



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 <http://www.sensiguard.com/download>.
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 <http://www.sensiguard.com/support>.
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.

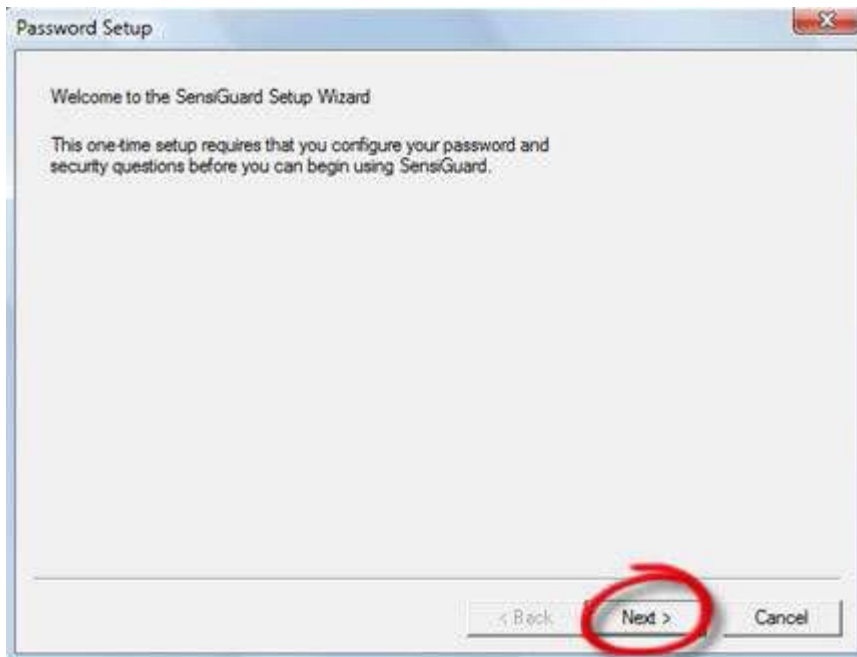
To configure SensiGuard:

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



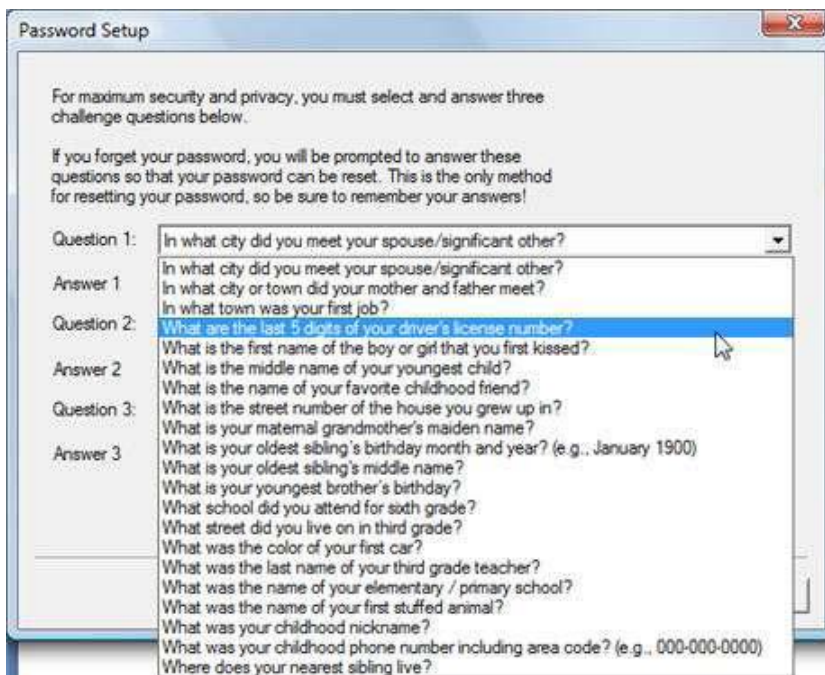
2. If you get a UAC prompt, click **Allow**.

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.



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.



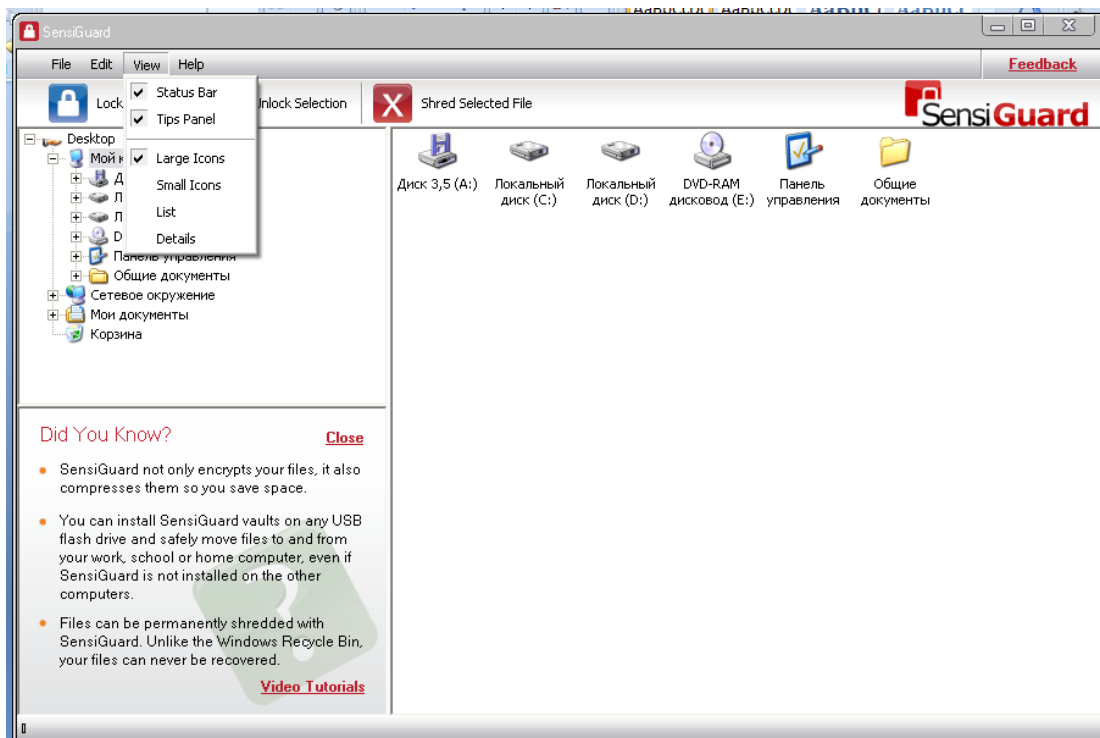
You will be prompted to enter your password every time you launch SensiGuard from your desktop.



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:

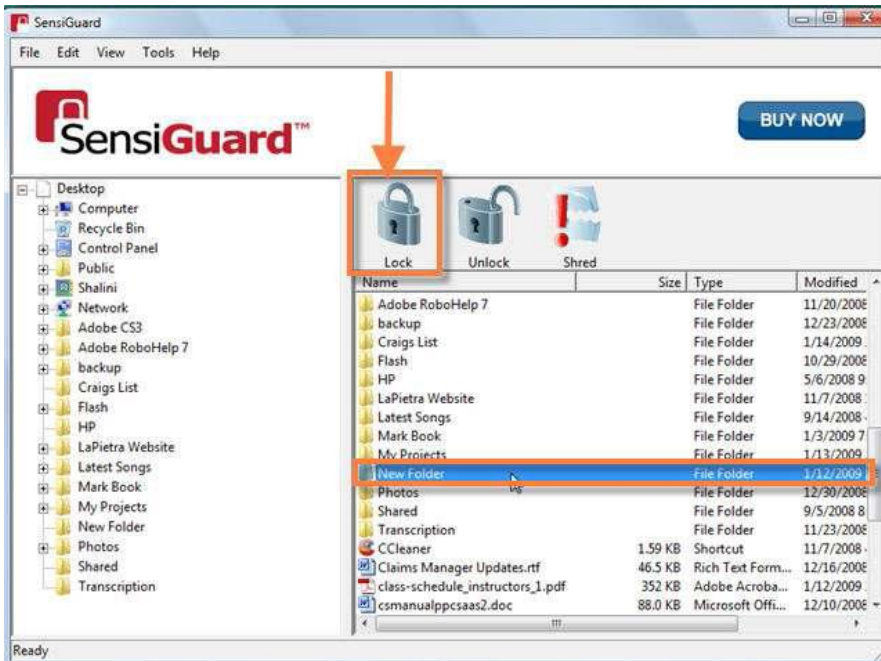
1. Using the SensiGuard interface
2. Using SensiGuard context menu in Windows Explorer

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.



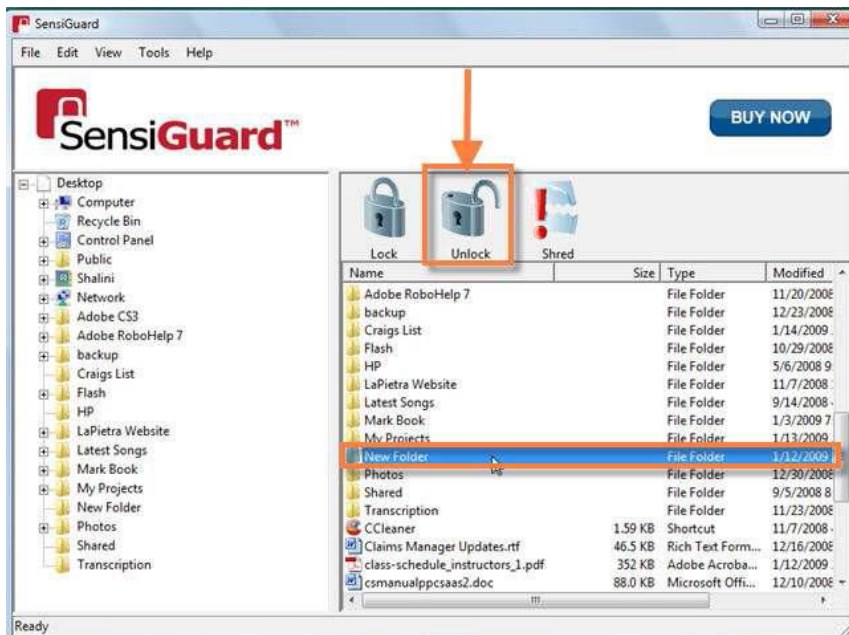
Note: When you lock a folder, all files in the folder are locked.

5. Alternatively, select the file to be locked, click on **Edit** in the menu and select **Lock** from the drop-down 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 drop-down 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.

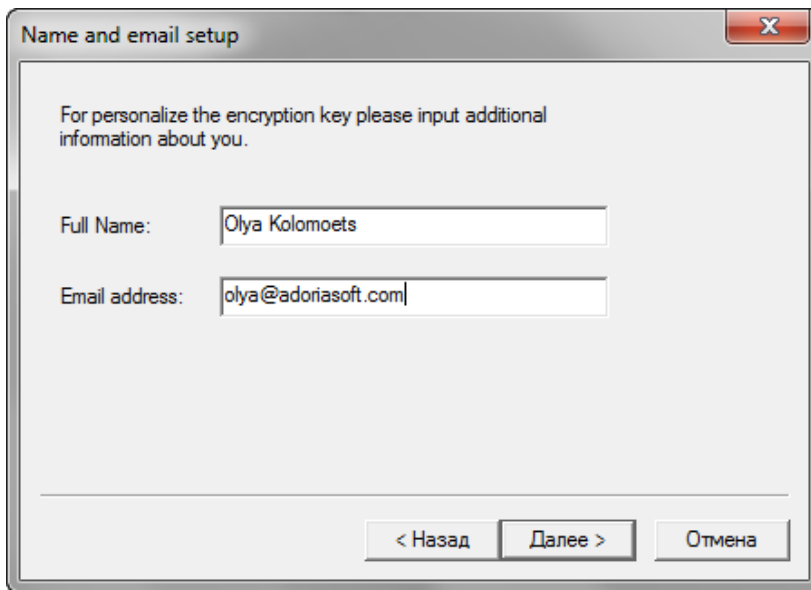
To unlock files:

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).

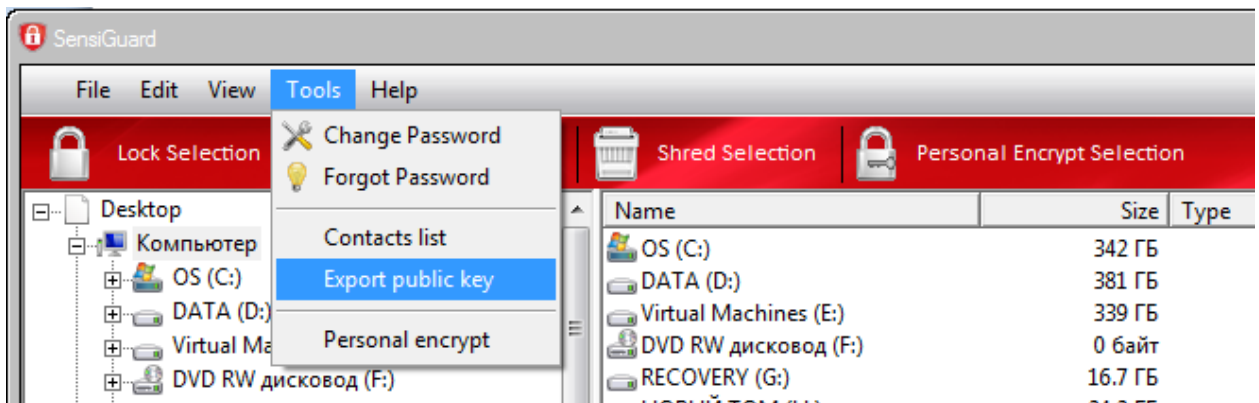
Personal Encryption

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**.

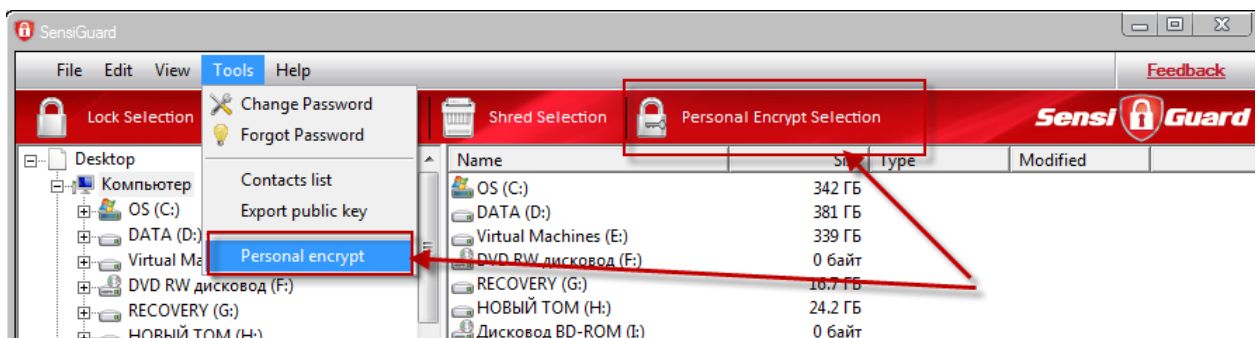


The **Private key** is automatically saved on your hard drive and is locked with your password. The **Public key** is also saved on your hard drive and it can be exported. When you send encrypted files to other users, you will need to send them your **Public key**, so that they can open the files.

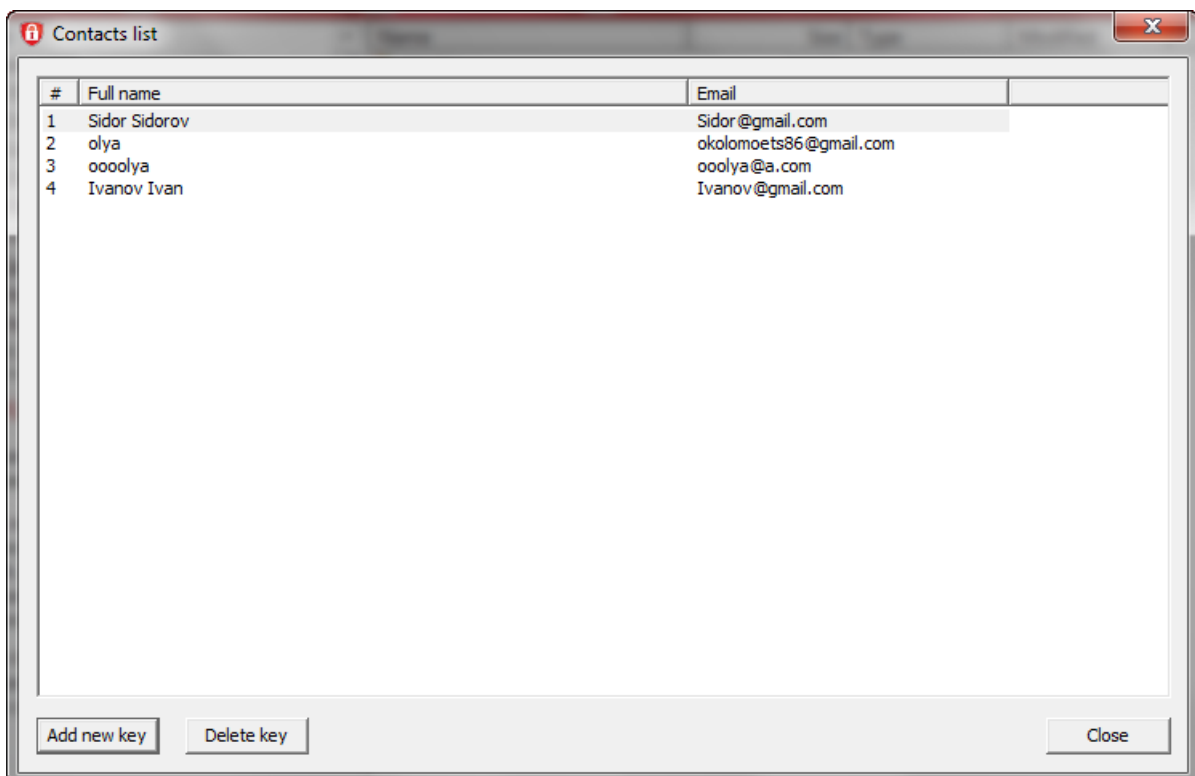
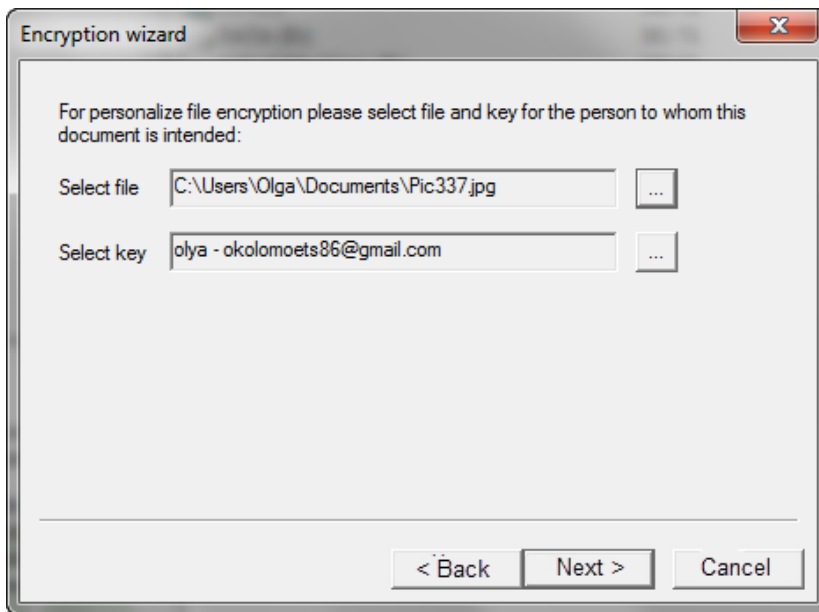


Here is how to use Personal Encryption:

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



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



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.

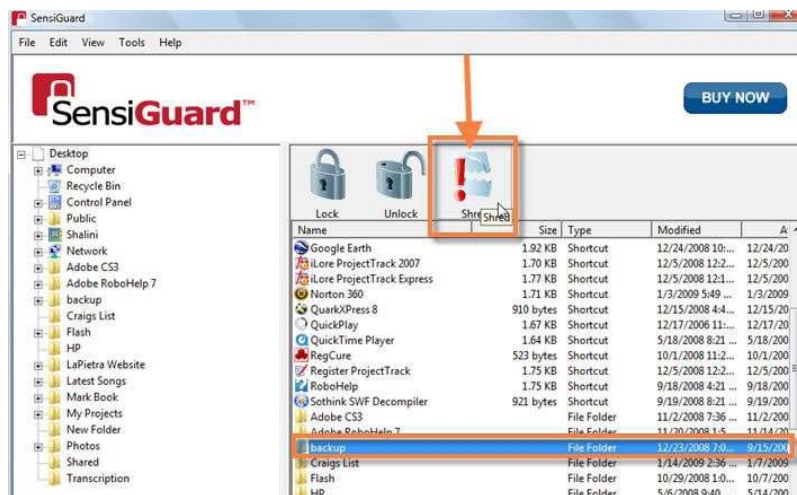
Files and folders can be shredded in two ways:

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.



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.



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

 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
 NBRT-Retail-Downloader.exe	10/22/2011 4:40 PM	Application	797 KB
 NPE.exe	10/22/2011 11:01 ...	Application	2,502 KB
 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.



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



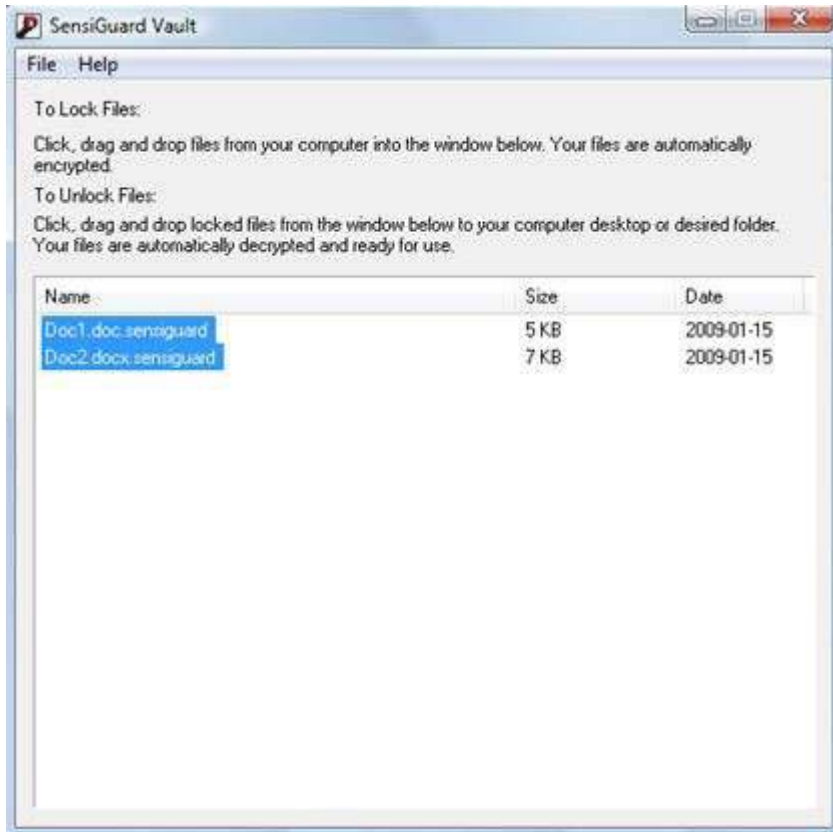
To instantly encrypt files, simply drag and drop them into the vault.

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.

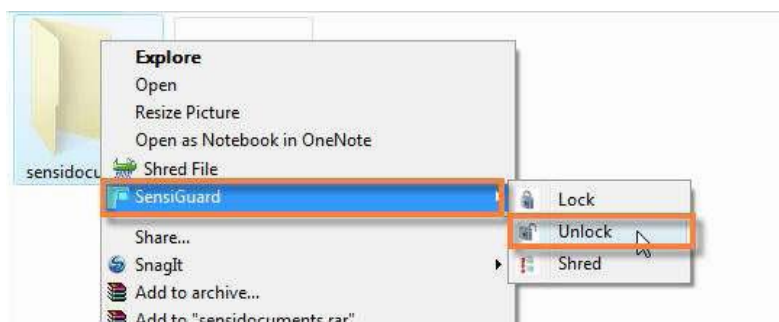


4. To unlock files, select the files that you want to use. Then drag and drop the locked files to the desktop or any other folder.
5. Your files will be decrypted and you will be able to use them straight away.

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.



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.

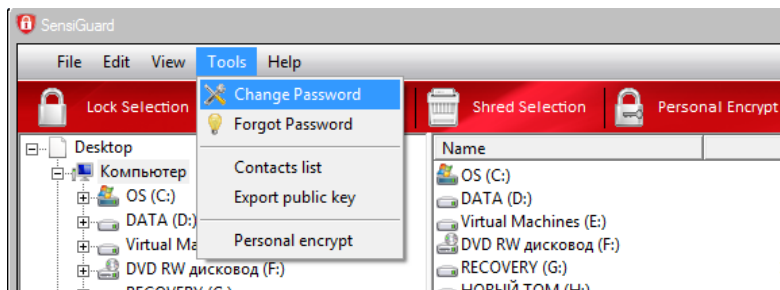
Changing Your Password

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.

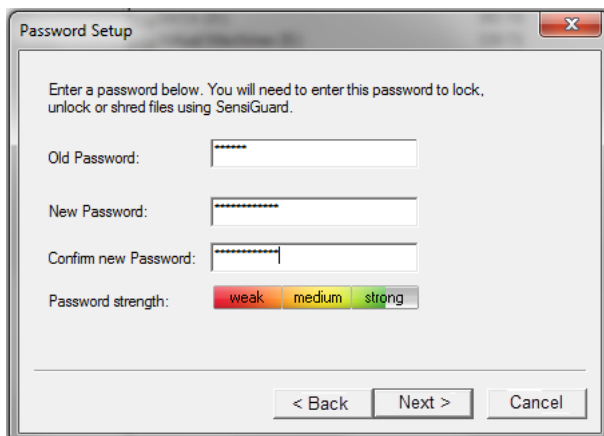
To change your SensiGuard password, do the following:

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**.



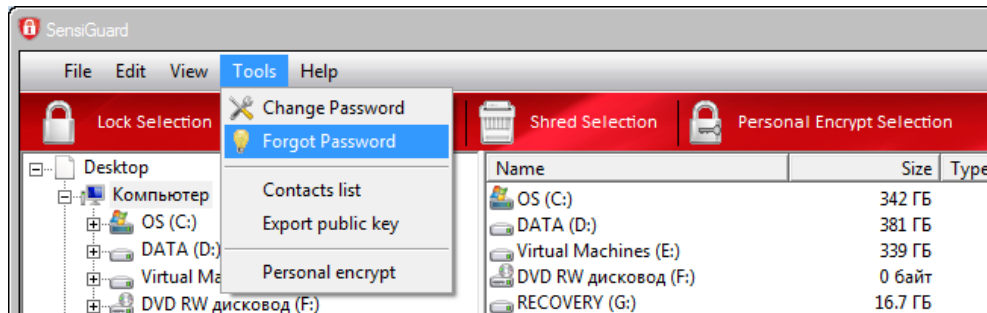
6. Your password will be changed.

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

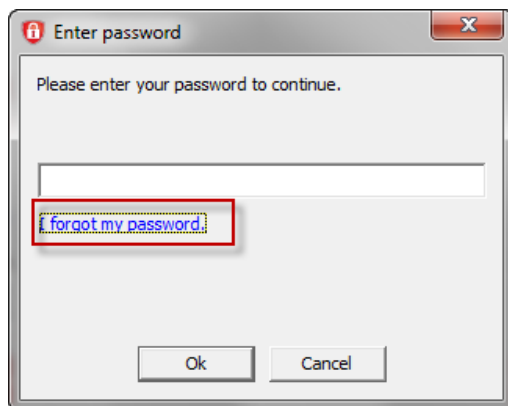
Resetting a Forgotten Password

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**

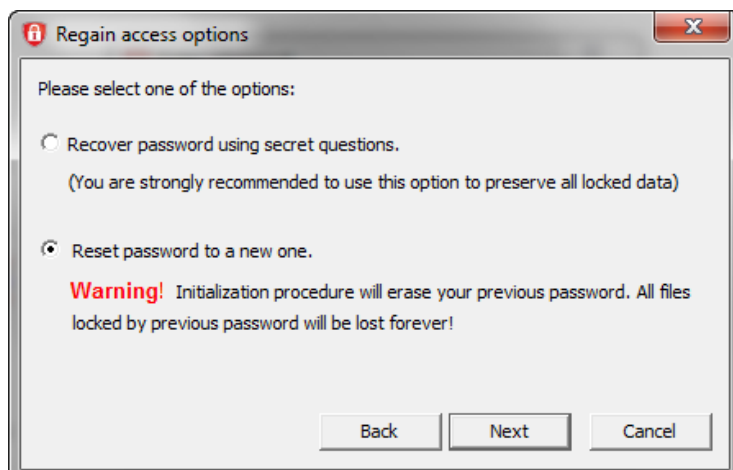


2. You will be prompted to enter your password. Click on the **I forgot my password** link below the password field.



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.



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.