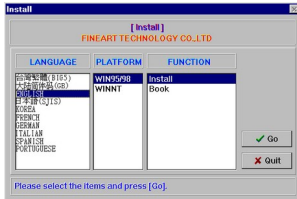


Click [Run] item and open the dialog. Input the G:\setup in the edit field.(suppose the letter, G, is your CD-ROM drive.)





Click [Ok] to run setup.



- Please select the language first.
- Select the type of Windows platform.
- Select the function ou wish.
- Click the [Go] button to run.



A "welcome" dialog is shown.



- Click [Next] to continue installing.
- Click [Cancel] to exit setup program.



Click [Next], please read the license agreement carefully.



Click [Next] to choose the path of installation.



- Please input or browse the directory.

CHAPTER1 INTRODUCTION



Click [Next] to choose the options you wish to install (PenSurfer).

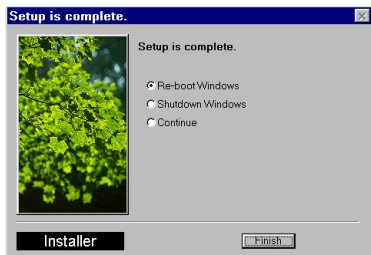


Click [Next] to check out the information of installation you just choose.





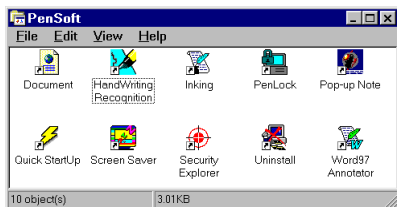
Click [Install] to install the handwriting recognition system.
A dialog is shown after the installation is finished.



- The software is installed successfully.
If you want to restart Windows, choose [Restart Windows].
If you want to exit Windows and return to MS-DOS mode, choose [Exit Windows].
If you want to exit install program and restart Windows later, choose [Continue].
Click [Finish] to finish installation.



The group window is shown after the Windows restarts.

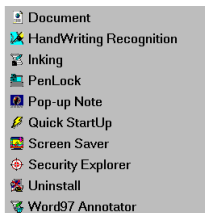


CHAPTER2 How To Use

SECTION1 How To Run



Clicking [Start] button and select the [Handwriting].



- Clicking the item of Handwriting in the menu to run it.

SECTION2 Handwriting Recognition System



The following figure will be displayed after running the Handwritten recognition system:








The figure of Handwriting mode:

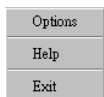


How to move window:

To move the handwritten taskbar, please switch the mode to the mouse mode. Click the left button at non-function area and drag to move it.

-   : Display the Handwriting/Mouse mode. The handwritten pen will acts as a mouse if the handwritten recognition system is in the mouse mode.
- Select words area: The system will put the words (maximum of seven) which are close to the user handwriting to the select words area after the result of the recognition. User just move the mouse cursor to the select word he wants and clicks on the left button. The system will replace the word where the cursor is located with the correct word.
-  : Clicking this button to display the next page of the select words if the select words are more than one page.
-  Learning mode.

-  Setting button: Clicking this button to set the system configuration.



- Options: Settings of handwriting recognition system.
- Help: Clicking this button to read the help if you got problem about handwritten operation.
- Exit: Exits the handwriting recognition system.

SECTION3 How To Use System Settings



Recognition

- Alphabets: Can write 26 uppercase or lowercase letters of the English alphabet.
- Digits: Can write digits.
- Symbols: Can write symbols.



pen

- Pen width/Pen color
The handwritten recognition system provides many pen colors and the pen widths for users. Press [OK] after setting. You would see the change of pen color and pen width while writing words.
- Recognition timeout
The time, recognition time, means the idle time from that the user stops writing through the word is displayed on the screen.(1: fast, 9: slow)



Sound Effect

- Stroke Sound Effect
Generating sound when writing.

SECTION4 How To Use Learning




Learning: You may need to use the learning function while you encounter some problems.

1. Hope the computer to learn the gesture of your characteristic handwriting when the word is recognized incorrectly.
2. Intend to create a new word that the computer doesn't have it. Usually you must use tool to create a new word and give a code that doesn't be used. Then save it to the database.
3. Wish to use a user-defined symbol to represent a string.



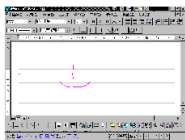
Operation:

First, write the handwriting you wish it to be learned on the writing area(screen). Press [ Learning button] and the system would display the handwriting you just write in the learning window. Input a word or a group of words in the text edit field that stand for the handwriting. You could input the word(s) by writing or other input methods. After that, press [Insert] and the system will finish learning.

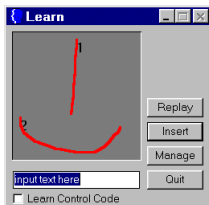


Learning Figure

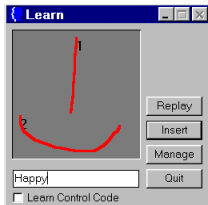
- Write the handwriting(or graph) you wish it to be learned.



- Open the learning function window, the handwriting or graph you just write will be displayed in the window.



- Move the cursor to the input string field in the learning window and input the word(s) that stand for the handwriting.

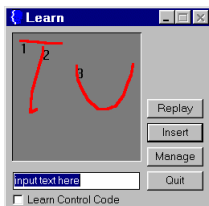


- Press [Learning New] button and the system will save your handwriting or graphic.



Learning Handwriting

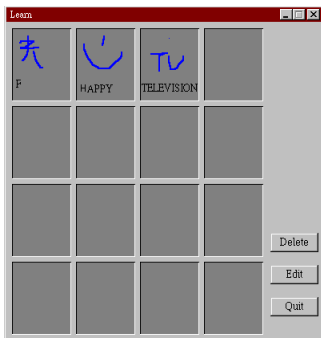
- If you write a word that system recognizes it incorrectly.



- Open the learning function window, you?FONT FACE="Arial">ll find the handwriting you just write would be displayed in the window.
- Input the correct word in the string field by writing or keyboard input method etc.
- Press [Learning New] button.

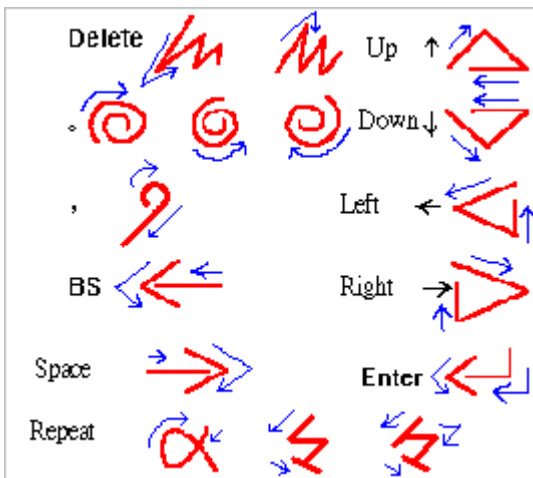
CHAPTER2 HOW TO USE

- Press [Learning manager] button and it will display the learning database shown as below. You could look up, delete or undo the learning words.



SECTION5 How To Use Gesture

Because of no special symbols on the keyboard, GoGoPen Touch Version provides the gestures to obtain the same functions operated by keyboard.

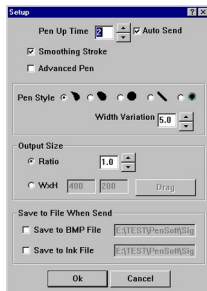


SECTION6 How To Use Signature

The signature program provides the signature or facsimile features under the softwares which support the BMP format files, such as WordPad, Word, AmiPro etc.



- Start: Enter the signature mode. You could sign your signature on the screen freely.
- Send: Output your signature to the position where the cursor locates.
- Clear: Clear the signature.
- Setup: System setup.





In the system setup window, you could set the following configurations.

- Pen Up Time : The time system is waiting for recognition after you stop writing. The fastest value is 1. The slowest value is 9.
- Auto Send : Output the signature automatically after you stop writing. There are not [Send] and [Clear] button on the taskbar if the [Auto Send] option is disabled. The [Auto Send] option is disabled if [Pen Up Time] option is disabled..
- Smoothing Stroke :Getting a smooth signature if this option is enabled.
- Advanced Pen

Pen Style: Select the pattern of pen style.

Width variation: This function provides the feature that handwriting can be displayed with dynamic width. The width of handwriting can be changed dynamically according to your speed of writing during the proceeding . For example, if the value is 1, the width of handwriting is the same. If the value is 8, the width of handwriting with low speed is 8 times as the width of handwriting with high speed.

- Output Size

Ratio : If [Ratio] option is selected, you can resize the signature via the ratio value. The output signature is exactly the same as the signature you are writing if the ratio value is 1.00

WxH : If [WxH] option is selected, the output signature is dependent on the width of signature and height of signature you set.

Method 1 : Please input the value, the width of signature and height of signature.

Method 2(Visual operation) : Or click on [Drag] button, and then dragging a rectangle on the screen. The size of this rectangle is exactly the same as the output signature.

- Save to File When Send

Save to BMP File :If this option is selected, the signature will be saved as .BMP format file while sending.

Save to Ink File :If this option is selected, the signature will be saved as .Ink format file while sending.

- Ok : Click on [Ok] button if finished.

CHAPTER2 HOW TO USE

- Cancel : Do nothing.
- Help: If you have any questions, please read this help.
- Exit: Exit the signature program.
- Pen color

It provides many colors of pen and many widths of pen for users. You could change pen color and width freely, moreover paint a painting to enrich your colorful documents.

- To choose the pen color, please click on color hot spot, then choose the color you need.



- To choose the pen width, please click on pen width hot spot, then choose the width you need.



SECTION7 How To Use Quick

You could add some common software such as the WordPad, Writer, Word, AmiPro and Excel etc. in the Quick program by [Add] option in [Setup] menu.



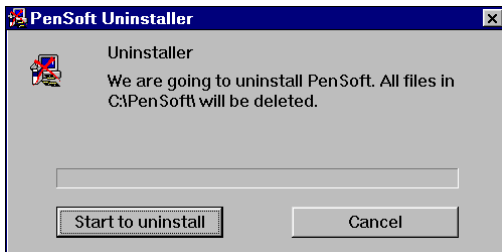
- Add: Add a new button.
- Horizontal: Display the Quick toolbar horizontally.
- Vertical: Display the Quick toolbar vertically.
- About: Display the information of the developer and copyright.
- Exit: Exit the Quick program.
- How to move Quick toolbar:
 - To move the Quick toolbar, please switch the mode to the mouse mode and move the cursor to the non-button area in the Quick toolbar. Clicking the left button and dragging.

SECTION8 How To Use Uninstallation



Purpose :

The Uninstaller program allows you to remove the program from your computer if you do not need the system.



- Clicking [Start] button to uninstall system. Click [Cancel] button to cancel the Uninstaller.
- Description:

The Uninstaller program will:

Restore Windows to its original configuration before Handwritten system was installed.
Remove the Handwritten system program group and icons.
Remove the directory and files .

SECTION9 How To Use NetPen



Introduction

Note Paper provides you a convenient, fast and nice note. Writing everything you wish on the note and it can set alarm to remind you to handle the thing you schedule.



How To Use NetPen

In Windows, Click on [Start] button and select the [Program Files] item. Click on the NetPen item in the NetPen group item and it will run.







- Move: Clicking on the caption bar of NetPen icon and dragging to the place you wish.
- Tool bar: Clicking the right button on the NetPen icon , then the tool bar menu will be displayed. Or click left button on .



Figure:



To close the tool bar menu, please click the right button on the NetPen icon . Or click left button on .



Click left button on  to exit NetPen system.



How TO Use Note

To get a new note, just click.



- Then you will key in the character, writing, draw head notes or use mouse to dragging etc in the note paper.
- The user can record the voice if the user has sound card and record equipment



: Play



: Stop



: Cancel the top-most / Always on top.



: Send the shrinked handwriting to the position of cursor/ exactly the handwriting



:Minimize: Minimize the note to an icon. To open the icon, use left button to double click on the note icon.



: Click left button on this icon to pop-up menu.



: Open the network calling card.



No alarm setting.




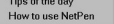
Alarm is on currently.

To save the note, open a new note or set options, please click the right button on the note. A popup menu will be displayed. Choose option you need to do it.



Tool bar

-  NetPen Help

Please click on the Help function   if you have any problem about NetPen

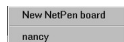
-  New Note

Click this function to open a new note to record your things.

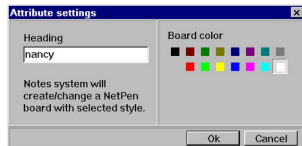
-  Open NetPen Board

The memo board provides you a board where the note can attach. It is similar to the bulletin board to let you attach the note paper in the daily life. To check it out, just open the NetPen board to browse the note you need.

Please click on this button , it popup up a menu.



New NetPen board: Click this option to create a new one if you don't have any new NetPen board.

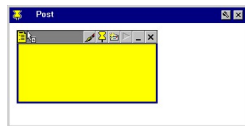


Title: Please input the title of memo board.

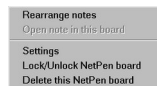
Color: Choose a color.

Always on Top: To keep the note window always on the top, please check this option.

Here you can input the title name, set background color. With the memo board, all the notes will be collected here.



Some features in the NetPen board are described as below:



Settings: Provides features such as rearrange, setting and delete memo board
Rearrange Notes: Re-arranging the notes in the memo board with the cascade style.
Settings: About the settings of note, memo board, alarm etc.
Lock/Unlock NetPen board: Lock or unlock the board. Lock it for security.
Delete this NetPen board: Delete NetPen board.



Options

Provides features such as cascade, configuration, alarm setting, print setup, find and NetPen board settings.

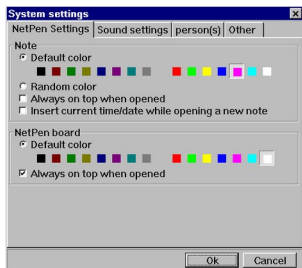
CHAPTER2 HOW TO USE

Please click on button , and pop up a menu.



Always on top: If you don't want the notes to be overrode by other windows, check it to keep it top window.

Settings: Setup window.



Settings of Note & NetPen board

Note

Default color of note: Choose the color of note.

Random color of note: Change the color of note randomly once a new note is created.

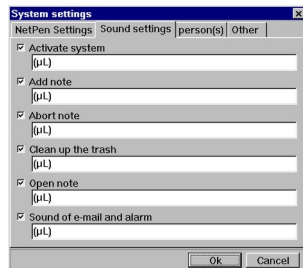
Always on top: If you don't want the notes to be overrode by other windows, check it to keep it top window.

NetPen board

Default color of board: Choose the color of NetPen board.

Always on top: Keep the NetPen board always on the top so that it will not be overrode by other windows.

Sound Settings



Activate System: Choose the sound (.wav file) while system is running.

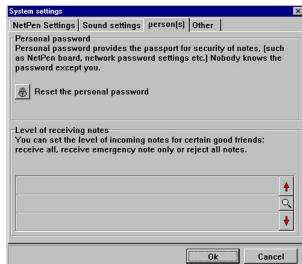
Add note: Choose the sound (.wav file) while the new note is opened.

Abort note: Choose the sound (.wav file) while throwing the note.

Clean up the trash: Choose the sound (.wav file) while cleaning the trash.

Open note: Choose the sound (.wav file) while opening.

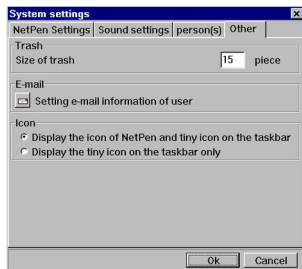
Person



Personal password provides the passport for security of note system, (such as NetPen board, network password settings etc.) Nobody knows the password except you.
Reset the personal password: Please set the personal password to confirm the security of data

Level of receiving notes: You can set the level of incoming notes for certain good friends: receive all, receive emergency note only or reject all notes.

Other



Trash

Size of trash: Setting the maximum number of note in the trash. The notes must be deleted in the trash first if the number of note is large than the number of setting.

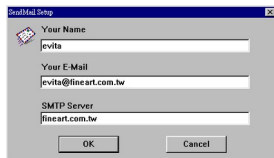
User information setting(e-mail)

For example:

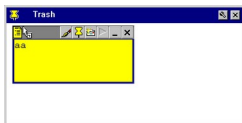
Nick name: nancy

e-mail: nancy@fineart.com.tw

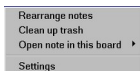
Outgoing mail(SMPT) server: fineart.com.tw



Open trash: Open trash to browse the note paper. You can take it back or discard it if you require.



Features of trash:



Rearrange Notes: Re-arranging the notes in the trash with the cascade style.

Clean up trash: Cleaning the note in the trash. You cannot get it back if you empty the trash.

Open note in this board: You can open note in this board.

Settings: Change the color of trash.

About NetPen: Show the dialog about the version and copyright of NetPen.

Exit NetPen system: Exit the

- Note Calling Card

Register the e-mail and network address of your friends..



Send Note: Send the note in the memo board to the remote user. First, mark it on the check box on the caption of note you need. And click [Send Note] icon and it appears a menu.

Send note to the remote note paper system: Input the remote user's IP and send.

Send note by e-mail: Input the e-mail address, your name and outgoing mail (SMTP) server.

Note:

If it is used in the Intranet in company, please set the [Domain Suffix Search Order] in DNS configuration property in TCP/IP dialog first.

Hint:

Open the Control Panel/Network/Configuration in Windows;K

Click the TCP/IP network component.

Click the [Properties] and pop up the TCP/IP dialog.

Click the DNS configuration.

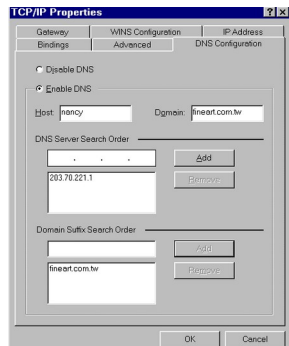
Input the domain name in the [Domain Suffix Search Order] field. For example, fineart.com.tw .

Click [Add] and then click [Ok].

Re-startup computer and finish setup.

{bmc settcpip.bmp}

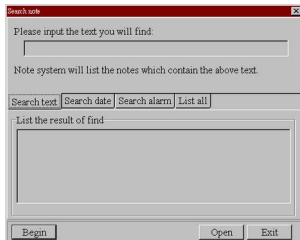
Please click the name you wish to send and click the [send data] button.



CHAPTER2 HOW TO USE

- Find

It takes much time to find the notes you need within the lots of note quickly. Find feature provides you a fast and easy way to search or list your notes according to the text, date of notes.



Please choose one from find option.

By text

Input the text you wish to search in the notes.

By date

Input the date you wish to search in the notes.

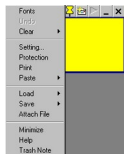
List all the note

List all the note papers you have.



Menu Function For Note

To save the note, open a new note or set options, please click the right button on the note. A popup menu will be displayed. Choose option you need to do it.



- **Font:** To change the style and color of font, click this option. Note: The font is changed only at the line where the cursor locates.
Hint:
Move and click the cursor to the line you wish to change the font.
Click the right button to pop up the menu. Choose the font item.
Change the style and color of font.
- **Undo:** Recover and go back to previous condition.
- **Clear:** Clear the contents of this note to be blank.
Clear background: Click this option to clear the note background.
Clear text: Click this option to clear the note text.
Clear handwriting: Click this option to clear the note handwriting. Or press [Shift] + left button to dragging and mark the handwriting. Then press delete key to delete the handwriting.
- **Settings:** Setup of note.
Note: Clicking on the font of the light blue color to open another dialog.
- **Pen:** Choose the color and width of pen.
Reset Ink: If this option is checked, the old handwriting will be clear when a new handwriting is loaded. If this option is not checked, the old handwriting will not be clear when a new

handwriting is loaded and overlapped.

Pen Style: Select the pattern of pen brush.

Print Setup:

Enlarge with the ratio of font: According to the size of default system font.

Paging with the height of data: A page will be printed with the length of contents of note.

Paging with the width of data: A page will be printed with the width of contents of note.

Custom ratio: Custom the ratio by the user.

- Paper:

Setting the background color and character space and line space.

To change the font, color, style and size of character, please click on the font button.

Character space: The space between character and character.

Line space: The space between line and line.

Top: Keep the memo board always on the top so that it will not be overrode by other windows.

Dash line: Add the dash line in the note paper.

- Alarm: Alarm setup.

Protection: Protect the note file for security.

Print: Print the contents of note.

Paste: Copy to the target object.

Load: Click this option to open the files supported by the note

The note provides two ways to load the picture.

The size of picture .is same as original one when you choose file in the dialog and don't press [Ctrl].

Oppositely, the picture will shrink to the size of note when you choose file in the dialog and press [Ctrl]

If the file is animation format (*.AVI), please adjust the correct size of note to view animation before playing.

Save: Click this option to save the contents of note.

Object Insert object in the memo. For example, Word file, graphic file or wave file. This feature works with email system only.

CHAPTER2 HOW TO USE

Record: Record the message.


Minimize: Minimize the note.

Help: Click this option to read online help if you have any problem with it.

Trash Note: Discard the note into trash.

SECTION10 How To Use Word Annotator

This program allows marking up and signing MS Word97 documents conveniently. You can draw free-hand lines, straight lines, circles, rectangles, and brush style signature in various thickness and colors. It will make your personal computing faster, easier and more enjoyable.

This system is specialized for MS Word97. After installation, you will see a new tool bar with three buttons: . You can launch the Annotator by clicking on the first button, or when you launch Annotator from the Start menu, it will bring up the MS Word97 automatically. Here is the screen shot of Annotator:



Functions:



Launch/Close Annotator: You could launch the Annotator by clicking this button, or click again to close it.



/Hide/Show Annotations: You could hide all the annotation, or reshow it by click this button.




Close Annotator.



Ink Color: Push this button to select the color of ink. You can tell the current selection by the

color of this button.

 Ink Thickness: Push this button to select the thickness of ink. You can tell the current selection by the dot on this button.



Hide/Show Annotations.



Options: Setup miscellaneous options.




Help: Look up helps. (this file)



FreeHand: When you switch to annotating mode, there will be a mask frame appears around the document. You can add your annotations inside the light area with the ink color or the ink width you want. Click the [OK] button after you had finished, then the annotations will



send into the document. Before sending out, you can click the  [Undo] button for recovery any times.



Line mode: You can draw straight lines in this mode.



Rectangle mode: You can draw rectangle in this mode.




Ellipse mode: You can draw ellipses in this mode.





Signature mode: This mode is similar to FreeHand mode, but different in two ways: First, the ink is more like a brush with daedal shape changing. Second, after send it into document, it becomes an image, so you can not disassemble it. You should sign your beautiful name with this mode.




[Tips] Use combination key when you draw:

[Shift Key] +  Line mode: The line will be horizontal, vertical or diagonal.

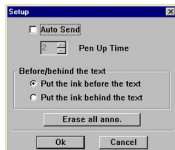
[Shift Key] +  Rectangle mode: The rectangle will be a square.

[Shift Key] +  Ellipse mode: The ellipse will be a circle.

[Ctrl Key] +  Line mode: The line will be a line attached an arrow. (The arrow size is proportional to the length of the line)



Options



- Auto Send Unchecked:

Operation In manual mode. You can draw, or sign lots of inks in different color, width; then click [OK] to send them when you finished. Checked: Operation in auto mode. Your annotation will automatically send into Word after a period of time of pen-up specified as following.



:Not Auto send.



:Auto send.

OK: To send this annotation into Word. X: To cancel this annotation.

- Pen Up Time

The unit of the field is second. This is the duration from the time you stop writing (rising pen

CHAPTER2 HOW TO USE

up) to the time inks begin sent into the Word document. Set this field larger if you need more time to think about between strokes, or set smaller to shorten the waiting time after you had finished an inking.

- Before/behind the text

Put the ink before the text: the ink will stay on the top of text, you could easily select it again for modifying.

Put the ink behind the text: the ink will not blot the text. You can make a fluorescent effect in the mode with thick pen and light color.

Delete all annotations

Click this button will delete all the annotations in this document.

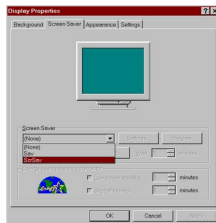
SECTION11 How To Use Screen Saver

Introduction

Welcome to the Screen Saver. The screen saver is the latest software developed by FineART crop. recently. It combines the features of FineART and let user handwriting acts as screen saver. Even you can custom and edit a personal screen saver.

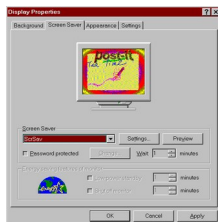
Getting Started

It is similar to other screen savers on the market. First, go to the [Display] in [Control Panel] window. Double click the [Display] icon and open the window. Choose [Screen Saver] option.





Choose the [sav] in the Screen Saver combo box.

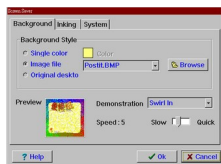


- You will preview the screen saver on the preview panel. Click the [Setup] button to configure the settings of screen saver if you wish to change the settings.



Configuration

Here is the configuration that you can change the setup of the screen saver.



- **Background**
Background Style:
Single color: Single color as background.
Image file: Choose the picture file as background.

Original Desktop: Use your picture of original desktop as background.

Demonstration:

Select the different way of display.

Speed: Adjust the speed.

- Inking

Speed: The speed of display.

Browse: Choose the ink file.

New/Edit Ink

Full screen: Enlarge the inking to maximum.

- System

Pause time: The stop time.

Start screen saver: Start or close the screen saver.



New/Edit INK File

Create a new INK file for screen saver or edit the exist INK file for screen saver. The file is .INK format.

New: Click [New] button to create a new INK file.

Edit: Click [Edit] button to modify the exist INK file.



- File Menu

Open: Open the exist INK file for screen saver.

Save: Save the INK file you edit.

- Display Menu

Grid: Show the grid on the panel.

Background color: Change the color of background.

Clear screen: Clear the handwriting on the panel.

- It is the same function as [Display Menu] if you click the right button on the panel and pop up the [Display Menu].

- Hint:

Click [New] button to create a new INK file or click [Edit] button to modify the old INK file.

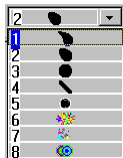
Please choose the color of handwriting.



Please choose the width of handwriting. When writing, if the pen moves faster, the thin line you get, if the pen moves lower, the thick line you get.



Please choose the brush pattern of handwriting.



Please write characters or graphic on the panel.

To clear the handwriting, please click the right button on the panel and pop up the menu.

Choose the [Clear] option to clear the handwriting.

Please choose the [File Menu /Save As] option to save the INK file after you finish.

CHAPTER3 PenLock

SECTION1 How To Use PenLock





PenLock user menu

PenLock provides a safety environment for your files. You will not worry about the security of your documents. This system also provides the same user-interface for every WIN32 application.

PenLock can work with any WIN32 Application such as Microsoft WORD95/97,NOTEPAD. You can open an encrypt file from NOTEPAD and PenLock will automatic active.

You can type your password or signature to decode the file. If the password is right then you can see the document in NOTEPAD. After your working are over and quit NOTEPAD. PenLock will encode the file automatic.

When you start PenLock system, you can see a small icon in the taskbar.  If click the small icon,  you can see the function menu as below:



- Autocheck Encrypted (Default): If you checked this item PenLock will ask for a password automatic when you open a encode file.

- Security Explorer: Please reference Security Explorer.

- PenLock Setup Center: If you click this item, you can see the setup dialog as below:



- Setup :

Keep encrypted file after decrypt:

If you checked this item then PenLock will remain the encode file after decode.

Small button on caption:

If you checked this item then PenLock will display the controller in the right-top of active window.



Load PenLock while startup window:

If you checked this item then PenLock will be loaded while startup window.

Encode function PenLock provides the following encode math:

1. Product cipher

2. Data Encryption Standard (DES)

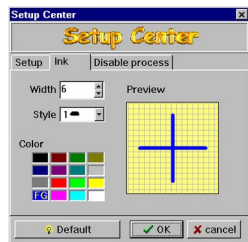
PenLock uses Product cipher as default function and it will be work faster.

3. Serials cipher

Sign level:

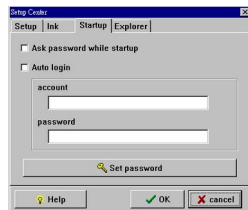
You can set the tolerance to fit your signature. There are five types contain [Strictest](about 80% familiar to what you sign), [Strict](about 85%), [Normal](about 90%), [Tolerant](about 93%) and [Most tolent](about 96%).

- Ink: You can set the current color and with of the pen.



You can change the width, style, color etc.

- Startup: Does the system ask password while startup? The function can only run in Windows 95/98



Ask password while startup:

If selected, system will ask password while startup.

Auto login:

If selected, system will login account and password automatically.

Account:

You can input the account name you want to login automatically.

Password:

You can input the password you want to login automatically.

Set password:

Set the password that system will ask while startup.

- Explorer: Setting about options of Explorer.



Show PenLock context menus:

If this is checked, there will be an encrypt/decrypt item appears in the popup menu when you click the right button on the files in the Explorer.

Show encrypted files with alternate (must reboot):

If this is checked, the encrypted files in the Explorer will be shown by the color you specified.

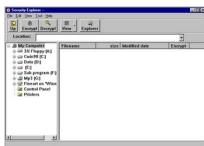
This will take effect only after you had reboot the system.

- Search Encrypted Files: Please reference Search Encrypted Files.

- About: Display the information of PenLock.
- Exit: Leave PenLock.

SECTION2 Security Explorer

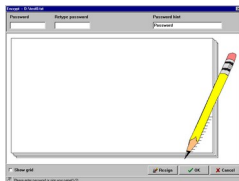
Security Explorer can maintain the Encrypted and Decrypted files. When you start Security Explorer you can see the window as below:



Function description

- Files

Encrypt: Please select the files you want to encode and pressed encode icon.



You can type in your password and confirm it or signing your signature twice.

Note:

Every file that you want to encode has size limit. The file size can not over 6M bytes and can not less then 16 bytes.

After encode, the file name will change. PenLock will add a 'SD_' before your original file. For examples: If you encode '1.BMP' then you will get a 'SD_1.BMP.'

You can use different password or signature to encode your files. We do not suggest this because it will be confuse when you decode your files.

- Decrypt: Please select the files you want to decode and pressed the decode icon.
- Exit: Leave Security Manager.
- Tips: You can use File Manager to select the files and click right button to encode or decode.
- Edit: You can select all the files or inverse the selection.
- View: You can select the files' type of view.
- Tool bar: Show the toolbar on caption

Large Icon

Small Icon

Listing

Detail Listing

- Refresh(F5): Refresh view of security explorer
- Up: RGo to the last directory.
- Explorer: System will open the Explorer.
- Tools:

Search Encrypt Files: Provide a quick solution to find the encode files.

PenLock Setup Center: Set PenLock environment

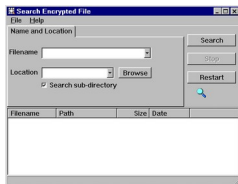
- Help:

Help topic: PenLock help menu.

About: Display the information about PenLock.

SECTION3 Search Encrypt Files

You can use this program to search the encode files in your system.



Function description:

Please type the name you want to search.

- Note: You can use the wildcats as a filter.

Locate the search position or click Browse.

Click Search to find encode files.

You can use decrypt instruction under File Menu to decode the files.



SECTION4 Samples

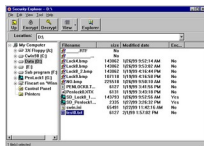


PenLock user menu

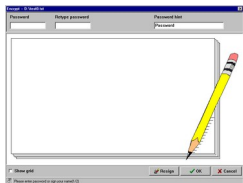
- Practice PenLock

The follow steps will help you to familiar PenLock.

(1) For examples: We will encode a file named check.doc under the D:\ directory. First, you must select the check.doc under Security Explorer.



- Please click the Encrypt button.

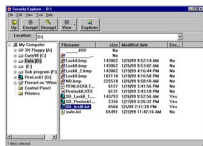


Type your password and confirm or signature twice.

Note: You can press default button to use default password or signature that you create

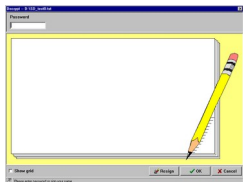
before.

Pressed Ok button to encrypt the file and PenLock will produce a new encode file name SD_test0.txt.




(2) Decrypt SD_test0.txt.doc file

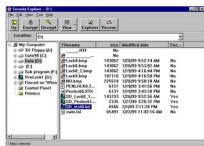
First, you must select the SD_test0.txt under Security Manager. Select decrypt button and type your password or signature.



Pressed Ok button to decode the file.

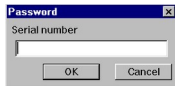
(3) Urgent password: If you forget your password or signature, please follows the steps. Put the PenLock source disk in the CDROM.

Click the Security Manager and pressed Urgent button .

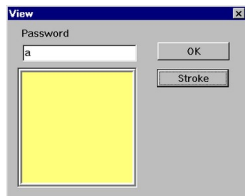


Select the encrypted file. Click the [Rescue] icon, then type the install password. You will see the password and ink of the encode file.

Select the files that You want to decrypt.



Type the install serial number and you can see the original password and signature.



Please remember the password and use it to decode your files.
Select the encrypted file. Click the [Decrypt] icon, then type the install password. The file will be decrypted successfully.