

CS Encryption

End-user Edition

Installation and User's Manual

For use on Win2000, Win2003 or WinXP computers



Software version 2.0
March 2004

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3M CS Encryption

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Overview

The purpose of this application is to encrypt one or more files on your computer into a single file that can be securely emailed. A user-defined pass phrase must be assigned to each encrypted file. This pass phrase is converted into a 128-bit key, and Triple-DES encryption is performed. In order to decrypt a file produced by this application, you must have:

1. The 3M Encryption application installed on your computer; and,
2. The pass phrase.

Installation

This documentation describes the installation and use of the 3M CS Encryption Utility Version 2.0. It is intended for use on Win2000, Win2003 or WinXP operating systems. If you are using an older operating system (Win95, Win98 or WinNT), you should install CS Encryption version 1.0. Both versions are available for download from the Internet.

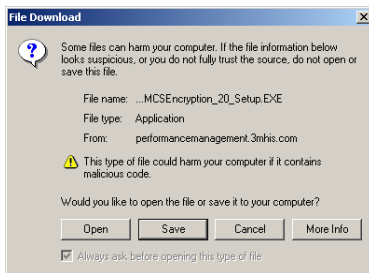
You must be logged onto the computer with an account that either has administrative-level access or has rights to install software and create directories. Please consult your IT department (if necessary) to obtain these rights.

Network installation is not supported. This application must be installed on your local computer.

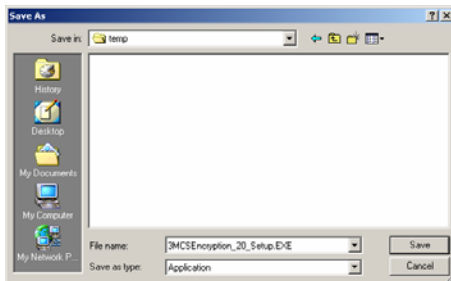
1. Begin the installation by opening your browser and going to the following Internet site:

<http://performancemanagement.3mhis.com>

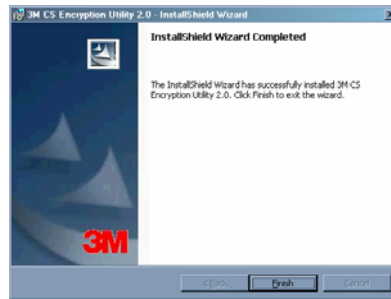
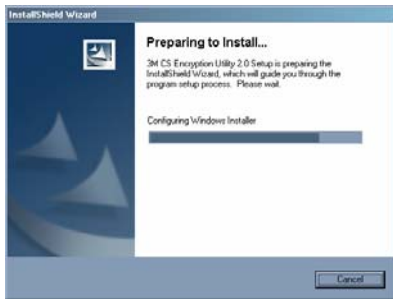
2. Click on the link to download version 2.0 of the CS Encryption tool. The following screen will appear:



3. Click the **<Save>** button. Then select the folder where you want to save the installation file. You may select any folder on your local computer or network drive. Once you have navigated to the desired folder, click the **<Save>** button. The download will then begin.



- When the download is completed, open Windows Explorer or MyComputer and navigate to the folder where you saved the download. In that folder you should see the following file:
3MCSEncryption_20_Setup.EXE
- Double-click on the file to begin the installation process. Step through each of the screens to complete the installation.



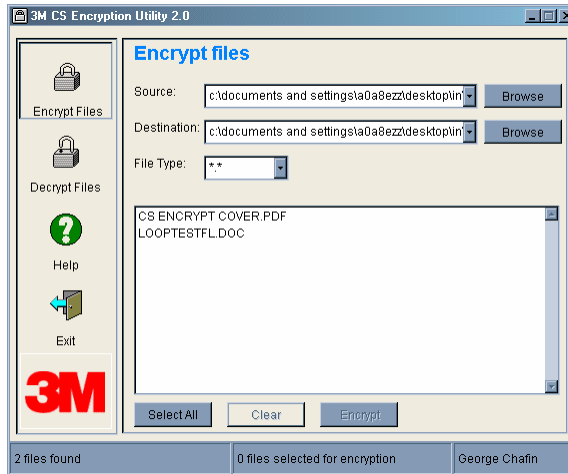
Starting the application

During installation, an icon will be placed on your desktop. Double-click on the icon named "3M CS Encryption Utility 2.0" to start the application.



Encryption

Select the **<Encrypt Files Button>** to display the Encrypt Files screen.



SOURCE

Specify the folder that contains the files to be encrypted. This folder could be saved on either a local or a network drive. Use the **<Browse>** button to navigate to the correct folder. Once you have selected the Source folder, the Destination folder will default to the same location. You may change the folder location if desired.

DESTINATION

Specify the folder where the encrypted file will be placed. Use the **<Browse>** button to navigate to the correct folder.

FILE TYPES

While most file types may be encrypted, the most common file formats can be selected by **<File Type>** drop-down box. These formats include:

- *.* All files will be displayed
- *.DBF Microsoft FoxPro databases
- *.DOC Microsoft Word documents
- *.MDB Microsoft Access databases
- *.PDF Adobe Acrobat files
- *.PPS Microsoft PowerPoint documents
- *.TXT Text documents (Notepad)
- *.XLS Microsoft Excel documents

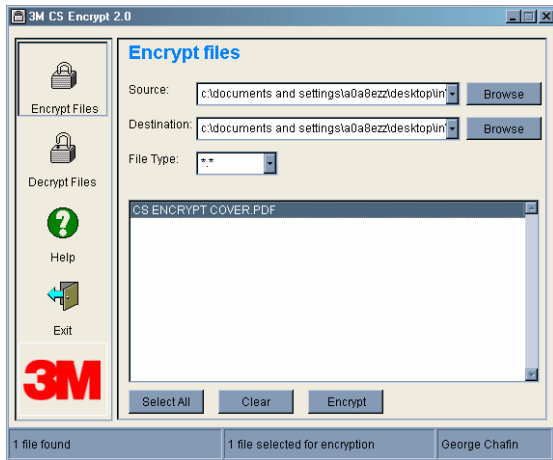


You cannot encrypt the following file types.

- *.MMM This file type is already encrypted
- *.REM Other 3M encrypted files
- *.ZIP Files are automatically zipped by this application

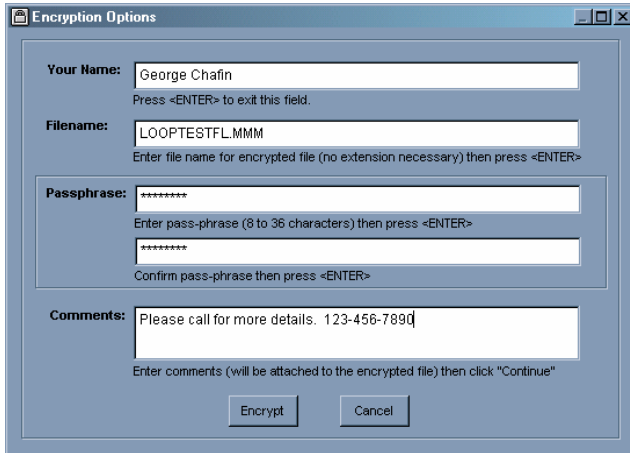
FILE SELECTION

The window in the middle of the screen will display the files (of the selected file type) located in the Source folder.



Click **<Select All>** to encrypt all files, or select individual files by clicking on the file name. Multiple files may be selected. To de-select a file, click on it again to remove it from the selected files. Click the **<Clear>** button to remove or de-select all files.

Once you have selected the file(s) you wish to encrypt, click on the **<Encrypt>** button. The pass phrase window will then be displayed.



PASS PHRASE

You must enter a pass phrase that has between 8 and 36 characters. The pass phrase is case sensitive and can contain characters, numbers, symbols or spaces.

DOs AND DON'Ts OF PASS PHRASES

Do use an easy-to-remember pass phrase that can be typed accurately. Since it is a pass phrase and not a password, you can enter a complete sentence that may be easier to remember. However, don't use a pass phrase that can be guessed easily, such as your name.

- Don't use the same pass phrase every time.
- Don't send the pass phrase in the same email that contains the encrypted file.
- Don't put the pass phrase in the comments window of the encrypt screen.

FILENAME OF THE ENCRYPTED FILE

If you have selected only one file for encryption, you will not be asked for a filename, since it will be named the same as the original file except with an MMM extension. However, if you selected multiple files for encryption, you must enter a file name of up to 48 characters **with no extension. The MMM will automatically be added as the extension.**

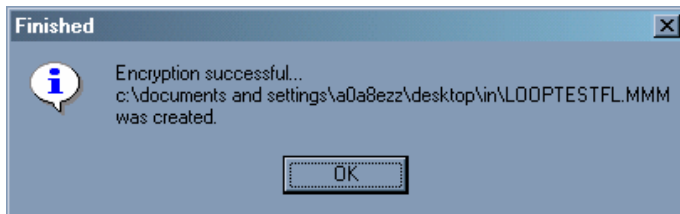
ENCRYPTION COMMENTS

At your option, you can enter comments that will be attached to encrypted file. Others using 3M CS Encryption Utility 2.0 can view the comments without actually decrypting the file. Do not place the pass phrase in the comments window.



COMPLETING THE ENCRYPTION PROCESS

Once the pass phrase screen has been successfully completed, select **<Continue>** to proceed with encryption. Click the button to begin the encryption process.



STATUS WINDOW

The status window will always display the current status of the application.

NOTES ON ENCRYPTION

The encryption process will not change data in original source file(s). A new file will be created in the destination folder that will contain the encrypted data.

The encrypted file will always have a "MMM" extension. Example: MyFile.MMM

When you exit the application, your last source and destination folders will be saved and available again the next time the application is executed.

SENDING ENCRYPTED FILES VIA EMAIL

The encrypted files can be attached to an email. They will have an MMM extension and can be found in the destination folder of your computer.

You should not send the pass phrase in the same email that contains the encrypted file. You should provide the pass phrase to the other party either verbally or in a separate email.

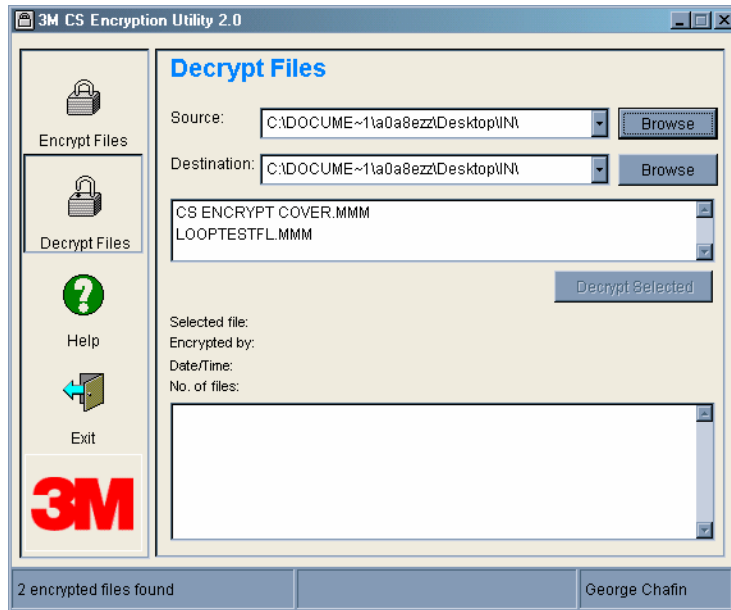


Decryption

There are two ways to decrypt files: 1) executing the CS Encryption tool or 2) Quick Decrypt. Each method requires that you have CS Encryption installed on your computer and you must know the correct pass phrase.

If you receive an encrypted file in email (it will always have an MMM extension), you should detach the file from the email and save it to a folder either on your computer's hard drive or on a network drive.

Start CS Encryption, select the <Decrypt Files> button, and follow the steps below:



SOURCE

Specify the folder that contains the file(s) to be decrypted. This is the same folder where you placed the file when you detached it from email. Use the <Browse> button to the right of the Source window to navigate to the correct folder. Once you have selected the Source folder, the Destination folder will default to the same location. You may change the folder location if desired.

DESTINATION

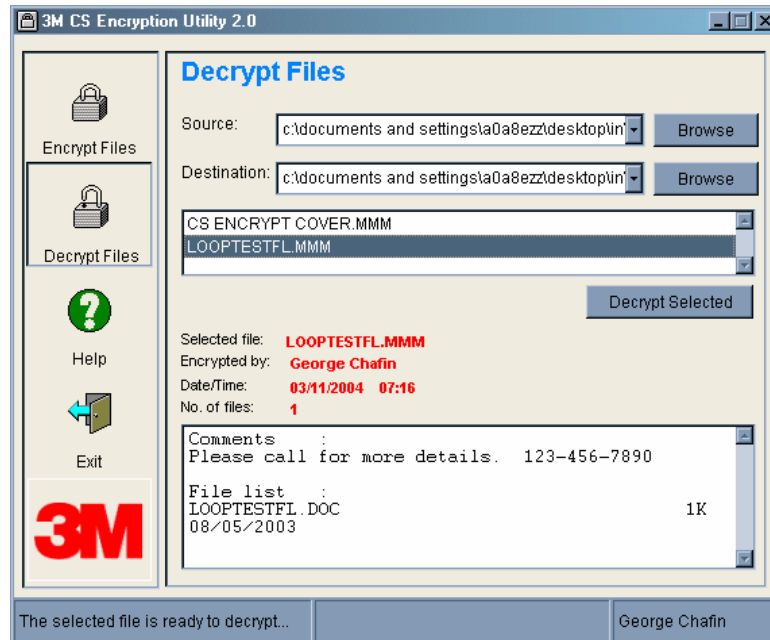
Specify the folder where the decrypted file(s) should be placed. Use the <Browse> button to the right of the Destination folder window to navigate to the correct folder.



FILE SELECTION

The window in the middle of the screen will display only encrypted file(s) found in the source folder. Clicking on a file will show the following information:

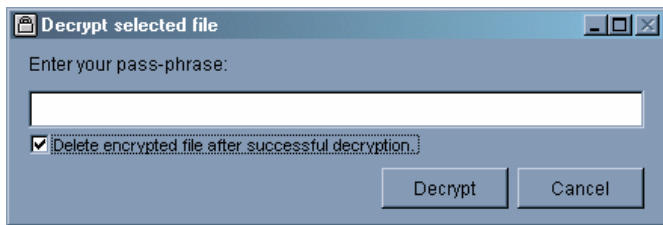
- Selected file;
- Name of the person who encrypted the file;
- Date and time the file was encrypted;
- Number of files contained in the encrypted file;
- Comments that were entered by the sender;
- List of the files contained in the encrypted file.



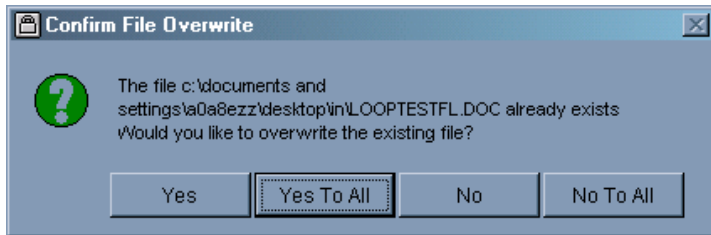
COMPLETING THE DECRYPTION PROCESS

To decrypt the file, click the **<Decrypt Selected>** button. When prompted, enter the pass phrase. The decrypted files will be placed in the destination folder.

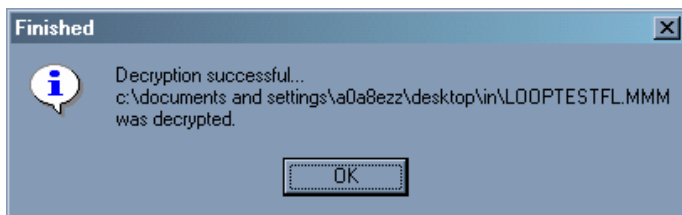
A check box can be selected to have the MMM file automatically deleted upon successful decryption. If for any reason the decryption fails, the original encrypted file will not be deleted.



If files with the same name already exist in the destination folder, they will be overwritten when decrypted.

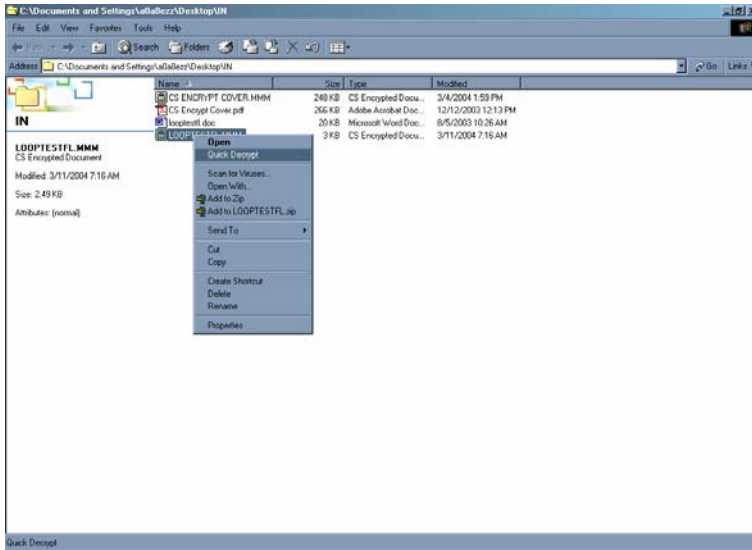


When you exit CS Encryption, your last source and destination folders will be saved.



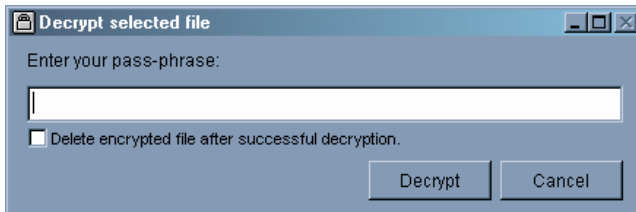
QUICK DECRYPT

To use the Quick Decrypt method, right click on the file to be decrypted and select **<Quick Decrypt>**.
The CS Encryption tool cannot be open to use the Quick Decrypt method.



You may also double-click on any MMM file to begin the decryption process.

When prompted, enter the pass phrase.



You will be prompted to select to have the MMM file automatically deleted upon successful decryption. The decrypted file(s) will be placed in the same folder as the encrypted file.

