cedeCrypt

User Guide

Version 2.41

CEDESOFT

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Introduction

CedeCrypt is a powerful yet easy to use file/folder encryption product for laptops, desktops, external storage devices and data transfer over the web.

CedeCrypt offers several simple options for encryption:

- Windows Explorer integration for two-click file/folder protection
- Automatic Folder Protection to secure sensitive data at shutdown/hibernate/standby
- Universal Text Encryption to encrypt/decrypt text or partial text in emails, instant messages, documents and applications
- Encrypt and transfer file(s) to an external storage device
- Encrypt file(s) and Folder(s) to a Self Decrypting Package – no software or viewer required by the recipient.

Once secured by CedeCrypt's powerful encryption standard, sensitive files and folders can be stored safely, transferred over internal networks, copied to any other media or transferred over the web.

CedeCrypt employs DOD standards for securely erasing data ensuring that original un-encrypted data cannot be recovered using third party tools or forensic analysis.

CedeCrypt allows you to secure your data on any storage device. Encrypt your files and folders on Laptops, Network shares, Flash Drives, Removable Hard Drives, CD's and DVD's.

CedeSoft make available a free decryption utility available from our website www.cedesoft.com/cedecrypt/viewer so recipients of your data files can decrypt your files without need to install any software. The viewer can be run from the website if required, full instructions are available on the website.

For help installing CedeCrypt, please see the CedeCrypt Installation Guide.

Further technical support is available from support@cedesoft.com.

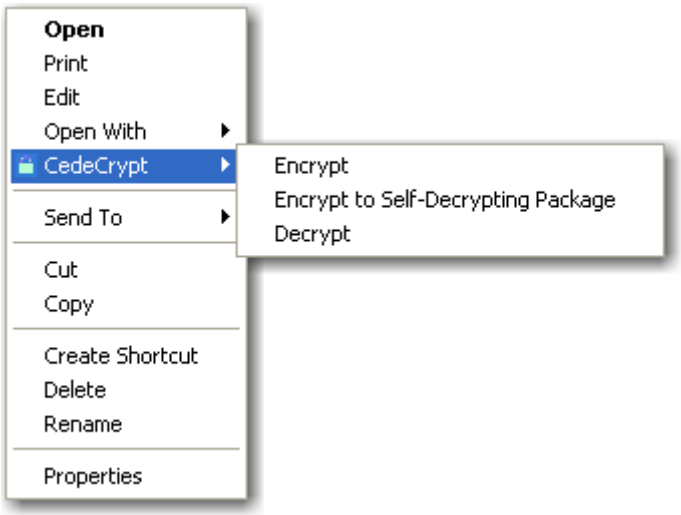
Working with CedeCrypt

CedeCrypt can be accessed in two ways:

- Windows Explorer Integration
- CedeCrypt Utility

Windows Explorer Integration

To access CedeCrypt from within Windows Explorer simply right-click a file or folder and select CedeCrypt from the menu.



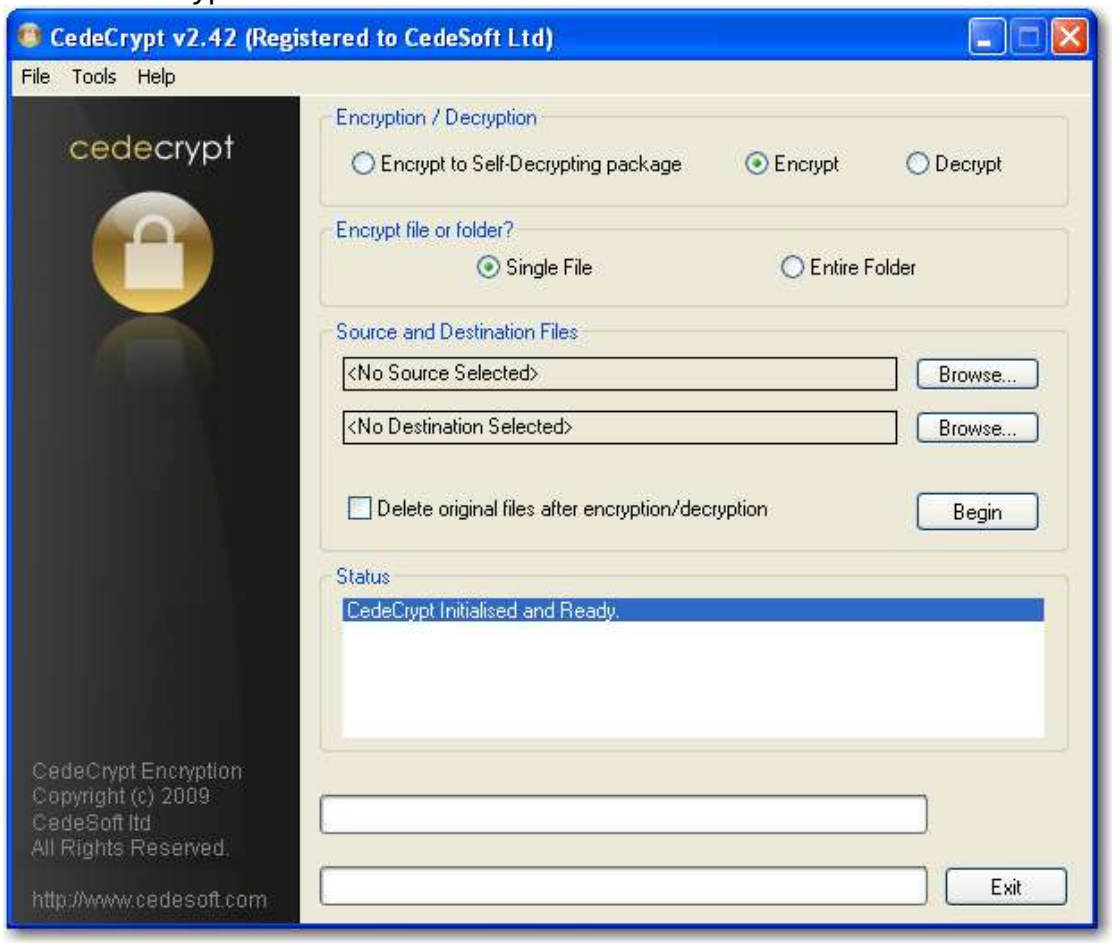
The context menu provides the facility to Encrypt, Encrypt to Self-Decrypting Package and Decrypt. Selecting these options will start the respective CedeCrypt task.

All your regular file operations can be performed in this manner.

CedeCrypt Utility

The CedeCrypt Utility is accessed by either selecting the shortcut on the desktop or by selecting **Start >All Programs>CedeCrypt>CedeCrypt.**

Main CedeCrypt Window



The main window comprises four main groups of Controls:

- Encrypt / Decrypt
- Source and Destination Files
- Files or Folders
- Status

Running CedeCrypt just requires you to make the appropriate selections in each group and click the Begin button. Full details for each task are included in this document.

Using CedeCrypt via the Windows Shell

Encrypt File(s) or Folder

Simply right click on your source file(s) or folder to show the Context Menu and choose **CedeCrypt > Encrypt**. CedeCrypt will present a password window.

1. Enter your selected password (remember that it is case sensitive)
2. Confirm your selected password
3. Click **Ok**

A confirmation window is shown:

4. Click **Ok** to acknowledge the confirmation

When complete, observe that the file extension has been changed to '.ccr' and the original file icon has been changed to the CedeCrypt icon. This confirms that the file or folder contents have been encrypted satisfactorily.

Producing a Self-Decrypting Package

Simply right click on your source file(s) or folder to show the Context Menu and choose **CedeCrypt > Self Decrypting Package**. CedeCrypt will present a password window.

1. Enter your selected password (remember that it is case sensitive)
2. Confirm your selected password
3. Click **Ok**

A confirmation window is shown with the location details of the new package:

4. Click **Ok** to acknowledge the confirmation

When complete, observe that a new folder has been created on your Desktop named “EncryptedPackages” and the Self-Decrypted package executable has been placed in this new folder. If you already have encrypted Packages in this folder, then new packages will be numbered automatically.

Decrypting a File or Folder

Simply right click on your source file or folder to show the Context Menu and choose **CedeCrypt > Decrypt**. CedeCrypt will present a password window.

1. Enter your selected password (remember that it is case sensitive)
2. Click **Ok**

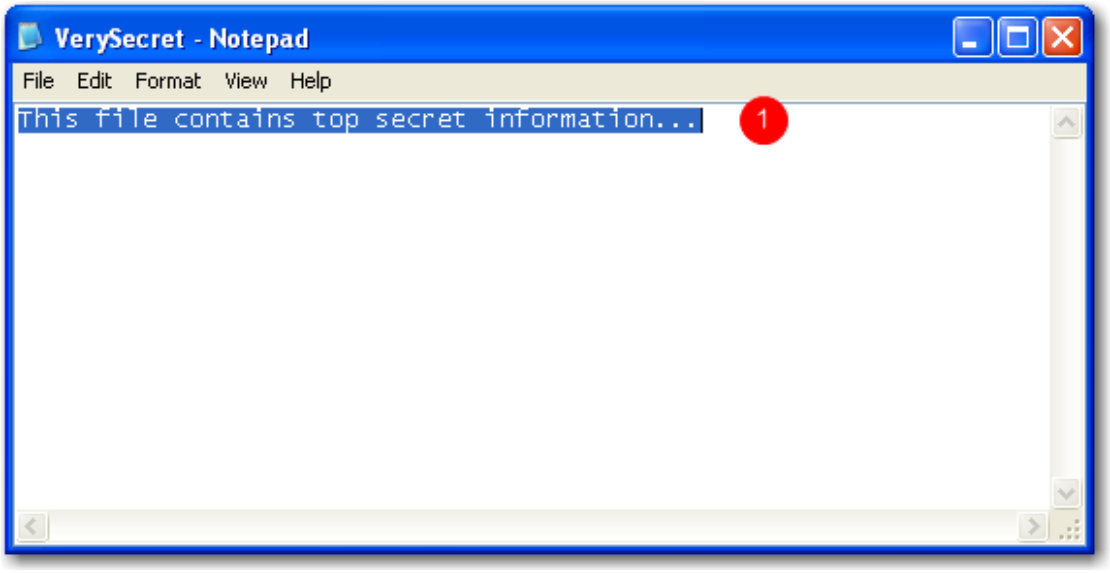
A confirmation window is shown:

3. Click **Ok** to acknowledge the confirmation

When complete, observe that the file extension has been changed back to its original extension and the original file icon has been restored. This confirms that the file or folder contents have been decrypted satisfactorily.

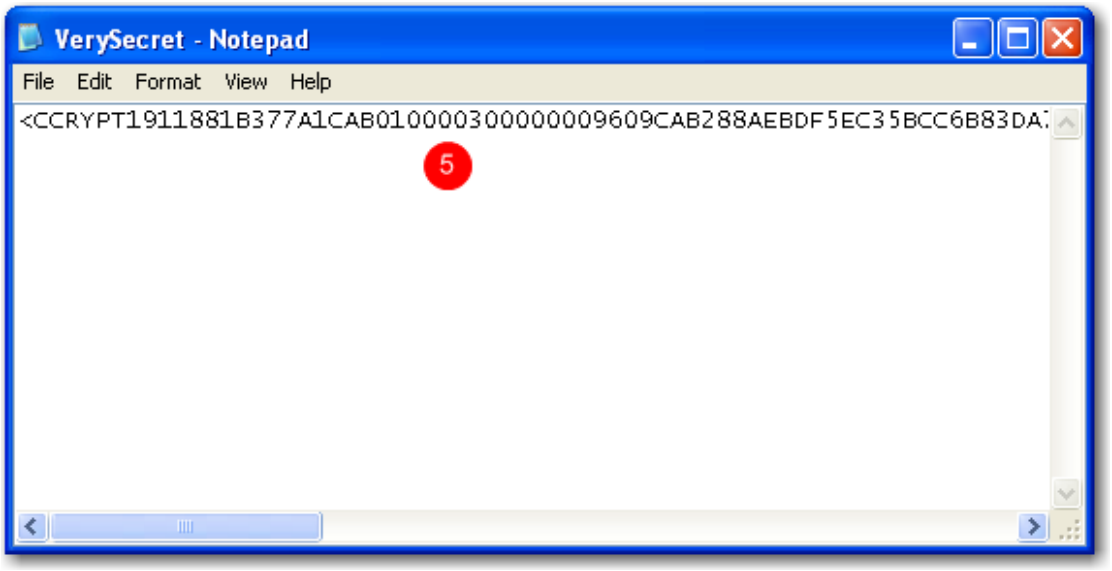
Universal Text Encryption

The Universal Text Encryption feature makes securing the text of emails, instant messages and documents straightforward. Even text fields in applications can be encrypted. In the example we are using text in notepad but this technique applies equally to any text.



1. High light the text to be encrypted and press the Hot Key combination **Ctrl + E**

2. Enter your selected password (remember that it is case sensitive)
3. Confirm your selected password
4. Click **Ok**



5. The text is converted to an encrypted string. This can be copied and pasted into any application that accepts text input.

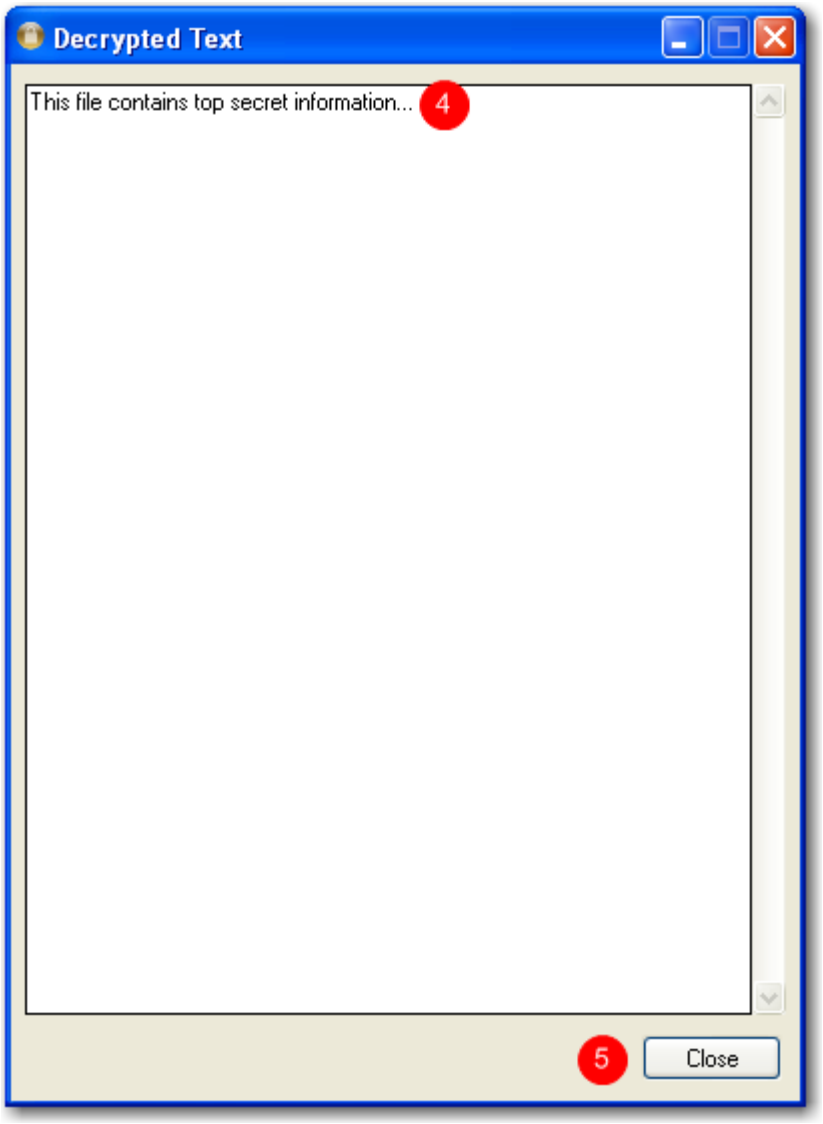
To recover or decrypt the text follow the instructions below.

Universal Text Decryption

1. High light the text to be decrypted and press the Hot Key combination **Ctrl + D**

2. The CedeCrypt Password Window is displayed. Enter the correct password

3. Click **Ok**

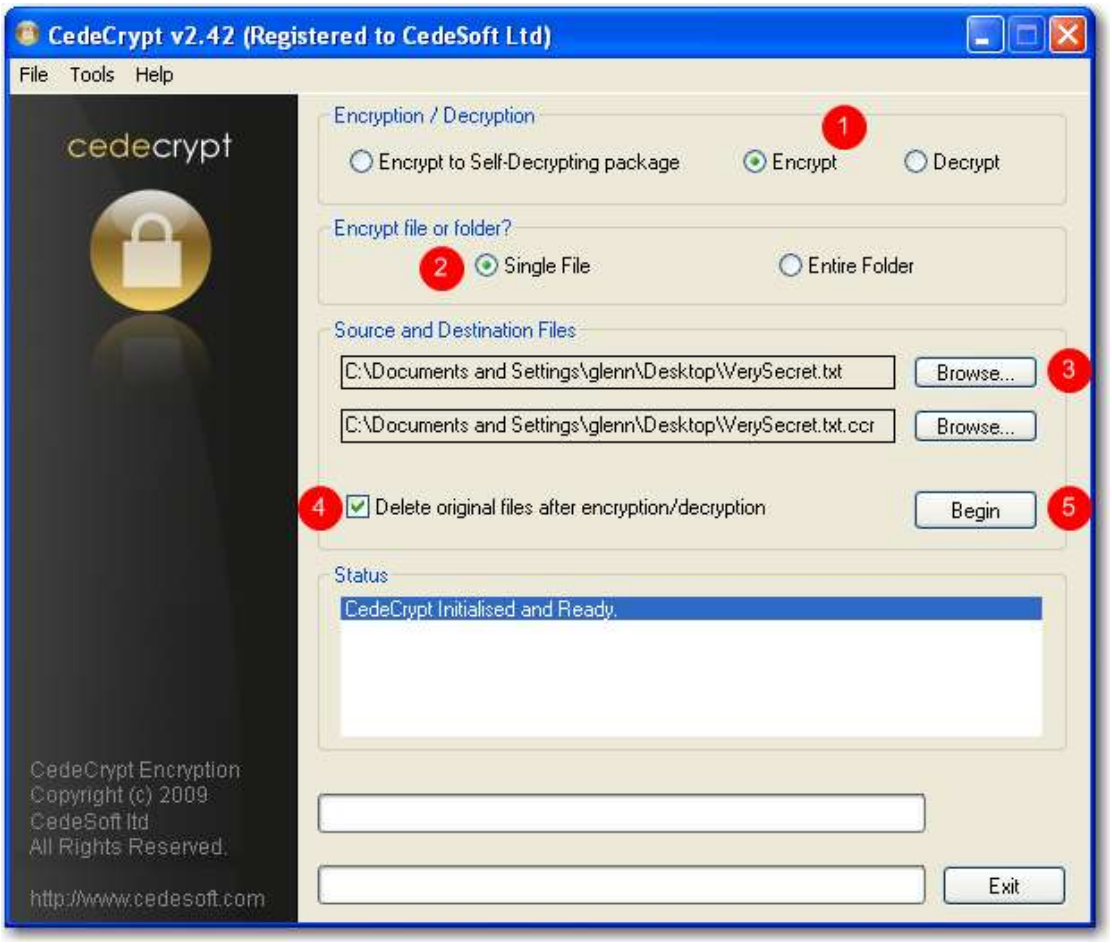


4. The decrypted text is displayed in a new window. Text shown may be freely copied and pasted into any application that handles text.

5. Click **Close** to finish

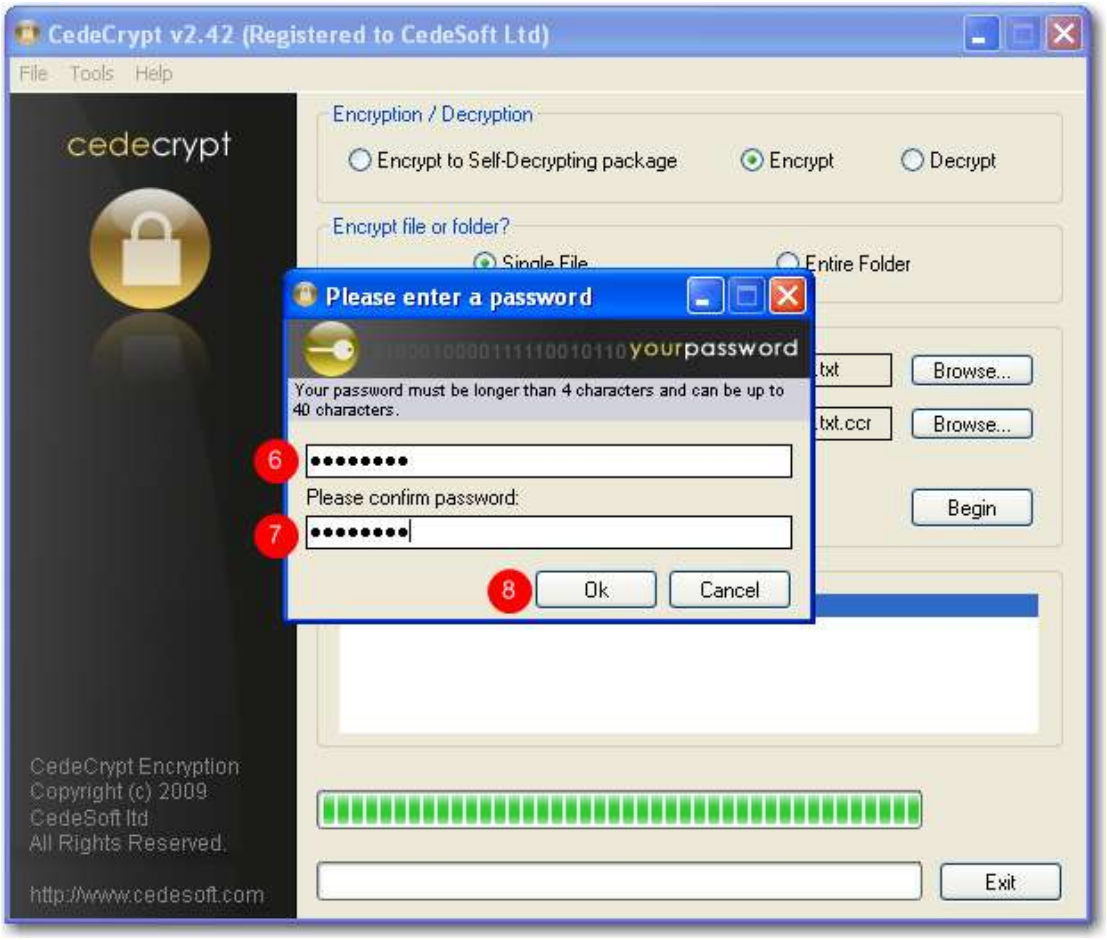
Using CedeCrypt via the Utility

Encrypt a Single File or Folder



On the main CedeCrypt Window:

1. Select the **Encrypt** radio button
2. Select the **Single File** or **Entire Folder** radio button as required
3. Click **Browse** and locate your file in the selection window
4. Select the **Delete original file** check box if you want CedeCrypt to securely delete the original file after it has been encrypted
5. Click **Begin** to start the process

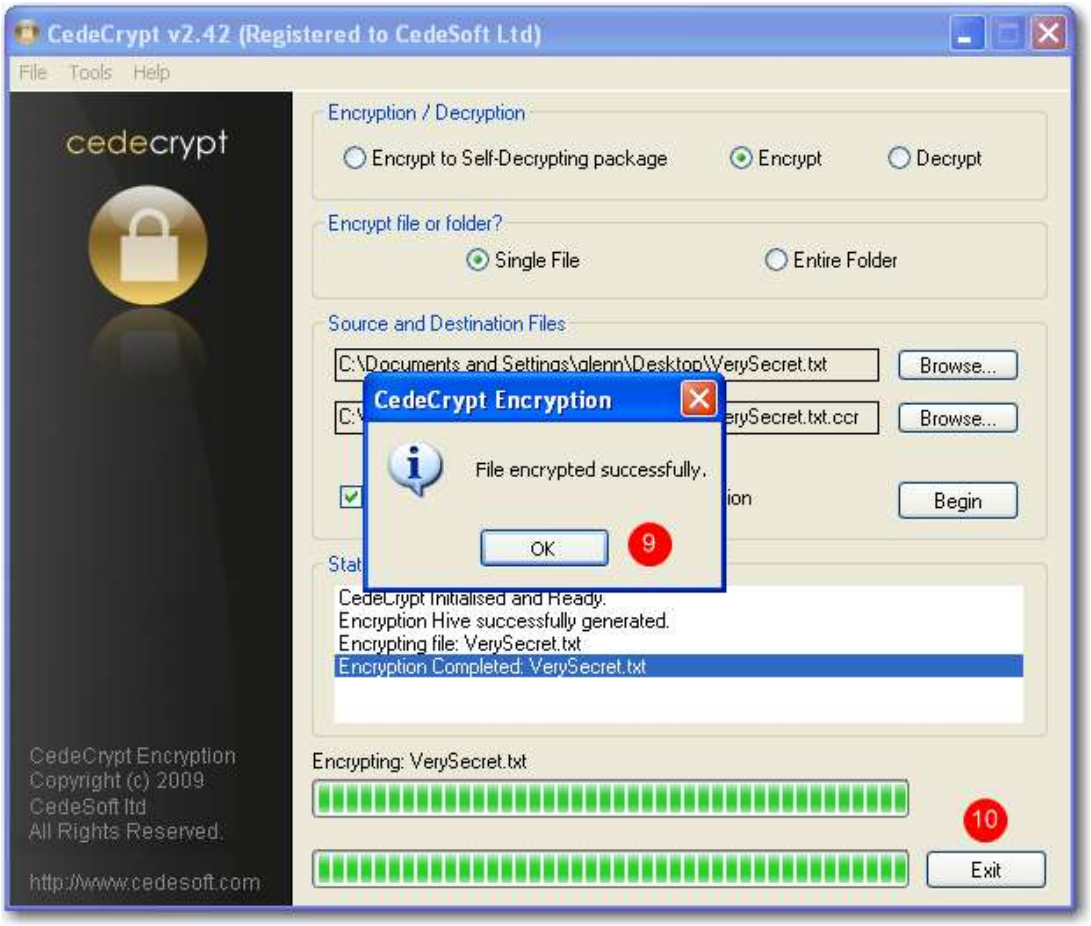


The password window is displayed.

6. Enter your selected password (remember that it is case sensitive)
7. Confirm your selected password
8. Click Ok

Password Tip

Your data is only as secure as your password or pass phrase. Use a phrase rather than just a dictionary word and include mixed case letters, numbers and symbols to enhance the strength of your password.

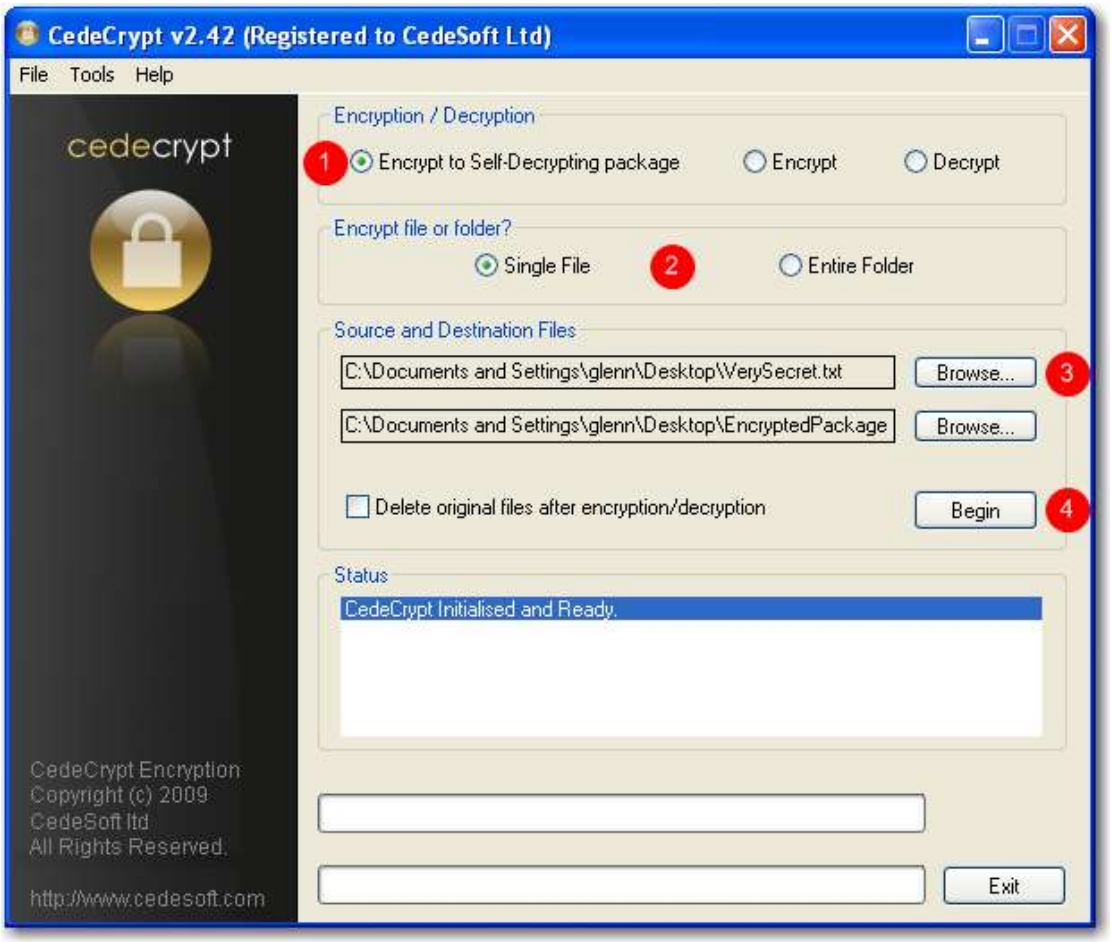


A confirmation window is shown:

9. Click **Ok** to acknowledge the confirmation
10. Click **Exit** to complete the process and close CedeCrypt

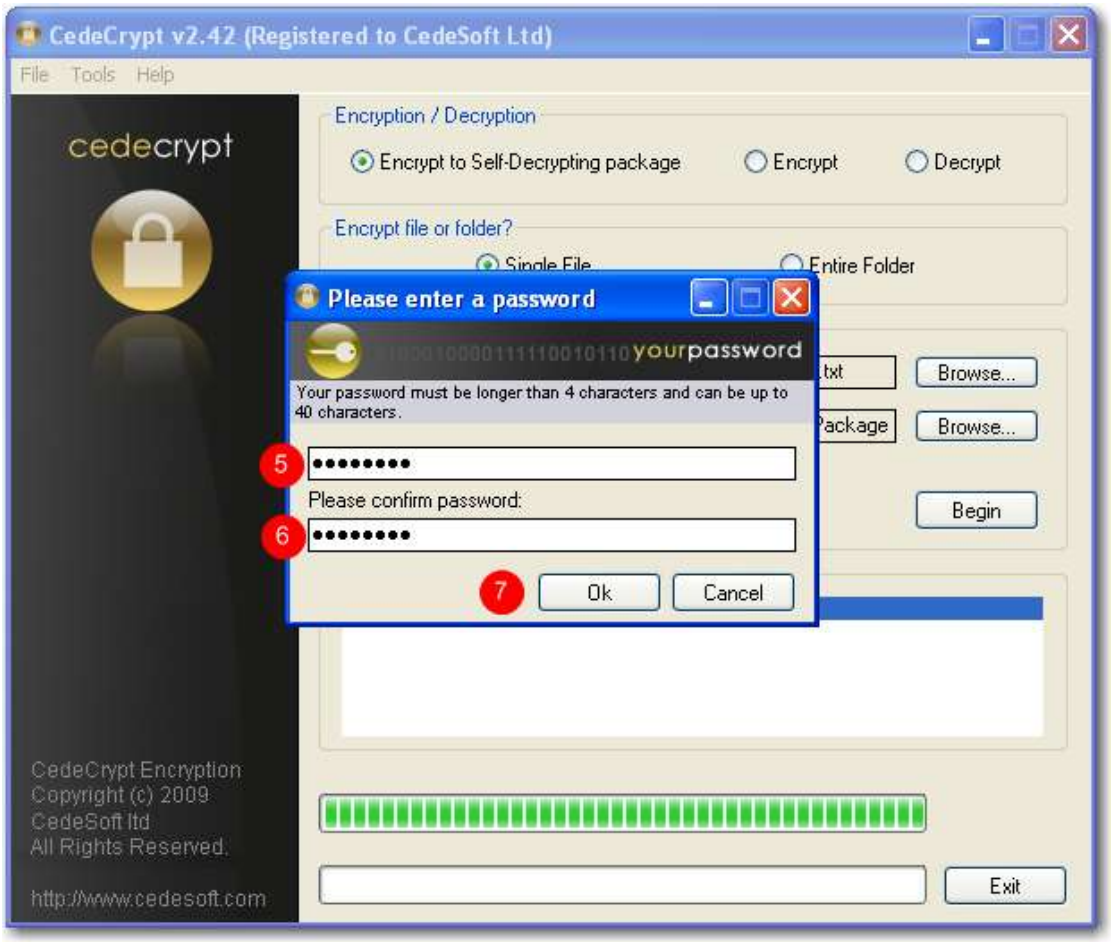
Producing a Self-Decrypting Package

The Self-Decrypting Package task produces a self contained file that can be run on a Windows based system. Clicking or running this file will start the CedeCrypt interface, prompting for a password to enable the decryption process to commence.



On the main CedeCrypt Window:

1. Select the **Encrypt to Self-Decrypting** Package radio button
2. Select the **Single File** or **Entire Folder** radio button as required
3. Click **Browse** and locate your file in the selection window
4. Click **Begin** to start the process

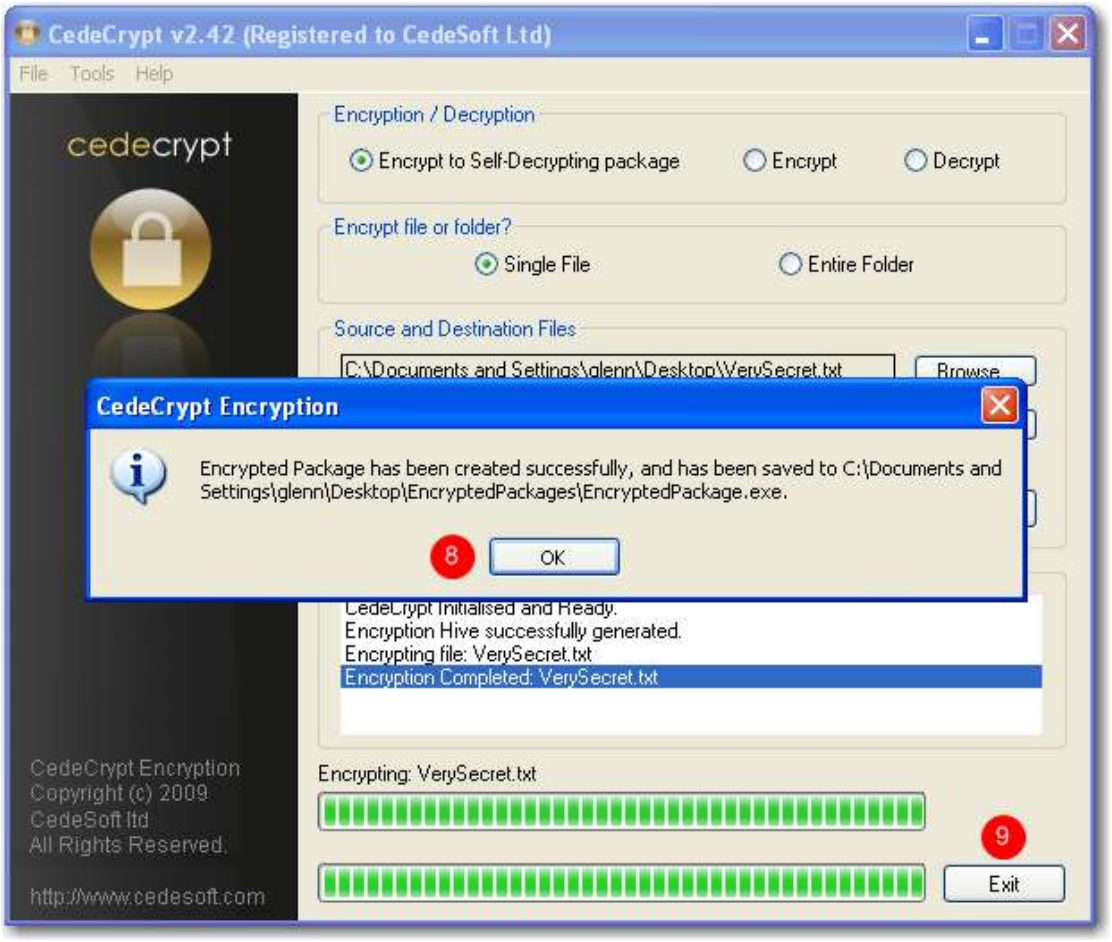


The password window is displayed.

5. Enter your selected password (remember that it is case sensitive)
6. Confirm your selected password
7. Click Ok

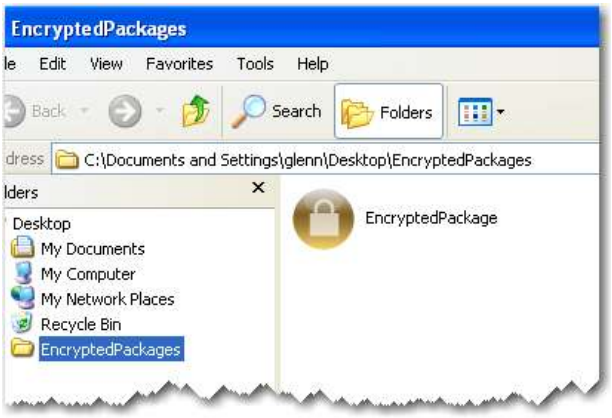
Password Tip

Your data is only as secure as your password or pass phrase. Use a phrase rather than just a dictionary word and include mixed case letters, numbers and symbols to enhance the strength of your password.



A confirmation window is shown with the location details of the new package:

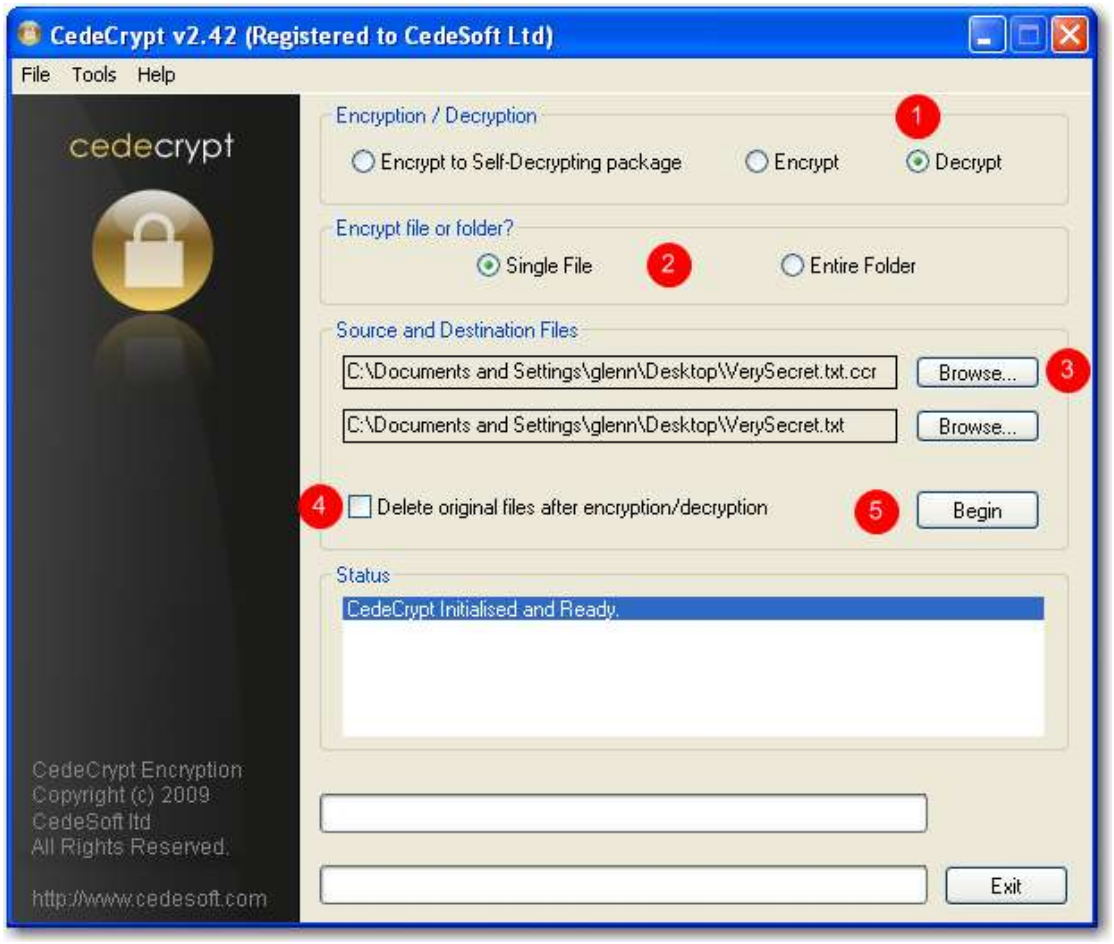
8. Click **Ok** to acknowledge the confirmation
9. Click **Exit** to complete the process and close CedeCrypt



Your Self-Decrypting Package will be found in the location shown at step 8. This may be copied to removeable media or sent via email.

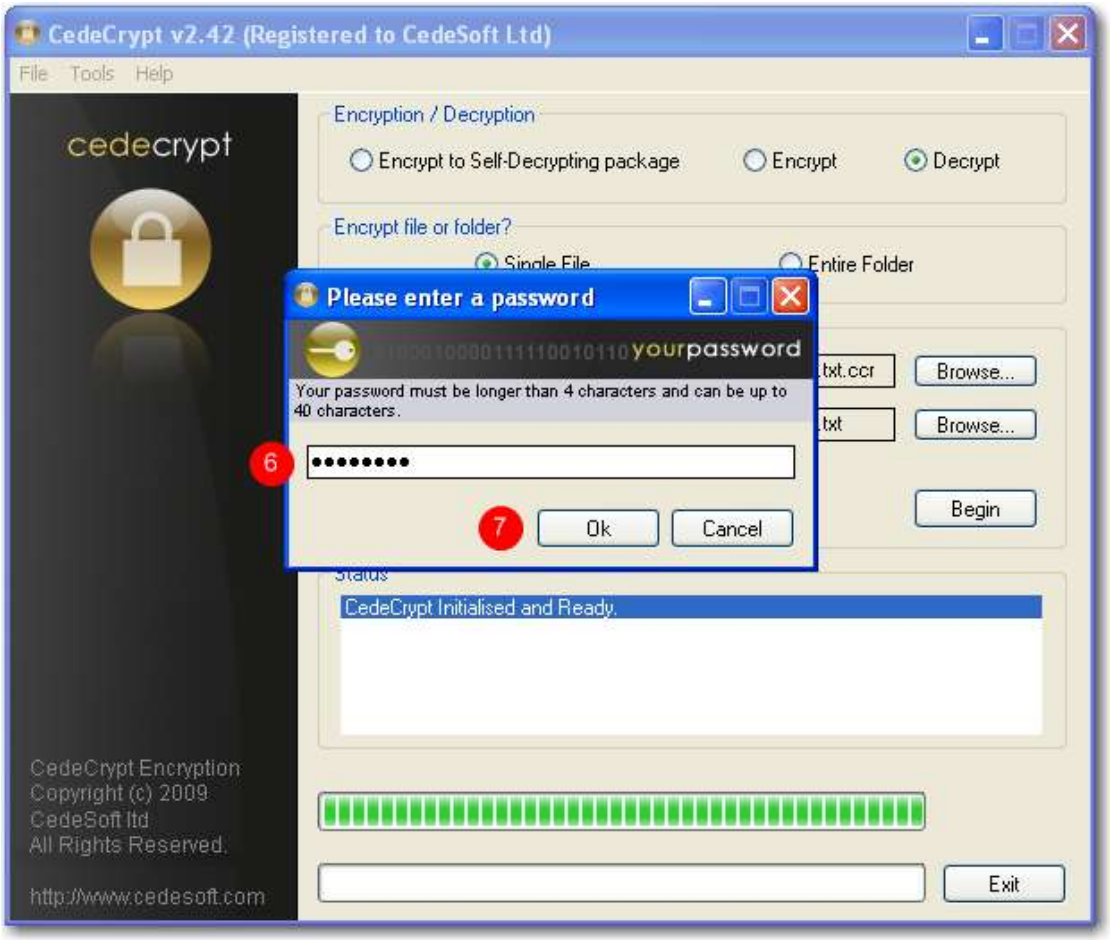
Note: Most email systems will not allow .exe programs to be delivered to the recipient so additional steps may be needed to ensure delivery.

Decrypting a File or Folder



On the main CedeCrypt Window:

1. Select the **Decrypt** radio button
2. Select the **Single File** or **Entire Folder** radio button as required
3. Click **Browse** and locate your file in the selection window
4. Select the **Delete original file** check box if you want CedeCrypt to securely delete the original file after it has been encrypted
5. Click **Begin** to start the process

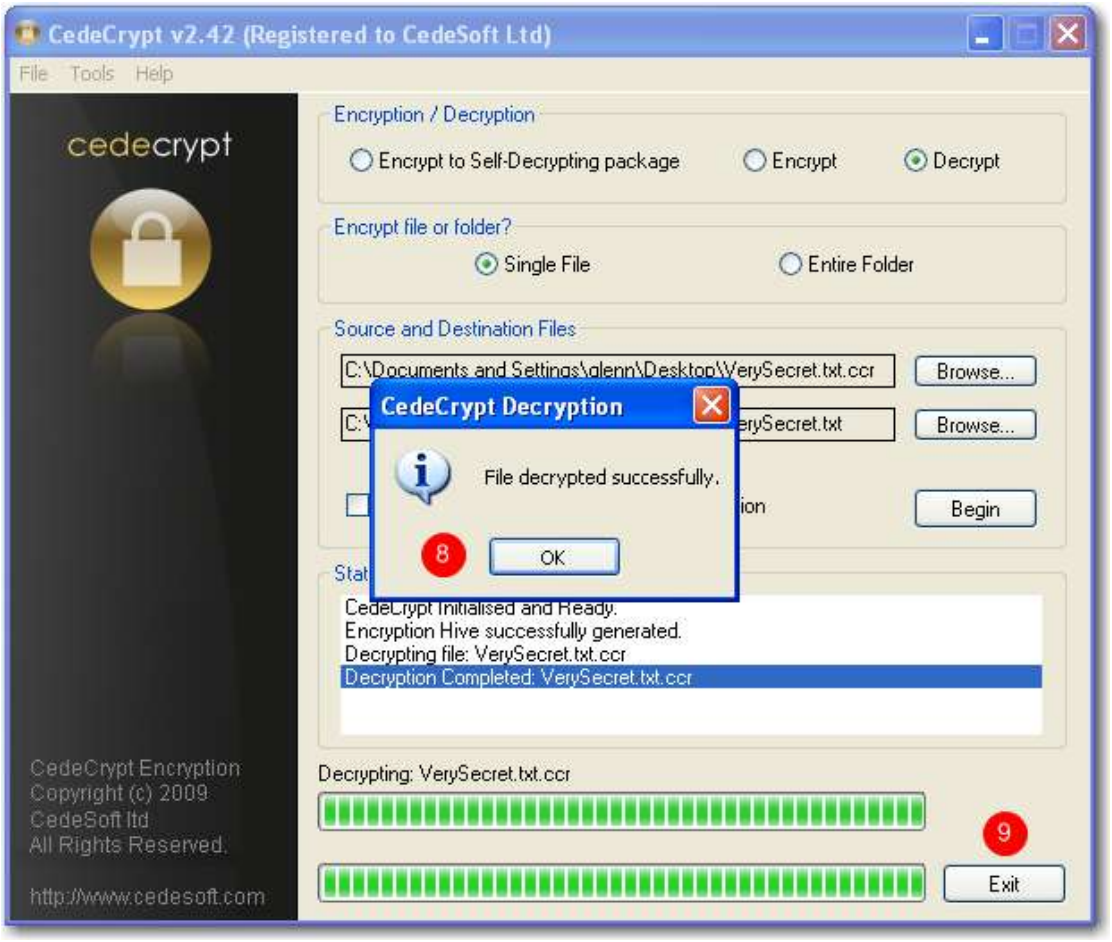


The password window is displayed.

6. Enter your selected password (remember that it is case sensitive)
7. Click Ok

Password Tip

Your data is only as secure as your password or pass phrase. Use a phrase rather than just a dictionary word and include mixed case letters, numbers and symbols to enhance the strength of your password.



A confirmation window is shown:

8. Click **Ok** to acknowledge the confirmation
9. Click **Exit** to complete the process and close CedeCrypt

Advanced Features

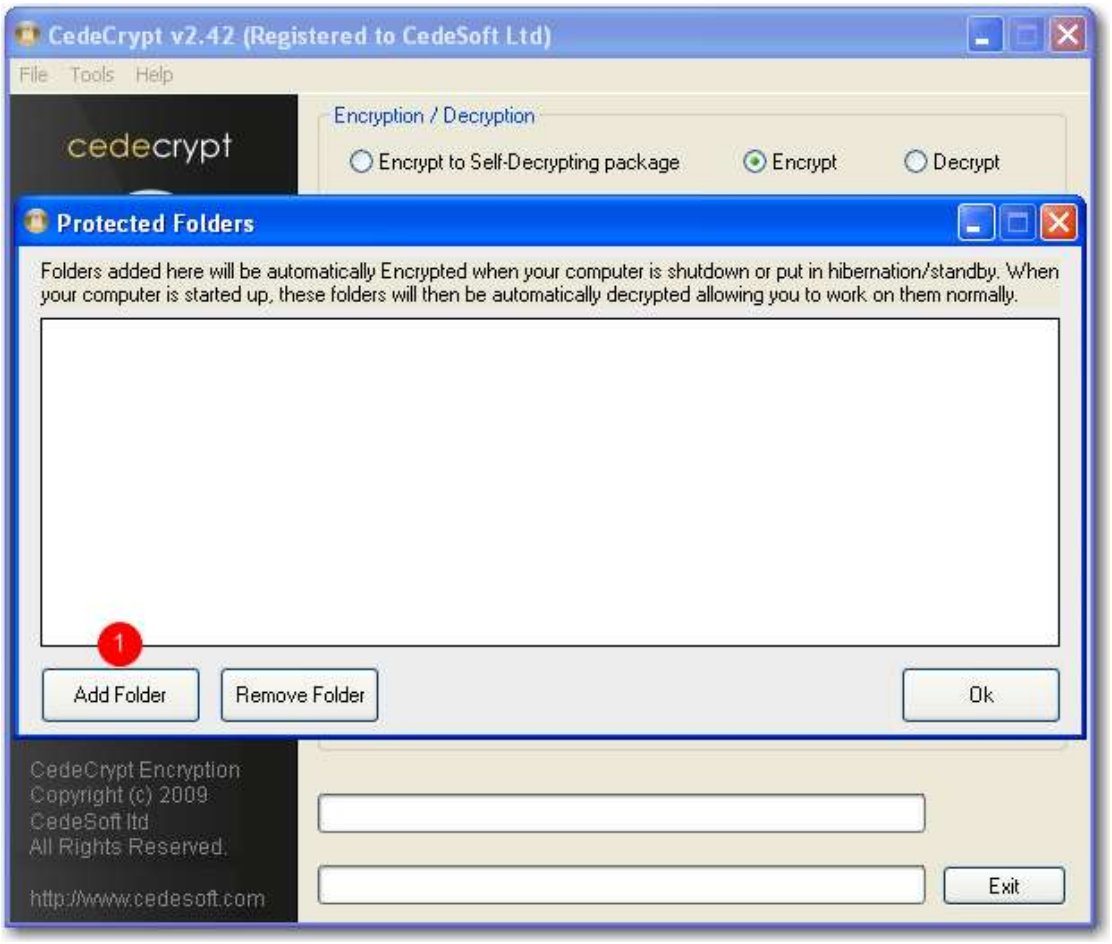
Protected Folders

CedeCrypt can protect the entire contents of selected folders automatically by ensuring they are encrypted at Shutdown, Hibernate and Standby.

For protected folders, when your machine resumes from any of these events CedeCrypt will prompt for your password. CedeCrypt will then decrypt all the files in the Protected Folders. Any time the PC enters standby or shutdown these folders will again be automatically encrypted.

To protect a folder in this way launch the CedeCrypt Utility.

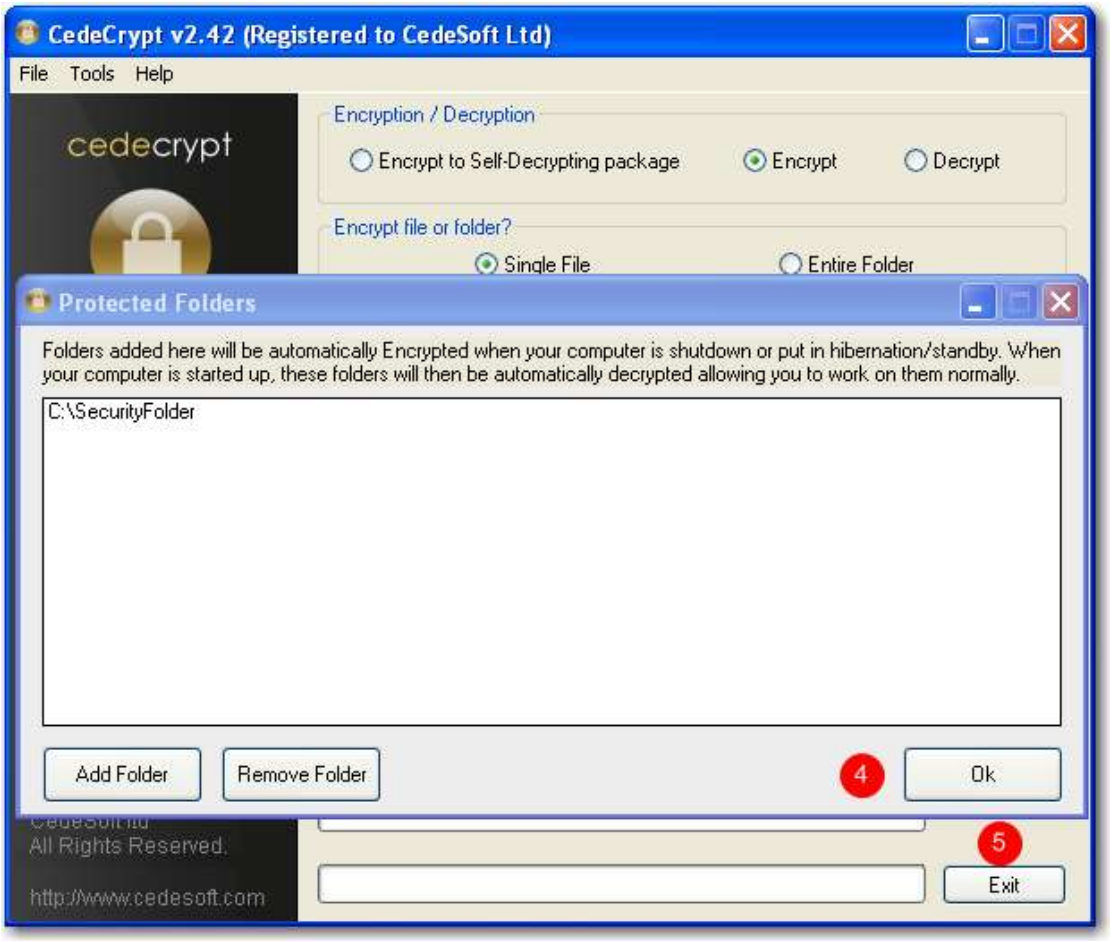
From the **File** menu select **Protected Folders.**



1. Click **Add Folder**

The folder selection window is displayed:

2. Select the folder to be protected
3. Click **Ok**



The selected folder is added to the list.

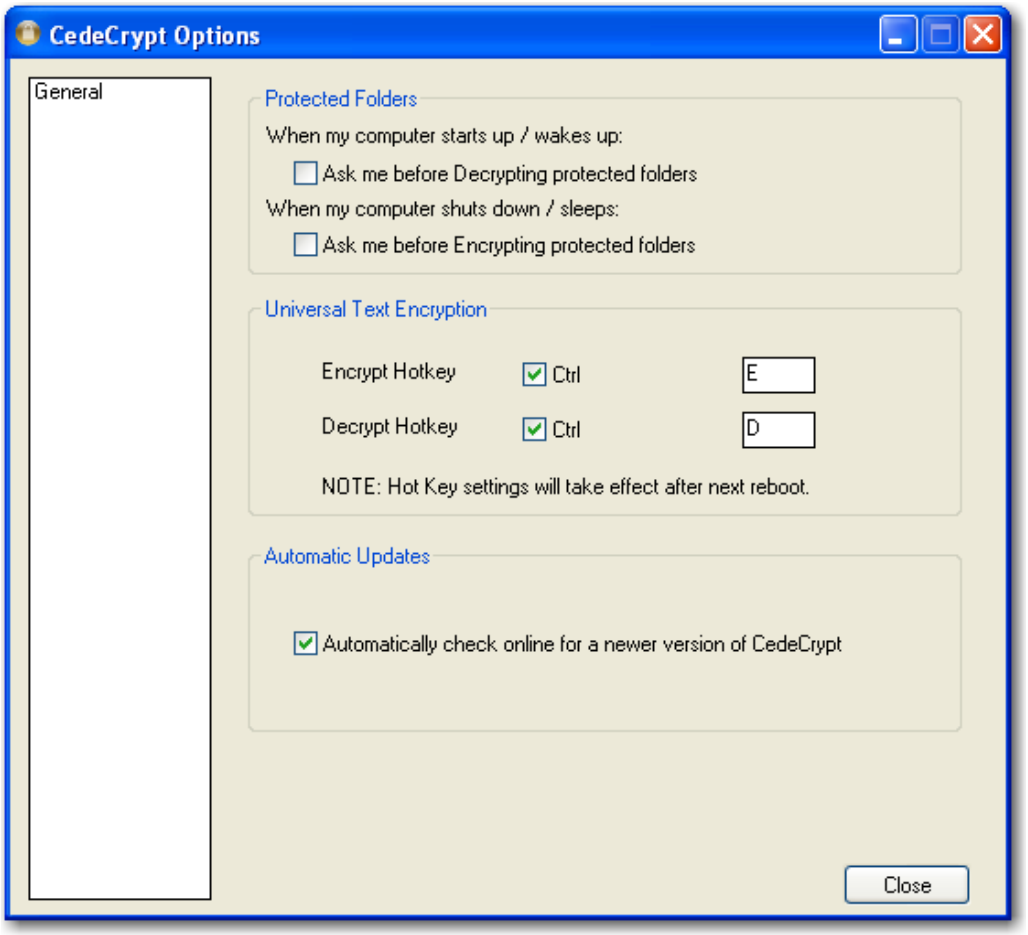
4. Click **Ok** to close the **Protected Folders** window

5. Click **Exit** to close CedeCrypt

To remove protection from a folder, locate it on the **Protected Folders** list, highlight by clicking it, and click **Remove Folder**. The folder is removed from the list and its contents will no longer be automatically protected. However, as a safeguard, any files within the folder remain encrypted until decrypted manually. To decrypt the folder manually right click it, choose **CedeCrypt>Decrypt** and follow the screen prompts.

Configuration Options

From the CedeCrypt Utility menu select **Tools>Options**.



Protected folders at Start-up & Resume

CedeCrypt gives the option of asking the user for permission to decrypt protected folders at Start-up rather than automatically decrypting. Tick this box it if you only want to work on a few protected folders and would prefer to keep other folders encrypted. This will save time as less data will need to be decrypted. However, the user can continue with other work on other files/folders while protected folders are decrypted in the background.

Protected folders at Shut-down or Hibernate

If you would like the option of not encrypting protected folders at shutdown click on **Ask me before encrypting protected folders**. CedeSoft strongly recommends careful consideration when choosing this option as sensitive data could remain unprotected.

Universal Text Encryption Hot Keys

Hotkey combinations are changed here and will take effect at next start- up.

Automatic Updates

By ticking this box CedeCrypt will check for the latest updates when launched.