

The background features several large, light gray gear icons. One is in the top left, another is in the top right, and a third is in the bottom left. They are arranged in a way that suggests a mechanical or industrial theme.

www.protectorion.com

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PROTECTORION
Data Safe

Manual

www.protectorion.com

info@protectorion.com

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Protectorion Data Safe

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From the time of the first computer networks to the birth of the Internet was a mere 30 years. From huge amounts of data in data banks to social networks and Smartphones, everything today is connected. However, these new possibilities also harbor many dangers. In the third millennium cybercrime and cyberespionage are no longer mere buzzwords but serious realities.

Hackers engage in raids, the booty is confidential data, passwords and credit card information. For experienced hackers common security measures are no obstacle. With the help of viruses, trojans, rootkits and keyloggers they manage again and again to access computer systems and misuse sensitive data. Not only criminal are interested in confidential information. Co-workers and nosy flatmates are threats as well. Avoid having your sensitive data fall prey to criminal intrigue and contemporary curiosity.

Affected is not only your computer at home or in the office. Also laptops can be stolen and USB-sticks lost. **Protectorion** works on USB-sticks and external drives to keeping your data safe, no matter where it's stored!

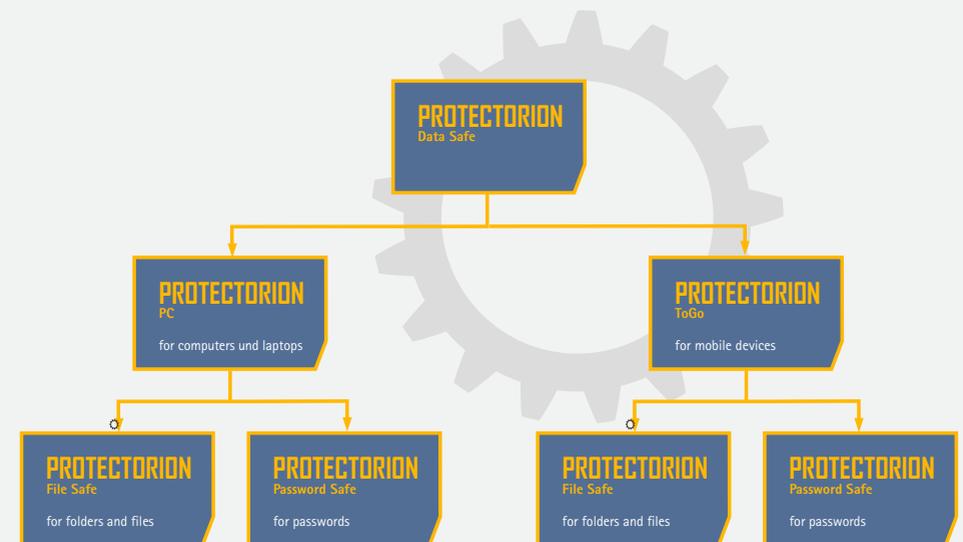
Protectorion is the safe for your files, folders and passwords! The program protects your data automatically with powerful and fast encryption.

Entrust your data in the safe and lock the safe with your personal password. It's the guaranteed highest security for your confidential data! Access to the data in the safe is only possible by entering the correct password.

Protectorion Data Safe
Play IT safe!

Protectorion comprises **Protectorion PC**, which can be used on your computer (desktop or laptop) and **Protectorion Togo**, which can be employed on USB-sticks and external/internal drives.

Protect confidential files and folders by putting them in the **File Safe**. The **Password Safe** serves to protect usernames and passwords.



2.0 Installation on computer

After downloading **Protectorion** it can be installed on your computer. Just follow the installation program's directions.

Once the installation is complete **Protectorion PC** is ready for use on your computer. Click on the **Protectorion** icon on your Windows desktop to load **Protectorion PC**.

3.0 Installation on external devices

Often confidential information is found on USB-sticks and external drives. For these devices, use **Protectorion ToGo** to protect your data.

First, install **Protectorion PC** on your computer (chapter 2). Load **Protectorion PC** (chapter 4) and click on Install **ToGo**... (Main menu Extras, Submenu Install **ToGo**) to install **Protectorion ToGo** on external devices (e.g. USB-sticks) or other internal devices (e.g. on another internal hard disk).

This function is also found directly in the Toolbar. When you click on Install **ToGo**, a quick explanation on how to install and use **Protectorion ToGo** on external devices will appear.

4.0 First steps

4.1 Your master password for Protectorion

Create your secret, personal master password after initial startup of **Protectorion**. The master password protects all your data in **Protectorion**. Only the holders of this password have access to the data in the file safe and the password safe. Choose a password that is easy for you to remember, yet difficult for others to guess.

When choosing a password consider the fact that longer passwords with a combination of letters, numbers and special characters offers a higher level of security. The strength of your password is shown in **Protectorion**'s security index.

Master Password	Security Level
at least 6 characters, at least 2 numerals or special characters	very low
at least 8 characters, at least 2 numerals or special characters	low
at least 10 characters, at least 2 numerals or special characters	average
at least 12 characters, at least 2 numerals or special characters	high
at least 14 characters, at least 2 numerals or special characters	very high
at least 16 characters, at least 2 numerals or special characters	near perfect

Protectorion Data Safe

4.2 Open the File Safe

After creating the master password, **the file safe will automatically open**. The user interface of the file safe is visible. With exception to a quick reference guide, the file safe is empty.

Open the quick reference guide in the file safe to get an overview of the most important features of the program. In addition to the user interface you will see the **Protectorion Pad** on your Windows desktop (chapter 4.4).

4.3 Copy data to the File Safe

Just like a traditional safe, objects are only protected when they are physically inside of the file safe. In order to protect data in the file safe it is therefore necessary to first copy the data to the safe. Data is copied with **Protectorion** in the same manner as you are used to in Windows. Drag files and folders with the mouse from Windows to the file safe (**Drag & Drop**) or use copy and paste (CTRL + C and CTRL + V).

Protectorion now copies the selected data to the file safe. After the data is successfully copied you will see it in the safe. It is automatically encrypted and also immediately protected with your unique **Protectorion** master password. Without this master password access to the data in the file safe is impossible.

After the data is copied to the file safe, it still exists in Windows as before. The original data in Windows (source data) is located outside of the file safe and is **not protected**.

Therefore you can configure **Protectorion** to erase the source data in Windows (in the status bar at the bottom of your user interface „import settings“). If you **erase the source data**, it will be permanently deleted in Windows. It is not possible to recover the data in Windows, even with special software. Your

data now only exists in the file safe and is protected there.

4.4 Copy data to the File Safe via Protectorion Pad

You can also copy data to the safe by using the **Protectorion** Pad. The **Protectorion** Pad functions as a Miniapp of Windows and is displayed on the desktop of your computer.

The advantage of the **Protectorion** Pad is that the data can be copied into the file safe and encrypted without having to first open the file safe. Although the file safe is in standby mode and locked all data, which you drag with the mouse to the Pad, is automatically copied and encrypted in the safe.

Drag the data with the mouse directly to the **Protectorion** Pad (Drag & Drop), choose the desired folder in the file safe and drop it. All data, which is drug to the Pad is automatically copied and encrypted in the desired folder in the file safe.

4.5 File location in the File Safe

You see the file location of your data in the file safe in the Folder view directly under the Toolbar. The folder view is dynamic. That means that the folder shown is always up to date. In the Main menu option View you can select between **long and short folder view**.

When you navigate with Windows Explorer in this folder you can see that the contents and names of the files and folders are encrypted. This data can neither be opened nor modified outside of **Protectorion**! Additionally, the real names of the files and folders in the file safe are only readable in **Protectorion**.

5.1 Manage data

You can work with your data in the file safe as you would in Windows. **Copy, Paste, Delete, Edit, Save, Rename** – everything works exactly like in Windows.

In order to work with data in file safe, you must first **select** them: single files and folders can be selected with the left mouse button. Select multiple files and folders by pressing SHIFT + Up or SHIFT + Down. Select distributed files and folders by pressing the left mouse button while holding down the CTRL button. Press CTRL + A to select all files and folders.

Open files and folders by clicking on them with the left mouse button. **Open with...** lets you choose which program opens the file. You can edit files in the file safe directly and also save modified files.

You can create new folders by selecting Create folder... (Right-click/Create folder...). Files and folders can be **Copied, Cut, Pasted** and **Deleted** by either dragging with the mouse (**Drag & Drop**) or using the respective function by right clicking with the mouse (e.g. Right-click/Cut). To delete data drag it with the mouse to the Recycle Bin.

All functions can also be executed from Main menu File or Edit as well as from the Toolbar. In the Main menu options next to the respective functions are their corresponding hotkeys (e.g. CTRL + X).

When you delete data in the file safe it is moved to the Recycle Bin. You can select single files in the Recycle Bin and delete them permanently from the Recycle Bin by using the function Delete (Right-click/Delete). The complete

contents of the Recycle Bin can be deleted by selecting the Recycle Bin and then **Empty Recycle Bin** (Right-click/ Empty Recycle Bin).

Both the deletion of files and folders in the Recycle Bin and the emptying of the Recycle Bin **deletes the data permanently**. The data cannot be recovered, even with the use of special software for data recovery.

To restore data, which is in the Recycle Bin, **Cut** (Right-click/Cut) it in the Recycle Bin and then paste it to the desired folder in **Protectorion**. Just as with the Delete function, you can also recover it with **Drag & Drop**. Drag the data with the mouse to the Recycle Bin to delete or drag it from the Recycle Bin to the desired location to restore.

5.2 Protect data

Through the integrated, powerful encryption **Protectorion** offers effective protection for your data and passwords. **Protectorion** uses the secure and renowned Advanced Encryption Standard (AES) with a key length of 256 bit. This standard is also used employed by government agencies and large corporations such as banks and insurance firms.

In the file safe the content of files and folders as well as their names are encrypted. It is not possible for third parties to read the real names of the files and folders. In the password safe all password entries (e.g. username, password) are encrypted.

You protect files in the file safe by clicking on **Encrypt** (Right-click/Encrypt). To remove this protection on files and folders, click on **Decrypt** (Right-click/Decrypt). Selecting multiple files and folders will encrypt or decrypt, respectively, the selected files and the contents of the folders. All functions can also be executed from Main menu File as well as from the Toolbar. In the Main menu options next to the respective functions are their corresponding hotkeys.

5.3 Describe data

Protectorion gives you the option to label the files and folders in file safe with meaningful descriptions. This allows them to be easily found. **Protectorion** saves the descriptive text after it has been created. Therefore descriptions only need to be created once. Previously created texts can be selected from the drop down menu of the description window. All descriptions are saved as encrypted.

You can label a file or folder with a description in the file safe by selecting **Describe...** (Right-click/Description/Describe). Descriptions can also be **copied, pasted** and **deleted** (Right-click/Description/Copy, Paste, Delete).

All functions can also be executed from Main menu File as well as from the Toolbar. In Main menu File next to the respective functions are their corresponding hotkeys.

5.4 Create a backup

Use **Backup data...** (Main menu Extras, Submenu Backup data...) to make an encrypted copy of all the data in the file safe. When you click on Backup data, a quick explanation on how to recover encrypted data will appear.

Use **Restore Data...** (Main menu Extras, Submenu Restore Data...), to restore formerly encrypted backups. When you click on Restore data, a quick explanation on how to restore encrypted data will appear.

Another way of restoring your backup is by copying the backup folder that contains the encrypted back data into the File safe (Drag & Drop or Copy and Paste).

5.5 Copy data from the File Safe

Drag the files and folders with the mouse from the file safe to Windows (Drag & Drop) or use copy and paste. After the data is successfully copied you will see the data in Windows. It is automatically encrypted. **Effective immediately this data is unprotected and anyone can access it.**

After you have copied the data from the file safe to Windows, there are duplicate copies: the original data (source data) is also saved and encrypted in the file safe. If you destroy this data in the file safe, then it exists only in Windows and is **no longer protected**.

5.6 Customize user interface

You can change the user interface to personalize the appearance of the file safe.

Protectorion can display the toolbar **icons** in the file safe **with text** or **without text** (Main menu View, Submenu Icons with text or Icons without text). Additionally, either a **long** or a **short** Folder view can be selected (Main menu View, Submenu short or long). When you want to display a grid in the File view, use the function **Show grid** (Main menu View, Submenu Show grid). To immediately show future changes in the file view, select **Refresh view** (Main menu View, Submenu Refresh view).

In Main menu View next to the respective functions are their corresponding hotkeys.

5.7 Set the file view

The settings for the **File view** in the file safe are found to the right in the Folder view. Here you can adjust the way files and folders are depicted in the file safe. Select from **Details, List, Icons** and **Tiles**.

5.8 Navigate and position

Use the **arrow keys** in the Folder display to move between the folders backward, forward and upward.

The **Position** function (user interface upper right) allows you to dock the user interface either to the upper left or upper right hand of the screen or to position it in the middle of the screen. You can also maximize and minimize the file safe.

5.9 Use the statusbar

The Status Bar on the bottom of the user interface of the file safe contains the following information (from left to right): disk space capacity of **Protectorion**, free space on **Protectorion**, disk space used by **Protectorion**, disk space used by the recycle bin, number of encrypted files in the file safe, number of unencrypted files in the files safe.

In addition you can configure **Protectorion** to erase the source data in Windows (in status bar at the bottom of your user interface „import settings“). If you **erase the source data**, it will be permanently deleted in Windows. In the status bar you can also encrypt all unencrypted files in the safe.

5.10 Standby mode

To open **Protectorion** you must first enter in the master password. Use the Standby mode if you will be using **Protectorion** multiple times during the day and want to avoid having to enter the master password every time you access the program. In Standby mode you can open the **Protectorion** data safe without reentering the master password.

Activate the Standby mode by clicking on the **X-button** in the upper right of

the file safe's user interface. This function can also be activated through Main menu File... In Main menu next to the respective functions are their corresponding hotkeys.

When **Protectorion** is operating in Standby mode, the **Protectorion** icon is displayed in the System tray (lower right of the Taskbar beside the clock). The file safe can be opened at any time by clicking on this icon (left-click).

Several functions are available while **Protectorion** is in Standby mode. These can be selected by right-clicking with the mouse on the **Protectorion** icon in the System tray. From there you can **Open File Safe**, **Open Password Safe**, **Display Protectorion Pad**, and immediately **Lock Protectorion** (activate password protection).

Additionally, you can **Close Protectorion** in Standby mode and specify if **Protectorion** should automatically go into Standby mode the next time Windows starts.

5.11 Activate automatic lock

Automatic Lock keeps your data in the file safe and password safe from becoming unprotected in the case you might forget to lock **Protectorion**. **Protectorion** can be set to automatically lock itself in Standby mode after a set amount of time. This automatically activates the password protection. The data in the files safe and the entries in the password safe are accessible only to those who know the master password.

You can specify when **Protectorion** will automatically lock. To do this right-click with the mouse on the **Protectorion** icon in the System tray (lower right of the Taskbar beside the clock) and then select under **Automatic lock** between the choices listed (e.g. 10, 20 or 30 seconds).

Protectorion automatically locks itself also when you tell Windows to hibernate, switch users or log off Windows. Additionally, **Protectorion** will be automatically locked when the laptop's lid is shut.

5.12 Copy data between two File Safes

Protectorion can be installed and used on computers (**Protectorion PC**) as well as external devices (**Protectorion ToGo**). Data, which is in the file safe on a USB-stick, can be copied to the files safe on the computer (and vice versa).

Open **Protectorion** on your computer (**Protectorion PC**) and **Protectorion** on the external device (**Protectorion ToGo**). Now you can copy data from one file safe to the other (**Drag & Drop**) or Copy and Paste.

6.0 Working with the Password Safe

The **Password Safe** manages your user names and passwords for email accounts, online banking, Twitter, Facebook, etc. All data in the password safe are automatically encrypted and saved in the password safe with AES 256 bit. The data – like the data in file safe – is protected by your master password for **Protectorion**.

The **Password Safe** saves all password entries and protects them with your master password for **Protectorion**. Instead of keying in usernames and passwords on the keyboard, you can simply copy them into the appropriate login field.

6.1 Opening the Password Safe

In the file safe, click on **Password Safe** (Main menu Extras, Submenu Password safe or use the Toolbar) to open the **Password Safe**.

6.2 Create passwords and groups

In the **Password Safe** you can create password entries. These password entries contain your usernames and passwords. The password entries can be organized into password groups.

You can create a password entry with **New password...** (Right-click/New password...). By selecting the password you can modify it (Right-click/Lock, Rename, Delete) and save usernames, passwords and also the corresponding login address (e.g. a website). Additionally, you have the option to make notes and record an email addresses for these password entries.

New password group... (Right-click/ New password group...) allows you to

create folders in the password safe, in which you can better organize your password entries. Select the password group to edit it (Right-click/Rename, Delete).

All functions can also be executed from Main menu Password as well as from the Toolbar.

Password entries can be moved by dragging them with the mouse (**Drag & Drop**) from one password group to another.

6.3 Sign in via Fast-Login

With the help of the **Password Safe** you can quickly and easily sign in everywhere. It is not necessary to enter in usernames and passwords via the keyboard, instead simply copy and paste them in the designated fields (Fast Login).

Open the login address (e.g. website) where you want to sign in by clicking on the link in the password safe (above in the Quick access bar). You can copy your username and password directly from the Quick access bar in Windows clipboard and then paste it into the necessary field.

6.4 Delete clipboard data

For security reasons usernames and passwords are automatically deleted from the Windows clipboard 15 seconds after they are copied to the password safe.

Under **Delete Clipboard** you can manually set how long the data stays on Windows clipboard before it is automatically deleted. The options are after 10, 15 or 20 seconds.

6.5 Backup passwords

The password safe allows you to backup and recover all password entries as either encrypted or decrypted.

By clicking on **Backup passwords...** (Main menu Extras, Submenu Backup passwords...) in the password safe an explanation on how to backup passwords in just a few steps is provided.

Click on **Recover passwords...** (Main menu Extras, Submenu Recover passwords...) to recover backed up passwords. An explanation on how to recover passwords in just a few steps is provided.

6.6 Synchronize passwords

In the case that you manage your passwords on the computer (in **Protectorion PC**) and also on, for example, a USB-stick (**Protectorion ToGo**) it is possible to keep them constantly up to date.

Click on **Synchronize...** (Main menu Extras, Submenu Synchronize... or use the Toolbar). This function automatically synchronizes and updates your password groups and password entries on the computer and external storage devices.

By clicking on **Synchronize...** an explanation on how to synchronize passwords in just a few steps is provided.

6.7 Position the Password Safe

The Position functions of the password safe (in the upper right of the user interface) allows you to adjust the position of the safe to suit your needs. The **Password Safe** can be docked on the upper left, upper right or middle of the screen as well as be minimized or maximized.

7.0 Changing the master password for Protectorion

You can change the master password for **Protectorion** at any time by clicking on Change master password... (Main menu Extras, Submenu **Change master password...**).

To change the master password you must first enter in the current master password for **Protectorion**. Next choose a new master password. Depending on the amount of data being managed in **Protectorion**, it can take some time to before the master password is successfully changed. Please be patient.

8.0 Quitting Protectorion

Quit **Protectorion** when you want to completely close the program and do not want to activate **Protectorion**'s Standby mode. You can **quit Protectorion while it is actively running** (Main menu File, Submenu Quit) or **in Standby mode** (Right-click on the **Protectorion** icon in the Taskbar in the lower right and then Quit). In the Main menu you will find the hot keys associated with the particular functions. They are located next to the respective functions.

When you quit **Protectorion** all unencrypted data in the safe is automatically encrypted. This assures that all data in the safe is protected when you quit **Protectorion**. **Protectorion** cannot quit when files, which are also located in the file safe, are open in other programs. Only after all these files have been closed can **Protectorion** be quit.

9.0 Updating Protectorion

Protectorion automatically checks for Updates each time the program is closed. When new Updates are available an update dialog box will appear, allowing you to update **Protectorion**. The updates are ready for use the next time **Protectorion** is started.

10.0 Uninstall Protectorion

Uninstalling **Protectorion** does not delete the files and folders incorporated in **Protectorion**, nor does it delete your license information.

Should you want to delete all data as well as your license information, this can be done by using the **Protectorion Eraser** (under Windows in Start/Programs/**Protectorion**) **before uninstalling Protectorion**.

11.0 Buy full version

Protectorion Data Safe Free allows you to manage files, folders and passwords for personal use on a maximum of one computer and one external device.

If you would like to use **Protectorion** for business purposes on up to two computers and five external devices and/or without waiting time at program start, **please acquire a personal license key for Protectorion Data Safe Pro** (full version).

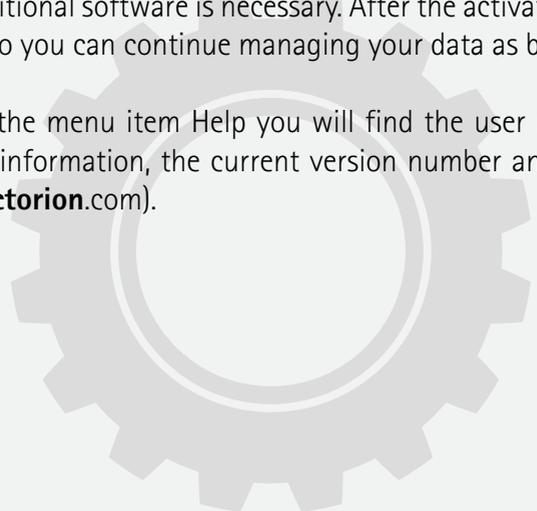
The license key for **Protectorion** Data Safe Pro can be purchased on our web

shop. You can get there through the Main menu Help, Submenu Buy now... or under Buy now... in the Status Bar. You obtain the license key immediately after purchase.

Enter the **license key** along with your name in the field provided under Main menu Help, Submenu License... After successfully licensing **Protectorion** restart the program to activate the full version (**Protectorion Data Safe Pro**).

No additional software is necessary. After the activation of **Protectorion Data Safe Pro** you can continue managing your data as before without limitations.

Under the menu item Help you will find the user manual (.pdf), the license holder information, the current version number and the link to our website (protectorion.com).



Hotkeys

Encrypt
Decrypt
Lock Protectorion
Standby mode
Copy files and/or folders
Paste files and/or folders
Cut files and/or folders
Delete files and/or folders
Destroy files and/or folders
Select multiple files and/or folders
Select distributed files and/or folders
Select all files and/or folders
Invert selection
Navigate backward
Navigate forward
Navigate upward
Open files and/or folders
Open files and/or folders with...
Rename files and/or folders
New folder
Create a description
Copy a description
Paste a description
Delete a description
Toolbar
Folder view long / short
Grid
Refresh
Manual
About
Product website
Quit



CTRL-E
CTRL-D
CTRL-L
CTRL-M
CTRL-C
CTRL-V
CTRL-X
DEL
SHIFT+DEL
SHIFT+↓ / ↑
CTRL
CTRL+A
CTRL+I
ALT+↑
ALT+↓
ALT+←
CTRL+O
CTRL+W
CTRL+R
CTRL+F
CTRL+ALT+E
CTRL+ALT+C
CTRL+ALT+V
CTRL+ALT+D
ALT+B
ALT+P
ALT+G
F5
F1
F3
F4
CTRL+Q