AirZip® FileSECURE™ 4
Reader User Guide

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1 Welcome to AirZip® FileSECURE™ Reader

The FileSECURE Reader is used to access confidential documents and files protected by FileSECURE. Organizations use FileSECURE to share information in a way that is protected, tracked, and controlled. In this way organizations can share information that could not be otherwise made available to you.

When people send to you or you download FileSECURE-protected files, you are provided specific access permissions for those files. You may be able to *View* a secured file on your monitor but not copy and paste its contents to another file. You may be able to both *View* and *Print* the file but not copy its contents. Or, you may be able to *View*, *Print* and *Copy* the contents from the file. *Copy* permission allows you to copy and paste the contents of the file or save the original file to your hard drive. Finally, you may be able to use particular files after or before a certain date and time.

Whenever open, the FileSECURE Reader disables screen print and screen capture programs. You may need to close certain programs before FileSECURE Reader will display the contents of a file.

In order to use the FileSECURE Reader, your system administrator or the person sending a file to you must provide to you a FileSECURE User ID and Password on a particular FileSECURE Server. FileSECURE Reader allows you to have many FileSECURE Accounts.

The FileSECURE Server is the repository for file encryption keys, permission assignments, and user account information. This data determines who has access to which files and what access they have.

1.1   System Requirements

Microsoft Windows XP, 2000, ME, and 98. Installation requires 15MB of disk space.

2 Obtaining and Using FileSECURE Reader

2.1   Downloading the FileSECURE Software

To download and install the FileSECURE Reader, go to

   http://www.airzip.com/FileSECUREReader4.htm

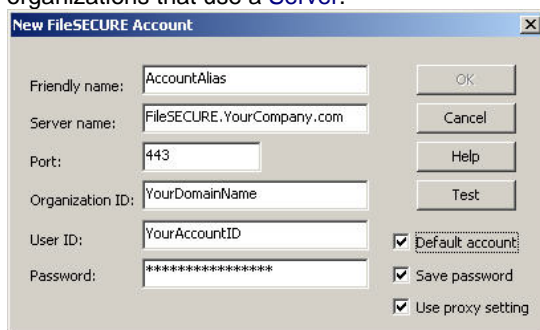## 2.2   Starting FileSECURE Reader

The easiest way to start FileSECURE Reader is to open a FileSECURE file that has been sent to you or that you have downloaded from the internet. FileSECURE files have an .AZS or .AZF extension. **AirZip** FileSECURE Reader may also be opened from the start menu by selecting **Start > Programs > AirZip FileSECURE > Reader**.

2.3   Authenticating with the FileSECURE Service

When you first start FileSECURE Reader, you must have a FileSECURE account consisting of a *Server Name, Port Number, User ID* and *Password for the particular* FileSECURE Server that is protecting the file that you are opening. The person sending you the file or a service provider will provide the account information to you. Your *User ID* may be your email address or a user name. Enter this information when the Login screen appears: If you are opening a file, the *Server Name, Port Number*, and *Organization ID* will automatically be configured. The FileSECURE Server stores your account information, file encryption keys, and file permissions; the Organization ID equates to one of the organizations that use a Server.

After entering the account information, press the **Test** button to verify your account. If your account information is entered correctly, the test will show that the Server and Account are available as shown to the left. If the test is successful, the **OK** button will be enabled and you will be able to save your account information. Note that you will be unable to save your password unless the organization's security level is set to **medium** or **low.** If the security level permits you to save your password, you may still choose not to save it to ensure your security.

The first time that you logon you will be asked to change your password. For better security, change your password to one that only you know. It is wise to select a password that contains both letters and numbers and is at least 8 characters in length.

3   Using Secured Files

With FileSECURE, secured files can only be opened using the FileSECURE Reader. You can open FileSECURE (.AZS or .AZF) files in the usual ways. Note that the FileSECURE Reader automatically disables the use of Windows print screen functions and the use of print screen utilities.

When accessing FileSECURE files on websites, the FileSECURE Reader will open directly within Microsoft Windows Internet Explorer. FileSECURE Reader menu features integrate within those of Internet Explorer. Taskbar functions and context menus work the same.
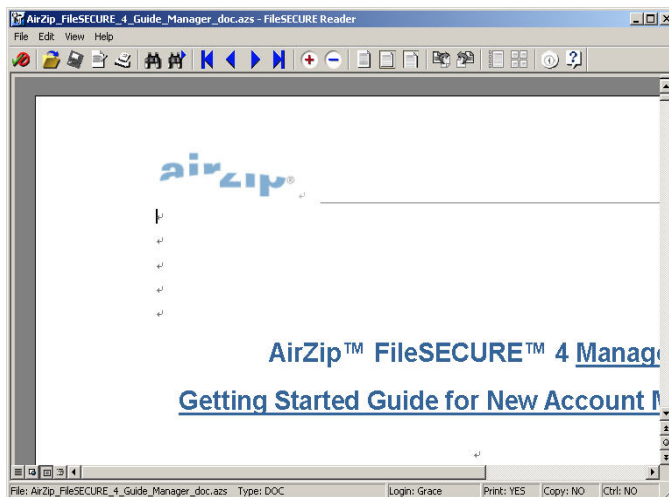
To determine what access permissions you have for a file you are using, select the "**File > Properties**" menu item on the Reader or click the **Properties** button on the taskbar. The Permissions Property window such as that above will display your permissions along with information about the file contents and the FileSECURE Server protecting it.
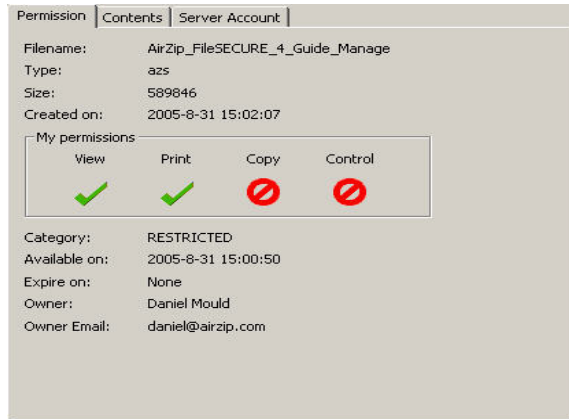
4 Working With Different File Types

The FileSECURE Reader allows you to view the contents of many types of files with good fidelity, even though you may not have the application that was used to create the file. FileSECURE Reader may be used to view:

- Microsoft Word for Windows Versions through 2003

- Microsoft PowerPoint for Windows Versions 3.0 through 2003

- Microsoft Excel Windows Versions 2.2 through 2003

- Adobe Portable Document Format Versions through 1.5

- Text files including html pages and several Unicode, Macintosh, Japanese (ShiftJIS, EUC, JIS, Chinese (Big5,GB) Korean (Hangul), and Cyrillic (ANSID 1251, KO18-R)

- Image files including .jpg, .jpe, .jpeg, .gif, .png, .tif, .tiff, and .bmp files

Any file that may be printed may be secured as an AirZip AZF file. When used in application mode, menu and toolbar options provide convenient access to the most frequently used functions. Additionally, a Context Menu, such as that shown below, opened by clicking the right mouse button anywhere in the view window, makes available alternative viewing modes and controls.
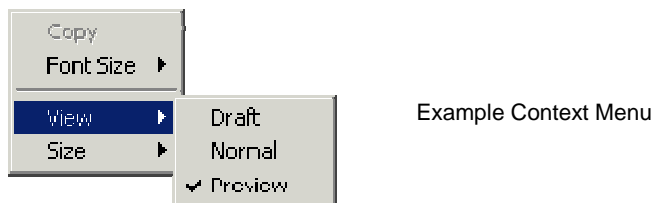
Example Context Menu

Viewing modes and controls available on the Context Menu vary by file type.

Where spreadsheet and database formats allow multiple sheets in a single file, FileSECURE Reader also displays a Navigation Toolbar containing a tab for each sheet on the left side of the horizontal scroll bar in the view window.

Navigation toolbar

Use the **Online Help** to learn about file Viewing modes and controls available on the Context Menu and Navigation Toolbar. These modes and controls vary by file type. The Context Menu is opened by clicking the right mouse button anywhere in the FileSECURE Reader view window.

5   Secured files may open in native applications

Where you have *Copy* permission AND the native application that created a file, FileSECURE Reader will decrypt secured files and open the file in your native application. If you modify the file, be sure to save it to a known directory and re-secure it. (Temporary files created when files open within native applications are automatically destroyed.) This feature can be enabled or disabled from the FileSECURE Reader Edit menu.

6   Working offline

FileSECURE will allow you to use FileSECURE Reader while offline, provided:

- Your FileSECURE Service is arranged to allow offline use.

- You have saved the associated User ID and Password.

- You have been offline no longer than the offline viewing interval configured by the FileSECURE Service Administrator (normally a few days).

7   Getting Support

Contact your Authorized AirZip Reseller or Service Provider to report problems and/or provide feedback.

Additional help resources or updates may be available by emailing **support@airzip.com.**

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