CyberScrub®
PROTECT YOUR WORLD℠
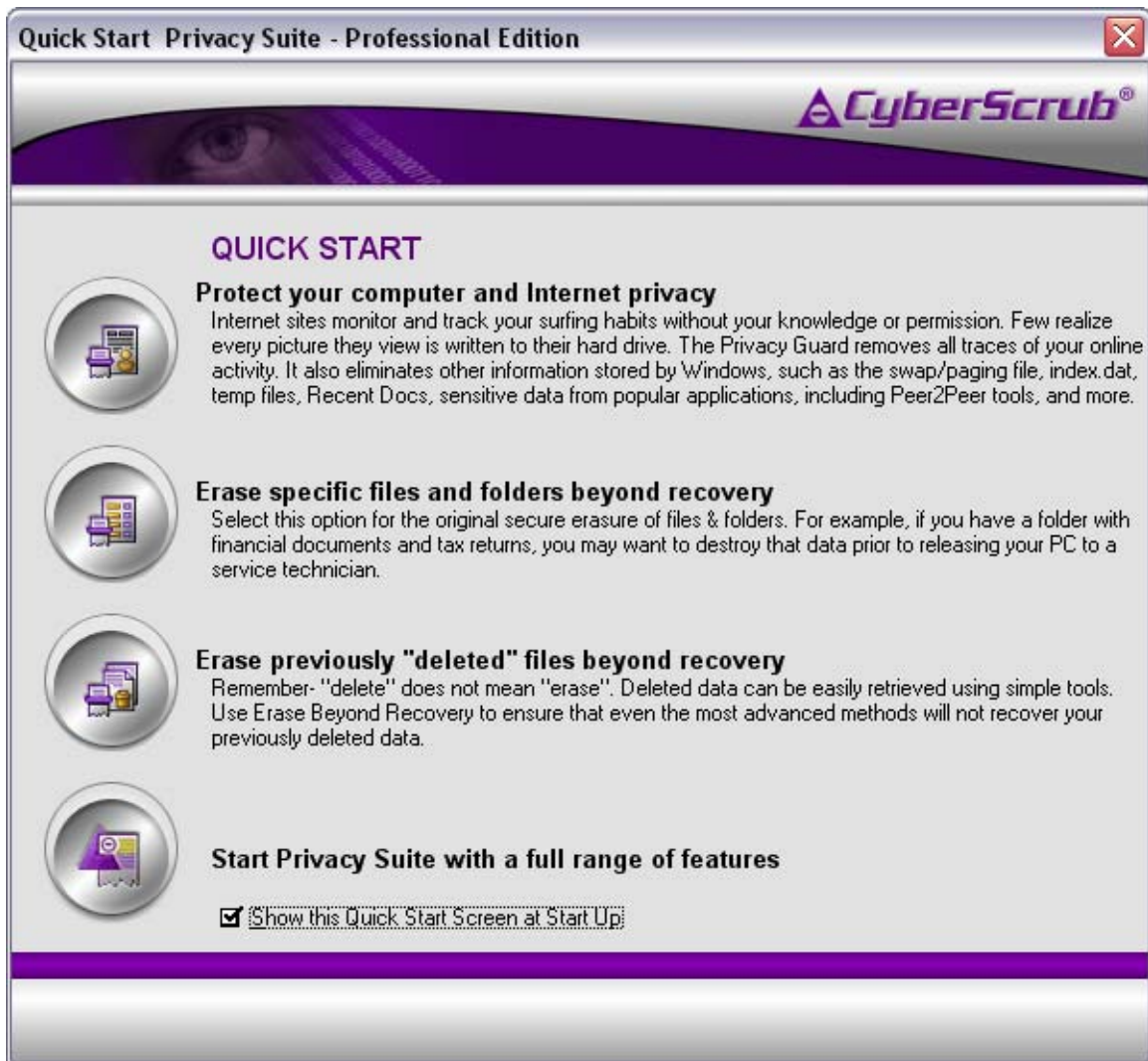
Privacy Suite™
Quick Start Guide

Professional Edition Version 4.0

CyberScrub Privacy Suite v4.0
Quick Start Guide

Quick Start Welcome Window

Upon starting CyberScrub Privacy Suite, the Quick Start welcome window will present options for cleaning deleted files, eliminating traces of online and computer activity or removing sensitive files Select the last option for a full range of features. Be sure to check the box at the bottom so that the Quick Start window will present itself upon initiation of the program. It is highly recommended to use this screen until you have a thorough understanding of the program.

Main CyberScrub Privacy Suite Window

The Main window is the primary starting point for running Privacy Suite. This window consists of four areas:

1. Left Icon Buttons
2. Top Function Buttons
3. Top Menu Items
4. File/Folder Details Screen and Drag/Drop Area

How to Delete Files & Folders

Files and folders can be deleted by the following methods:
- Right clicking on the item and selecting **Erase Beyond Recovery**
- Dragging and dropping items directly onto the main program window and selecting **Erase All**
- Selecting items by using the **Item List** from the **Erase** menu
- Choosing a file or folder in Windows Explorer, then right clicking and selecting **Erase All**
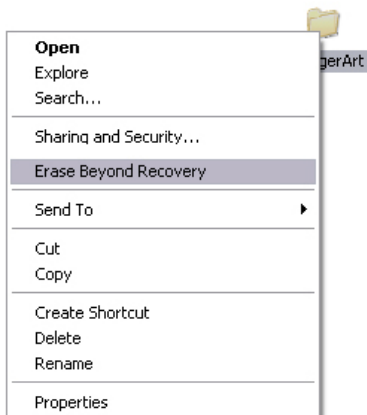
Right clicking on a file or folder provides access to the context menu. Simply select Erase Beyond Recovery, and then "Erase All" when prompted.

Program Section One– Left Icon Buttons

Icon Button: Privacy Guard

The Privacy Guard will seek out and destroy the contents of folders that monitor and track your Internet usage and computer activity. It will also erase the Windows "hidden" or "locked" files and other data stored without your knowledge. You may also customize this feature to target specific files or folders that may contain sensitive information. The Privacy Guard has two options from which to operate these wipe procedures:

The **Basic** mode will run all the pre-configured defaults.
This option is recommended for most users.
The **Advanced** mode allows you to choose your own options for the Privacy Guard.
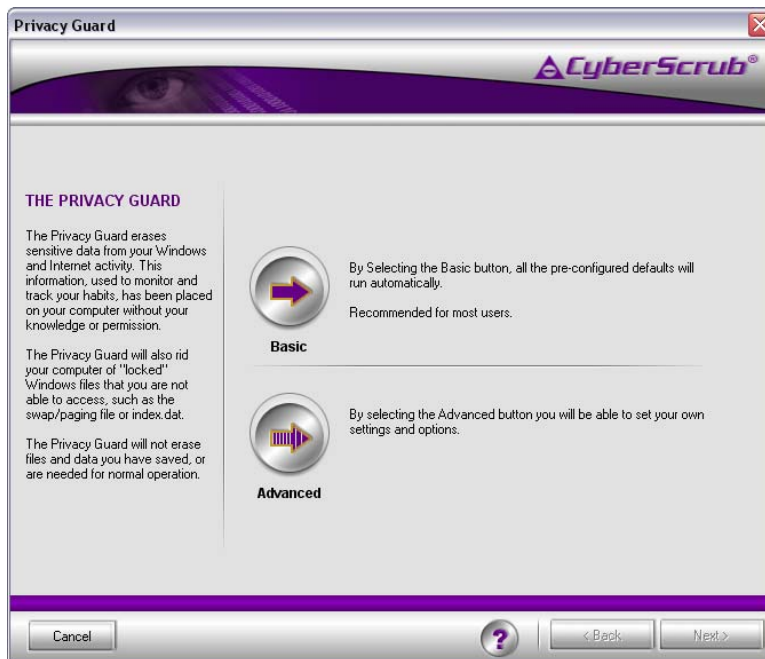
The **Advanced** mode contains the following tabbed modules:

Windows Sensitive Areas
Select this option to remove sensitive information the Windows operating system has stored on your computer without your knowledge or approval. You can clear sensitive information from the swap/paging file, delete temporary files created by applications, destroy evidence of your previous activities, delete Thumbs.db files etc. This will allow you to protect your computer privacy.

Browsers Sensitive Areas
Your computer documents not only your web browsing activity (sites visited, etc.) but retains any picture, video or graphic previously viewed for easy and fast retrieval. Select this option to remove all traces of your Internet activity: history, cookies, text, pictures and sounds. This area protects your Internet privacy.

Applications Sensitive Areas
Use this option to remove sensitive information from the popular applications and programs installed on your computer (e.g. AOL Messenger, ICQ, Windows Media Player, Real One Player, MS Office, Adobe Photoshop and many more).

Peer2Peer Sensitive Areas
Use this option to remove sensitive information from the popular Peer2Peer applications and programs installed on your computer (e.g. Kazaa, Kazaa Lite, iMesh, Napster, Morpheus, Direct Connect, Limewire, Shareaza, and many more).

News and Email Readers
Use this option to remove traces of newsgroup activities (messages, binaries, etc.) and deleted email messages from popular news and email programs (Outlook Express, Agent Newsreader, Eudora etc.). The available news and email programs are displayed in the News & Email Readers area, in the Privacy Guard.

Custom Sensitive Areas
The Privacy Guard allows you to target and destroy specific files, folders and Registry entries/keys. You can use this special feature to erase files and folders that usually contain sensitive data (such as password files, business plans, trade secrets, financial records, etc.). You can also eliminate data from registry entries that may contain sensitive information. If you want find out how to create new custom sensitive areas, please read the Creating Custom Sensitive Areas from the program Help section.

Press the Start button to erase the selected sensitive information. The data will be destroyed in accordance with the specified erasure setting.

NOTE: After running the Privacy Guard you will be prompted to restart your computer. This step is necessary to delete certain "locked" Windows files.
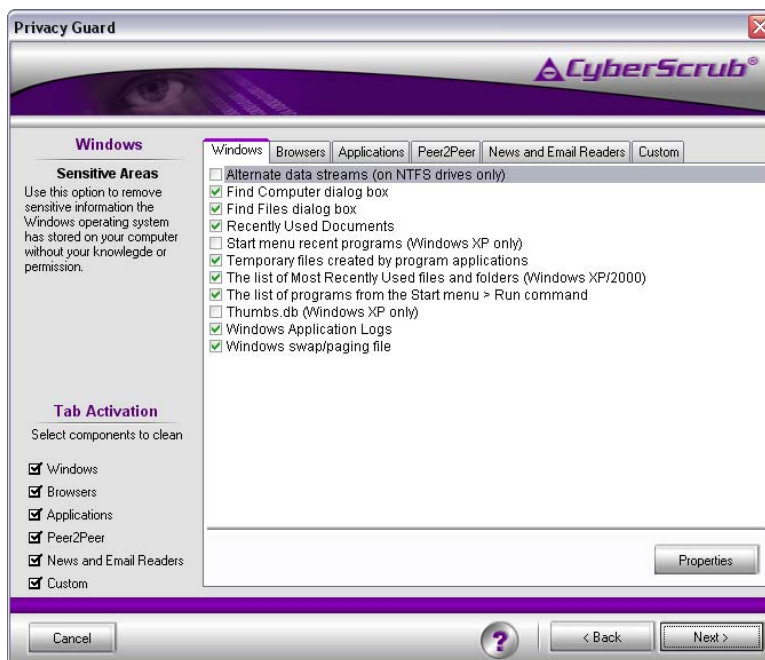
NOTE: You should check only the applications and programs that are installed on your computer. A warning message will appear once you select an application or program that is not installed.

After selecting an application (already installed on your computer), the 'Properties' button will allow user to set his own erasing options for that application.

Icon Button: Files & Folders
This feature allows you to add specific files or folders to the Main program window for secure deletion.

Icon Button: Erase All
This feature will remain inactive until a file or folder is placed in the Main program window. Utilizing this button erases data from items appearing in the Main screen details window.

Icon Button: Erase Beyond Recovery
This feature ensures that previously "deleted files" are removed from your computer beyond forensic recovery. The Erase Beyond Recovery feature was designed to help you eliminate any sensitive information stored in these areas of your disks:

- The contents of the files stored in the Recycle Bin
- The free space on drives. (This ensures that the contents of previously deleted files are destroyed beyond recovery. The existing files on drive are not modified.)
- The file's slack, without modifying the files themselves. (This ensures that any sensitive information that happens to be located in the slack portion of a file is not recoverable.)
- The file attributes that might reveal the identity of the erased files or folders by destroying (scrambling) files and folders properties (name, date, size, etc.). (This ensures that the file and folder properties on FAT or NTFS drives are properly destroyed and cannot be recovered.)
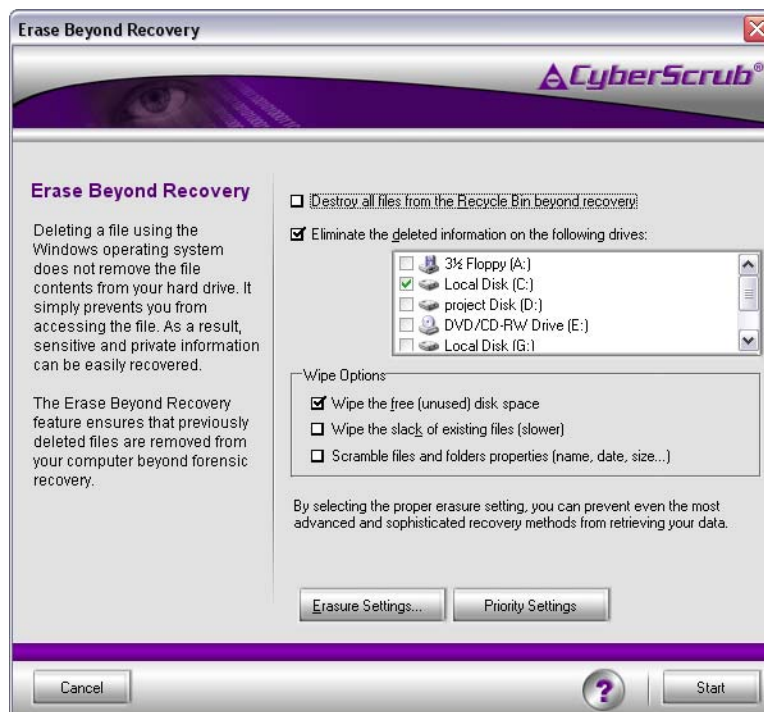
Always close any open applications prior to running Erase Beyond Recovery.

Program Section Two – Top Function Bars

Function Bar: Recycle Bin Files
This feature allows you to securely erase all files and folders that are currently in the **Recycle Bin**. Once these file are erased, they can not be recovered.

Function Bar: Deleted Email
When you delete an email message from Outlook Express, Microsoft Outlook, Netscape Mail or other mail programs, the message is moved to a special folder called "Deleted Items" or "Trash" and is not removed from disk. Even if you empty the "Deleted Items" or "Trash" folders, part of the original message may still remain stored on disk. CyberScrub Privacy Suite is able to thoroughly rid your disk of discarded email.
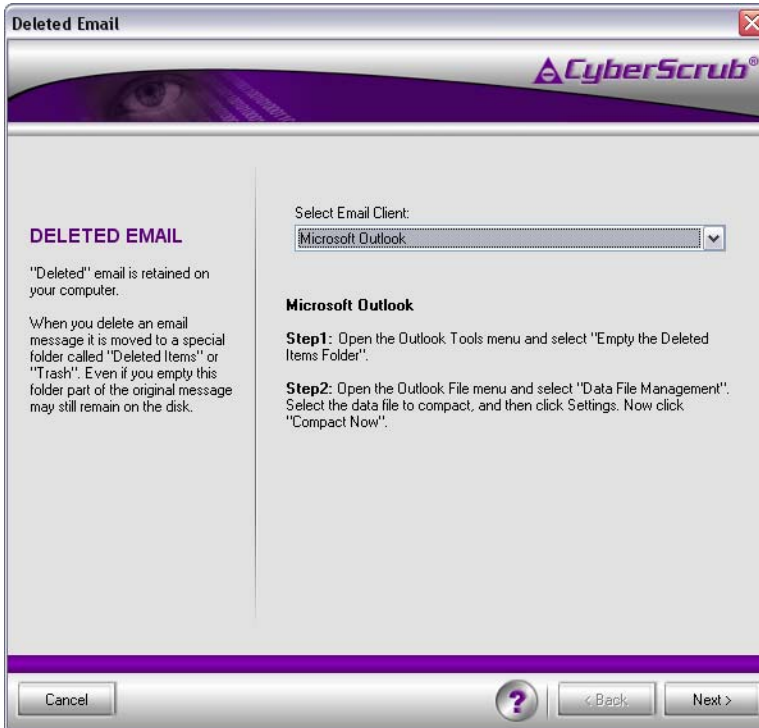

Function Bar: Safe
The **Safe** feature allows you to encrypt data to prevent access by unauthorized individuals. Simply select the files and folders you wish to put into the **Safe**, and press **Encrypt**.

NOTE: The first time you choose to encrypt a file or folder you are asked to enter a password and choose the desired encryption method. You will be asked to re-enter this password the next time you open the **Safe**.

If you wish to decrypt any of the files or folders you put in the **Safe**, just select them and click **Decrypt**. The **Delete** button removes an item from the **Safe**, erasing it beyond recovery. **Recrypt** will encrypt the selected files and folders again, allowing you to select a different method for encryption. Selecting the Options button from the main Safe window allows you to change your password, password hint, and encryption method.
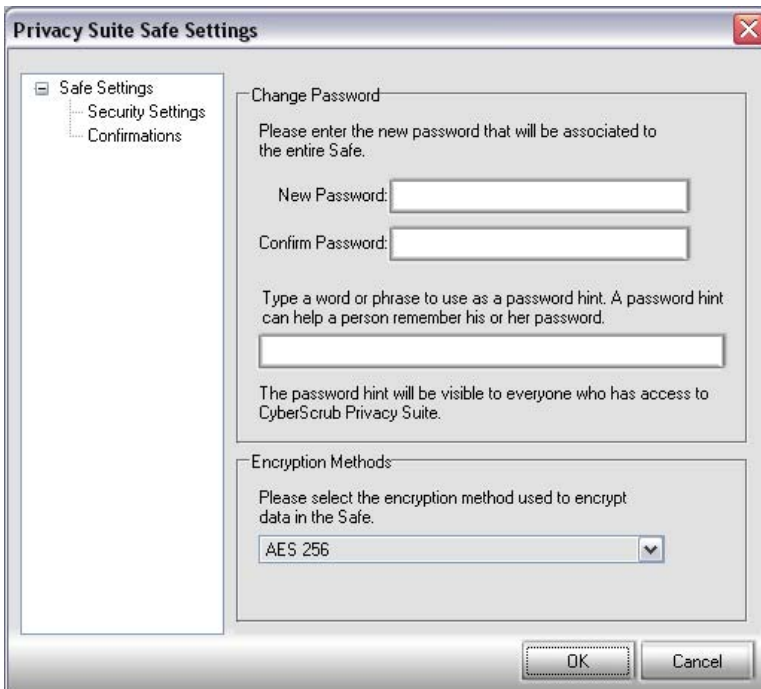
Program Section Three – Top Menu Items

Menu Item: File
This feature allows you to exit the program.

Menu Item: Erase
This allows access to all the erasure related tasks and functions. Each area is listed below:

Items List - This feature allows you to add files or folders to the Main program window for secure deletion.
Privacy Guard – (Also available from the left side Icon Buttons) This feature allows you to remove all traces of your online and computer activity. *Always close any open applications prior to running the Privacy Guard.*
Erase Beyond Recovery - (Also available from the left side Icon Buttons) This feature ensures that previously deleted files are removed from your computer beyond forensic recovery. You can select specific drives to utilize various options such as wipe free space and file slack, and scrambling file and folder properties.
Erases Options - There are three Option Categories: Configuration, Erase Options and Automation Options.

Configuration
- The **General** page of the Configuration dialog box contains several options that you may modify.
    1. Automatically show dialog box- chooses which dialog box you want to be automatically displayed on start-up (Add Files, Add Folders or Search for Files).
    2. Display file association icons - if this option is enabled, icons are shown next to each entry in the Main list box to indicate whether a file is executable or has an association.
    3. Warn user when adding a file already in list - if this option is enabled, a warning dialog box is displayed when the user tries to add files or folders that are already in the main list box.
    4. Always on top - if this option is enabled, the Privacy Suite Main window has the "always on top" attribute, so it is not overlaid by other application windows.
    5. Save settings on exit - if this option is enabled, options are automatically saved when the user quits the program.
    6. Start Scheduler on Windows Startup - when this option is enabled, the Scheduler automatically starts on Windows Startup.

- The **Shell** page of the Configuration dialog box contains options for accessing the program through the right click context menu.

- The **Password** page of the Confirmation dialog box allows for the restriction of the program to authorized users only.

- The **Permissions** page of the Confirmation dialog box allows Administrator control over which Windows User accounts have access to program tasks and functions.

- The **Priority Settings** page of the Confirmation dialog box allows the user to determine the Priority Suite's allocation of system resources.

Erase Options

- The **Actions** page of the Erase Options dialog box allows the user to set certain wiping and scrambling actions for the program.

- The **Confirmations** page of the Erase Options dialog box allows the user to select which actions are confirmed during the running of the program.

- The **Preferences** page of the Erase Options dialog box allows the user to set error message actions, log file creation and other miscellaneous features.

- The **Security Level** page of the Erase Options dialog box allows the user to view and select the desired wiping (erasure) procedure. All methods and their particular details are available through the **Change method** button. CyberScrub recommends using either the **Bruce Schneier** method or the **3+7+3** method, which are both extremely secure and relatively fast.

Automation Options

- *If the process requires restart* - this option allow you to specify what needs to be done in case one of the running process needs to restart your computer immediately, to not restart immediately, to ignore locked files and don't restart or to show a restart dialog (asked if you want to restart).

- *At the end of the entire process* - this option allows you to specify what should be done at the end the entire process. You may choose to have your PC shut down , Don't shut down, just close the progress box (meaning that your computer will not be powered off, but that the Privacy Suite progress window will be closed), or do nothing..

Menu Item: View
This feature allows the user to set the details of the information as it is viewed in the File/Folder Details and Drag/Drop area of the Main program window.

Menu Item: Tools
This feature allows the user to access the Scheduler and the Safe features of the program.

Scheduler –
- Use the Scheduler to run CyberScrub Privacy Suite at a specified time/event or when the computer has been idle for a number of minutes.
- The Scheduler allows for better management of system resources while keeping your computer secure. You may, for example, run CyberScrub Privacy Suite at times when the computer is not in use, or when it has been idle for a number of minutes.
- The Scheduler window allows you to view and control created tasks using the buttons on the left of the screen.
- New Task opens the windows which will guide you, step by step, in creating a new task.
- The Delete button will delete the selected tasks.
- Properties will display the properties of the selected task, and allow you to modify them.
- Create Shortcut will create a shortcut for the scheduled task and allow you to execute via keyboard combinations. You could, for example, create a "panic key" this way.
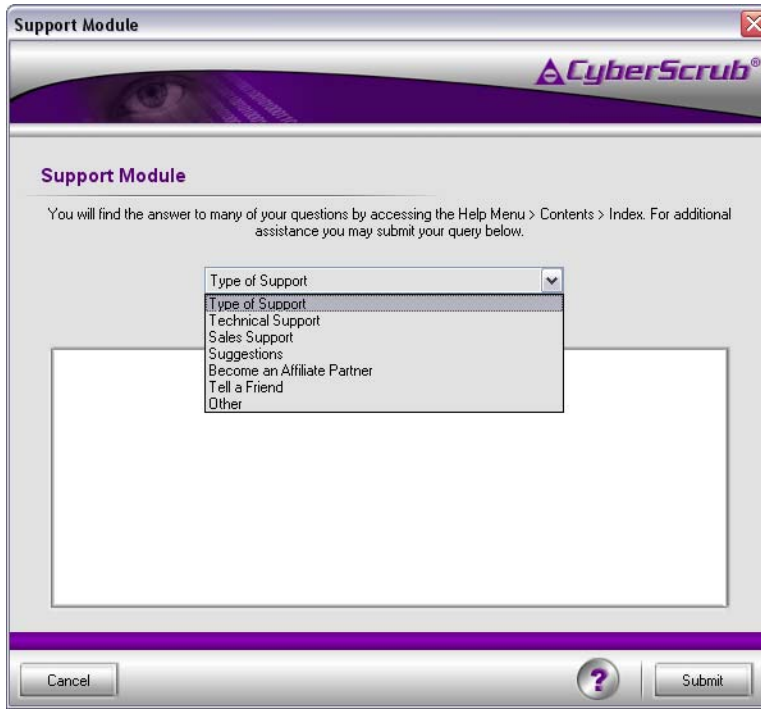- Run will start the selected task.
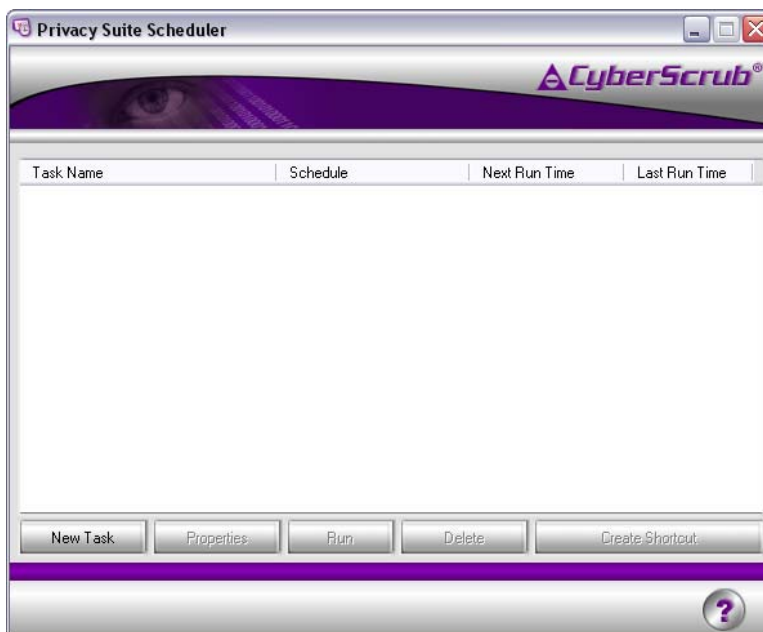
Safe –
- This is an alternative path to the Safe. Please see Function Bar: Safe in Section 2.

Menu Item: Help

This feature allows the user access to many support features of the program including Help Topics, FAQs (frequently asked questions), and the ability to actually submit a Customer Support Ticket.

Contact Information

Website: www.cyberscrub.com
Interactive Support Center: www.cyberscrub.com/info