

# Acer eDataSecurity Management

Acer eDataSecurity Management offers you greater personal data security and encryption for files and data transmitted via instant messaging or email. It supports the Personal Secure Disk, a convenient location for storing important files, and offers fast encryption and decryption using Windows Explorer.

Acer eDataSecurity Management also offers encryption and decryption for files transmitted using Windows Live Messenger, Microsoft Outlook and Lotus Notes.



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**Note:** When using Acer eDataSecurity Management, Windows User Access Control may ask you to authorize certain actions, such as changing the supervisor password. If asked, click **Allow** or **Authorize** to continue with the initialization.



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**Warning: Do not encrypt these files!**

To ensure system stability, you should not attempt to encrypt any of the following folders and subfolders or the files in them:

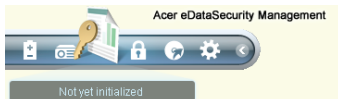
- \* C:\Windows, C:\Program Files
- \* Acer eDataSecurity Management program folder

Encrypting any of these folders or files contained within them may cause serious system instability that could require you to reinstall your operating system, which will delete all your personal data!

# Starting Acer eDataSecurity Management

To launch Acer eDataSecurity Management:

- Click on the Acer eDataSecurity icon in the Empowering Technology toolbar shown on your desktop.
- From the Start menu, go to **All Programs > Acer Empowering Technology > Acer eDataSecurity Management**.



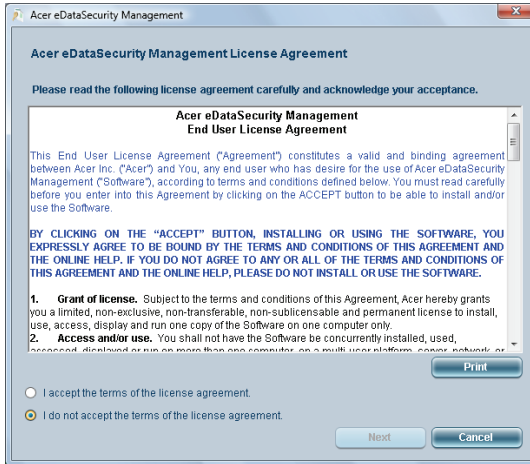
This will open the Acer eDataSecurity Management main page.



# Running Acer eDataSecurity Management for the first time

The first time you run Acer eDataSecurity Management you will be asked to initialize the Acer eDataSecurity Management system. This consists of several steps.

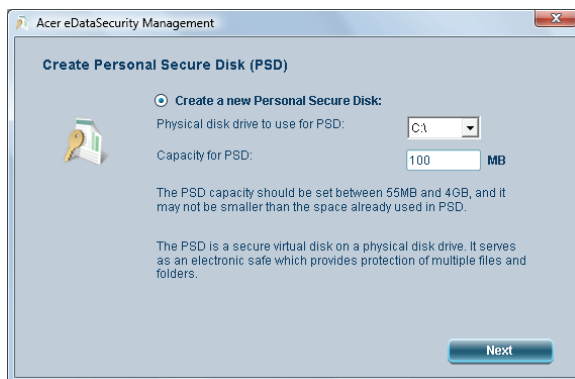
- 1 Read and agree to the end user license agreement.



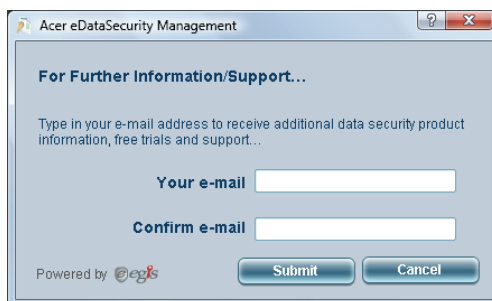
- 2 Set up your supervisor (system) password.



- 3 Initialize the Personal Secure Disk (PSD). If you have previously created a PSD, you can choose to utilize that instead of creating a new one.



- 4 Enter your email address for further support and information. Make sure you are connected to the Internet if you wish to register.



## Passwords

The passwords you use are the keys to encrypting and decrypting files. Make sure you keep your passwords in a secure place, and try to choose passwords that are not easy to guess.

### Password rules

The passwords you select must be between four and 12 characters in length. They can consist only of letters, numbers and the following special characters:

=	Equal sign
-	Minus sign
[	Left bracket
]	Right bracket
.	Period
,	Comma
;	Semicolon
/	Forward slash
\	Backslash

### Supervisor password

**Your supervisor password can be used to decrypt any file that you have encrypted. This is a “last resort” in the event that you have forgotten the password you used to encrypt the file. You should not let other people know what your supervisor password is.**

The supervisor password will only work on the computer that you originally used to encrypt the file.

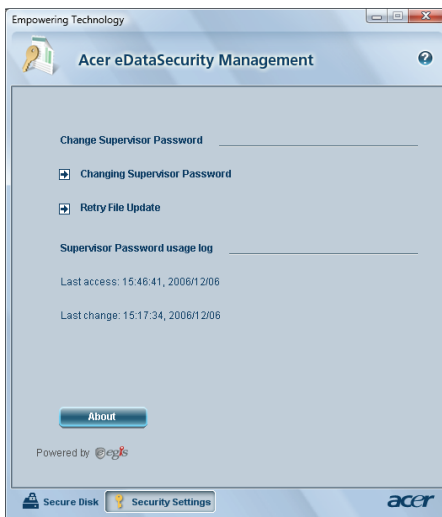


**Important: The supervisor password can also be used to override the default password for changing any settings in Acer eDataSecurity Management.**

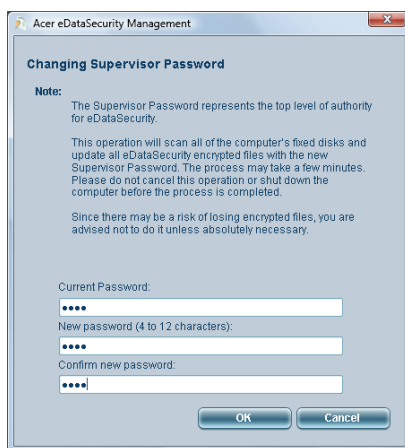
You can change your supervisor password using the **Security Settings** page of Acer eDataSecurity Management. This is a time-consuming process and involves some degree of risk, and therefore, is not recommended.

## Changing the supervisor password

- 1 From the Security Settings page, choose **Change Supervisor Password**.



- 2 Enter the existing supervisor password, and then enter the new password twice.

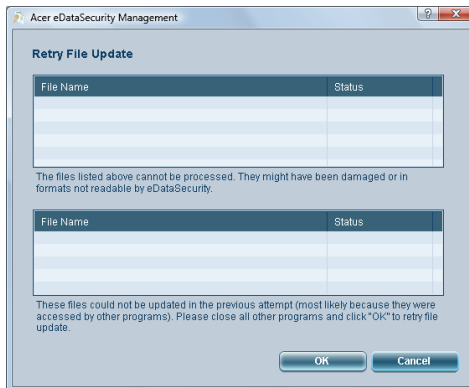


- 3 Acer eDataSecurity Management will then scan your system for any encrypted files, and implement the change.



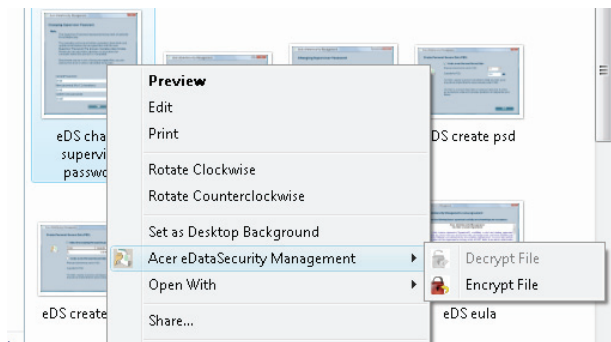
You should not abort this process, or allow Windows to shut down before the process is complete. If the process is interrupted, it will continue next time you start up your computer.

If the program is unable to process all the encrypted files, you will be informed of which files were unable to be processed and the likely reasons why. You will need to close any programs that might be using the encrypted files, reboot your system and click **Retry File Update** to complete the process.

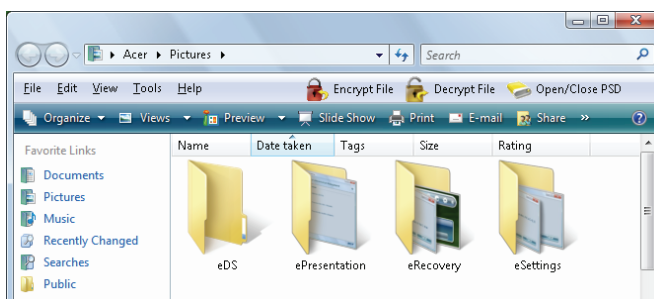


## Encrypting/decrypting files and folders

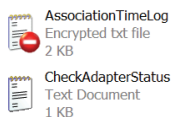
Acer eDataSecurity Management allows you to password-protect personal files and folders, or files sent via Windows Live Messenger, Microsoft Outlook and Lotus Notes. The file encryption tool is integrated into the right-click context menu of Microsoft Windows, making it easy for you to encrypt or decrypt a file at any time.



The file encryption tool is also accessible using Windows Explorer, as two buttons (Encrypt File and Decrypt File) in the top right-hand side of the window.



A file that has been encrypted will be displayed with a different icon and file extension.





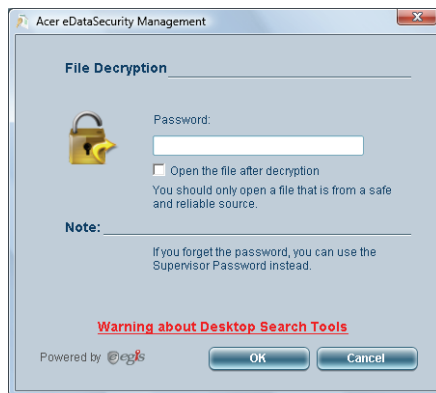
## Encrypting a file or folder

To encrypt a file, right-click it and select **Acer eDataSecurity Management > Encrypt File** from the menu that appears, or select it and click the **Encrypt File** button in Windows Explorer. Once you enter the password, Acer eDataSecurity Management will encrypt the file.



## Decrypting a file or folder

To decrypt an encrypted file, right-click it and select **Acer eDataSecurity Management > Decrypt File** from the menu that appears, or select it and click the **Decrypt File** button in Windows Explorer. Once you enter the password, Acer eDataSecurity Management will decrypt the file. If you check **Open the file after decryption** the system will run the file with its default associations after decryption.



## Sending Other People Encrypted Files

You can encrypt any file that you send to someone using Windows Live Messenger, Microsoft Outlook or Lotus Notes.

By default, Acer eDataSecurity Management activates encryption of files sent via Windows Live Messenger. To disable this feature, open Windows Live Messenger, click Tools and uncheck Enable File Transfer Encryption.

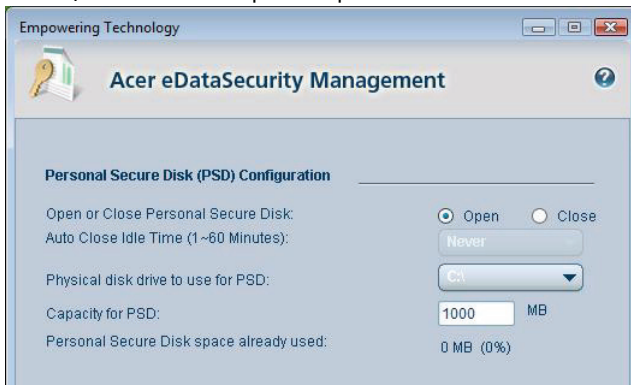
You can encrypt files that you send by email. Acer eDataSecurity Management is integrated into Microsoft Outlook and Lotus Notes, offering you one-click attachment encryption.

The encrypted file will be sent as a self-extracting '.exc' file, so there is no need for the receiver to have Acer eDataSecurity Management installed on their computer. The receiver will need to save the file to their hard disk, and change the file extension to '.exe' before they are able to decrypt the file.

## The Personal Secure Disk (PSD)

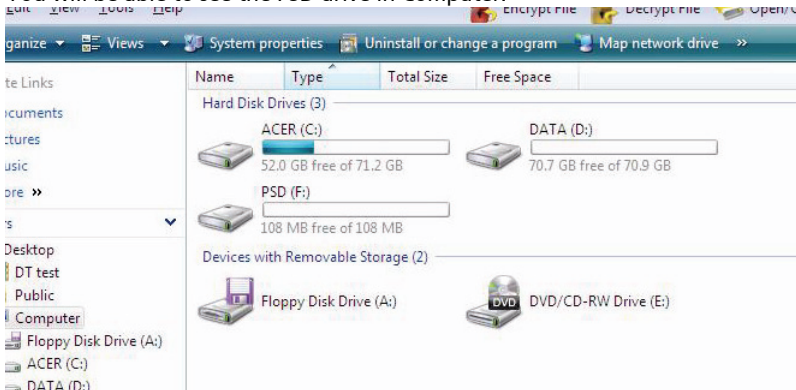
The PSD is a secure area where you can save files and data. It can only be accessed after entering the correct password, and is invisible to Computer when closed. You may use this to store personal data and files that you do not want others to access.

- 1 To access your PSD, select **Open** from the Acer eDataSecurity Management main window, and enter the Supervisor password.





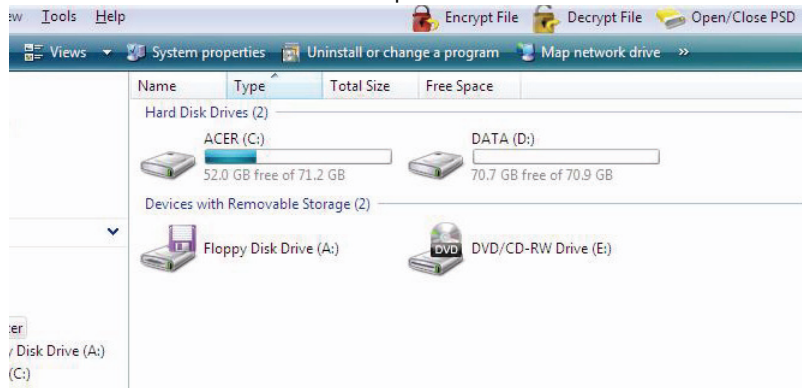
You will be able to see the PSD drive in Computer.



- 2 You can drag and drop files into the PSD for encryption.
- 3 To close the PSD, open Acer eDataSecurity Management and select **Close**.



#### 4 The PSD will not be visible in Computer.



To ensure security, close the PSD when leaving or turning off your computer.