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CHAPTER 1

Introduction

PC Guardian's Encryption Plus® for Folders Single User combines the efficiency and security of "on the fly" encryption with the flexibility of the Windows® 95/98 operating environment, thus providing a safe and simple way to protect folders. EPlus for Folders Single User uses the Blowfish algorithm, a speedy, well-documented cipher, to encrypt and decrypt data in protected folders. This algorithm is implemented with a 56-bit block cipher, guaranteeing protection for your sensitive information. "Protection" means that designated folders are encrypted on the hard drive. As files contained in the folders are accessed, they are decrypted "on the fly" into active memory with no user intervention and are re-encrypted as they are closed (written back to the hard drive). Access to your folders is secured through a logon password authorization designated by the user.

What is Encryption "On the Fly?"

Encryption on the fly means that data in protected folders is decrypted and encrypted again only as it is called into use. "On the fly" encryption is the most efficient and secure way of implementing data protection. Users simply select folders for protection and Eplus for Folders Single User automatically encrypts and decrypts the data in these folders. The entire process is completely transparent to the user.

Who Should use Encryption Plus® for Folders?

Eplus for Folders Single User is designed for individual users that wish to protect specific folders on workstations and laptops against unauthorized use or access. Access to protected folders requires a logon authorization. Eplus for Folders Single User is a user-friendly, simple, automatic application that safely and securely protects user-designated folders with minimal user intervention

Features and Benefits

Easy to Install and Use. An install wizard will walk you through the step-by-step install process and the intuitive menus, and Help files can explain all your program options.

Secure and Effective. Uses the well-known and documented Blowfish algorithm, a fast, 192-bit block cipher designed by Bruce Schneier.

Automatic. Transparently protects data "on-the-fly." Eplus is the only true on the fly encryption product. Other products that claim to be on the fly decrypt an entire file and load it into memory, creating significant security risks. Eplus is smarter and more secure because it decrypts only the specific portion of a file that is in use.

Authenti-Check Password Recovery. Authenti-Check ensures that you can access Eplus for Folders Single User and your encrypted folders, even if you have forgotten your password. Authenti-Check prevents loss of valuable data on users' workstations by providing a password recovery feature using a series of questions and answers set up by the user.

Protects your Unattended Computer. Automatically locks the user's keyboard and displays a standard Windows® screen saver.

What is Included

Included are an operator's manual, program disks and a registration card.

Hardware and Software Supported

Eplus for Folders is designed to run on any Pentium processor under Windows® 95/98.

Memory Requirements

Eplus for Folders Single User requires no additional memory above the standard Windows® 95/98 configuration.

Registration Card

Please complete and mail the enclosed registration card within one month from purchase date if you wish to receive update information and support.

Support and Information

Registered users are entitled to one hour of free telephone support. If you need more information or have questions, please contact:

PC Guardian
1133 Francisco Boulevard East, Suite D
San Rafael, CA 94901-5427

(415) 459-0190
(415) 459-1162 (Fax)
E-mail: pcg@pcguardian
http://www.pcguardian.com

Chapter 2

Quick Three-Step Implementation

Step One. Install Eplus for Folders Single User on your workstation.

Step Two. Set up your personal User Password and one to three Authenti-Check password recovery questions and answers.

Step Three. When the installation is complete an icon will be displayed in your system tray, normally in the bottom right corner of your desktop. Double click on this icon and you will have the option to:

Authenti-Check
Is a password recovery feature that utilizes user-defined questions and answers as a way to access protected folders if you've forgotten your

Protect Folders	Allows you to Add/View/Remove protected folders. You may choose to encrypt individual folders with or without its subfolders..
Change Password	Allows you to change Eplus for Folders Single User password.
Screen Lock	Allows you to configure a password-protected screen saver.

Restarting your computer will require that you enter your Eplus for Folders Single User logon password to secure access to all folders marked for protection. With successful logon authorization, users can access all files located in protected or unprotected folders transparently. Without proper logon authorized users cannot view, copy, move, or delete files in protected folders.

Chapter 3

User Installation and Setup

1. If you are installing Eplus for Folders Single User from floppy disks, insert Eplus for Folders User Install Disk 1 into the floppy drive. If you are installing from another location, proceed to step 2.

2. From the Windows Start menu, select Run.

3. In the dialog box, type the location path of the user install program followed by setup.exe. Click OK.

4. Follow the on-screen instructions to install Eplus for Folders.

5. Setup will display the default directory path location for the Eplus for Folders Single User program files (c:\Program Files\EPFolderSingle). Click Next to accept the default or Browse to enter a new directory path and then Next to continue.

6. Read through the Software License Agreement and click YES to accept the terms and continue with the installation. If you do not agree with the Software License Agreement terms, then click NO to exit the installation process.

7. When the files are finished copying, click YES to restart your computer and complete the installation setup process or click NO if you wish to restart your computer and complete the installation setup process at a later time. Click Finish to continue.

8. When your computer reboots, read through the summary of steps for completing the installation setup process. Click Next to continue.

9. Enter and verify a User Password as prompted. This password must be from six to twenty characters and is NOT case sensitive. Select Next to Continue.

SHOW ME
For additional information on setting up your User Password and Authenti-Check questions and answers, click the Show Me button on the setup screen.

10. On the Authenti-Check screen, enter at least one and up to three personal questions and answers for emergency password recovery. Questions can contain as many as 99 characters and answers can contain as many as 24 characters. You are required to enter at least one question and answer. When you have completed all your questions and answers click Next.

TIP: Enter questions and answers that *only* you will know, but at the same time keep them simple (e.g. one word) because if you need to use the emergency password recovery feature, Authenti-Check requires that you type the answers *exactly* as you typed them during the setup process or access is denied.

Eplus Folders Single User - Authenti-Check   ✕

Authenti-Check

Fail-safe Password Recovery   Please enter 1 to 3 questions with answers in the boxes below.

Note: Your questions and answers should be unique to you and easy to recall. You will need to remember the answers if you
forget your password. Your answers are secure and cannot be accessed or read by others.

Question number one is required: Answer one:
(maximum 99 characters for each question)   (maximum length 24 characters)

Question number two (optional):   Answer two:

Question number three (optional):   Answer three:

    << Back   Next >>   Clear Form   Exit   Help

11. Click Finish to complete the installation process. This will load the Eplus for Folders Single User Main menu. At this point, you may proceed to add/view/remove protected folders or you may exit the Main menu.

12. The Eplus for Folders installation is now complete and the following exist:

- A small Eplus for Folders icon is located in the system tray of your Windows 95/98 taskbar.

- *Encryption Plus* has been added to your Windows 95/98 program menu.

- The following new folders have been added:

    C:\program files\Eplus for Folders;

    C:\program files\common files\eplus folders.

Chapter 4

General User Functions

As Windows® 95/98 loads on a workstation, you will see the Eplus for Folders Single User logon screen. Once you have entered your password, you can access files located in protected folders and, of course, any unprotected folders. The Eplus for Folders icon will display in the taskbar's system tray, usually in the bottom right-hand corner of your desktop.

The Eplus for Folders Main Menu

To access the Eplus for Folders Main Menu after you have logged on to Eplus for Folders,

- double click the EP for Folders taskbar icon; or

- right click on the Eplus for Folders taskbar icon and select Open.

At the Eplus for Folders Main Menu, you can easily add, view and remove protected folders. Once you have selected folders for protection, you may operate as you
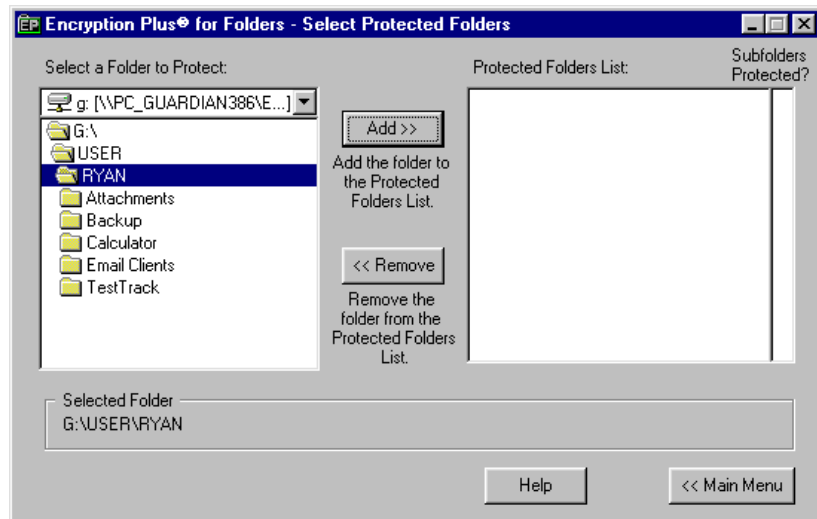
normally would. As you access files in protected folders, your data will transparently decrypt on the fly and then encrypt again as it is saved to the hard disk.

Protecting Folders

1. At the Eplus for Folders Main Menu, click Protected Folders.

2. At the Select Protected Folders screen, view the two columns:

> **Left Column**   Select a Folder to Protect List
>
> **Right Column**   Protected Folder List

3. The Select a Folder to Protect list allows you to view all your system folders and select specific folders for protection. To select a folder, simply highlight the folder name and then click the Add button.

4. At the Confirm Addition to Protected Folders List screen, you may click the Protect Subfolders box. If you select this option, all subfolders under your selected folder will also be protected. Click OK to protect your folder.

5. The folder you selected is now displayed on the right side of your screen in the Protected Folders list.

6. Add as many folders to the protected list as you wish. Return to the Main Menu by clicking OK.

7. Proceed to access folders as you normally would.

Viewing Protected Folders

If you'd like to review your list of protected folders, simply complete the following steps:

1. At the Eplus for Folders Main Menu, click Protected Folders.

2. Review the folders in the Protected Folders list.

Removing Protected Folders

If you decide to remove a folder from the Protected Folders list, follow the steps below. Eplus for Folders will transparently decrypt all the files in the folder and remove the folder from the Protected Folders list.
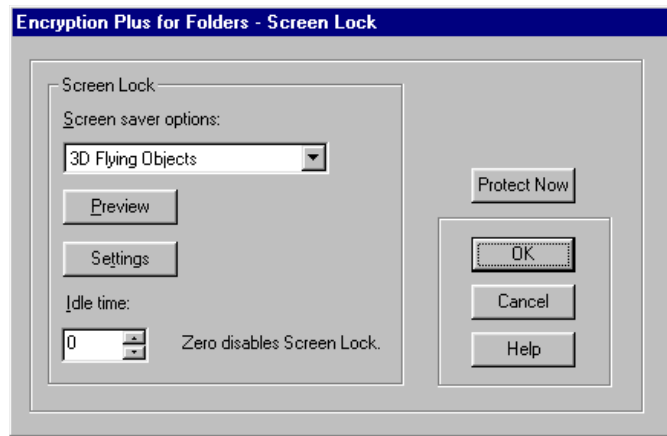
1. At the Eplus for Folders Main Menu, click Protected Folders.

2. Highlight the folder you wish to remove from the Protected Folders list.

3. Click the Remove button.

4. The folder (and any protected subfolders) will be removed from the Protected Folders list. All files in the folder will be transparently decrypted.

Screen Lock

Screen Lock acts as a secure screen saver. Once it is activated, it automatically locks the keyboard and displays a standard Windows screen saver.

Activating Screen Lock

1. At the Eplus for Folders Main menu, click Screen Lock.

2. Select your desired screen saver in the Screen Saver Settings scroll down box. You may select from any standard Windows screen saver. Please note that screen saver files must reside in your C:\Windows\System folder and be configured with the *.scr extension in order to appear as a selection in the Screen Saver Settings window.

3. Click Preview if you wish to preview your selected screen saver (optional).

4. Click Settings if you wish to configure screen saver settings (optional).

5. Set the Idle Time to the amount of time you wish to elapse before Screen Lock activates. Zero disables Screen Lock. Any time setting other than 0 minutes activates Screen Lock.

6. If you wish to manually activate Screen Lock, click Protect Now; otherwise, click OK. Screen Lock will automatically activate after your specified period of inactivity. When the Screen Lock password entry screen appears, enter your EP User Password to regain access to your computer.
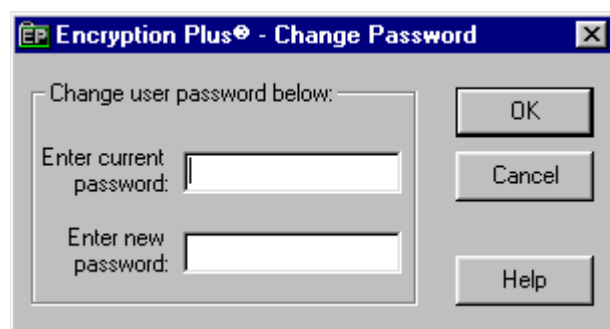
Disabling Screen Lock

1. At the Eplus for Folders Main Menu, click Screen Lock.

2. Set the Idle Time to 0 and then click OK to return to the Main Menu.

Changing User Passwords

1. At the Eplus for Folders Main Menu, click Change Password.

2. Enter your current EP Folders password.

3. Enter your new Eplus for Folders password and then click OK.

4. Verify your new password as prompted and click OK. The next time you log on at the Eplus for Folders logon screen, you will be required to enter your new password.

Eplus for Folders User Logon Screen

After the initial setup, you must log on at the Eplus for Folders logon screen any time you wish to
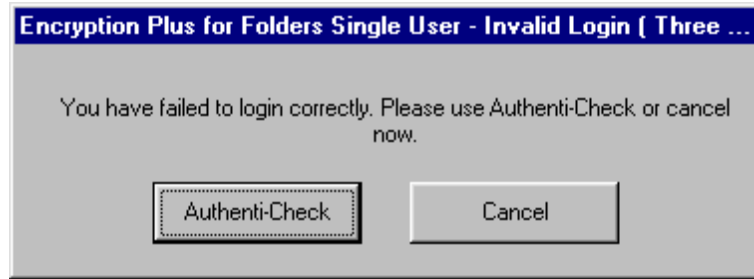
- access the Encryption Plus® for Folders Main Menu;
- access files contained in protected folders.

Each time you restart your computer, you will see the Eplus for Folders logon screen. If you log on with your Eplus for Folders user password, you will see the Eplus for Folders icon in the system tray on your taskbar. This means that Eplus for Folders is active and you may access protected folders. Double click the system tray icon to view the Main Menu.

If you cancel the Eplus for Folders logon screen, you may access it again later by selecting Start/Programs/Encryption Plus/Encryption Plus for Folders.

Forgotten User Passwords

If you incorrectly enter a password three times at the Eplus for Folders logon screen, you will be prompted to log on with your personal Authenti-Check questions and answers.

Encryption Plus for Folders Single User - Invalid Login (Three ...

You have failed to login correctly. Please use Authenti-Check or cancel now.

Authenti-Check   Cancel

1. Click Authenti-Check

2. The screen will display the number of questions you must answer to gain access to Eplus for Folders to change your password. Click the First Question button.

3. Enter the answer to your first question and click OK.

4. If you have more questions to answer you will be prompted to answer the remaining questions. When you are finished answering all your questions, click New Password.

5. If you answered all your questions correctly, you will be prompted to establish a new password. If you answered any of your questions incorrectly, you will be denied access.

Chapter 5

Uninstalling Eplus for Folders Single User

Be sure to unprotect your folders before uninstalling Encryption Plus® for Folders Single User. Once all folders have been unprotected, follow **Step One** and **Step Two** below.

Step One: Unload Encryption Plus for Folders from Windows 95.

1. Right click on the Eplus for Folders icon on your taskbar.

2. Select Close to unload Eplus for Folders files.

3. Click Yes to confirm that you wish to close Eplus for Folders.

Step Two: Remove Encryption Plus for Folders Program Files.

4. On the Windows taskbar, click Start.

5. Select Settings.

6. Select Control Panel.

7. Double–click Add/Remove Programs.

8. Select Encryption Plus for Folders Single User.

9. Click the Add/Remove button.

10. Follow the on-screen instructions to complete removal of Eplus for Folders.

11. Eplus for Folders will prompt you to reboot your computer.

Appendix A

Frequently Asked Questions

Why should I use encryption?

Encryption is the transformation of data into some unreadable form. Its purpose is to ensure privacy by scrambling data so that only the person with the correct password may decrypt and read it. You should use encryption if you have files that you want to remain private.

Encryption uses a mathematical formula to encrypt data. In order to decrypt the data, you must enter the correct password. PC Guardian's Eplus for Folders Single user combines the power and security of encryption with an easy-to-use, transparent and effective application.

What is encryption "on the fly?"

Encryption on the fly means that the data on the hard disk is decrypted only as it enters the computer's memory. With Eplus for Folders Single User, you select the folders you want to remain protected. As you access files within your protected folders, Eplus for Folders encryption/decryption engine transparently decrypts data before it is loaded into your computer's memory. Before data is written back to the hard disk, it is automatically re-encrypted.

Encryption Plus is the only true on the fly encryption product. Other products that claim to be on the fly decrypt an entire file and load it into memory, creating significant security risks. Encryption Plus is smarter and more secure because it decrypts only the specific portion of a file that is in use.

What is an algorithm? What algorithm does Eplus for Folders use?

An algorithm is a set of rules applied to a calculation. It is also referred to as a cipher. An algorithm can be defined as a secrecy mechanism, or a process that operates on individual characters or bits of independent semantic content.

Eplus for Folders uses the Blowfish algorithm, a speedy, well-documented cipher, to encrypt and decrypt data in protected folders. This algorithm is implemented with a 192-bit block cipher and 16 rounds of encryption, guaranteeing industrial strength protection for your sensitive information.

How do I use Eplus for Folders?

Once you install Eplus for Folders Single User, you may select individual folders for protection. You will find the Eplus for Folders menu intuitive and easy to use. After installation, access to your protected folders is automatic and transparent. You can easily add, view or remove folders from your protected folder list, change your password and restrict access to your computer with Screen Lock, a secure screen saver.

Can I protect just one file in a folder?

No. Eplus for Folders was designed to automatically encrypt all the files in protected folders for more effective management of your encrypted files. We suggest that you select specific folders for protection and then create, view and save sensitive data files inside of these protected folders. If you create a file outside of a protected folder and later decide that you want to encrypt this file, simply copy it into a folder on your Protected Folder list.

Are sub-folders protected?

You have the option of protecting subfolders when you are adding a folder to the Protected Folder list. Click the Protect Subfolder box when confirming the addition of your folder to the Protected Folder list.

Are there any folders that I cannot protect?

Yes. Eplus for Folders will not permit you to protect folders that, when encrypted, might inhibit the operation of your system. These are:

- entire drives, such as the C:, D: and A: drives;
- /Windows and its subfolders;
- /Eplus for Folders.

It is also recommended that you do **not** encrypt program folders (e.g. c: \program files) as it may cause errors if you are using those particular applications to open encrypted files.

How do I know which folders I have protected?

You can easily view a list of your protected folders through the Eplus for Folders Main Menu. Simply click Protected Folders to review the list of files on the Protected Folders List.

When are my folders protected?

Folders are protected when you select and transfer them from the Select a Folder to the Protected Folder list. As folders and files are transferred on to the Protected Folders list, they are automatically and transparently encrypted.

What happens when I copy a file from a protected folder into an unprotected folder? To a floppy disk? To a network drive?

After logging on to Eplus for Folders with your password, you may copy, move or delete files in protected folders. Any file you copy or move from a protected folder to an unprotected location, such as an unprotected folder, a floppy disk or network drive will automatically be decrypted.

Can anyone copy, delete or modify files that I have protected?

Only authorized users (users who have logged on to Eplus for Folders with their user password) may access protected folders or files within these folders. If an unauthorized user starts your computer and does not log on to Eplus for Folders, this user will not be able to access, copy, move or delete files in protected folders.

What screen savers can I use with Screen Lock?

You can use any standard Windows screen saver. Simply select Screen Lock from the Eplus for Folders Main Menu and then follow the on-screen instructions to browse and select your preferred screen saver.   Please note that screen saver files must reside in your C:\Windows\System folder and be configured with the *.scr extension in order to appear as a selection in the Screen Saver Settings window. You may change your screen saver at any time through the Screen Lock menu.

How do I change my password?

To change your password, click Change Password at the Eplus for Folders Main Menu. Eplus for Folders will prompt you for your old password, your new password and then ask you to verify your new password.

Can I gain access to my protected folders if I forget my password?

Yes. Authenti-Check provides a secure method of gaining access to your protected folders if you forget your password. During the install process, you will be prompted to establish up to three personal questions and answers that when answered correctly, can be used to access your system. Authenti-Check is activated if you incorrectly enter your password three times at the logon screen. Upon answering all your questions correctly, you will be prompted to establish a new User Password and will have complete access to your protected folders.

APPENDIX B

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