



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 EncryptionSafe@SmartPCTools.com.

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

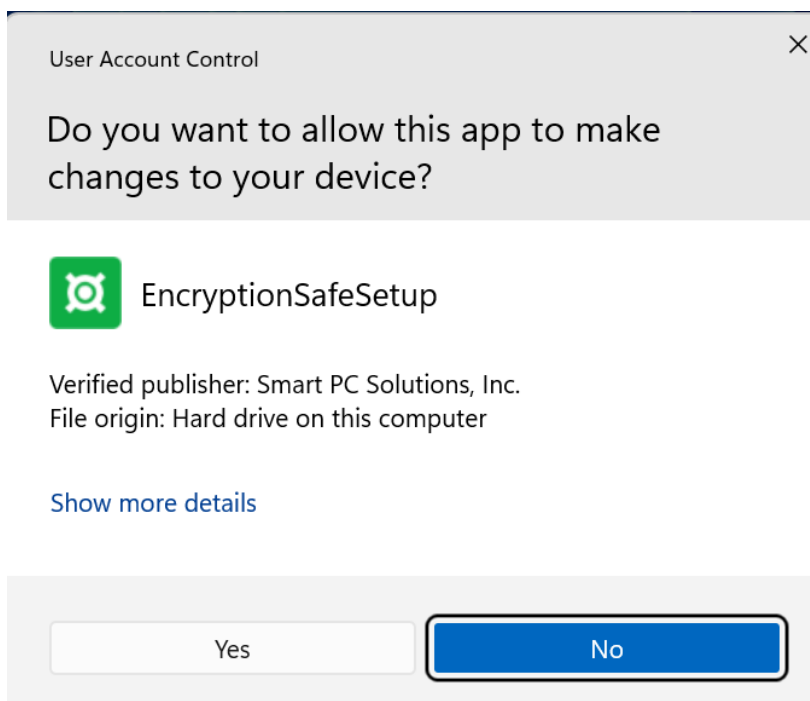
You can download EncryptionSafe from the Home Page of our Website by clicking on the Download Now button.

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.



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.

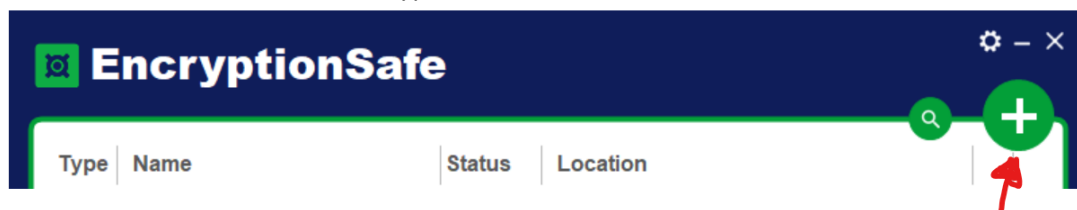


Choose the BROWSE FILES button to encrypt files or the BROWSE FOLDERS button to encrypt an entire folder (and subfolders). Choose the ENCRYPT PERSONAL IDS button to create and encrypt a personal ID.

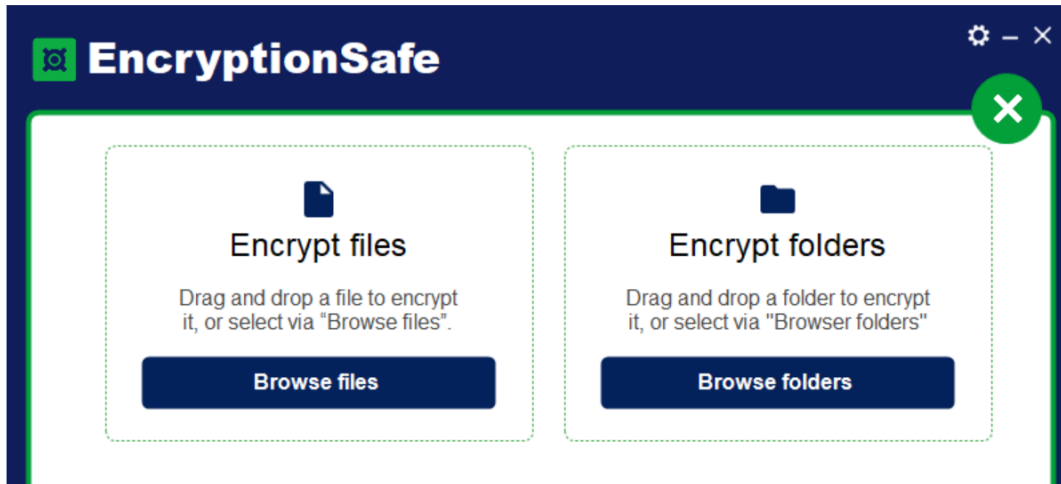
Encrypting Files

To Encrypt files:

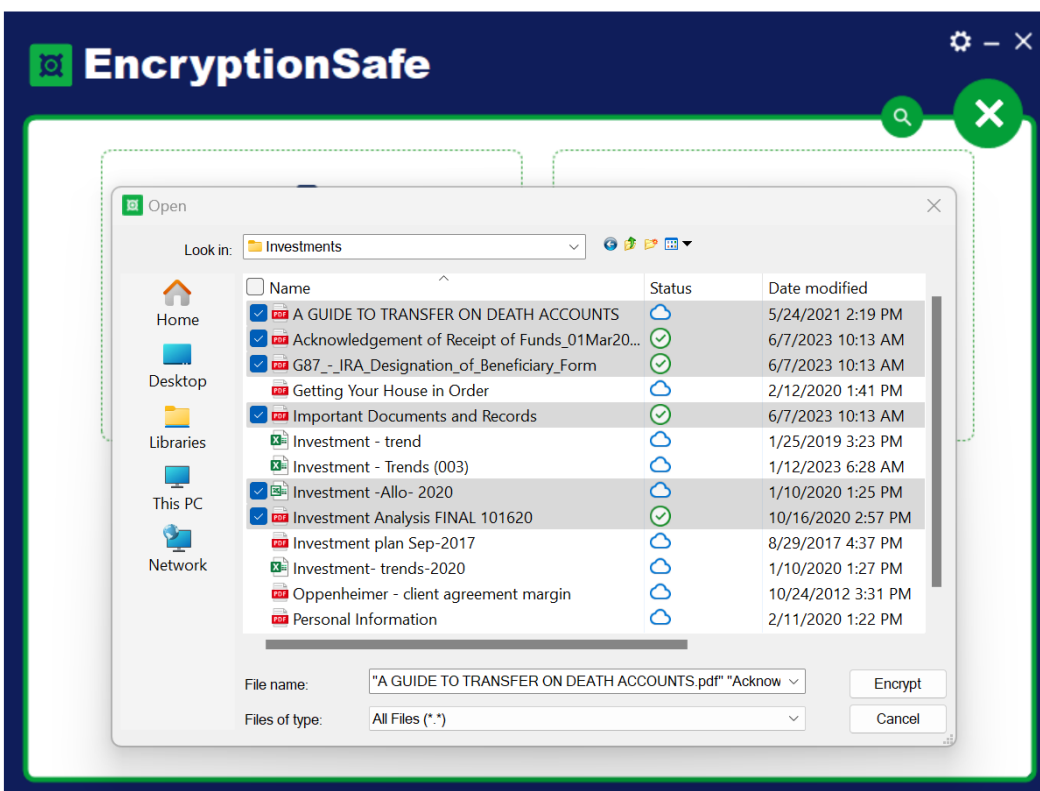
- 1) Click the ADD button on the EncryptionSafe Main Screen.



The ENCRYPT FILES OR FOLDERS Screen will appear.



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



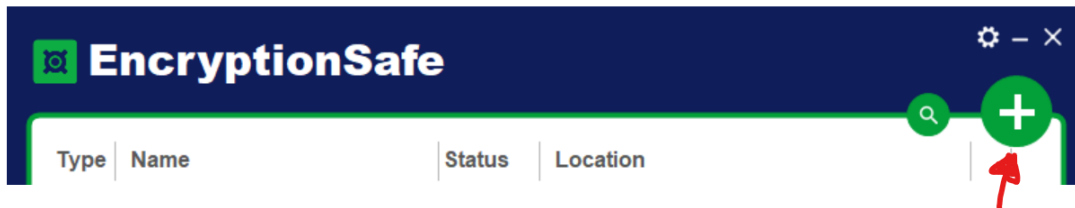
- 4) Click the Encrypt button.

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

Encrypting Folders

To Encrypt folders:

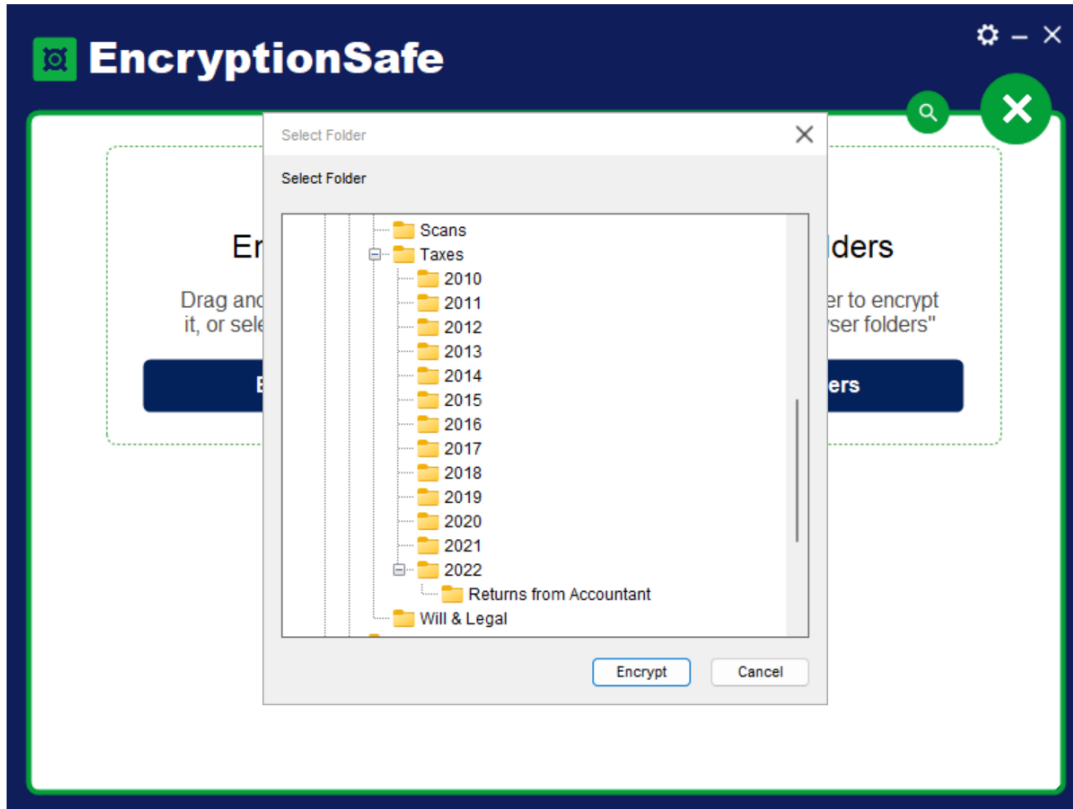
- 1) Click the ADD button on the EncryptionSafe Main Screen.



The ENCRYPT FILES OR FOLDERS Screen will appear.



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



- 4) Click the Encrypt button.

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

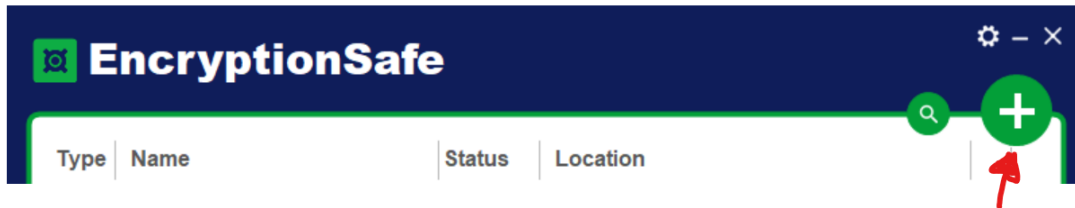
Notes:

1. 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.

Encrypting Personal IDs

To Encrypt Personal IDs:

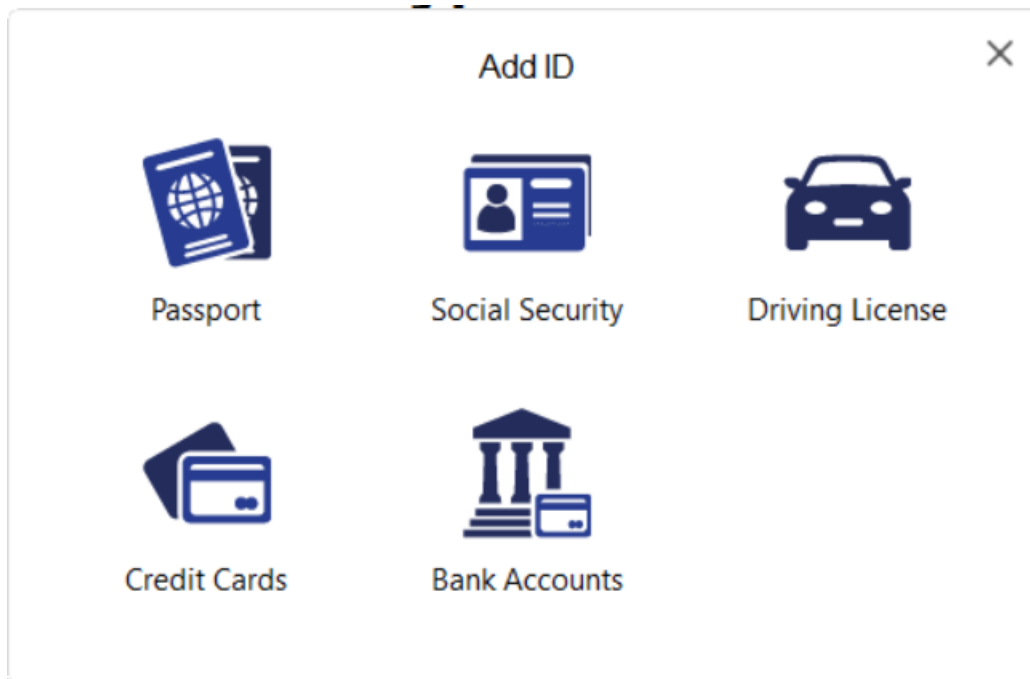
- 1) Click the ADD button on the EncryptionSafe Main Screen.



The Encrypt files, Encrypt folders, and Encryption Personal IDs Screen will appear.



- 2) Click the Add IDs button.
- 3) Navigate to the ID you want to create and encrypt. Click the icon.



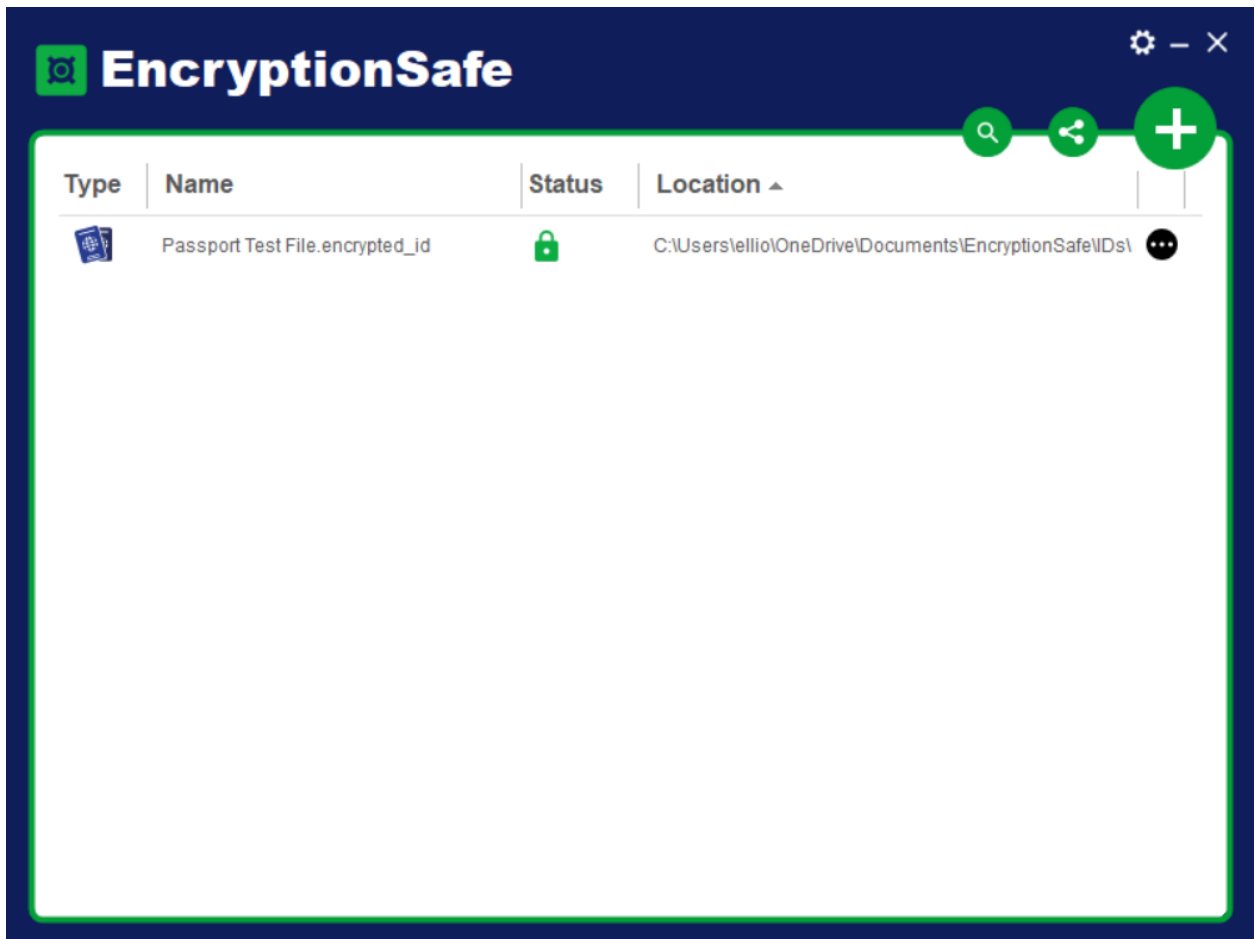
4) Fill out the ID Template

Each ID Template calls for different information. Fill it out accordingly.

A form titled "Passport" with a close button (X) in the top right corner. The form contains the following fields and controls:

- File name: Text input field.
- Name on ID: Text input field.
- Number: Text input field.
- Issue Date: Date picker showing 5/ 7/2024.
- Expiration Date: Date picker showing 5/ 7/2024.
- Country: Text input field.
- Place of issue: Text input field.
- Files: Large text area for file names.
- Add files: Button with a plus icon.
- Save: Green button.

5) Click Save to create and save the ID. The ID will be encrypted and added to EncryptionSafe.



Notes:

1. You can edit ID information, by opening the ID and then clicking “Edit”

Passport

File name	Passport Test File
Name on ID	Elliott
Number	
Issue Date	5/7/2024
Expiration Date	5/7/2024
Country	
Place of issue	
Files	<div></div>

Edit

a.

2. You can add files to encrypted IDs, either while creating it, or by editing them
 - a. These files will be linked to the ID and viewable when opening the ID.
 - b. You cannot add an already encrypted file to the ID.
 - c. Any example of a file you might want to add would be a picture of your ID, such as a Passport or Drivers License.

Passport

File name

Passport_John

Name on ID

John Smith

Number

G1234098

Issue Date

5/ 9/2020

Expiration Date

5/ 9/2030

Country

USA

Place of issue

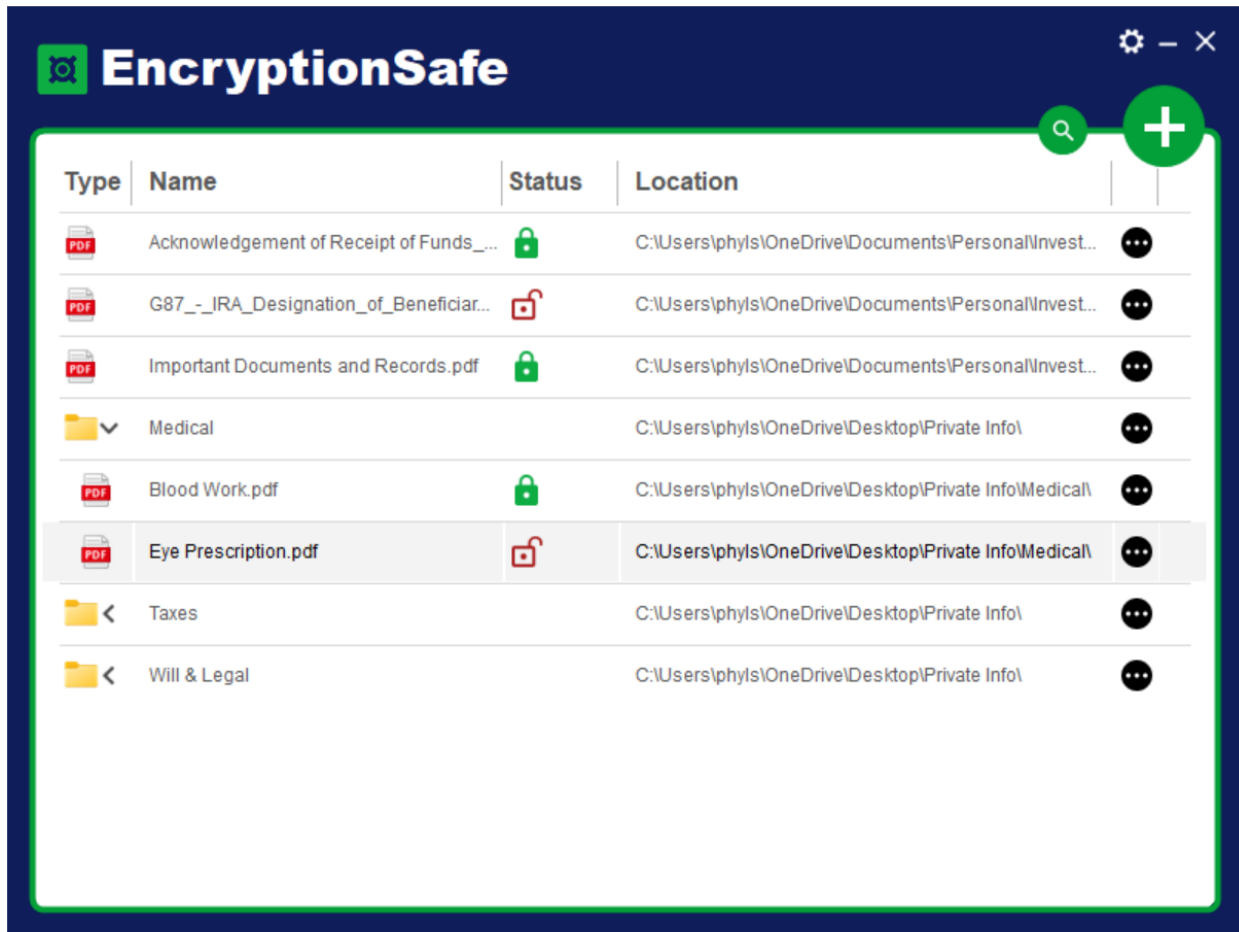
New York

Files

Add files

Save

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 or an icon for a specific file type (PDF, Excel, Word, Powerpoint, 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 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.

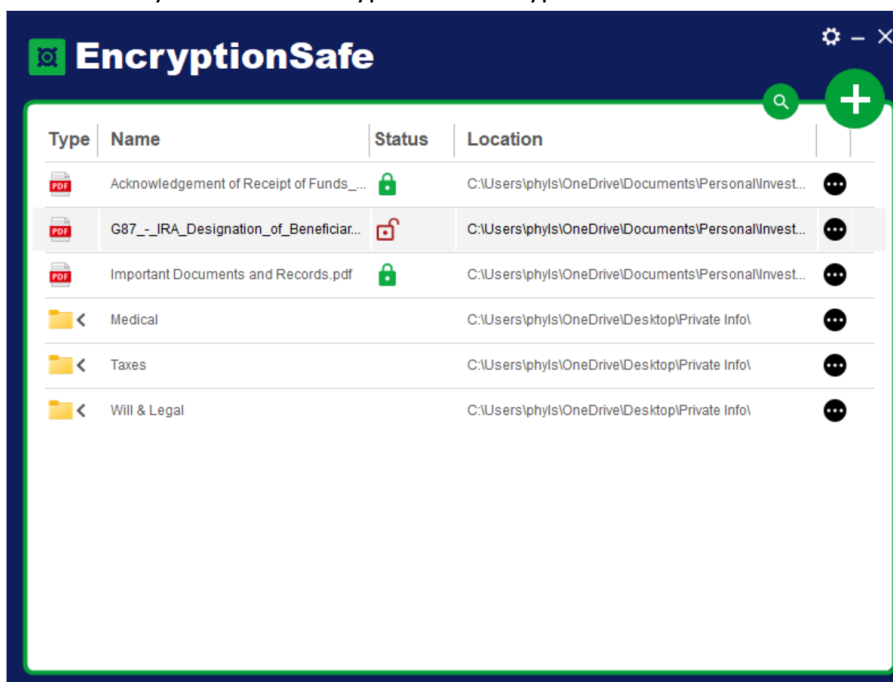
- **Location** – Shows the folder location where the file is stored on your drive.

-  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.
-  The Add icon lets you encrypt Files or Folders.

Decrypting Files

To decrypt a file:

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



- 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.

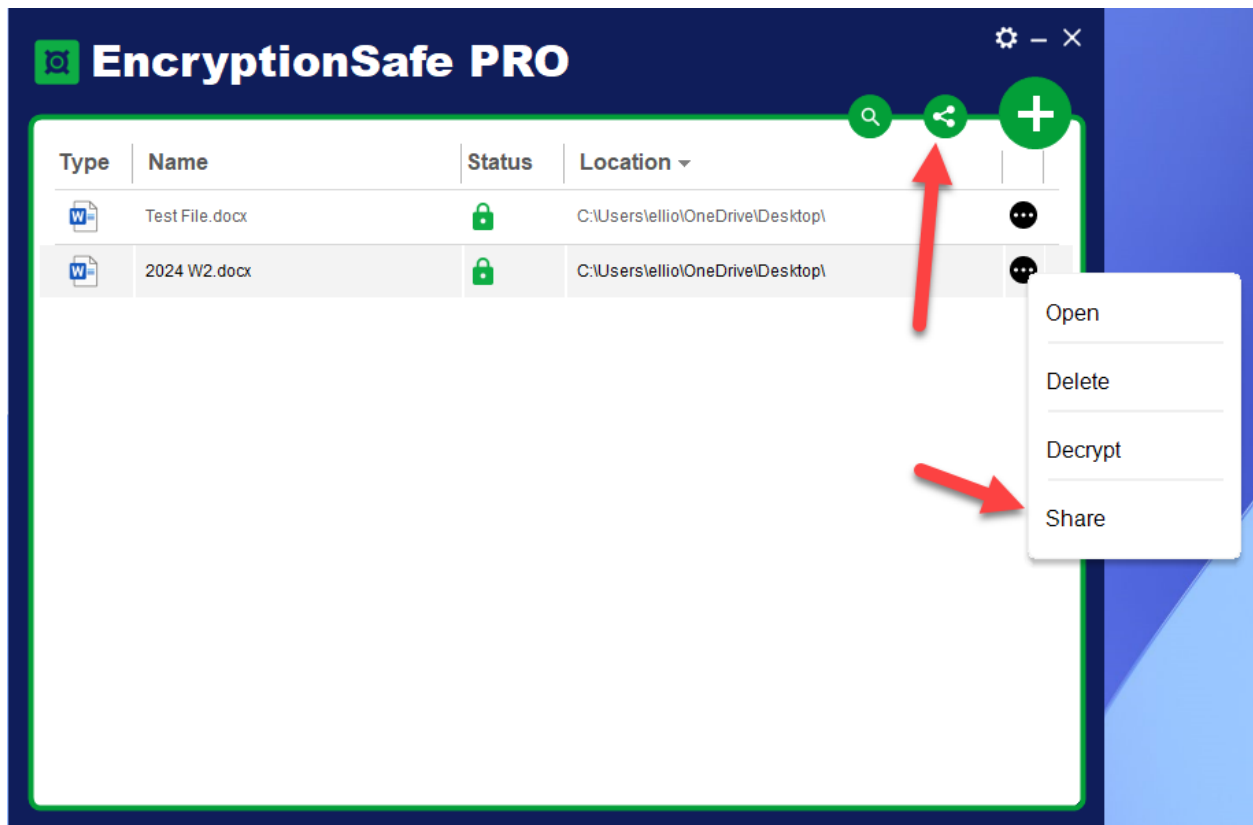
The file will be decrypted and the icon color will change to red to show that the file is decrypted.

Sharing Files

Sharing a file with EncryptionSafe is a very simple process. You are taking file(s) that you have already encrypted, re-encrypting them with a different password, and then you are free to share the file(s) with any file sharing method. **Note, whoever you send the share file to needs to have EncryptionSafe installed and will need the sharing password to open the file.**

How to share files:

- 1) There are 2 main ways to start the sharing process. Either click the share icon in the top right of the program, or in the file sub menu, select share.

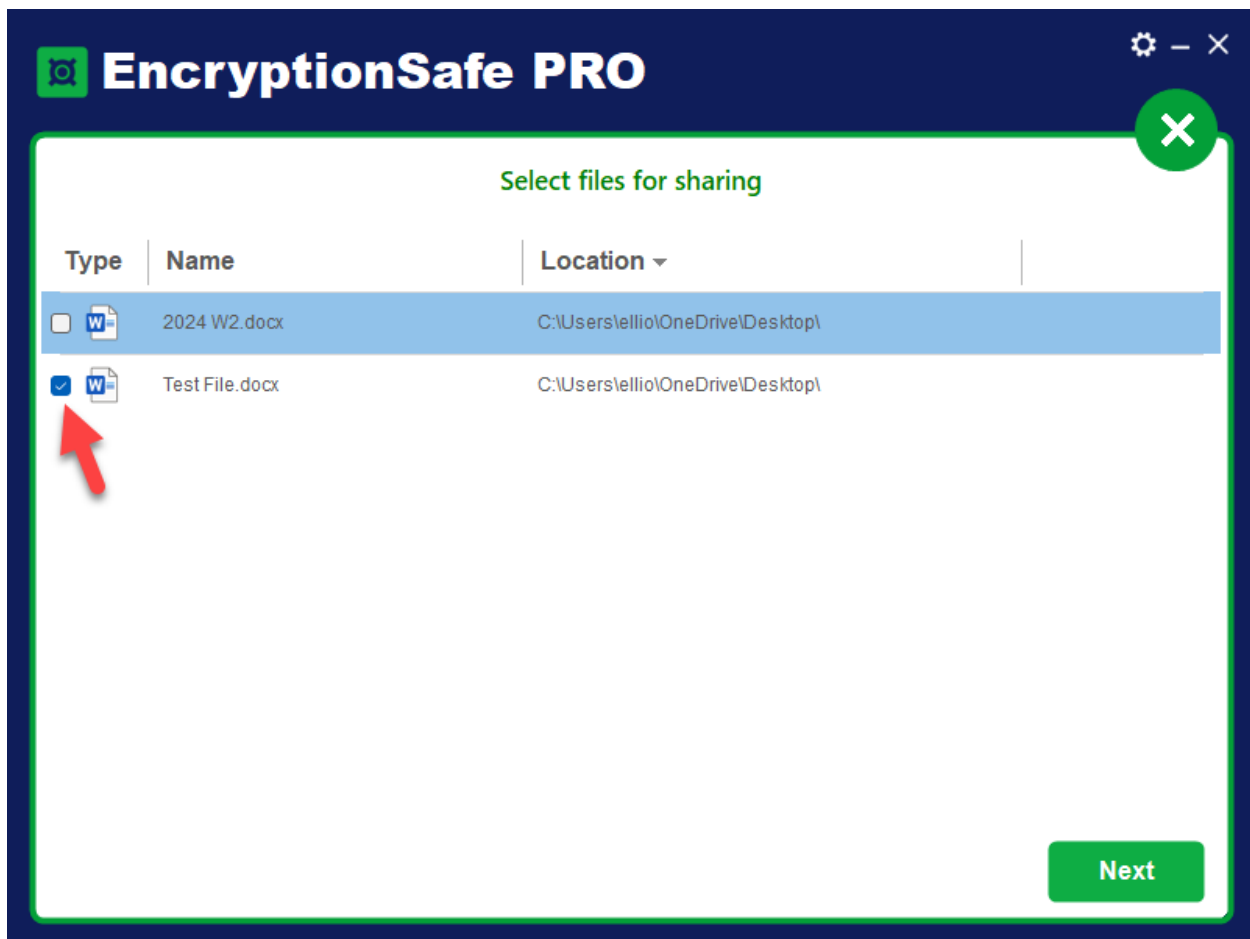


Note, if you want to share more than one file, select the share icon in the top right.

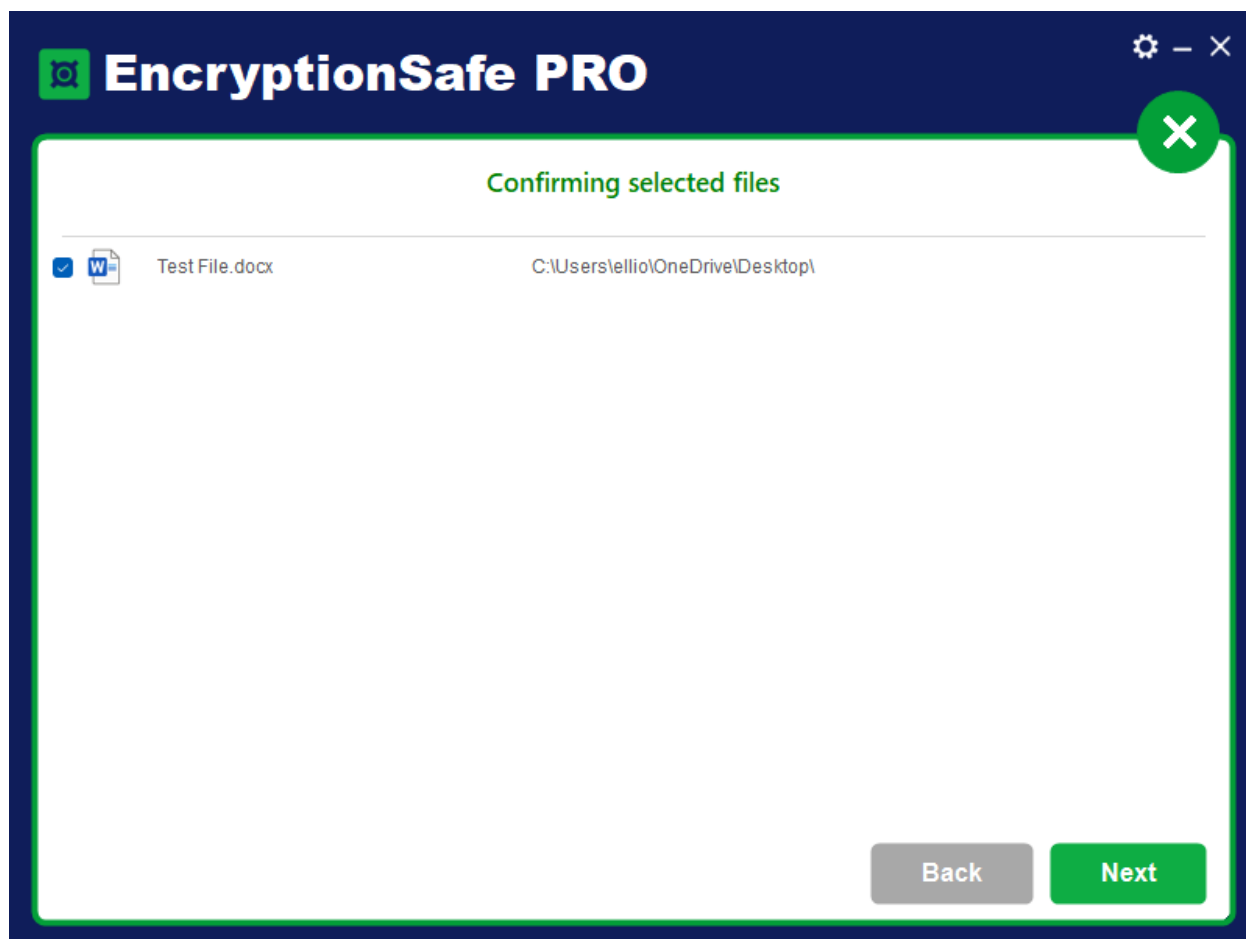
- 2) After clicking the share icon, you will see 2 options. "Open Sharing Folder" and "Share Files" Click "Share Files" to create files for sharing.



- 3) After clicking “Share Files” you can select which files you want to share by checking the box next to the corresponding files.



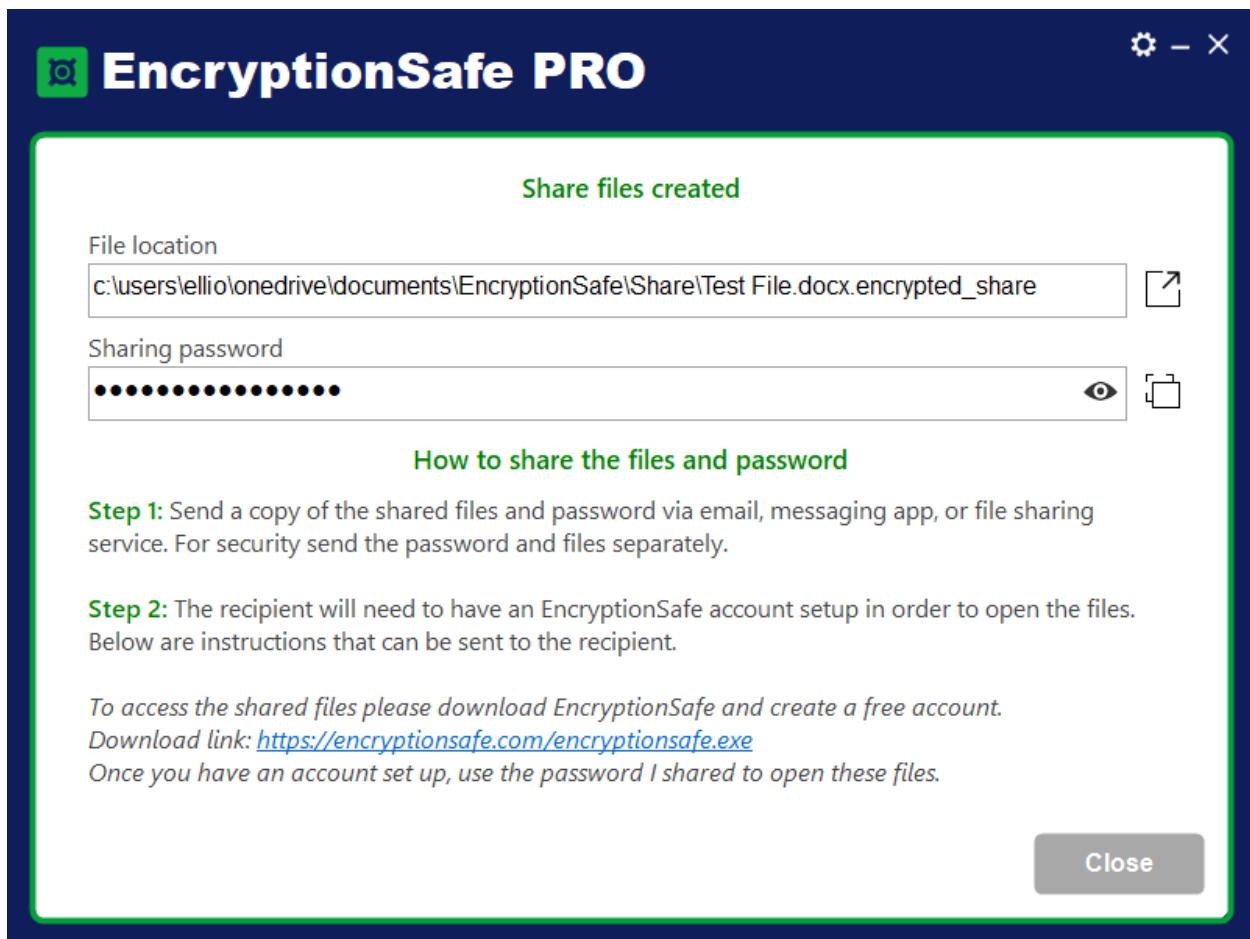
4) Click "Next" and then confirm the selected files are the ones you want to share. Click Next.



- 5) Create a sharing password. This password will be required by the recipients to open the files. **Do not use your master password, always use a different password for sharing files.** Click Next.



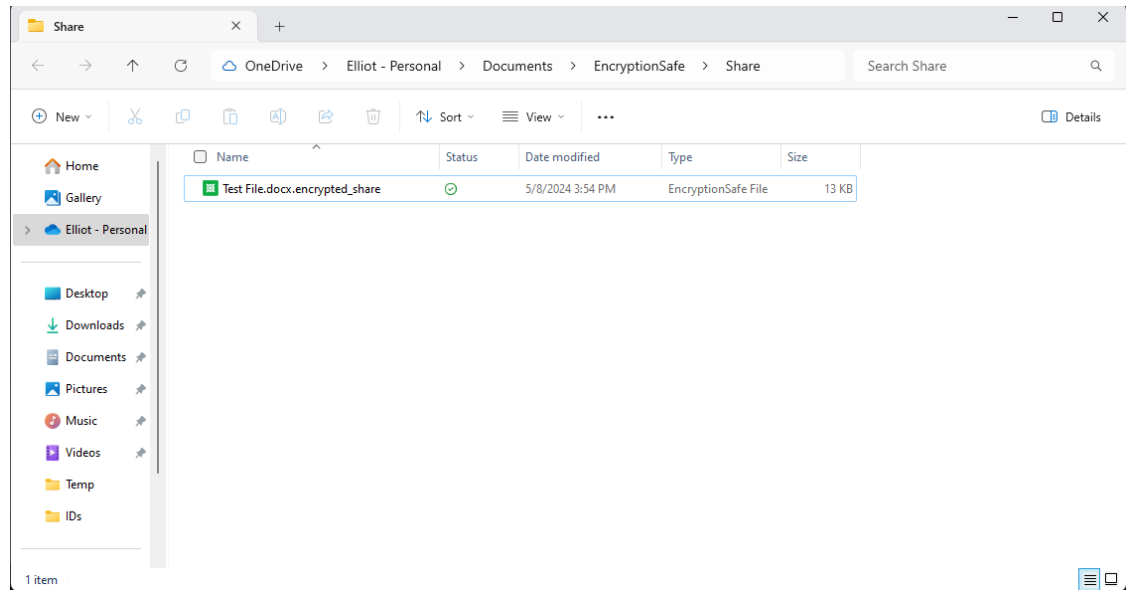
- 6) Now the share file(s) are created. On this final page in the share flow, you see be able to confirm the share password created. You will also be able to open the actual location the share file is in.



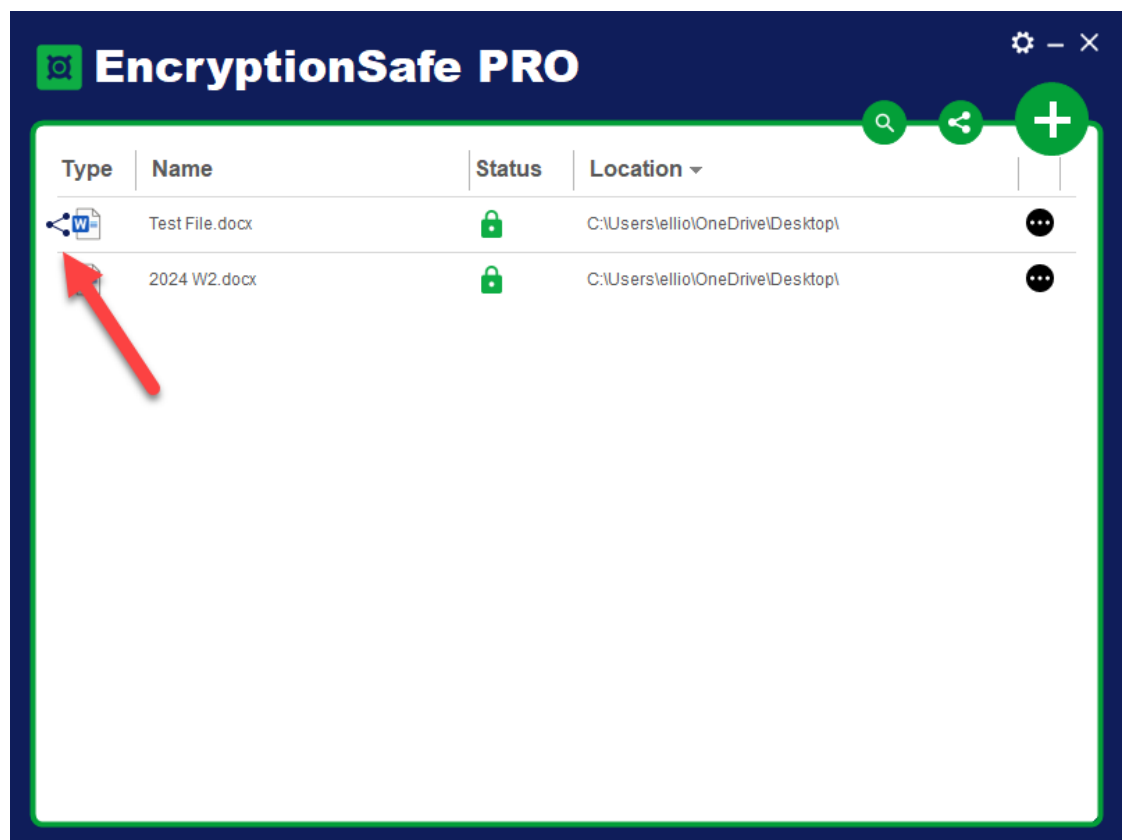
- 7) As the page above says, to share the file, simply use your preferred file sharing method, such as email. You would simply attach the share file to your email and send over the instructions:
- “To access the shared files please download EncryptionSafe and create a free account.
Download link: <https://encryptionsafe.com/encryptionsafe.exe>
Once you have an account set up, use the password I shared to open these files.”

Notes:

- To open the share folder, where you can see your created share files either open the share menu (icon in top right) and click “Open Sharing Folder” or in the options menu click “Manage Sharing”




- Any file that also has a share file created will have a symbol next to it in EncryptionSafe:

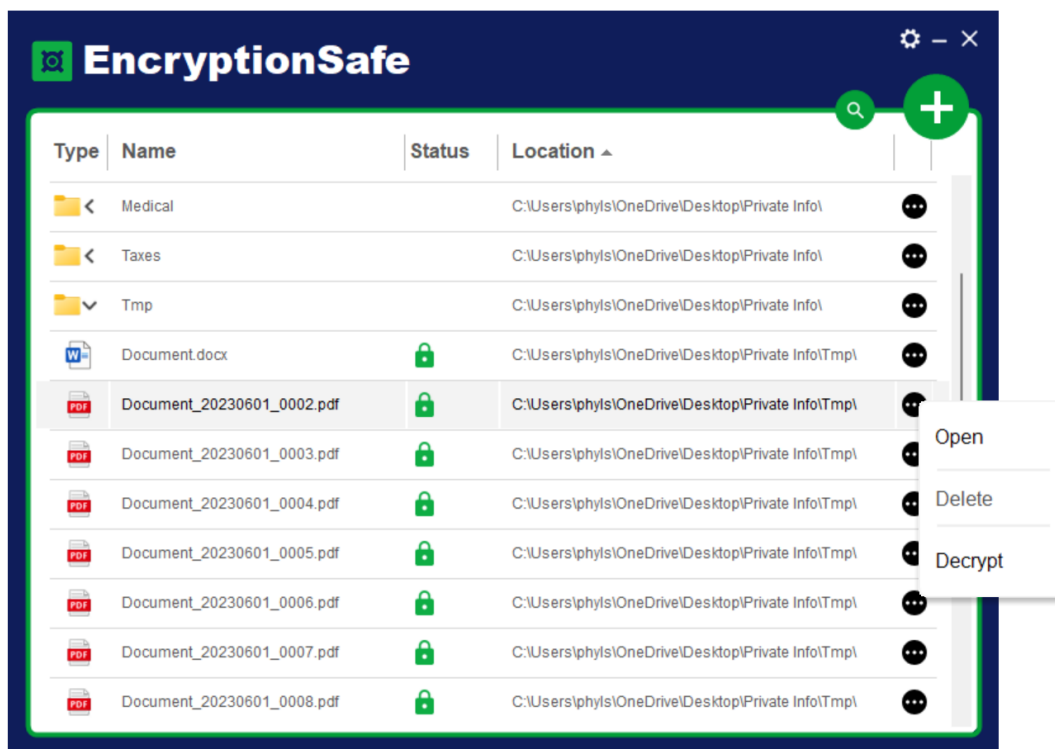


Deleting & Shredding Files

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

To delete or shred a file:

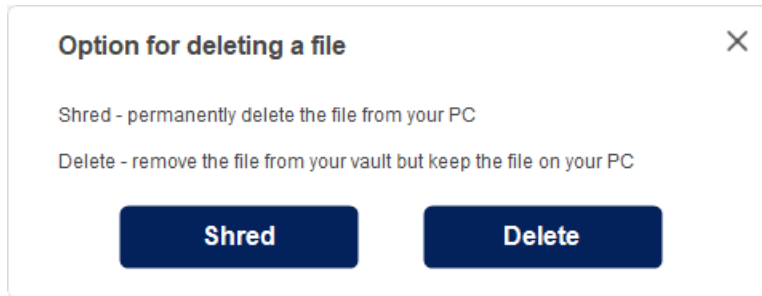
- 1) Find the file you want to shred or delete in the EncryptionSafe Main Screen.
- 2) Click on the  More options icon next to the file you wish to shred or delete.



- 3) Choose Delete

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


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

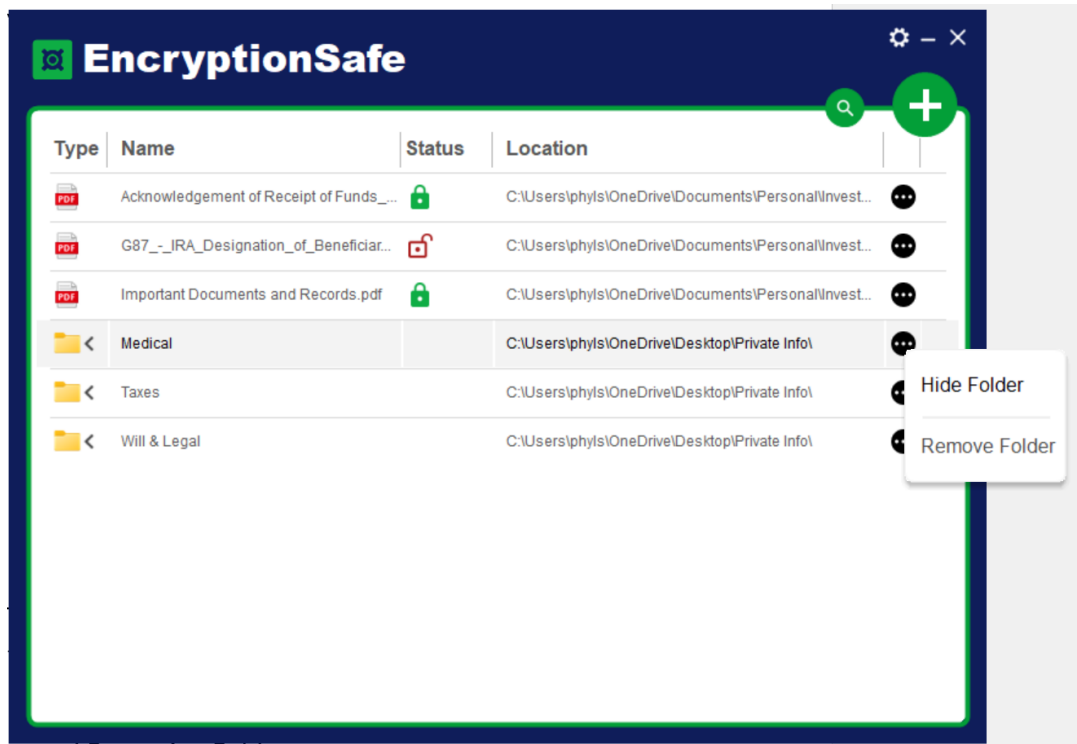


- 4) Click either Delete or Shred.

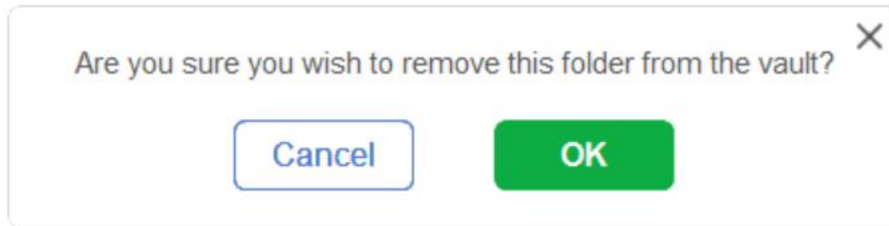
Decrypting / Removing Folders

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  More options icon next to the Folder you wish to decrypt.



- 3) Choose Remove Folder.
A dialog will appear asking if you wish to remove the Folder from the Vault.




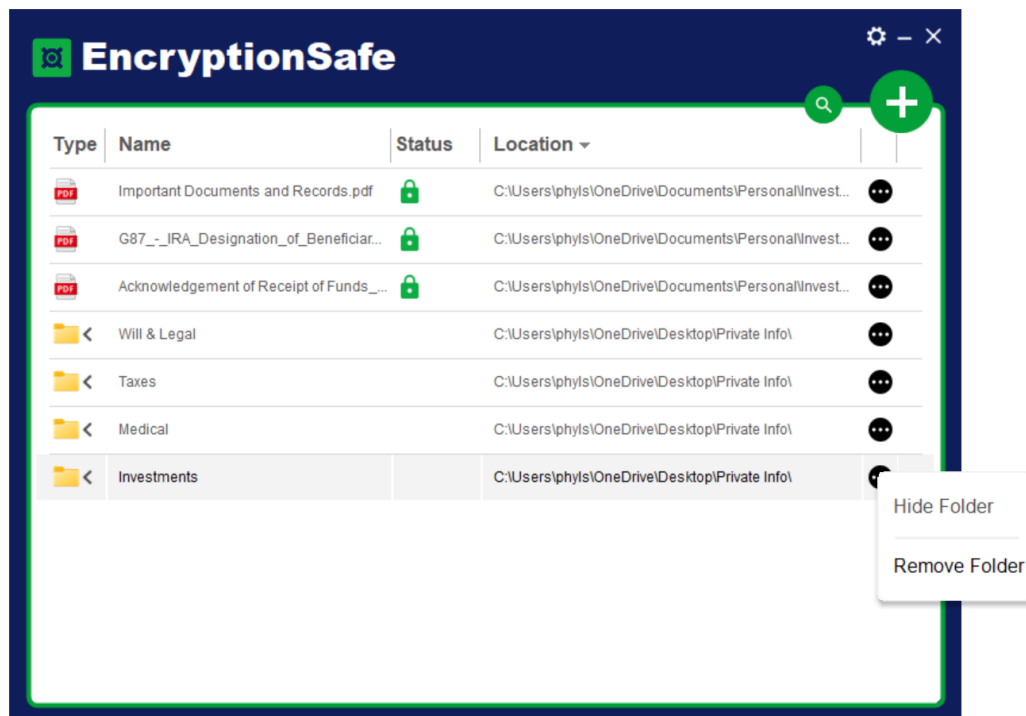
- 4) Choose OK.

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

Hiding Folders

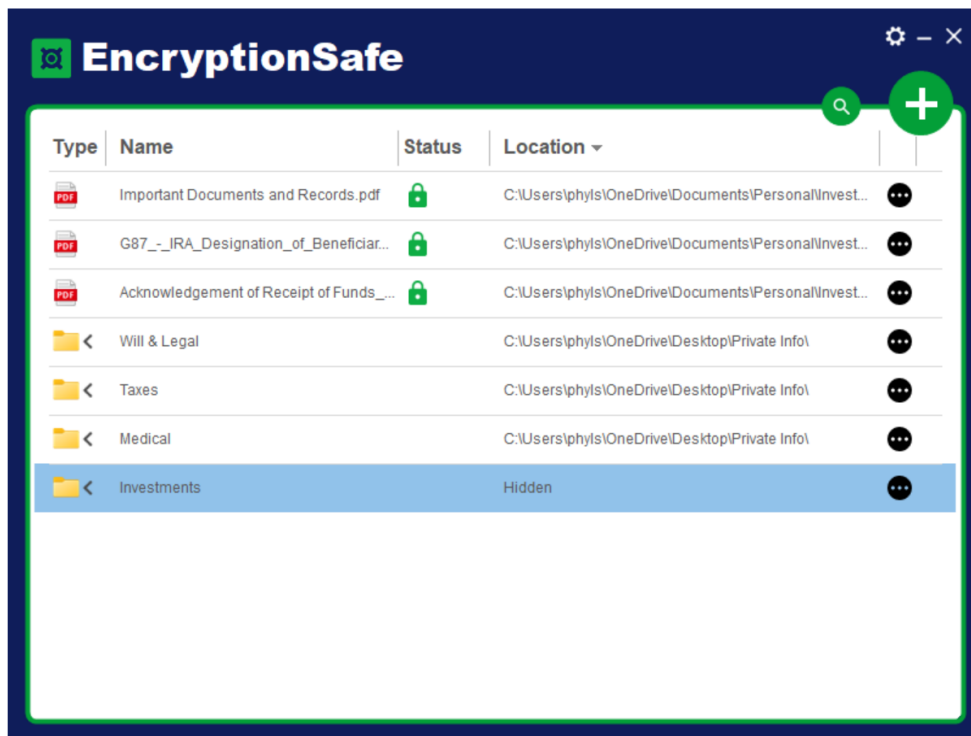
EncryptionSafe allows you to Hide Folders on your PC. A hidden folder is not visible in Explorer, but is show in EncryptionSafe.

- 1) Find the Folder you want to Hide in the EncryptionSafe Main Screen.
- 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



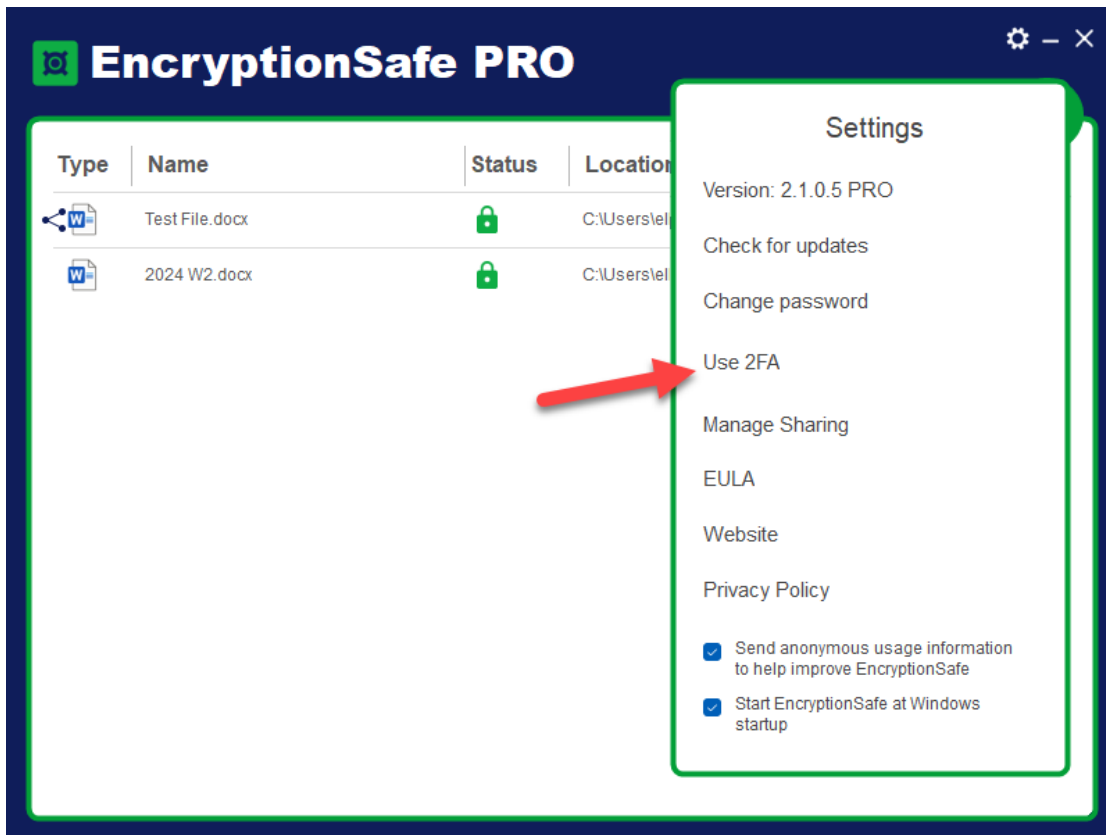
The Folder will not display in Explorer.

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

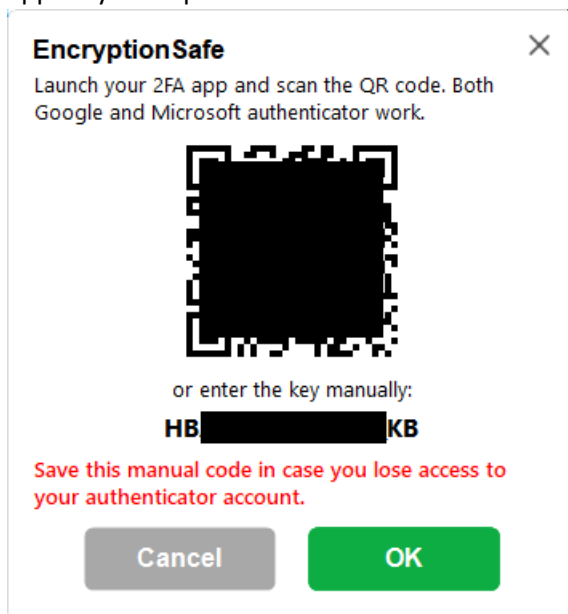
Using Two Factor Authentication

To use 2FA, follow the below steps:

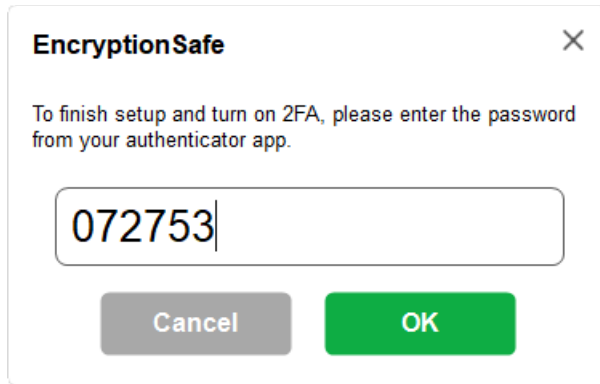
- 1) Before you begin using 2FA you need to download an authentication app on a separate device, commonly on your mobile device. EncryptionSafe works with many different authentication apps, but prefer Google and Microsoft authenticators.
- 2) Click on the settings menu in the top right corner and click "Use 2FA":



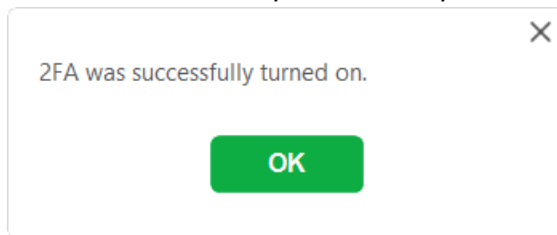
- 3) You are provided with both a QR code and a manual key. You need to open your authentication app on your separate device and either scan the QR code, or enter the key manually.



- 4) Once you have successfully scanned the QR code or entered the manual key, you should see the code on your 3rd party authentication app. You can now hit “OK” in EncryptionSafe.
- 5) To finish the setup and turn on 2FA, you need to enter your password from the authentication app. Then click “OK”



- 6) 2FA will be successfully turned on if you see the below notification:

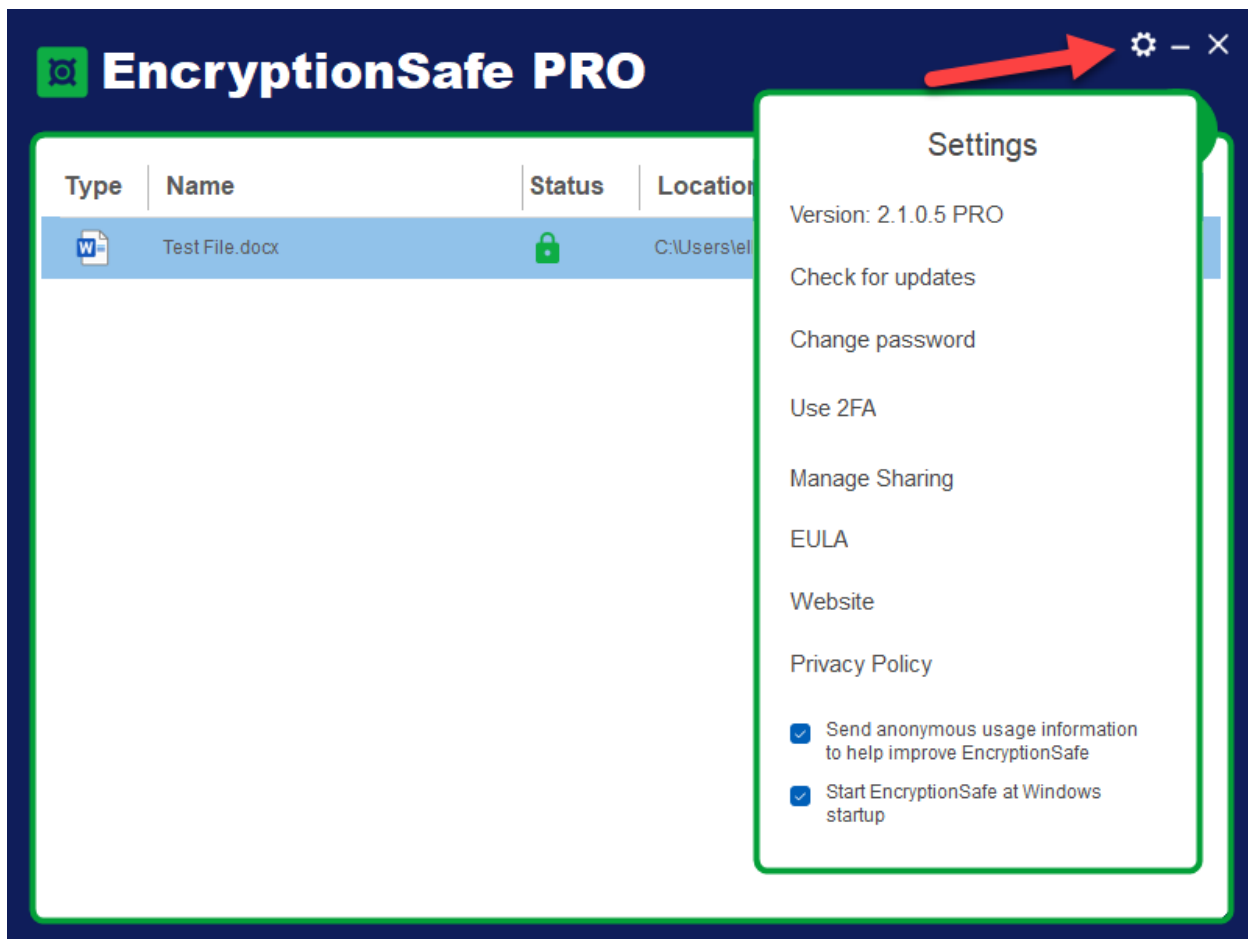


Notes:

- 2FA can be turned off in the options menu in the top right.
- Once 2FA is turned on, you must ensure you have your authentication app handy or you will not be able to log into EncryptionSafe.

Settings

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



The Settings 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 of 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.

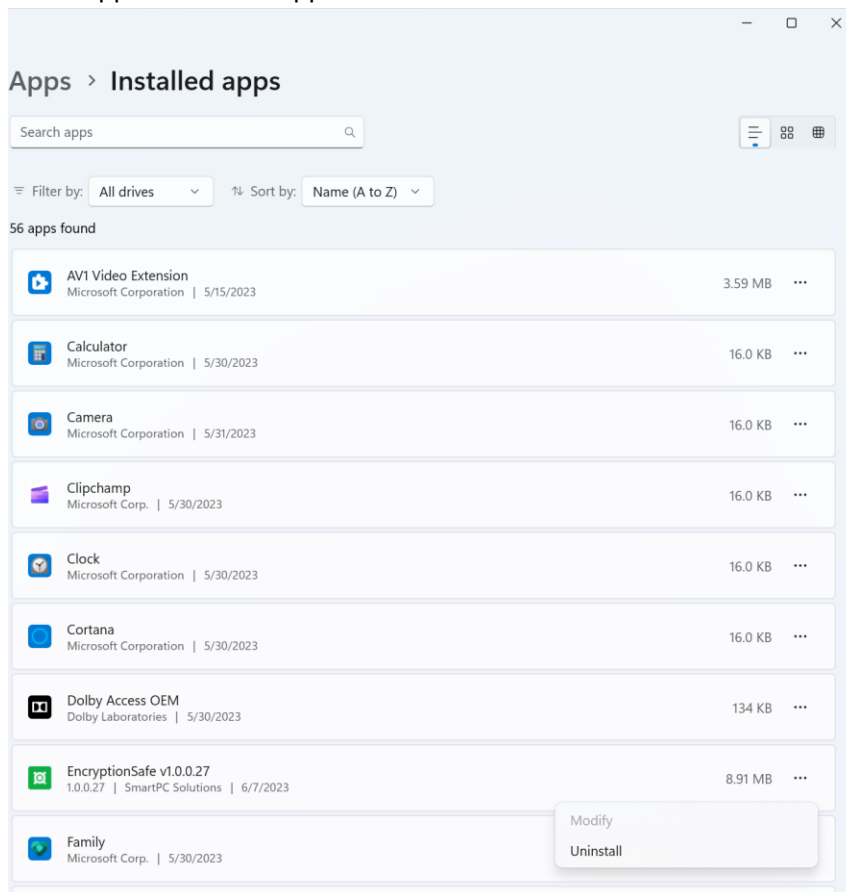
- Use 2FA – this option lets you enable Two Factor Authentication. This means when you login to EncryptionSafe you also need to use a separate device to login.

- **Manage Sharing** – Opens the share folder, where all files that have been created for sharing are stored. Here you can share any existing files, delete files, and just have a better overview of the files you have created for sharing.
- Links to the EncryptionSafe Privacy Policy, EULA (End User License Agreement), and website.

Uninstalling EncryptionSafe

To Uninstall EncryptionSafe:

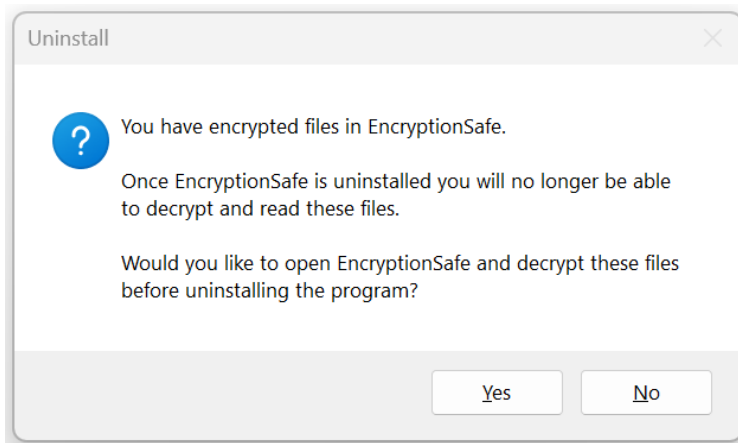
- 1) Go to Apps > Installed Apps in Windows



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

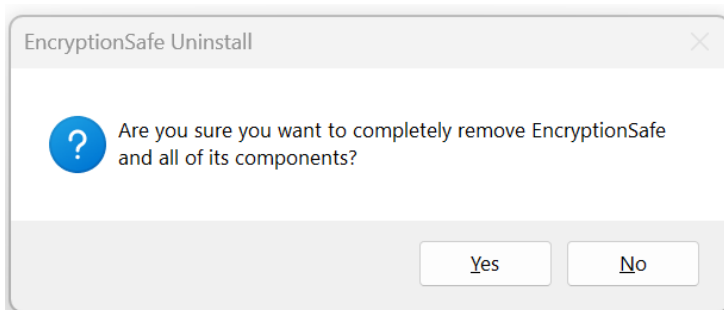
The EncryptionSafe Uninstall process will start.

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.



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