

# **Quick Start Guide**

# Welcome to EncryptionSafe!

EncryptionSafe is a free and easy-to-use encryption software for Windows PCs that protects your data. Our goal is to provide top-notch encryption that's easy and convenient to use... for FREE.

This Quick Start Guide will help you install and get started with EncryptionSafe. If you have questions, contact us at <u>EncryptionSafe@SmartPCTools.com</u>.

We need your help:

- We're always looking for ways to improve EncryptionSafe. User feedback is extremely important. If there are things you'd like us to improve or add, let us know.
- If you like EncryptionSafe, please spread the word.

Thanks!

### Installing EncryptionSafe

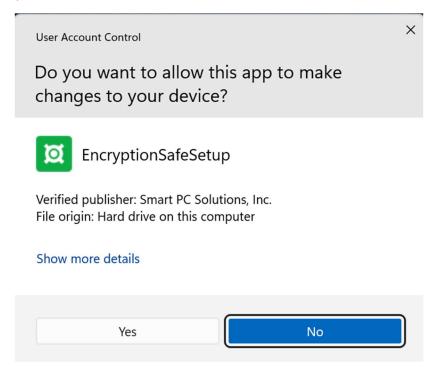
You can download EncryptionSafe from the Home Page of our Website by clicking on the Download Now button.

The EncryptionSafe EXE file will be downloaded into your DOWNLOADS directory. Run the ENCRYPTIONSAFE.EXE file, and follow the instructions on your screen (as follows):



Click the INSTALL button.

A Windows dialog may appear asking for permission to install (if you are not already in Admin mode on your PC).



Click the YES button.

The EncryptionSafe Application will install on your PC. When the installation process is complete, a screen will appear telling you the installation is complete and ask for permission to collect anonymous usage information including if you set up an account and the # of files you encrypt. We DO NOT collect any information to identify you or compromise your information. The only purpose for the usage data is to help us understand how you are using the product so we can improve it.

Setup - EncryptionSa	fe v1.0.0.21					×
Ø	Encry	pt	ionS	Saf	e	
I	nstallation Suc	cessful	ly Complet	ted		
collect anonymous inf	take our users privacy ormation about your u umber of files stored. nformation.	usage. This	information will	include if an	n account	
Will you allow us to co product?	ollect anonymous usag	je <mark>in</mark> format	ion to help impr	ove the		
	No		Yes			

Click YES to allow us to collect this anonymous usage information or click NO if you prefer that no information is collected (you can later modify this setting in the options menu).

#### **Creating A Master Password**

After you install EncryptionSafe, you will be asked to create your master password.



Enter your password and then re-enter the password to confirm it and click the SET MASTER PASSWORD button.

IMPORTANT: Do not lose this password. Your password is required to decrypt your files. We do not store a copy of your password, and there is no "backdoor" that allows files to be decrypted without the password. If you lose your password, there is no way to decrypt your files.

We recommend writing down the password and securing it in a secure, private place.

#### **Tips For Creating a Secure Password**

We recommend that you choose a secure password that is at least 12 characters long, contains upper case and lower case letters, numbers and symbols.

Avoid using real words, for example "password" or personal information like names of pets or your birthday.

#### Welcome Screen

After you set up your Master Password, you will see the Welcome Screen where you can start encrypting your files. .



Choose the BROWSE FILES button to encrypt files or the BROWSE FOLDERS button to encrypt an entire folder (and subfolders).

# **Encrypting Files**

To Encrypt files:

1) Click the ADD button on the EncryptionSafe Main Screen.

Encryptio	nSafe	* - ×
Type Name	Status Location	

The ENCRYPT FILES OR FOLDERS Screen will appear.

EncryptionSafe	¢.	- > <
Encrypt files	Encrypt folders	
Drag and drop a file to encrypt it, or select via "Browse files".	Drag and drop a folder to encrypt it, or select via "Browser folders"	
Browse files	Browse folders	

- 2) Click the BROWSE FILES button.
- 3) Navigate to the folder containing the file or files you want to encrypt.

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					-
Dpen 🛛		i			>
Look in:	Investments	✓ Ø	🤹 📂 🖽 🗕		
A	Name	^	Status	Date mod	lified
Home	🛃 🧰 A GUID	E TO TRANSFER ON DEATH ACCOUNTS	0	5/24/202	1 2:19 PM
_	🛃 📠 Acknow	ledgement of Receipt of Funds_01Mar2	0 🕗	6/7/2023	10:13 AM
	🔽 🚥 G87I	RA_Designation_of_Beneficiary_Form	$\odot$	6/7/2023	10:13 AM
Desktop	🧰 Getting	Your House in Order	0	2/12/2020	0 1:41 PM
	🔽 🚥 Importa	ant Documents and Records	$\odot$	6/7/2023	10:13 AM
Libraries	🚨 Investm	nent - trend	0	1/25/201	9 3:23 PM
	🚨 Investm	nent - Trends (003)	0	1/12/202	3 6:28 AM
This PC	🔽 🖳 Investm	nent -Allo- 2020	$\bigcirc$	1/10/2020	0 1:25 PM
	🗹 🚥 Investm	nent Analysis FINAL 101620	$\odot$	10/16/20	20 2:57 PM
2	🧰 Investm	nent plan Sep-2017	0	8/29/201	7 4:37 PM
Network	📴 Investm	nent- trends-2020	$\bigcirc$	1/10/2020	0 1:27 PM
	🔤 Oppen	neimer - client agreement margin	0	10/24/20	12 3:31 PM
	Persona	I Information	0	2/11/202	0 1:22 PM
	File name:	"A GUIDE TO TRANSFER ON DEATH A	ACCOUNTS.pdf"	"Acknow ~	Encrypt
	Files of type:	All Files (*.*)		~	Cancel

4) Click the Encrypt button.

The selected files are encrypted, and you return to the EncryptionSafe Main Screen.

# **Encrypting Folders**

To Encrypt folders:

1) Click the ADD button on the EncryptionSafe Main Screen.

Encryption	* - ×	
Type Name	Status Location	

The ENCRYPT FILES OR FOLDERS Screen will appear.

EncryptionSafe	⇔ – × ×
Encrypt files	Encrypt folders Drag and drop a folder to encrypt
it, or select via "Browse files". Browse files	it, or select via "Browser folders" Browse folders

- 2) Click the BROWSE FOLDERS button.
- 3) Navigate to the folder you want to encrypt.

📕 Encrypt	ionSafe	¢ – ×
Er Drag and it, or sele		ders er to encrypt ser folders" ers

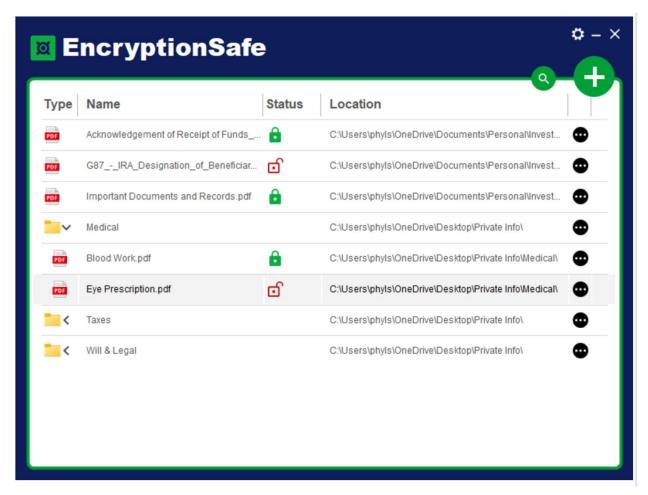
4) Click the Encrypt button.

The selected folder and subfolders are encrypted and you return to the EncryptionSafe Main Screen.

#### Notes:

- When you select a folder, the files in that folder and in all subfolders will be encrypted. If you only wish to encrypt the files in the main folder (and not subfolders) use the ENCRYPT FILES option and select all the files in the folder you wish to encrypt.
- 2. If you add new files to a folder that is encrypted, these new files will also be encrypted if the EncryptionSafe application is running. If EncryptionSafe is not running, the files will be encrypted the next time you start and then exit the application. EncryptionSafe will inform you that you have unencrypted files. Just choose Yes to encrypt them.

# The EncryptionSafe Main Screen



The Main Screen in EncryptionSafe is where you see your encrypted files and folders. EncryptionSafe displays the following information:

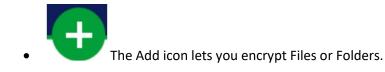
• File Type – In this column you see either a Folder icon on an icon for a specific file type (PDF, Excel, Word, Powerporint, etc).

For folders, click on the Folder icon to show the files contained in the folder. Click on the folder a second time to hide the files in the folder.

- Name In this column you see the name of the file or folder. Click on a file name to decrypt and open the file.
- Status A green lock icon is shown when a file is encrypted. A red lock icon shows that a file is not encrypted. Click on the red icon to encrypt the file.

Note: If a file is open in another application, you may not be able to encrypt it until you close the file.

- Location Shows the folder location where the file is stored on your drive.
- Or More options icon click this icon Open, Delete, or Decrypt/Encrypt a file. For folders, this option allows you to Hide or Remove a folder (details below).
- Clicking on the Type, Name, Location headings will sort the file list by the column you click on.
- The Search icon lets you search for a specific filename.



## **Decrypting Files**

To decrypt a file:

1) Find the file you want to decrypt in the EncryptionSafe Main Screen.

a =	ncryptionSafe		۰ - 	
Туре	Name	Status	Location	
POF	Acknowledgement of Receipt of Funds	â	C:\Users\phyls\OneDrive\Documents\Personal\Invest	
PDF	G87IRA_Designation_of_Beneficiar	ර	C:\Users\phyls\OneDrive\Documents\Personal\Invest	
PDF	Important Documents and Records.pdf	ê	C:\Users\phyls\OneDrive\Documents\Personal\Invest	
<	Medical		C:\Users\phyls\OneDrive\Desktop\Private Info\	
<	Taxes		C:\Users\phyls\OneDrive\Desktop\Private Info\	
<	Will & Legal		C:\Users\phyls\OneDrive\Desktop\Private Info\	

2) Double click on the filename to decrypt and open it, or just click on the Green Lock Icon in the status column of the file you want to decrypt.

The file will be decrypted and the icon color will change to red to show that the file is decrypted.

### **Deleting & Removing Files**

When you have a file in EncryptionSafe, you can "remove" it from the EncryptionSafe vault. If you remove it, the file will remain on your drive in unencrypted format. Or you can choose to "delete" a file, which removes the Encrypted File not just from the vault, but also from your drive.

To delete or remove a file:

- 1) Find the file you want to remove or delete in the EncryptionSafe Main Screen.
- 2) Click on the More options icon next to the Folder you wish to remove or delete.

<u>¤</u> =	⇔ – ×			
Туре	Name	Status	Q Location A	
=<	Medical		C:\Users\phyls\OneDrive\Desktop\Private Info\	•
= <	Taxes		C:\Users\phyls\OneDrive\Desktop\Private Info\	•
<b>`</b> ~	Tmp		C:\Users\phyls\OneDrive\Desktop\Private Info\	•
<b>W</b> -	Document.docx	â	C:\Users\phyls\OneDrive\Desktop\Private Info\Tmp\	•
PDF	Document_20230601_0002.pdf	â	C:\Users\phyls\OneDrive\Desktop\Private Info\Tmp\	•
POF	Document_20230601_0003.pdf	â	C:\Users\phyls\OneDrive\Desktop\Private Info\Tmp\	Open
PDF	Document_20230601_0004.pdf	â	C:\Users\phyls\OneDrive\Desktop\Private Info\Tmp\	Delete
PDF	Document_20230601_0005.pdf	â	C:\Users\phyls\OneDrive\Desktop\Private Info\Tmp\	Decrypt
PDF	Document_20230601_0006.pdf	â	C:\Users\phyls\OneDrive\Desktop\Private Info\Tmp\	•
PDF	Document_20230601_0007.pdf	â	C:\Users\phyls\OneDrive\Desktop\Private Info\Tmp\	•
POF	Document_20230601_0008.pdf	ô	C:\Users\phyls\OneDrive\Desktop\Private Info\Tmp\	•

#### 3) Choose Delete

A message box will display where you can choose to Delete or Remove the file.

- Choose Delete to delete the file from EncryptionSafe and from your PC.
- Choose Remove to remove the file from your EncryptionSafe Vault and keep the file (unencrypted) on your PC.

<u>¤</u> =	ncr	yptionSafe		:-: +	×
Туре	Name	Status	Location 🔺		
=<	Medical		C:\Users\phyls\OneDrive\Desktop\F	Private Info\	
=<	Taxes		C:\Users\phyls\OneDrive\Desktop\F	Private Info\	
<b>`</b> ~	Tmp	Option for deleting a file	×	vate Info\	
<b>W</b>	Docum		vate Info\Tmp\		
PDF	Docum	Delete - delete the file from your PC Remove - remove the file from your vault	/ate Info\Tmp\		
PDF	Docum	Delete	Remove	vate Info\Tmp\	
PDF	Docum			vate Info\Tmp\	
PDF	Documen	t_20230601_0005.pdf	C:\Users\phyls\OneDrive\Desktop\F	Private Info\Tmp\	
PDF	Documen	t_20230601_0006.pdf	C:\Users\phyls\OneDrive\Desktop\F	Private Info\Tmp\	
PDF	Documen	t_20230601_0007.pdf	C:\Users\phyls\OneDrive\Desktop\F	Private Info\Tmp\	
PDF	Documen	t_20230601_0008.pdf	C:\Users\phyls\OneDrive\Desktop\F	Private Info\Tmp\ 😶	

4) Choose either Delete or Remove.

# Decrypting / Removing Folders

To decrypt a Folder and remove it from EncryptionSafe:

- 1) Find the Folder you want to decrypt in the EncryptionSafe Main Screen.
- 2) Click on the  $\bullet$  More options icon next to the Folder you wish to decrypt.

Туре	Name	Status	Location	
POF	Acknowledgement of Receipt of Funds	â	C:\Users\phyls\OneDrive\Documents\Personal\Invest	•
POF	G87IRA_Designation_of_Beneficiar	ර	C:\Users\phyls\OneDrive\Documents\Personal\Invest	•
POF	Important Documents and Records.pdf	â	C:\Users\phyls\OneDrive\Documents\Personal\Invest	•
<	Medical		C:\Users\phyls\OneDrive\Desktop\Private Info\	<b>•</b>
<	Taxes		C:\Users\phyls\OneDrive\Desktop\Private Info\	Hide Folder
<	Will & Legal		C:\Users\phyls\OneDrive\Desktop\Private Info\	Remove Folde

3) Choose Remove Folder.

A dialog will appear asking if you wish to remove the Folder from the Vault.

Are you sure you wish to remove this folder from the vault?	×
Cancel	

4) Choose OK.

The Folder is removed from EncryptionSafe and all the files in the folder are decrypted.

### **Hiding Folders**

EncryptionSafe allows you to Hide Folders on your PC. A hidden folder is not visible in Explorer but is shown in EncryptionSafe.

- 1) Find the Folder you want to Hide in the EncryptionSafe Main Screen.
  - 🗘 🗙 EncryptionSafe Туре Name Status Location -PDF Important Documents and Records.pdf Ô C:\Users\phyls\OneDrive\Documents\Personal\Invest... • e G87\_-\_IRA\_Designation\_of\_Beneficiar... C:\Users\phyls\OneDrive\Documents\Personal\Invest... Acknowledgement of Receipt of Funds\_... C:\Users\phyls\OneDrive\Documents\Personal\Invest... ۲ Will & Legal C:\Users\phyls\OneDrive\Desktop\Private Info\ ۲ Taxes C:\Users\phyls\OneDrive\Desktop\Private Info\ ۲ ۷ C:\Users\phyls\OneDrive\Desktop\Private Info\ Medical ۷ Investments C:\Users\phyls\OneDrive\Desktop\Private Info\ < Hide Folder Remove Folder
- 2) Click on the More options icon next to the Folder you wish to Hide.

3) Choose Hide Folder.

The Status column in the EncryptionSafe Main Screen will mark the folder as Hidden

EncryptionSafe					
Туре	Name Status	Location -			
POF	Important Documents and Records.pdf	C:\Users\phyls\OneDrive\Documents\Personal\Invest			
PDF	G87IRA_Designation_of_Beneficiar	C:\Users\phyls\OneDrive\Documents\Personal\Invest			
POF	Acknowledgement of Receipt of Funds	C:\Users\phyls\OneDrive\Documents\Personal\Invest			
<	Will & Legal	C:\Users\phyls\OneDrive\Desktop\Private Info\			
<	Taxes	C:\Users\phyls\OneDrive\Desktop\Private Info\			
<	Medical	C:\Users\phyls\OneDrive\Desktop\Private Info\			
<	Investments	Hidden			

The Folder will not display in Explorer.

To Unhide the Folder, click on the • More options icon next to the Hidden Folder and choose the Unhide option.

## Options

To set options in EncryptionSafe, click on the Options Icon in the top right on the Main Screen.

<u>¤</u> =	ncryptionSafe			
Туре	Name	Status	Location	Settings
PDF	Important Documents and Records.pdf	ê	C:\Users\phy	
PDF	G87IRA_Designation_of_Beneficiar	â	C:\Users\phy	Check for updates
POF	Acknowledgement of Receipt of Funds	â	C:\Users\phy	Change password
- <	Will & Legal		C:\Users\phy	Privacy Policy
- <	Taxes		C:\Users\phy	EULA
- <	Medical		C:\Users\phy	Website Send anonymous usage information
- <	Investments		Hidden	to help improve EncryptionSafe

The Options Menu lets you access the following settings:

- Version # displays the current version # of your EncryptionSafe software.
- Check for updates checks to see if an updated version of EncryptionSafe is available. EncryptionSafe will automatically check once a day and notify you when updates are available. This option lets you manually check.
- Change Password this option lets you change your master password. If you change the master password, EncryptionSafe will re-encrypt all your files with the new password. Before you can set a new password, you will need to enter your current password.

IMPORTANT: Do not lose your password. Your password is required to decrypt your files. We do not store a copy of your password, and there is no "backdoor" that allows files to be decrypted without the password. If you lose your password, there is no way to decrypt your files.

• Links to the EncryptionSafe Privacy Policy, EULA (End User License Agreement), and website.

# Uninstalling EncryptionSafe

To Uninstall EncryptionSafe:

1) Go to Apps > Installed Apps in Windows

	- • ×
pps > Installed apps	
Search apps	= 88 ⊞
Filter by: All drives V Name (A to Z) V	
apps found	
AV1 Video Extension Microsoft Corporation   5/15/2023	3.59 MB •••
Calculator     Microsoft Corporation   5/30/2023	16.0 KB •••
Camera Microsoft Corporation   5/31/2023	16.0 KB •••
Glipchamp Microsoft Corp.   5/30/2023	16.0 KB •••
Clock Microsoft Corporation   5/30/2023	16.0 KB •••
Cortana Microsoft Corporation   5/30/2023	16.0 KB •••
Dolby Access OEM Dolby Laboratories   5/30/2023	134 КВ 🛛 🚥
EncryptionSafe v1.0.0.27           1.0.27           SmartPC Solutions   6/7/2023	8.91 MB
Family     Microsoft Corp.   5/30/2023	Modify Uninstall

2) Select the ... icon to the right of EncryptionSafe and then select Uninstall.

The EncryptionSafe Uninstall process will start.

If you still have files encrypted, EncryptionSafe will ask if you want to decrypt these files before uninstalling.



3) Choose Yes if you want to decrypt the files and uninstall EncryptionSafe. Choose No if you want to keep the files encrypted and plan to reinstall EncryptionSafe.

A dialog box will appear asking if you are sure you want to uninstall.

Encryptic	onSafe Uninstall		×				
Are you sure you want to completely remove EncryptionSafe and all of its components?							
		<u>Y</u> es	No				

4) Choose Yes to start the uninstall process and remove EncryptionSafe from your PC.