

# SensiGuard User Manual

Version 3.5

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# About SensiGuard

SensiGuard is a program that allows you to secure your personal data, store your passwords and protect your USB drives in a quick and easy way.

With SensiGuard you can:

- Protect your financial records, personal documents and photos
- Prevent hackers and privacy invaders from accessing your files and protect yourself from identity theft
- Protect files stored on USB flash drives and memory cards
- Travel with confidence—your data is secure even if your laptop is ever lost or stolen

SensiGuard uses advanced encryption algorithms that offer 100% protection of your data. With SensiGuard you won't have to worry about your files being stolen ever again.

# **Installing SensiGuard**

Installing SensiGuard is very easy even if you are a novice user. SensiGuard's installer has a very intuitive interface, which means that installing the program is as easy as following onscreen instructions.

## To Install SensiGuard:

1. Locate the **sensiguardsetup.exe** file on your desktop or in your download folder and double-click the file to begin the installation process. If you haven't downloaded the setup file yet, you can download it now from <a href="http://www.sensiguard.com/download">http://www.sensiguard.com/download</a>.

2. Depending on the operating system you use, you might get a UAC prompt. Click **Allow**.

3. Follow the installer's onscreen instructions to complete the installation. If you need any further help, please visit our support page at <u>http://www.sensiguard.com/support</u>.

4. Once you install SensiGuard on your computer, you will need to set it up.

# **Configuring SensiGuard**

When you launch SensiGuard for the first time, you will be prompted to set it up. This one time setup is necessary, as you set up a password and security questions that you will use later on to access protected files and folders.

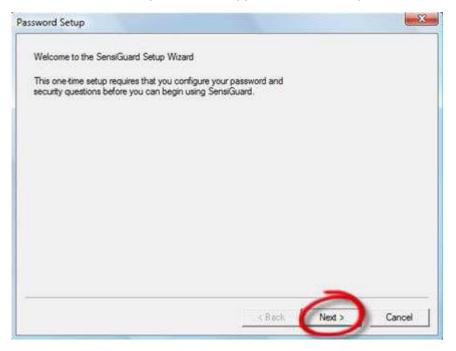
## To configure SensiGuard:

1. Launch SensiGuard by double-clicking on the SensiGuard shortcut on your desktop.



2. If you get a UAC prompt, click Allow.

3. The SensiGuard Setup Wizard will appear. Click **Next** to proceed with setup.



4. Follow the onscreen instructions to select and answer three security questions. These security questions are created to help you recover your password in case you forget it. Remember that password recovery requires you to answer all three questions correctly. Please make a note of your answers.

5. Select the question from the drop-down list and type your answer in the field below. Repeat the process to select and answer all three questions.

sword Setup		
challenge que if you forget y questions so f	security and privacy, you must select and answer three estions below. our password, you will be prompted to answer these hat your password can be reset. This is the only method our password, so be sure to remember your answers!	
Question 1:	In what city did you meet your spouse/significant other?	-
Answer 1	In what city did you meet your spouse/significant other? In what city or town did your mother and father meet? In what town was your first job?	
Question 2:	What are the last 5 diots of your driver's license number? What is the first name of the boy or girl that you first kissed?	
Answer 2	What is the middle name of your youngest child? What is the name of your favorite childhood friend?	
Question 3:	What is the street number of the house you grew up in? What is your maternal grandmother's maiden name?	
Answer 3	What is your oldest sibling's birthday month and year? (e.g., January 1900) What is your oldest sibling's middle name? What is your youngest brother's birthday? What school did you attend for sixth grade? What street did you live on in third grade? What was the color of your first car?	
	What was the last name of your third grade teacher? What was the name of your elementary / primary school? What was the name of your first stuffed animal? What was your childhood nickname? What was your childhood phone number including area code? (e.g., 000-000-0 Where does your nearest sibling live?	000)

6. When all three questions are selected and answered, click on **Next** to proceed to the next screen.

7. Now you will need to set up a password. Enter the password of your choice and confirm it by entering it again in the **Confirm Password** field. You will need this password to lock, unlock or shred files using SensiGuard.

8. Click Finish.

You will then be offered to either purchase the software, enter your purchase confirmation code or continue using the trial version of SensiGuard.

F SensiGuar d	X
Thanks for trying SensiGuard. Your Free Trial has 10 uses remaining	
What would you like to do?	
Buy SensiGuard now	
Enter my purchase confirmation code	
Continue my free trial	

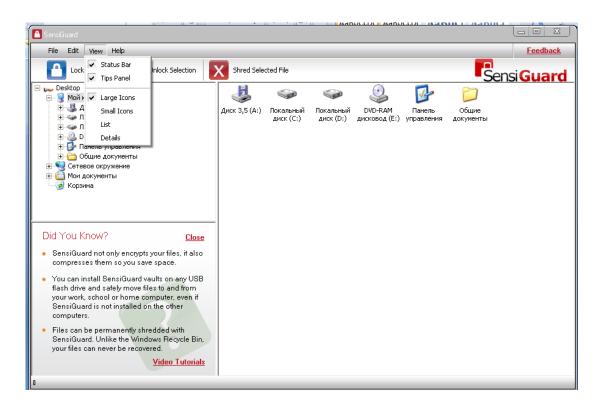
You will be prompted to enter your password every time you launch SensiGuard from your desktop.

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# **Viewing Files and Folders**

SensiGuard's interface is a lot like Windows Explorer's. The left-hand pane displays the files and folders available on your desktop and the right-hand pane displays the files/folders available on your hard drive. There are also useful tips and a link to SensiGuard video tutorial. By default, the folders are displayed in the **Details** view

You can customize file and folder options by clicking on the **View** menu item. You can select which items are displayed and select the desired size of the icons.



#### To change folder appearance:

1. Open SensiGuard and click on the View menu item

2. Select your preferred folder appearance. For example, click on **Large Icons** if you want your files and folders to be displayed as large icons.

# **Locking and Unlocking Files**

SensiGuard makes protecting your information really easy. You can lock files and folders that contain sensitive information and unlock them when you need to view them. Locked files and folders cannot be opened by anyone unless they are unlocked. In order to unlock locked files, you need to enter your password. This means that unauthorized users will not be able to open your files even if they gain access to your computer. This way your confidential information will stay protected even if your laptop is stolen or if your PC is used by other people in your home or office.

You can lock and unlock your files and folders in two different ways:

- 1. Using the SensiGuard interface
- 2. Using SensiGuard context menu in Windows Explorer

## Lock and Unlock Files from the SensiGuard Interface

You can lock and unlock files and folders using the program interface.

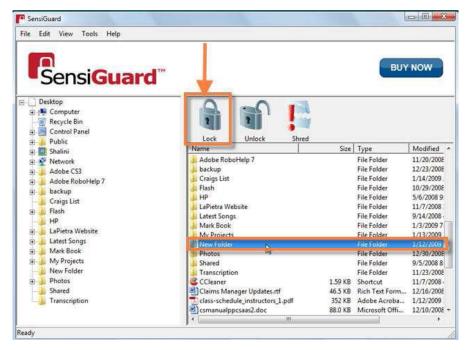
## To lock files:

1. Launch SensiGuard by double clicking on the SensiGuard shortcut on your desktop. You will be prompted to enter your password. Type in your password and click **OK**. The SensiGuard application window will be displayed.

2. Browse to the files or folders you wish to lock either using the tree structure in the left-hand pane or using the icons in the right-hand pane.

3. Select the file or folder you wish to lock.

4. To lock the file or folder, click on the **Lock** button that is located at the top of the program window.



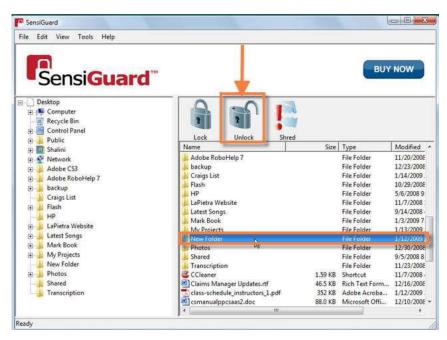
Note: When you lock a folder, all files in the folder are locked.

5. Alternatively, select the file to be locked, click on **Edit** in the menu and select **Lock** from the dropdown list that appears.

The selected file or folder will be locked. You can unlock it whenever you want either using the application interface or using the Windows Explorer context menu.

#### To unlock files:

- 1. Browse to the file or folder that you wish to unlock.
- 2. Select the file or folder and then click on the **Unlock** button.



Note: When you unlock a folder, all files in the folder are unlocked.

3. Alternatively, select the file to be locked, click on **Edit** in the menu and select **Unlock** from the dropdown list that appears.

4. The selected file folder will be unlocked and you can view the file(s).

# Lock and Unlock Files Using Windows Explorer Context Menu

To make protecting your sensitive information easier, SensiGuard supports context menu options. You can lock and unlock files and folders directly from Windows Explorer without launching the application.

## To lock files:

1. Browse to the file or folder you want to lock and right-click on it.

2. Select SensiGuard from the context menu and select **Lock** from the pop-out submenu that appears.

3. The selected file/folder will be locked.

## To unlock files:

1. Browse to the file or folder you want to unlock and right-click on it.

2. Select SensiGuard from the context menu and then select **Unlock** from the pop-out submenu that appears.

3. The selected file/folder will be unlocked and you will be able to view the file(s).

# **Personal Encryption**

SensiGuard has a feature called **Personal Encryption** that allows you to share encrypted files with any other SensiGuard user. This feature generates a public decryption key that you can share with your friends, family and colleagues, so that they can open the file using their copy of SensiGuard.

When you run SensiGuard for the first time, you will be prompted to create a pair of encryption keys - a **Private key** and a **Public key**.

etup 🔀
he encryption key please input additional It you.
Olya Kolomoets
olya@adoriasoft.com
< Назад Далее > Отмена

The **Private key** is automatically saved on your hard drive and is locked with your password. The **Public key** is also saved on your hard drive and it can be exported. When you send encrypted files to other users, you will need to send them your **Public key**, so that they can open the files.

SensiGuard				
File Edit View	Tools Help			
Lock Selection	🔀 Change Password 💡 Forgot Password		Shred Selection	nal Encrypt Selection
⊡… Desktop ⊟	Contacts list	-	Name S (C:)	Size Туре 342 ГБ
⊕	Export public key		DATA (D:)	381 F5
DATA (D:)	Personal encrypt	II	👝 Virtual Machines (E:) 🍰 DVD RW дисковод (F:)	339 ГБ 0 байт
DVD RW A			RECOVERY (G:)	16.7 FB

Here is how to use Personal Encryption:

1. Click on the **Personal Encrypt Selection** button in the program window. Alternatively select the **Personal Encrypt** option from the **Tools** menu or from the SensiGuard context menu

1 SensiGuard			
File Edit View Tools Help			<u>Feedback</u>
Lock Selection Change Password	Shred Selection	Personal Encrypt Selection	Sensi 🔒 Guard
E Desktop	<ul> <li>Name</li> </ul>	Si Iype	Modified
E Компьютер Contacts list	🚺 💒 OS (C:)	342 ГБ	
🕀 🏭 OS (C:) 🛛 Export public key	DATA (D:)	381 ГБ	
🗄 👝 DATA (D:)	🔤 🕞 Virtual Machines (E:)	339 ГБ	
🕀 📻 Virtual Ma 🛛 Personal encrypt	DVD RW дисковод (F:)	0 байт	$\mathbf{X}$
🕀 🔐 DVD RW дисковод (F:)	RECOVERY (G:)	10.7 FB	<u> </u>
ECOVERY (G:)	👝 НОВЫЙ ТОМ (Н:)	24.2 ГБ	
∎ 🔚 НОВЫЙ ТОМ (Н:)	🔚 Дисковод BD-ROM (I:)	0 байт	

2. You will be prompted to select the file you want to encrypt and select the key that belongs to the user you want to share the file with

ncryption wiz	ard			-	X
For persona document is	lize file encryption please se s intended:	lect file and key	for the person t	to whom t	his
Select file	C:\Users\Olga\Documen	ts\Pic337.jpg	[		
Select key	olya - okolomoets86@gm	ail.com			
		< Back	Next >	Ca	ancel

🖯 Co	ntacts list		×
#	Full name	Email	
1	Sidor Sidorov	Sidor @gmail.com	
2	olya	okolomoets86@gmail.com	
3	oooolya	ooolya@a.com	
4	Ivanov Ivan	Ivanov@gmail.com	
Add	new key Delete key		Close
Aud	Derete Key		Close

3. The file will be encrypted and only the target user will be able to open the file.

# **Shredding Files**

SensiGuard has a built-in file shredder. The file shredder enables you to shred files that contain sensitive information so that they don't fall into the wrong hands. Shredded files are permanently deleted and cannot be recovered even with the help of professional file recovery software.

While this feature is extremely useful for deleting files containing your confidential information, be careful while using it since it's impossible to recover shredded files.

Files and folders can be shredded in two ways:

- 1. Using the SensiGuard interface
- 2. Using SensiGuard context menu in Windows Explorer

# Shredding Files from the SensiGuard Interface

Files and folders can be shredded from the SensiGuard application window. Here is how:

1. Launch SensiGuard by double-clicking on the SensiGuard shortcut on your desktop.

2. You will be prompted to enter your password. Type in your password and click **OK**. The SensiGuard application window will open.

3. Browse to the file or folder you wish to shred and click on it to select it.

File Edit View Tools Help		1			
	···			BUY	w
Computer     Concellent     Control Panel     Delto     Delto	Lock Unlock	Shreshrea			
😑 🔛 Shalini	Name	Size	Туре	Modified	A
🗈 🔮 Network	Google Earth	1.92 KB	Shortcut	12/24/2008 10:	12/24/20
🖲 📙 Adobe CS3	A iLore ProjectTrack 2007	1.70 KB	Shortcut	12/5/2008 12:2	12/5/200
🖃 🗼 Adobe RoboHelp 7	RiLore ProjectTrack Express	1.77 KB	Shortcut	12/5/2008 12:1	12/5/200
🖶 📙 backup	Norton 360	1.71 KB	Shortcut	1/3/2009 5:49 12/15/2008 4:4	1/3/2009
- 📙 Craigs List	QuarkXPress 8	910 bytes	Shortcut	and any server to the	12/15/20
🗉 🎍 Flash	QuickPlay QuickTime Player	1.67 KB 1.64 KB	Shortcut	12/17/2006 11: 5/18/2008 8:21	12/17/20 5/18/200
- HP	RegCure	523 bytes		5/18/2008 8:21 10/1/2008 11:2	5/18/200
🗉 🗼 LaPietra Website	Register ProjectTrack	1.75 KB	Shortcut	12/5/2008 12:2	12/5/200
🖭 📙 Latest Songs	RoboHelp	1.75 KB	Shortcut	9/18/2008 4:21	9/18/200
Mark Book	Sothink SWF Decompiler	921 bytes	Shortcut	9/19/2008 8:21	9/19/200
🐑 🍶 My Projects	Adobe CS3	SZI Dytes	File Folder	11/2/2008 7:36	11/2/200
New Folder	Adobe Cas		File Folder	11/20/2008 1-5	11/14/20
Photos	backap		File Folder	12/23/2008 7:0	9/15/200
Shared	E Craigs List		File Folder	1/14/2009 2:36	
Transcription	Flash		File Folder	10/29/2008 1:0	10/7/200
	HP		File Folder	5/6/2008 9:40	5/14/200

4. Click on the Shred button at the top of the program window.

Note: When you shred a folder, all files in the folder are shredded.

5. Alternatively you can select the file you want to shred, click on **Edit** menu item and select **Shred** from the drop-down menu that appears.

6. The system prompts for confirmation to shred the selected file/folder. Click **OK**.

## Shredding Files Using the Windows Explorer Context Menu

You can speed up file shredding by shredding them directly from Windows Explorer using the SensiGuard context menu. To shred files from Windows Explorer, do the following:

1. Browse to the file/folder you wish to shred and right-click on it.

2. Select SensiGuard from the context menu and then select **Shred** from the pop-out submenu that appears.

3. The system will prompt you to confirm shredding. Click OK.

4. The selected file/folder will be shredded.

Note: When you shred a folder, all files in the folder are shredded.

# Installing a SensiGuard Vault on a USB Drive

**SensiGuard USB Vault** is the ultimate flash drive security solution. It lets you keep the files and folders on USB flash drives and memory cards 100% secure. SensiGuard USB Vault needs to be installed separately on each USB drive you want to encrypt.

## **Installing SensiGuard USB Vault**

Once SensiGuard is installed on your system, you will see two new icons on your desktop. The bottom icon is your USB Vault installation file. Double click on the **USB Vault** icon to begin the installation.



In the USB installation window that appears select the USB drive where you want to install SensiGuard USB Vault. If you have only one USB drive connected to your computer, it should be pre-selected. Enter the password of your choice and confirm it.

	d Vault on any USB flash drive fely store and transport files.	or
To continue, selec password.	t your removable drive and ent	er your
Removable disk:	F: (Removable Disk)	•
Password:	•••••	

SensiBox.exe and sensidocuments will be added to your USB drive.

	10/22/2011 12:00	A 10 - 12	FOA KD
🔯 avinstall.exe	10/22/2011 12:09	Application	501 KB
🛃 mbam-setup-1.51.2.1300.exe	10/22/2011 12:07	Application	9,622 KB
뺻 NBRT-Retail-Downloader.exe	10/22/2011 4:40 PM	Application	797 KB
💥 NPE.exe	10/22/2011 11:01	Application	2,502 KB
퉬 sensidocuments	12/5/2011 1:44 PM	File folder	
🖉 SensiBox.exe	12/5/2011 1:44 PM	Application	1,060 KB

# **Encrypting Files with SensiGuard USB Vault**

To encrypt files with SensiGuard USB Vault, double click on **SensiBox.exe**. You will be prompted to enter your password.

Please 6	enter your	password	to contin	ue.	
1					

Enter your password and click **OK**. The USB Vault screen will appear.

SensiGuard		
	2 000	3
Simply click any file on your computer.	Drag and drop it into the window below. It's automatically encrypted and secure.	desired file, drag and
It's that easy! Jus	t click, drag and drop files i	nto the window below.
		Video Tutorials

To instantly encrypt files, simply drag and drop them into the vault.

# **Using the USB Vault**

The files that you add to the USB Vault can be opened and used on any computer, even if the computer doesn't have SensiGuard installed. Files can be opened either using the vault application or using the Windows Explorer context menu.

# **Opening Files from the USB Vault Application:**

1. Connect the USB flash drive to a computer and double click on the drive name to open it. Open the Vault by double clicking on the **SensiGuardVault.exe** icon.

- 2. The USB Vault will prompt you to enter your password.
- 3. The Vault application window will open.

SensiGuard Vault		000-8
File Help		
To Lock Files:		
Click, drag and drop files from your computer encrypted.	into the window below. Your files	are automatically
To Unlock Files:		
Click, drag and drop locked files from the win Your files are automatically decrypted and rea		ctop or desired folder.
Name	Size	Date
Doc1.doc.sensiguard	5 KB	2009-01-15
Doc2 dock sensiguard	7 KB	2009-01-15

4. To unlock files, select the files that you want to use. Then drag and drop the locked files to the desktop or any other folder.

5. Your files will be decrypted and you will be able to use them straight away.

# **Opening Files Using the Windows Explorer Context Menu**

You can also open files in the USB Vault and unlock them without launching the program. Here is how:

1. Right-click on the **sensidocuments** folder and select **SensiGuard** from the context menu. Then select **Unlock** from the pop-out menu that appears.

ensidocu	Explore Open Resize Picture Open as Notebook in OneNote Shred File			
	🜈 SensiGuard		-	Lock
	Share		R.	Unlock N
	😂 SnagIt	•	1	Shred
	Add to archive	1		
	Add to "sensidocuments.rar"			

2. All files in the **sensidocuments** folder will be decrypted. Select the files that you want to use, then drag and drop them to the desktop or any other folder.

# **Managing Your Password**

Using SensiGuard requires a password. You need to enter your password to launch SensiGuard, lock, unlock and shred files.

## **Changing Your Password**

For security reasons it's recommended to keep changing your password every now and again, at least once a month. You can change your SensiGuard password using the **Change Password** option. This option will let you change the password for already locked data, as well for all newly locked files.

Note: You can change your password only if you know your current password. Otherwise you will have to reset your password using the password reset option.

To change your SensiGuard password, do the following:

- 1. Launch SensiGuard by double-clicking on the SensiGuard shortcut on your desktop.
- 2. You will be prompted to enter your password. Type in your password and click OK.

3. Select **Tools** from the main menu and then select **Change Password** from the drop-down list that appears.



4. The Change Password window will appear.

5. Enter your current password in the **Old Password** field, your new password in the **New Password** and **Confirm Password** fields and click **OK**.

Password Setup	<b>X</b>
Enter a password below. unlock or shred files using	You will need to enter this password to lock, J SensiGuard.
Old Password:	
New Password:	******
Confirm new Password:	
Password strength:	weak medium strong
	< Back Next > Cancel

6. Your password will be changed.

Now you will be able to unlock files locked with your old password using the new one.

## **Resetting a Forgotten Password**

If you have forgotten your password, you can reset it using the **Forgot Password** option. To reset your password, do the following:

1. Double click on the SensiGuard icon on your desktop. Alternatively, click on the **Tools** menu item and select **Forgot Password** 

🔞 SensiGuard			
File Edit View	Tools Help		
Lock Selection	🔀 Change Password	Shred Selection	nal Encrypt Selection
	💡 Forgot Password		
□ Desktop		Name	Size Type
🖃 💵 Компьютер	Contacts list	🚢 OS (C:)	342 ГБ
🕂 🚑 OS (C:)	Export public key	DATA (D:)	381 ГБ
🕀 👝 DATA (D:)		Virtual Machines (E:)	339 ГБ
🕂 👝 Virtual Ma	Personal encrypt	🔮 DVD RW дисковод (F:)	0 байт
🕕 🔐 DVD RW д	исковод (F:)	RECOVERY (G:)	16.7 ГБ

2. You will be prompted to enter your password. Click on the **I forgot my password** link below the password field.

1 Enter password			
Please enter your password to continue.			
[ forgot my password.]			
Ok Cancel			

3. In the new window enter the correct answers to the three security questions that you selected when you set up SensiGuard.

4. Click **Next**. If all questions were answered correctly, a password reset window will appear.

1 Regain access options
Please select one of the options:
C Recover password using secret questions.
(You are strongly recommended to use this option to preserve all locked data)
Reset password to a new one.
Warning! Initialization procedure will erase your previous password. All files locked by previous password will be lost forever!
Back Next Cancel

- 6. Enter a new password in the New Password and Confirm Password fields and click OK.
- 7. Your password will be reset and you will be able to use SensiGuard again.

Note: use this option with caution because all files locked with the previous password will be erased!

# **Uninstalling SensiGuard**

You can uninstall SensiGuard from the Control Panel, just like any other program. Alternatively you can run the uninstall wizard that is installed on your system during the SensiGuard installation.

#### To uninstall SensiGuard from the Control Panel:

1. Click on **Start** and go to the **Control Panel**.

2. Open Add or Remove a Program (Windows XP) or go to Programs and select Uninstall a Program (Windows 7).

- 3. Locate SensiGuard, highlight it and click on Uninstall
- 4. SensiGuard will be uninstalled from your computer. Reboot your PC for the changes to take effect.

#### To uninstall SensiGuard using the uninstaller:

- 1. Click on Start, then navigate to Programs SensiGuard.
- 2. In the submenu, locate **Uninstall** and click on it.

3. The system will ask you to confirm the removal of all SensiGuard components from your system. Click **Yes**.

4. SensiGuard will be uninstalled from your computer. You will need to restart your computer for the changes to take effect.