



Introducing Ris - AirZip™ FileSECURE™ Reader

FileSECURE Reader is the essential tool for accessing 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 file 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 Account 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.



What this guide provides

This guide describes how to:

OBTAIN AND USE FILESECURE READER

WORK WITH FILESECURE FILES

WORK WITH DIFFERENT FILE TYPES

WORK OFFLINE

System Requirements

Microsoft Windows XP, 2000, ME, and 98. Installation requires 8MB of disk space.

Obtaining and Using FileSECURE Reader

Downloading the FileSECURE Software

To download and install the FileSECURE Reader, go to

<http://www.airzip.com/FileSECUREReader2>

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* extension. AirZip FileSECURE Reader may also be opened from the start menu by selecting **Start > Programs > AirZip FileSECURE > Reader**.

Authenticating with the FileSECURE Service

When you first start FileSECURE Reader, you must have a FileSECURE Account 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 system administrator or service provider will provide an Account ID and initial Password. Your Account ID may be your email address or a user name. Enter this information when the Login screen appears: If you are opening a file, information about the FileSECURE Server and the Domain name will automatically be configured. The FileSECURE Servers store user account, file encryption keys, and file permissions; the Domain name equate to organizations that use a particular Server.



After initially entering the account information, it is a good idea to use the **Test** function to confirm its accuracy. If your account

information is entered properly, the Test will show that the Server and Account are available as shown to the left.



The first time that you logon you may be asked to change your password before continuing to use FileSECURE. For better security, you should change your password to one that only you know as soon as possible. It is wise to select a password that contains both letters and numbers and is at least 8 characters in length.

Generally you will be required to logon only once each time you use FileSECURE. You may save your password so that FileSECURE automatically logs onto the appropriate FileSECURE Account each time you use FileSECURE.

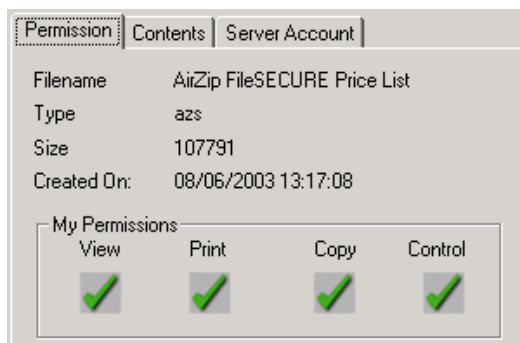
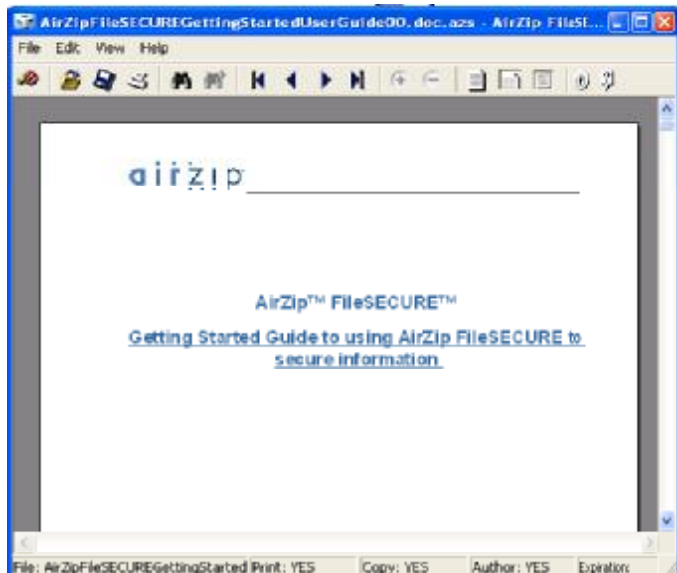
Use **Online Help** to learn more about Logging on for the first time, the Test Connection feature, changing Account Profile information such as your Email Address and Password, and about logging onto different FileSECURE Accounts.

Using Secured Files

With FileSECURE, secured files can only be opened using the FileSECURE Reader. You can open FileSECURE (.azs) 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

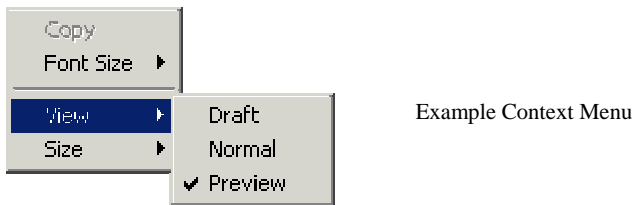
permissions along with information about the file contents and the [FileSECURE Server](#) protecting it.

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. The [FileSECURE Reader](#) enables the viewing of many different types of files including:

- 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 (ANSI 1251, KO18-R)
- Image files including .jpg, .jpe, .jpeg, .gif, .png, .tif, .tiff, and .bmp files

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.



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.



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.

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 Account ID and Password.
- You have been offline no longer than the offline viewing interval configured by the [FileSECURE Service Administrator](#) (normally a few days).