



GoSecure - Safe, Xchange, Backup & Reader – User Guide



Table of Contents

Getting Started with GoSecure	2
1. Installation of GoSecure Safe	2
2. Log In to Your GoSecure Safe & Practice	2
How to Protect with GoSecure Safe – Three (3) Easy Choices	3
1. Drag and Drop	3
2. Use the File Menu in GoSecure Safe	3
3. Use Commands in Microsoft Office Applications.....	4
How to Open, Unprotect or Delete a Protected File	4
How to Share with GoSecure Xchange	4
How to Backup and Restore with GoSecure Backup	5
How to Decode with GoSecure Reader	8
Customize Settings for GoSecure Safe	8
1. Multiple Versions	8
2. Plausible Cover Type.....	8
3. Folder Settings.....	8
4. File Operation Authentication	9
5. Default Folder to be Protected.....	9
6. Change Password	9
Technical and Administrative Details	9
1. Software and Hardware Requirements:	9
2. Uninstall, Repair, Update and Upgrade.....	9
3. Known Limitations.....	10
4. Contact Information	10



Getting Started with GoSecure

GoSecure Safe is a host-device information protection solution. It is a cryptographic data vault for your files. It protects critical files by encrypting and obfuscating. GoSecure Safe ensures that the protected files can only be accessed by an authorized and authenticated user. If you know how to use Microsoft Windows and Office, you will be able to use GoSecure without any training. You can download GoSecure Safe Trial and start using it, depending on the speed of your Internet connection within fifteen (15) minutes.

1. Installation of GoSecure Safe

GoSecure Safe is available as a Trial or Full Version. Download GoSecure Safe Trial Version free from www.gosecure.com. A ReadMe Text is provided in the program's files.

A registration key will activate the license. Please follow the directions as per the setup wizard.

The Trial Version is a limited version and is restricted to file protection of up to 50KB per file. Trial version can be upgraded to the Full Version from within the application. Please visit the website for cost related information.

2. Log In to Your GoSecure Safe & Practice

After successful installation, the installation creates GoSecure Safe icon on your desktop. To launch GoSecure Safe, click on the GoSecure Safe icon on your desktop. Enter your User Name and Password/Authentication Key to log in.

To begin, please practice first with a few test documents and a default folder. You will be able to view quickly how GoSecure Safe protects, transforms and moves your files to your Safe.

How to Protect with GoSecure Safe – Three (3) Easy Choices

GoSecure Safe offers you three (3) quick and easy choices to protect critical files.

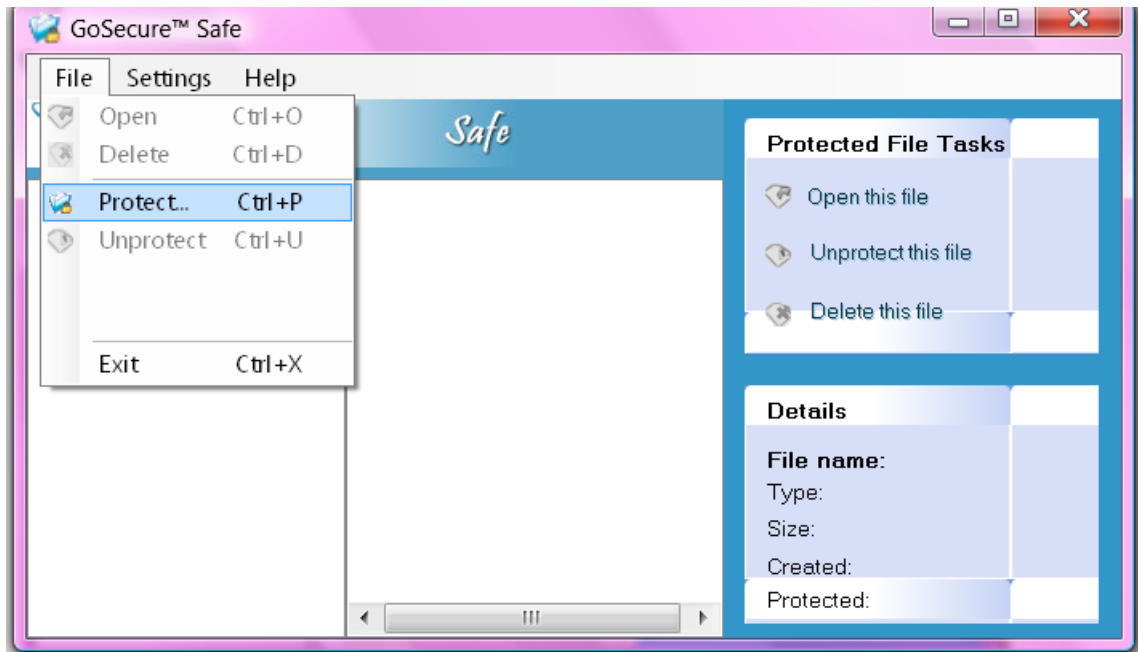
1. Drag and Drop

Just drag the file or folder you wish to protect onto the GoSecure Safe icon on your desktop. Once it is protected, you will see it inside the folder list of your Safe. Your file or folder is now protected and moved for safe storage.



2. Use the File Menu in GoSecure Safe

Open the GoSecure Safe application and click on File (first tab) and then select Protect. A window will open where you can browse for the file (s) you wish to protect.

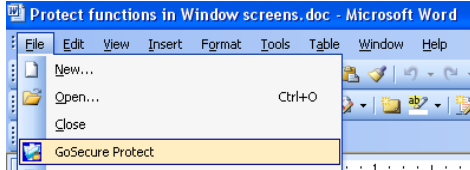


After a file has been selected, GoSecure Safe starts protecting your file. Once it is protected, you will see your file in the folder list of your Safe and it is removed from its original location.

3. Use Commands in Microsoft Office Applications

The GoSecure Safe installation upgrades your File Menu Tool Bar, and adds GoSecure Protect GoSecure Protect icon on MS Office Applications Menu and Toolbar. Just click on one of these commands, and GoSecure Safe will start protecting your file. Once your file is protected, you will see it moved to the folder list inside your Safe.

Example of Office 2003 File Menu

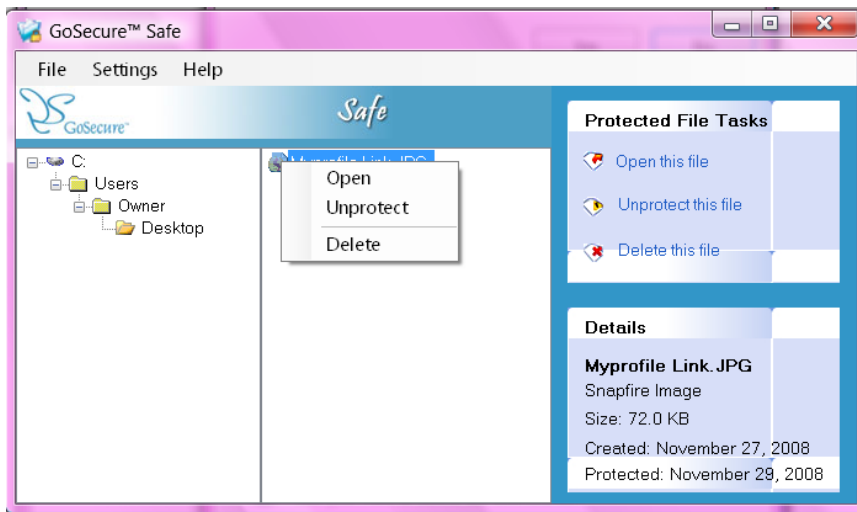


How to Open, Unprotect or Delete a Protected File

GoSecure Safe has three (3) choices to manage protected files.

Right-click on the selected files in the Safe or click on the targeted icons on the Protected File Tasks (located to the right side of the application) in order to activate one of the below functionality:

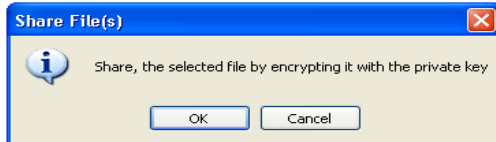
1. Open – Restores the file, moves it out of GoSecure Safe to its original location and launches associated application, if any.
2. Unprotect - Restores the file to its original state and location.
3. Delete- Permanently deletes the file from the Safe and your computer.



How to Share with GoSecure Xchange

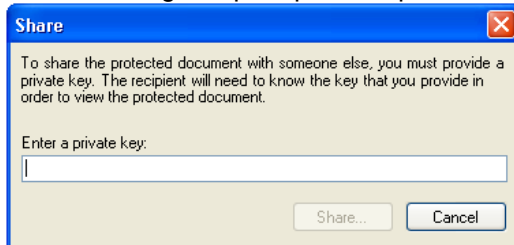
Using GoSecure Xchange files can be securely shared using one of the three (3) quick and easy choices. Each choice will encrypt and obfuscate the file in a plausible cover that can only be decoded with a private key and the GoSecure Reader.

1. Select Share on the menu option of the File menu
2. Right click on the file and select the Share menu option of File context menu
3. Select the file to Share and click on the “Protected” file tasks panel

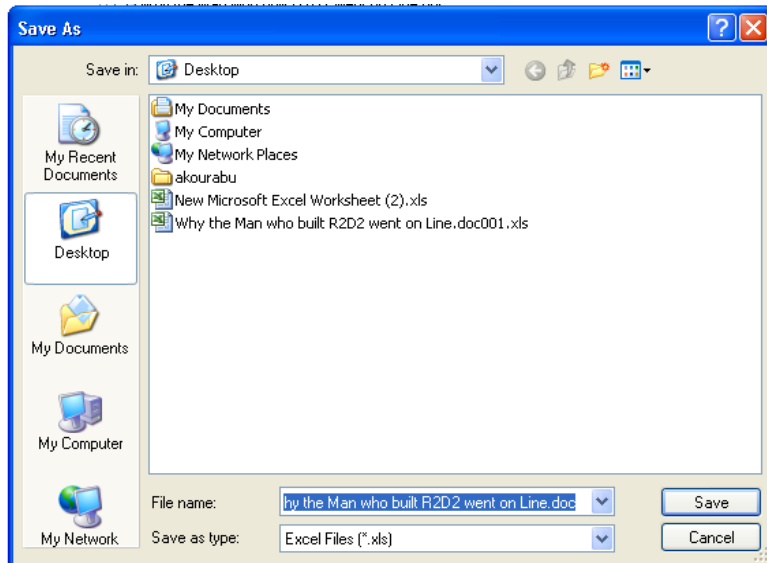


When one of three above choices is activated, a Windows File Open dialogue box is opened for confirmation to Share the file.

A Share dialog box prompts for a private key.



The Windows File Save dialog (see below) is displayed with plausible file cover name. Default Plausible Cover File name is the name of the original file. Good security practice is to change this name to something more meaningful to the recipient only.



This plausible cover and now be sent using email or any other means while original file stays in the Safe.

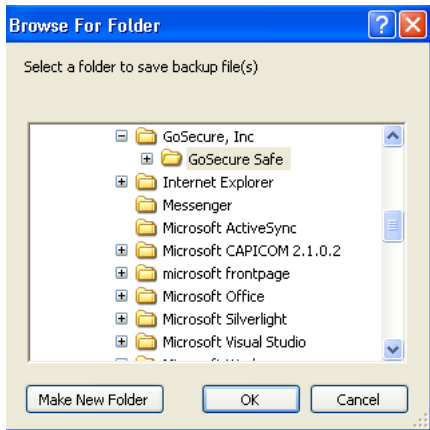
How to Backup and Restore with GoSecure Backup



Open the GoSecure Safe application and click on File (first tab) and then select Backup Protected Files.



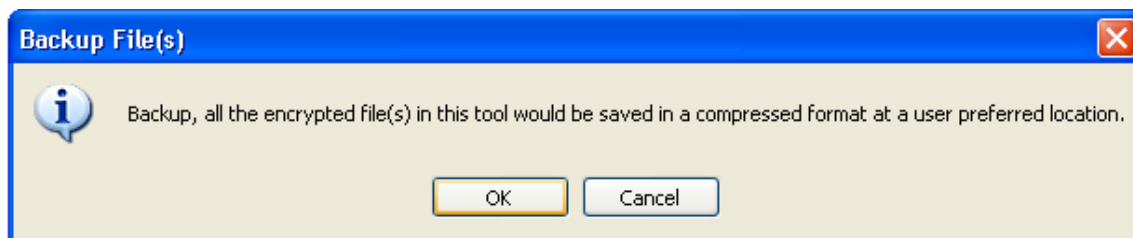
Upon clicking on the Backup Protected Files, first specify a folder/directory for the backup.



After a folder for backup is selected, GoSecure Backup will create a unique folder within the specified folder to place all the protected backup files. The naming convention of the folder is as follows: GoSecureBackup_<timestamp>

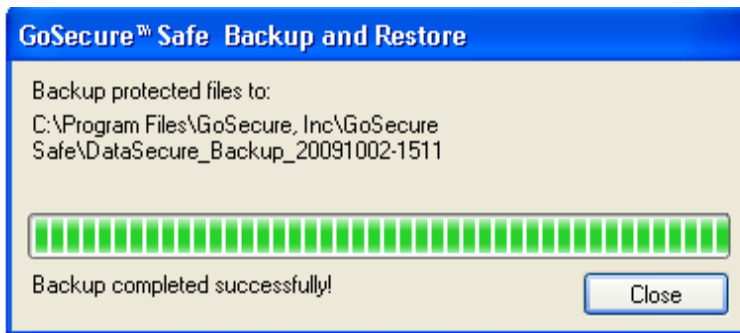
Where: <timestamp> is a date/time code of the time the folder is created, in the format YYYYMMDD-HHMM (HH specified in 24-hour time).

The system will ask for confirmation to proceed.





If selected OK, the encrypted files in your Safe are then saved in a compressed format in designated folder. When the backup is complete, system generates a message as detailed below.

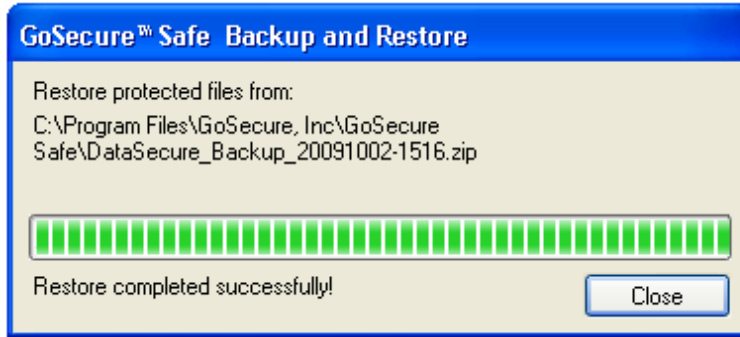


To Restore a Backup Folder:

Open the GoSecure Safe application and click on File (first tab) and then select Restore Protected Files.



A standard folder browser dialog is displayed; select a single backup to restore. You are prompted for authentication. The system verifies that authenticated user is indeed the owner of the backup content before restoring it. It's easy to access and restore backup files using GoSecure Online Backup and Restore. Backup can be restored from anywhere on Desktop or Laptop as long as you are connected to the network. When done, this system message will be generated.



How to Decode with GoSecure Reader

The GoSecure Reader is decoder for GoSecure Plausible Covers and is free. It can be downloaded from www.gosecure.com. The intended recipient of plausible file will be able to decode the plausible cover by using the GoSecure Reader and private key.

Follow these steps to view a critical file inside a plausible cover:

1. If the protected file was sent via email, detach it and save it on hard drive. Double-click on the GoSecure Reader shortcut Icon. This will open the GoSecure Reader decoder.
2. Open the file dialog box; navigate to the plausible cover that needs to be decoded, and click "Next".
3. When prompted for Private Key, enter the private key provided.
4. The protected file is extracted; plausible cover is destroyed and associated application, if any is launched.

Customize Settings for GoSecure Safe

Click on Settings in the top tool bar of GoSecure Safe Window. Here following GoSecure Safe settings can be adjusted.

1. Multiple Versions

If this feature is selected, GoSecure Safe will allow multiple versions of the same file to be protected. This will enable an audit trail of changes made to the document.

2. Plausible Cover Type

This feature allows selection of cover type - spreadsheet or an image.

3. Folder Settings

Here GoSecure Safe Default Folders settings can be set



- A. The "I" Folder sets the default folder for the accumulation of images to be used for plausible covers.
- B. The "X" Folder sets the default folder for the accumulation of spreadsheets to be used for plausible covers.
- C. The Default Folder sets the folder that any new files saved to this folder, are protected and protected by Safe automatically.
- D. The Unprotect Folder sets the folder for any files that are unprotected in default Folder.

4. File Operation Authentication

If this feature is selected, authentication is required before any operation can be performed on the selected file. This feature will be useful, if others use your computer. This functionality can be turned on or off at any time.

5. Default Folder to be Protected

Once this feature is activated, any files saved in this folder will be automatically protected.

6. Change Password

Here GoSecure Safe password can be changed. .

In case of forgotten password, new one can be created here. To do so, go to the Log In screen and click on Forgot Password. Once security questions are answered successfully, password reset is allowed.

Technical and Administrative Details

1. Software and Hardware Requirements:

- Windows XP
- Microsoft .NET Framework Version 2.0.5+
- Intel® Pentium® III or higher processor
- 1 GB available disk space
- 1 GB of RAM Recommended.
- English language; 14 MB free disk space and Microsoft Office 2003.
- Internet connection during registration of GoSecure Safe.

2. Uninstall, Repair, Update and Upgrade

Before uninstalling GoSecure Safe, all files must be removed from the Safe. After all files are removed, continue with the Uninstall commands from Windows Control Panel.

The Repair installation works like a repair in Windows XP. Once that command has been issued the installer will reinstall the files of your application, but it will leave secured files alone.

Update will search for any updates available. If available, it will download and install them.



An upgrade requires valid license. All upgrades are provided on license exchange basis and are available at www.gosecure.com.

A ReadMe Text is provided in the program's files.

3. Known Limitations

- Maximum size file that can be protected with the Full Version is 3.5MB.
- All files must be greater than 0.1KB in size to be protected.
- The application will not protect 'read only' files.
- All document changes must be saved prior to protection.
- Any files that do not meet the requirements of the application can not be protected.

4. Contact Information

<http://gosecure.com>

info@gosecure.com (Membership, Alliances, Detailed Product Information, Premium Services)

support@gosecure.com (Errors, Installation Issues or any other technical enquiries)