

## A General Introduction

About EP Folders Single User

What is Encryption "On the Fly"?

Who Should use Encryption Plus® for Folders Single User?

Simple Three-Step Implementation for EPF Single User:

### Encryption Plus® for Folders Single User

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. Encryption Plus® for Folders Single User provides a safe and simple way to select individual folders for protection. "Protection" means that designated folders are encrypted on the hard drive, and as files contained in the folders are accessed, they are decrypted "on the fly" with no user intervention. Files are re-encrypted as they are written back to the hard drive. Unauthorized users cannot access or modify protected folders.

### What is Encryption "On the Fly?"

Encryption "on the fly" means that data is never decrypted on your hard drive; rather, protected folders are decrypted as loaded into memory. "On the fly" encryption is the most efficient and secure way of implementing data protection and it is simple, because the encryption/decryption process is completely transparent to the user. Users only need to enter their personal password when logging onto their computer to access protected folders.

### Who Should use Encryption Plus® for Folders Single User?

Encryption Plus® 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.

### Simple Three-Step Implementation for EPF Single User:

**Step One.** Install EPlus for Folders Single User on your workstation.

**Step Two.** Set up your personal User Password and your Authenti-Check password recovery questions and answers. (Note: Authenti-Check is not available in this Lite version.)

**Step Three.** From the Main menu, select Protected Folders and select the individual folders and subfolders (not files) for protection. You can also set the screen lock to secure your workstation when you step away with a screen lock that requires your password.

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.

**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. After installing EPlus for Folders Single User and setting up your User Password, you will be given the option to establish one to three personal questions and answers for emergency password recovery. Questions can be up to 99 characters and answers can be up to 24 characters. It is suggested that you enter questions and answers that only you will know, but at the same time it is important to 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.

Authenti-Check is automatically activated when you enter your password incorrectly three times at the Eplus for Folders Single User logon screen. Once activated Authenti-Check will prompt you to answer your security questions, and if answered successfully, you will be prompted to establish a new User Password and will have complete access to your protected folders.

*NOTE: EP Folders Lite DOES NOT contain the Authenti-Check feature. Please purchase the full version to enable this added feature.*

## Contacting PC Guardian

**PC Guardian**

**1133 Francisco Blvd. East, Suite D**

**San Rafael, California 94901-5427**

### **General and technical questions**

Our software sales and technical support team will be glad to answer any questions you may have regarding the implementation of Encryption Plus for Folders Single User. Registered users are entitled to one hour of free telephone support.

### **For assistance please contact:**

Sales/Technical Support: (415) 459-0190

Fax: (415) 459-1162

General E-Mail: [pcg@pcguardian.com](mailto:pcg@pcguardian.com)

### **Web Site**

<http://www.pcguardian.com>

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After successfully logging on to EPlus for Folders Single User, an icon will appear in your System Tray, usually located in the bottom right-hand corner of your desktop and appears as follows:



- When this icon is present in your System Tray, you are authorized to access your protected folders.
- To access the EPlus for Folders Single User Main Menu, double-click on the EP System Tray Icon.
- If the icon is not present in your System Tray, you are not authorized to access your protected folders.

## Frequently Asked Questions

Why should I use encryption?

What is encryption "on the fly?"

What is an algorithm? What algorithm does EP Folders use?

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To a network drive?

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

What screen savers can I use with Screen Lock?

How do I change my password?

### **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 in protected folders is decrypted only as it enters the computer's memory. With EPlus Folders for Single User, you select the folders you want to protect. As you access files within your protected folders, EP Folders encryption/decryption engine transparently decrypts data before it is loaded into your computer's memory, and 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 EP Folders use?**

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

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 192-bit block cipher and 16 rounds of encryption, guaranteeing industrial strength protection for your sensitive information.

### **How do I use EPlus for Folders Single User?**

Once you install EPlus for Folders Single User, you may select individual folders for protection. You will find the EP 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 folders list, change your password and restrict access to your computer with Screen Lock, a secure screen saver.

### **What if I forget my password?**

**Important note:** EPF Lite does not contain Authenti-Check. Therefore, it is extremely important that you not forget your password. If you lose your password, data that is contained in the folder you protected will be lost!

Purchase the full version now!

If this were the full version, you would have access to Authenti-Check. Authenti-Check is a password recovery feature that allows you to gain access to your protected folders if you have forgotten your logon password. After installing Encryption Plus® for Folders Single User and setting up your User Password, you will be given the option to establish one to three personal questions and answers for emergency password recovery. If you enter your password incorrectly three times during subsequent logon attempts, you will be prompted to answer your security questions as an alternative means of gaining access to your protected folders.

### **How are folders selected for protection?**

You can select folders for protection through a simple point and click process. The procedure is easy to follow from the on screen instructions and will require minimal training, if any.

### **Can I protect just one file in a folder?**

No. EPlus for Folders Single User 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 Folders list.

### **Are sub-folders protected?**

If you had the full version, you would have the option of protecting subfolders when you are adding a folder to the Protected Folders list. You would click the Protect Subfolders box when confirming the addition of your folder to the Protected Folders list. Purchase the full version now to enable this feature.

### **Are there any folders that I cannot protect?**

Yes. EP 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;
- \EP Folders.

In addition, we recommend 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 file.

### **How do I know which folders I have protected?**

You can easily view a list of your protected folders at the EP Folders Main Menu. Click Protected Folders to view 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 Protect list to the Protected Folders 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 EP 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 a 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 Folders Single User with the correct User Password) may access files within protected folders. If an unauthorized user starts your computer and does not log on to EP 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 EP 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 EP Folders Main Menu. EP Folders will prompt you for your old password, your new password, and then ask you to verify your new password. Be sure to write your password down and store it in a safe place.

## General User Functions

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## The EP Folders Main Menu

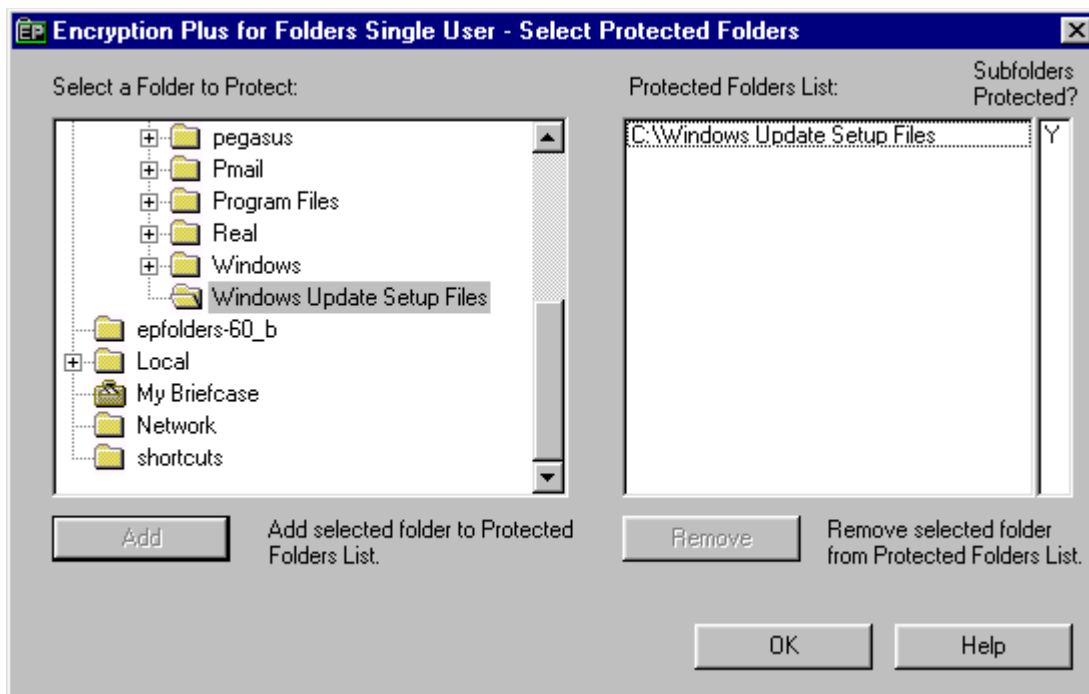
To access the EP Folders Main Menu, after you have logged on to the EP Folders logon screen, double click the [EP Folders icon](#) located in the system tray of your taskbar.



### Protecting Folders

1. At the EP Folders Main Menu, click Protected Folders.
2. At the Select Protected Folders screen, view the two columns:

|                     |                                 |
|---------------------|---------------------------------|
| <b>Left Column</b>  | Select a Folder to Protect List |
| <b>Right Column</b> | Protected Folder List           |



3. The Select a Folder to Protect list, allows you to 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. (Note: the Lite version will not allow you to protect subfolders.) 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 in the Protected Folders list.
  6. If this were the full version, you could add as many folders to the protected list as you wish. (Note: the Lite version will only allow you to add one folder to the protected folders list.) Return to the Main menu by clicking OK.
  7. Proceed to access folders as you normally would.
- **NOTE:** We recommend that you do **not** encrypt program folders (e.g. c:\Program Folders or c:\Windows\Program Files) as it may cause errors if you are using those particular applications to open encrypted files.

### **Viewing Protected Folders**

If you'd like to review your list of protected folders:

1. At the EP Folders Main Menu, click Protected Folders.
2. Review the folders in the Protected Folder List.

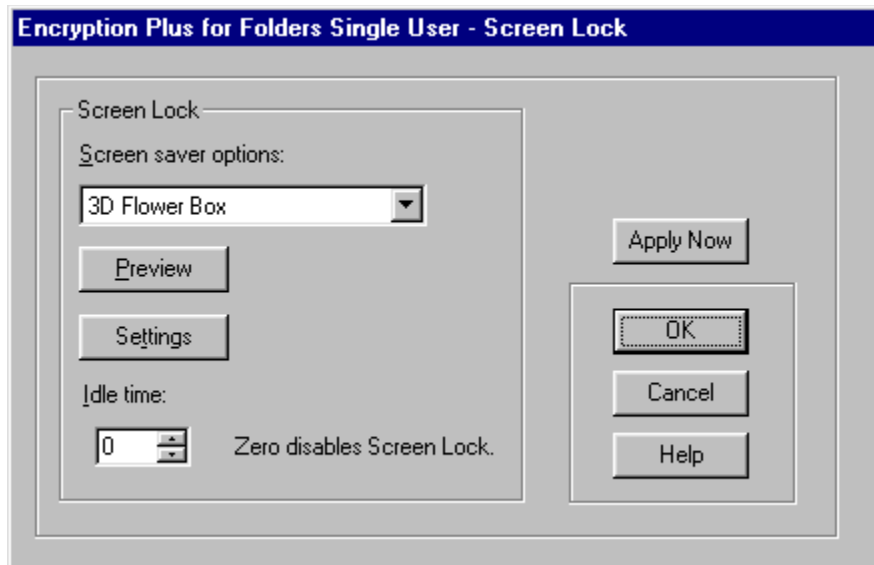
### **Removing Protected Folders**

If you decide to remove a folder from the Protected Folder list, follow the steps below. EP Folders will transparently decrypt all the files in the folder and remove the folder from the Protected Folder list.

1. At the EP 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, automatically locking the keyboard and displaying a standard Windows screen saver once it is activated.



### **Activating Screen Lock**

1. At the EP 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 Folders user password to regain access to your computer.

### **Disabling Screen Lock**

1. At the EP 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 EP Folders Main menu, click Change Password.
2. Enter your current EP Folders password.
3. Enter your new EP Folders password and then click OK.
4. Verify your new password as prompted and click OK. The next time you log on at the EP Folders logon screen, you will be required to enter your new password.

## EP Folders Logon Screen

After the initial setup, you must log on at the EP Folders logic screen with your EP Folders password anytime you wish to:

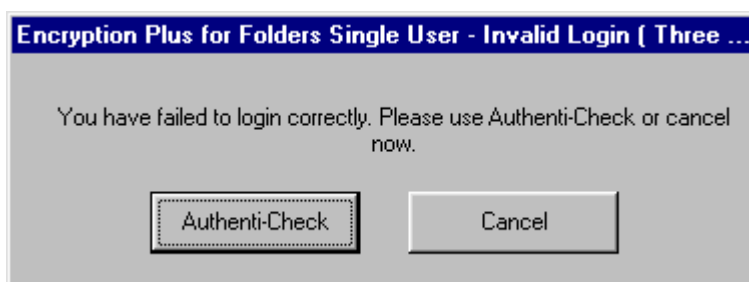
- access the Encryption Plus® for Folders Main menu
- access files contained in protected folders



With successful logon authorization, users can access all files located in protected or unprotected folders transparently. Without proper logon users cannot view, copy, move or delete files in protected folders.

## Forgotten Passwords

If you enter your password incorrectly three times, you will see the following screen:



If this were the full version, you could select Authenti-Check to initiate the Authenti-Check password recovery feature. You would be asked your personal questions, one at a time, as set up during the initial installation process. If you answered the questions correctly, you would be prompted to establish a new password.

# Installing EP Folders

## User Installation and Setup

1. If you have downloaded this program, browse to the folder to which you downloaded it and find the file named "setup.exe"; if you have the program on floppy disks, insert Encryption Plus for Folders Single User Install Disk 1 into the floppy drive.
2. From the Windows Start menu, select Run.
3. In the dialog box, type a : \setup.exe. Click OK.
4. Follow the on-screen instructions to install EPlus for Folders.
5. The setup screen will display the default directory path location for EP Folders program files. 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 continue with the installation setup process or click NO if you wish to exit the installation process.

## Establishing Passwords/Authenti-Check Questions and Answers

1. When your computer reboots, read through the summary of steps for completing the installation setup process and click Next.
2. Enter and verify a User Password. This password must be 6-20 characters and is NOT case-sensitive. Click Next to continue.
3. The next screen will be the Authenti-Check screen. If this were the full version, you would enter one 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. When you have completed all your questions and answers click Next.

**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:  
( maximum 99 characters for each question )

Answer one:  
( maximum length 24 characters )

Question number two ( optional ):

Answer two:

Question number three ( optional ):

Answer three:

<< Back      Next >>      Clear Form      Exit      Help

4. On the Congratulations screen, click Finish to complete the installation process. This will load the EPlus for Folders Main Menu. At this point, you may proceed to add/view/remove protected folders, or you may exit the Main menu.
5. The EP Folders installation is now complete and has made the following changes to your system.
  - A small EP Folders icon is located in the clock area (system tray) of your Windows 95 taskbar.
  - *Encryption Plus* has been added to your Windows 95/98 program menu.
  - The following new folders have been added:
    - C:\program files\EPFolderSingle;
    - C:\program files\common files\eplusfolders.

A **User Password** is used to secure your protected folders from unauthorized access. The User Password can be from 6 to 20 characters. You must establish your own, unique password during the Eplus for Folders Single User setup process, and will be prompted to enter this password each time you reboot your computer and wish to access your protected folders.

If at a later time, you wish to change your password, select Change Password from the Eplus for Folders Single User Main Menu.

If you forget your password, Authenti-Check may be initialized to provide an alternative means of accessing protected folders and setting up a new User Password.



## Quick Program Step-through

### User Installation and Setup

1. Install EP Folders following the on-screen setup instructions. Restart your computer as prompted.
2. Enter and verify a user password
3. Enter 1 to 3 Authenti-Check™ password recovery questions and answers. (Note: you will not be able to use Authenti-Check™ with this Lite version.)
4. The installation is complete and an icon will be displayed in your system tray, normally in the bottom right corner of your desktop.

### User Functions

At the Encryption Plus for Folders Main menu, you may select from the following menu options:

▪

|                        |   |
|------------------------|---|
| <b>Protect Folders</b> | Allows you to Add/View/Remove protected folders. You may choose to encrypt individual folders with or without its subfolders. |
| <b>Change Password</b> | Allows you to change your user password.  |
| <b>Screen Lock</b>     | Allows you to select a password-protected screen saver.   |

## Uninstalling EPlus® for Folders Single User

Be sure to un-protect 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 EPlus® for Folders Single User from Windows 95/98.**

1. Right click on the EP icon on your taskbar.
2. Select Close to unload EP Folders files.
3. Click Yes to confirm that you wish to close EP Folders.

### **Step Two: Remove EPlus® for Folders Single User Program Files.**

1. From the Start menu, select Settings/Control Panel.
2. Double-click Add/Remove Programs.
3. Select Encryption Plus for Folders Single User Lite
4. Click the Add/Remove button.
5. Follow the on-screen instructions to complete removal of EP Folders.
6. EP Folders will prompt you to reboot your computer.

## How to Buy EP Folders

### **Buy the Full Version of EP Folders Single User Today to Get Our Added Features!**

Visit our website at <http://www.pcguardian.com> to purchase EPFolders Single User as well as a full line of security products.

**The full version of EP Folders Single User contains all of the features in the Lite version in addition to the following added features:**

- Authenti-Check™ - Enable the use of our failsafe system for recovering from a lost password
- Multiple folder protection - Currently, you are only able to select one folder for protection. The full version will enable you to protect an unlimited number of folders. (Note: you cannot select the Windows folder or the Program Files folder for protection.)
- Subfolder protection - The Lite version will not protect subfolders even if you select the Protect Subfolders option. If you purchase the full version, you will be able to protect subfolders as well.

**PC Guardian produces a full line of security products, including encryption software and physical hardware.**

If you want more information about our products, [contact us](#) or visit us at <http://www.pcguardian.com> to find out more information.

Subfolders are folders that are within folders, e.g., c:\Folders\subfolder. Many people prefer to create one Folder (e.g. "c:\My Documents") and then create many subfolders within that folder (e.g. c:\My Documents\Folder 1, c:\My Documents\Folder 1, etc.).

## About EP Folders Single User

