

## **Contents - The Safe Program**



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## Installation



For **Windows For Workgroups 3.11, Windows 95, and Windows NT**, start directly with step 1. For **Windows 3.1**, see the note below on OLE 2.0 requirements. The Safe Program will not operate on Windows releases prior to version 3.1.

### Installation:

- 1) **Copy all of the files** from your source disk to **a single directory** on your hard disk. If you like, you can create a new directory called \SAFE on your hard disk to hold your Safe Program files. Use the Windows File Manager (Explorer in Windows 95) to create directories and copy files.
- 2) **Start** the **SAFE.EXE** program running, either by double-clicking the file name from within the Windows File Manager (Explorer in Windows 95), or by using the **Run** Command from the Program Manager (Start Button in Windows 95.)
- 3) The Safe Program will detect that this is the first time it has been run on your system, and will request that you **enter** a secret user **password**. This password protects your personal list of combinations, so be sure that you keep it a secret.
- 4) The Safe Program will also ask if you would like to **add** the Safe Program's **Icon** to your Accessories group. This provides a shortcut way to start the program.
- 5) The Safe Program will complete installing itself, and will be ready to use.
- 6) Enjoy!

### Note on Windows 3.1 OLE 2.0 Compatibility:

The Safe Program uses OLE 2.0 (Object Linking and Embedding) which is a protocol that Microsoft released after Windows 3.1. Windows For Workgroups 3.11, Windows 95, and Windows NT 3.5+ all have OLE 2.0 features. If you have installed any of the recent Microsoft applications such as Word 6.0, Excel 6.0, or Access 2.0, your copy of Windows will have had OLE 2.0 added. You can **check** if OLE 2.0 is present by looking **for the file OLE2.DLL** in your **WINDOWS/SYSTEM** directory. If the OLE2.DLL file is present, you are all set and can proceed to install the Safe Program with step 1 (above.)

**(If you are on a networked system with Windows running from the server, have your network administrator do any necessary upgrades.)**

If OLE2.DLL is not present you will need to add the OLE 2.0 library files to your computer. This is a simple matter of copying files into your WINDOWS/SYSTEM directory and double-clicking one file with the mouse. If you have purchased a copy of the Safe Program, the OLE 2.0 files are located on the disk labeled *OLE 2.0 Files For Windows 3.1*. If you downloaded your copy of the Safe Program, you can download the file **OLE2UPGD.ZIP** file to obtain the necessary files. If you can't find this file on your local BBS, it is available on the CompuServe WINSHARE forum (GO WINSHARE.)

### The procedure for adding the OLE 2.0 features to Windows 3.1 is as follows:

- 1) Start the Windows File Manager.
- 2) **Copy all of the files** from this disk to the WINDOWS\SYSTEM directory. You do not need to copy this file (README.TXT)
- 3) **Double-click** the file **OLE2.REG** with your mouse. This will register the OLE 2.0 libraries on your system.
- 4) Close the Windows File Manager and install the Safe Program as described above.

### Using SHARE.EXE with Windows 3.1

If your system reports sharing violations, you are running Windows 3.1 without the SHARE.EXE program installed. You will need to add SHARE.EXE to your AUTOEXEC.BAT file so that it is automatically loaded when your machine starts up. A typical entry allowing 500 file locks and reserving 5100 bytes for share information is:

**SHARE /L:500 /F:5100**

(Use the arrow buttons at the top of the window to move to another topic, or select the **Contents** button to return to the Table of Contents.)

## Quick Start



Follow these steps to try out the Safe Program's most basic features. You will lock one file into the safe and set your own combination. You will then open this safe using the same combination and recover the file.

- 1) Start the Safe Program running by double-clicking the program's icon in your Accessories group.
- 2) Open the safe door by clicking the safe's handle. The door will swing open, and you should hear the sound of an opening door if you have a sound card installed in your computer.



- 3) Click the **Add File To Safe** button to open the file selection window.



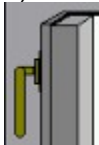
(Add File To Safe button)

- 4) Select any file in the file selection window. A text file is a good choice. [The file will not be deleted or altered in any way by the Safe Program.](#)

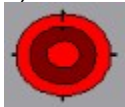
The file name will appear inside of the safe. The icon next to the file name will depend on the type of file you have selected.



- 5) Close the safe door by clicking the safe door handle with the mouse.



- 6) Click the combination knob to set the safe's combination.



- 7) Enter a combination by typing eight letters on the keyboard. The best combinations do not have any duplicate letters or numbers among the eight digits.



- 8) Click the **Try Combination** button to lock the safe with this combination. The safe door will close and the safe handle will be in the locked position.



- 9) Select the **File Save** button to save your locked safe as a disk file. Use the file name TESTSAFE. The Safe Program will save the file as TESTSAFE.SAF.



(File Save button)

- 10) Exit the Safe Program and restart it, or select the **File New** button to empty the save.



(File New button)

- 11) Select the **File Open** button to load the TESTSAFE.SAF file.



(File Open button)

- 12) The combination entry window will appear. Enter the same combination you used to lock the safe. Click the **Try Combination** button to unlock the safe.

13) The safe door will open if you enter the correct combination. Double-click the file in the safe to launch that file's editor, and verify that the file's contents have not been corrupted.

Note that the file you stored in the safe is now stored in the same directory with the Safe Program. *This is a copy of the file you originally placed in the safe.* You can change the directory the Safe Program uses to hold these file copies using the **Option/Directory For Files** menu item.

- 14) Exit the Safe Program. The program will ask if you want to save the copy of the stored file that was created by the Safe Program. Select the **Save All** button to save the temporary file.

Save All

There are many other ways to use the Safe Program. The rest of the manual will give you a guided tour.

## Introduction To The Safe Program



The Safe Program was developed in response to a problem that all users of electronic mail (E Mail) run into sooner or later: What happens if your message gets into the wrong hands? This is not a problem for informal correspondence, but can be a disaster if you are transmitting confidential information such as personnel matters, price lists, technology updates, or your company's latest marketing plans.

The idea behind the Safe Program is that you put your confidential information into the safe, lock it with a combination lock, and then E Mail the locked safe to people on your distribution list. Everyone receiving the message sees the image of the locked Safe instead of the text of the message. If they know the combination, they can open the safe and access all of the files in the safe. If they do not know the combination, they are stuck. The safe stays locked until the correct combination is entered, and there is no way for the user to read its contents.

### Jump to a Description of Safe Program Buttons

A big selling point for the Safe Program is its versatility in accepting data. You can select files to add from a list, drag and drop files from the Windows File Manager (Explorer in Windows 95), cut and paste data from another application into the Safe, drag selected text or data off of one application and drop it into the Safe (OLE 2.0), copy `scraps` of data off of the Windows desktop if you are using Windows 95, or launch other applications from within the Safe Program to create specialized data. The Safe Program keeps track of the type of data collected, and will launch the appropriate application to view the data after the safe has been unlocked.

### Jump to Information on Adding Data to the Safe

The Safe Program is so secure that you can mail confidential information to people who have their assistants open their E mail. The secretary will see the locked safe in the mail message, and can save the safe as a file, but cannot access the safe's data without the combination. The boss can open the safe files at a later date to access their contents.

### Jump to Information on MS Mail, Lotus cc:Mail, Lotus Notes

Although the Safe Program was created primarily to make E Mail secure, it has other uses. You can use the Safe program to lock up confidential files on your own PC, or on a LAN server. This gives you added protection so the even if a hacker breaks into your network, your files are still inaccessible.

The Safe Program is distributed as Shareware, so you can mail the program itself to people with whom you will be exchanging confidential data. The Safe Program consists of several files, so be sure to read the instructions.

### Jump to Information on Mailing the Safe Program Itself

Most people work on many projects at the same time. Unlike a real wall safe, the Safe Program allows you to create any number of different combinations. You may have a small group of people who should have access to personnel files, while another group has access to the company's financial information. You can set up separate combinations for these groups, so that each group can access only the data that is appropriate. Best of all, the Safe Program can remember a list of combinations for you, and keep them all secret. You give each saved combination a nickname (called a `memory jogger`) to make the combination easy to remember. You might use the nickname `Personnel` for one combination, and `ExecCommittee` for another. Members of these different work groups know their respective combinations, but not the combinations used by other work groups.

### Jump to Information on Combination Lists

## Buttons, Handles, and Knobs



The safe will initially be closed, but not locked. You can tell this by looking at the position of the yellow handle. If the handle points to the left, towards the word Open, the safe is unlocked. If the handle points down, towards the word Locked, the safe is locked. You can open the safe by just clicking the yellow handle if the handle is in the Open position.

Like most Windows applications, the Safe Program has both a button bar and a menu bar near the top. The buttons are just shortcuts for the more commonly used menu items. If a button shows only a gray image, that feature cannot be used (probably because the safe is closed or locked.) If the button is in color, the button is active. Here is a quick summary of the meaning of the buttons:



### Safe File Buttons

These buttons control file operations for the safe. The first button empties the safe and starts the Safe Program from scratch, duplicating the **File/New** menu item. The second button allows you to load a Safe Program file (.SAF file) into the safe, duplicating the **File/Open** menu item. The third button allows you to write the safe's data to disk as a .SAF file, duplicating the **File/Save As** menu item. You can only save the safe's contents if the safe has been locked with a combination. All saved .SAF files are saved locked.



### Clipboard Cut, Copy, and Paste Buttons

These buttons implement Windows clipboard functions for the contents of the safe. The scissors duplicate the **Edit/Cut** menu item, removing an item from the safe, and placing the item's data in the Windows clipboard for another application to paste. The second button duplicates the **Edit/Copy** menu item, which leaves the selected item in the safe, but puts a copy of the item's data into the Windows clipboard. The third button duplicates the **Edit/Paste** menu item, which copies data from the Windows clipboard into the safe. These buttons will only be active if the safe is open. The cut and copy buttons will only be active if an item in the safe is selected. The paste button will only be active if there is data in the Windows clipboard (usually from another application's use of a cut or copy menu item.)



### File Add, Remove, and Launch Buttons

The first button duplicates the **Contents/Add File To Safe** menu item, and is only active if the safe door is open. The button with a red cross is for the **Contents/Delete Selected Item** menu item, and will only be active if an item in the open safe is selected. The little rocket button represents the **Contents/Start Application** menu item. If an item in the safe is selected, this button will launch the appropriate program to edit that item's data. For example, if the item in the safe is a Word .DOC file, the Safe Program will launch Microsoft Word to edit the file (if Word is installed on the computer.)



### Safe Open, Close, and Lock/Unlock Buttons

These buttons manipulate the safe's door and combination. You can also use the mouse pointer on the main window area of the Safe Program to click on the open door, door handle, and combination knob, to achieve the same effects. In case you need a keyboard alternative, there are also matching menu items for **Safe/Open**, **Safe/Close**, and **Safe/Lock/Unlock**.



### Help Button

This button starts the Windows help system, and loads the Safe Program help file.

## Putting A File Into The Safe



The first step is to open the safe's door. You can't put anything into the safe unless the door is open. Most people open the door by clicking the door handle with the mouse, although you can use the button bar or **Safe/Open** menu item.

The most common situation is where you want to put copies of one or more files into the Safe. Select the



button, or use the **Contents/Add File To Safe** menu item, to start up the file selection dialog box. As a simple example, select a text file, such as the README.TXT file that Windows puts in the Windows directory during installation. Select the **OK** button to close the file selection dialog box. The file you select will be added to the safe's contents. The default Safe Program setup shows the file's icon and the full path/file for each item in the safe. You can customize the amount of data displayed for items in the safe using the **Options** menu.

The type of icon displayed next to items in the safe will depend on which applications you have installed on your computer. For example the Windows Notepad application is the default editor for TXT files, so the Notepad icon appears. If you have installed another text editor which registers itself as the editor of TXT files, that applications icon will appear. If the file type is not recognized, the Safe program displays a blank icon looking like a plain sheet of paper.

Adding a file to the safe does not delete the original file from you hard disk. In fact, the Safe Program has no provisions for deleting source files. This is deliberate, as testing showed that people had a tendency to delete files by accident, particularly new users of the Safe Program. If you want to delete a file after saving a copy in a .SAF file use the Windows File Manager (Explorer) to do the deleting. The Safe Program does clean up after itself when it creates temporary files, so you will not need to delete these manually.

After you have added one or more files to the safe, close the safe door. You can just click on the open door image (the left side of the Safe Program Window when the door is open) or use the button bar or menu **Safe/Open** menu item. Just closing the door does not lock the safe. You must set a combination for the safe to be secure. Click the round red combination knob, or the lock button, and you will see the combination dialog box appear.

### Locking the Safe



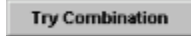
## Locking the Safe



Combinations are always eight digits long. `Digits` is not completely accurate, as you can use numbers, uppercase and lowercase letters, and keyboard symbols as part of your combination. You can simply type the combination using the keyboard, or use the entry arrows next to each of the eight digits. A little later in the manual we will look at how to save combinations with a nickname for future use.



Once you have entered your combination, click the **Try Combination** button.



The combination dialog box will disappear, and the safe will be locked. You can verify that the safe is locked by trying to open it. The only way to open a safe is to enter the combination. Anytime you try to open a locked safe the combination dialog box will reappear. The safe will stay locked until you enter the correct combination.

Once you have locked the safe, you can save the contents of the safe as a .SAF file. You cannot save an unlocked safe. Select the



button, or use the **File/Save As** menu item to save the safe's contents to a .SAF file. You can save the file with any name you like, consistent with the limitations of the operating system you are using. File names are limited to eight letters under Windows 3.1 and Windows for Workgroups, but can have up to 255 letters under Windows 95. Safe files are always saved with the file extension .SAF so that the Safe Program can recognize the file type.

 [Information on Saving Combinations and Memory Joggers](#)

## Opening A Safe File



There are two ways to access a previously saved .SAF file. One is to just double-click the file name inside of the Windows File Manager (Explorer) window. The Safe Program will automatically start and load the file. The other option is to start the Safe Program and then load the file into the safe. Use the



button or the **File/Open** menu item to open an existing .SAF file.

The Safe Program will display a locked safe when a file is first loaded. To open the safe, click the combination knob and enter in the appropriate combination. Once unlocked you can access the data in safe just as if you had just placed it there. You can close the safe and re-lock it with the same combination or a different one. Only the most recently entered combination will open the safe file when it is next accessed.

At this point you should try exiting the Safe Program, restarting it, and loading a .SAF file that you just saved. Prove to yourself that the file cannot be opened unless the combination is entered correctly. If you have a bit of the hacker in your blood, you may want to examine the contents of the .SAF file. It is encrypted so that people cannot access the data by going around the Safe Program.

## Using The Data In A Safe



When you enter the correct combination and open a .SAF file, the Safe Program decodes the information in the file and writes each of the files separately to your hard disk. The files are written to one common directory. By default the Safe Program saves the files in the same directory with the Safe Program itself (SAFE.EXE.) However, you can change where the temporary files are saved using the **Options/Directory For Files** menu item.

Because the safe's contents are written as individual files, you can access them like any other disk file once the safe is open. However, there is an easier way to access files in the safe. Just double-click the file name inside of the open safe, and the Safe Program will automatically launch the application matching the file type. For example if it is a .XLS file, Windows will launch Microsoft Excel, assuming that application has been installed on your computer. You can also use the



button, or the **Contents/Start Application** menu item to launch the appropriate program to edit the selected file in the safe.

You will be able to tell if your program has the appropriate program to edit a file by looking at the icons inside the safe. If a program's icon is visible, such as Excel's icon next to the file name, then your computer is ready to edit the file. If a blank icon is shown there is not a default application to read this file type. You may be able to access the file by loading another application and then reading the file directly from the directory where the Safe Program stored the safe's contents.

## Copying Data In The Safe To The Clipboard



Sometimes you may want to take data out of the safe and paste it into another application. For example, you may want to take a text file from the safe's contents and add it in the middle of another document. You can copy the data from an item in the safe into the Windows clipboard using the



button or the **Edit/Copy** menu item. The Safe Program will select the data format that is most appropriate for the item you have selected in the safe. For example, if you select a .TXT file, the Safe Program will copy text data to the clipboard. You can then paste the text into another application using that program's **Edit/Paste** menu item.

If you want to copy an item in the safe to the clipboard and simultaneously remove it from the safe, use the




button or the **Edit/Cut** menu item. Cutting an item in the safe is equivalent to using the copy command followed by deleting the item from the safe.

## Alternate Ways To Add Data To The Safe



Besides the conventional method of selecting files to be added to your open safe, the Safe Program offers a number of alternatives that take advantage of the more advanced features of Windows such as the Drag and Drop interface and OLE 2.0 (Object Linking and Embedding.)


If you have the Windows File Manager (Explorer in Windows 95) open, you can use:

 [Drag and Drop File Names](#)

If you have an OLE 2.0 server, such as Word or Excel running, you can use:

 [Drag and Drop Selections](#)

All Windows applications support using the Windows clipboard to:

 [Copy and Paste](#)


You can also use the clipboard to copy specialized (OLE) data to the safe:

 [Copy and Paste Special](#)

The Safe Program will launch any registered (OLE) application to create a safe entry:

 [Insert Object](#)

If you just want to add a text note to the safe:

 [Adding A Note](#)

Windows 95 allows you to drop OLE data onto the Windows desktop, creating a `scrap`, and later drag the scrap into the safe:

 [Adding a Scrap \(Windows 95\)](#)

## Drag and Drop File Names



If you have the Windows File Manager (Explorer) and the Safe Program open at the same time, you can quickly drag and drop files into the safe. Make sure the safe is open before starting. Find the file you want to copy into the safe in the File Manager window, select it with the mouse, and drag the file over to the safe while holding down the left mouse button. Release the mouse button when the mouse cursor is over the safe, and the file name will magically appear inside of the safe. You can do this with more than one file at a time by holding down the control or shift key and selecting a number of files within the File Manager window.

The data will appear with the data type .OLE in the Safe Program's window. If you later double click a .OLE file inside of the safe, the Safe Program will launch the application that created the data and load that portion of data automatically. This drag and drop technique is much easier to do in practice than to explain, so be sure to give it a try.

## Drag and Drop Selections



If you only want to copy part of a file into the safe, you have several options. If the application holding the data is an OLE 2.0 server, such as Microsoft Word 6.0 or Excel 6.0, you can select a portion of the file using the mouse, drag the selection over the open safe, and then release the left mouse button. As the data did not come from a disk file, the Safe Program will prompt you to enter a file name for this new data. The default names are SAFE0, SAFE1, SAFE2, and so on, but you can name the file anything you wish as long as it is a valid Windows file name. The Safe Program will automatically attach the extension OLE.

## Copy and Paste



If your source program containing the data does not support OLE 2.0, you can still copy portions of the file into the safe using the Windows clipboard. Select the portion of the file you want to copy using the mouse, and then use the application's **Edit/Copy** command to copy the selected data into the clipboard. Switch to the Safe Program and select the



button or the **Edit/Paste** menu item. The Safe Program will give you a list of the available data formats in the clipboard. The number of formats available will depend on the application you used to copy the data. Some applications only put one type of data on the clipboard, while others put several different data formats to choose from.



## Copy and Paste Special



The **Edit/Paste Special** menu item is similar to **Edit/Paste**, except **Paste Special** allows complex data formats to be pasted into the Safe. Not every application copies special data formats to the clipboard, but most do. For example, word processors will copy the regular TEXT format to the clipboard in all cases, so that **Edit/Paste** can always be used. However, the TEXT format does not include special formatting, such as bold face or italics. Most word processors copy additional customized data formats to the clipboard so that all of the formatting is preserved.

The **Edit/Paste Special** menu item does not have a button equivalent, so you must use the menu item. Copy some data into the clipboard, such as a selection in a Word document, and then select **Edit/Paste Special**. The Paste Special dialog box will appear, displaying all of the available formats. Select the format you want, and click the **OK** button. You will be prompted to enter a file name for the data, and then the data will be stored using the .OLE file extension.

## Insert Object



Another way to add data to the safe is to create the data from within the safe. If you select the **Edit/Insert Object** menu item, the **Insert Object** dialog box will appear displaying every type of data object that your computer has installed. If you then pick one of the listed data types and click **OK**, the Safe Program will launch that application. For example, if you select Bitmap Image, the Safe Program will launch the Windows Paint program (unless you have installed another bitmap editor.) You can think of the launched program as running as a slave for the Safe Program.

Use the slave program to create the data you want, and then select the **File/Exit and Return to Safe** menu item in that application. The Safe Program grafts its own menu options onto the slave application (assuming that application is a modern OLE 2.0 server), which explains how this unusual menu item shows up in another program's menu. When the application exits, the data is passed back to the Safe Program. You will be prompted to name the data file you just created, so that it can be stored in the safe.

## Adding A Note



If you just want to put a quick text note into the safe, use the **Edit/Add A Note** menu item. This will launch the Windows Write application, creating an empty document ready to accept your input. Use the **File/Exit and Return to Safe** menu item in Write you are through typing the note. The Safe Program will prompt you to enter a name for the file that will hold your typing. The file created will be an OLE file.

You can edit the note you created by double-clicking the file name within the safe, or by using the



button. Every time you finish editing the Safe Program will prompt you for a new file name to save your typing. You cannot modify OLE data in place. Changes are always saved to a new file.

## Adding a Scrap (Windows 95)



Windows 95 has extensive support of OLE. If you select a block of text in a OLE 2.0 server application, such as Word or Excel, you can drop the data right onto the Windows desktop. Windows will create an OLE object called a scrap from your data, and display the scrap on the desktop wherever you drop it. The figure shows a scrap created from this paragraph of text. The first few words from the paragraph show up in the Scrap's text to identify its contents.



If you grab the scrap with the mouse and drop it into the open safe, the Safe Program will create an OLE file from the scrap's data and place the OLE data in the safe. Using a scrap to temporarily hold the data is equivalent to dragging the data right off of the source application (Word) and dropping it into the safe without creating a scrap (as discussed above in the section **Drag and Drop Selections**.) Use the technique with which you are most comfortable. When you are done with the scrap you can delete it by right-clicking the scrap with the mouse, and selecting **Delete** from the pop up menu that appears next to the scrap.


## Combination Lists



As discussed in the introduction, you will probably find it useful to have several different combination for separate work groups. Remembering multiple combination is difficult, particularly if you follow the good practice of changing combination fairly frequently - say once a month. The Safe Program allows you to save a list of combination, each stored with a nickname or `memory jogger` to make it easier to remember. For example, you might have the following list of combination on your machine:

<b>Memory Jogger</b>	<b>Actual Combination</b>
ExecComm	58*Rb4!]
Personnel	Yx(-=#56
CompanyX	\$\$nF-KIQ
TeamY	590`APTZ

The Executive Committee would all use the first password for their communications between group members, but would not share that combination with other groups. Your discussions with the personnel department would use a separate combination, which would be known only to you and your contact in that department. You happen to be working with Company X on a secret project, so you and your contacts in Company X use the third combination. You are also on Team Y, which uses the fourth combination for their team communications.

 [Jump to Information on Saving Combinations](#)

## Saving Combinations For Future Use



Combinations are saved and retrieved from the combination dialog box. This is the dialog box that appears when you click the combination knob on the door of the safe, or use the **Safe/Lock/Unlock** menu item. The procedure for saving a combination, and its associated memory jogger is as follows:

- 1) Enter the combination in the eight digit boxes on Combination Dialog box.
- 2) Select the blank combo box



labeled **Previously Saved Combinations**. You will need to enter your personal password, which you recorded when you first installed the Safe Program.

- 3) Enter the memory jogger name into the combo box labeled **Previously Saved Combinations** and then select the **Save Comb.** button to record this combination.

The combination and its related memory jogger are then recorded on your computer for future use. This data is stored in encrypted form, so that even if your computer fell into the wrong hands, the password list would not be accessible. Also note that the Safe Program insists that you enter your personal password every time you start the Safe Program when you attempt to access your password list. This is an extra precaution against someone gaining access to your computer for a few minutes to read your password list from your copy of the Safe Program.

 [Jump to Information on Recalling Saved Combinations](#)

## Recalling a Saved Combination




Once you have saved one or more combinations, you can recall them at any time:

- 1) Click the combination knob on the safe to open the combination dialog box.
- 2) Select the blank combo box



labeled **Previously Saved Combinations**. You will need to enter your personal password to access your combination list.

- 3) Select the memory jogger for the password from the combo box. The related combination will automatically be added to the eight digit boxes, just as if you had typed the combination by hand.
- 4) Select the **Try Combination** button to use this combination to lock or unlock the safe.

 [Jump to Information on Changing a Combination](#)

## Changing an Existing Combination



You will need to periodically change combinations to maintain security. In most cases you will want to use the same memory jogger again, but change the underlying combination that is used to lock and unlock the safe. In practice, you must delete the old combination and enter a new one with the same memory jogger to change the combination:

- 1) Click the combination knob on the safe to open the combination dialog box.
- 2) Select the blank combo box



labeled **Previously Saved Combinations**. You will need to enter your personal password to access your password list.

- 3) Select the memory jogger for the password from the combo box. Once the memory jogger shown in the combo box select the **Delete Comb.** button to delete the old version of the combination.
- 4) Type in the memory jogger name in the combo box, and new combination in the eight digit boxes, and then select the **Save Comb.** button to record this combination.



[Jump to Information on Recognizing Which Combination To Use](#)



## Recognizing A Combination Memory Jogger



If a memory jogger is used to recall a combination when locking a safe, the memory jogger name (not the combination itself) will be written to the .SAF file when the safe contents are saved. Later, when you or anyone else reads the .SAF file (or safe data embedded in another document) the memory jogger is reloaded. You can see the memory jogger name in the title bar of the Safe Program's combination dialog box.

Memory joggers encourage good security practices, such as having separate passwords for different groups. You should encourage your work groups to agree on common combinations and memory jogger names right from the start of a project.

## Wrong Combinations



You are probably wondering how secure data locked in the Safe Program really is. What is someone did not have the exact combination, but was very close? Could they see most of the safe's data and be able to guess the rest? The answer is: Even extremely minor changes to the combination, such as changing one digit up or down by one, will make the safe's contents completely unreadable.

Let's look at an example to see how this works. We will place a simple text file TESTTEXT.TXT into the safe and lock the safe with a combination. This file is shown below, and consists of ten lines of the digits and the alphabet sequence. Let's say that this file is locked in a safe using the combination **BOGGLES4**. If you save and then reload the safe file using this same combination, the file data will be exactly recovered.

### TESTTEXT.TXT Decoded With The Correct Combination

```
01234567890abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ
01234567890abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ
01234567890abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ
01234567890abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ
01234567890abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ
```

Now let's say that you try to open the safe file, but incorrectly use the combination **BOGGLES3**. The Safe Program will not allow you to open the safe's door with this incorrect combination. However, if you could examine that file you would see that its contents would now appear as shown below - completely scrambled!

### TESTTEXT.TXT Decoded With The Wrong Combination

```
@DGŠ_üDEL7|1¼Øä?'š»E`ÙÈ'ZüDEL*j□_¼šó`b+áh.tzÔg×,`¶S_ð½|È·ÂKü[□_÷yL iP
âtsæè_P|`@SjÀ°...>té%_,_ID_Žø|,İ'üŽª|_`m_«ngÛp□`ÿYA·RUîJ,4□š3Ö'yBrj
Ø_g^Ãóu(¿¿_ö_TÖ|Ñ@ß÷%Z_uAò)`$`ÿ8__&ž¾¼İðDâöíÇD_³ä_gy□2P»`_ë³Û!_û
(Ú%δ>_¼¼`i+žpÿ,1iÖö?B...¿žXäë_ñ_P_ÚýÖi8+(äpàg7|²7¼Øæ#¹š»d-™□°P□
‡ÍÓ™W_wë`_!ip¿_úa`_M²y□«qsŽ_Ú-nFáŸáâX`-ð□X°K «6÷_3‡ñ+¥¥□_tj`Ø»
```

You might have thought that changing just one digit in the combination by only one letter would have a minor impact on the contents of the file. Not so! The Safe Program uses a powerful encryption algorithm that generates a high degree of randomness from even minor changes.

For security reasons the Safe Program does not include the combination used to lock the safe in the .SAF file. It would be too easy for someone to break into your data if the combination was available in the safe's data. The Safe Program does make some simple statistical checks to see if the right combination was used to open the safe's door. There is a small chance that an incorrect combination will allow the safe's door to be opened, even though the data is completely scrambled. The file names will appear valid, but when you open the file you will see random data. If the data is not readable, you have entered an incorrect combination.

## Combination Security



The security of any Safe Program file depends on the combination remaining a secret. If the combination is known, the safe can be opened by anyone holding a copy of the Safe Program. The trick is not to get lazy in handling combinations. **Never use conventional mail or E Mail to transmit combinations as plain text**, as you never know who will see or gain access to the text. All too often mail ends up delivered to the wrong person, or opened by a secretary when the boss is not in the office.

**There is no reason to keep any written records of combinations**, as the Safe Program does this for you. The combination list feature of the Safe Program was engineered to make remembering lists of eight digit combinations unnecessary. Using this feature, rather than keeping written records of combinations, will greatly improve the security of your file transmittals.

**The best way to transmit a combination is verbally** - not in writing. If your group is meeting together, and have their laptops in the meeting room, everyone should agree on the combination and enter it into the safe program at that moment. If someone must write down the combination, be sure to emphasize that the paper with the combination should be destroyed as soon as the combination is entered into the Safe Program.

If you are working with someone at a remote location, call them on the telephone to transmit the combination. Make sure that they are at their computer, so that they can enter the combination and memory jogger at that moment, and do not write it down. Check that they are not using a speaker phone before saying the combination digits. The security of your company's information depends on these simple precautions.

Change combinations periodically. Even though you have taken every precaution, there is still the chance of someone learning the combination. The best time to change a combination is at group meetings, when everyone can learn and enter the new combination at the same moment, or soon thereafter.

**For maximum security: Use a combination only one time and do not write it down or save it with a memory jogger.** This approach assures that the only record of the combination is in your head. You can't get much more secure than that.


## Using Mail (MS Mail, cc:Mail, Lotus Notes)



When you mail a safe containing one or more data files, you are actually mailing a .SAF file that was created on your own computer's hard disk by the Safe Program. .SAF files contain all of the information that was added to the safe, but in encrypted form. With most mail systems the .SAF file appears as a small image of a safe, so we refer to the file transfer as `mailing a safe.`

Because a locked safe is nothing more than a disk file, you can transmit it with any mail or network system that supports file transfers. This includes transmittal over local area networks (LANs), phone lines, and the old standard of mailing people disks.

The most common mail systems in use today are Microsoft Mail, Lotus cc:Mail, and Lotus Notes. Notes is actually much more than a mail system, but for our purposes you can think of it as another means of transferring .SAF files to other individuals. Using each of these common systems with the Safe Program is described below. You can use the Safe Program with *any* mail system that supports file transfer, so don't feel bad if your mail system is not described here. Just look up how to embed or transfer file data using your system in your mail system or terminal emulator's manual, and use that feature to transmit the .SAF files you create.

 [Microsoft Mail](#)

 [Lotus cc:Mail](#)

 [Lotus Notes](#)

 [Mailing a Safe Inside Another Document](#)

Only people who have the Safe Program will be able to read the information in a locked .SAF file. You can transmit the Safe Program itself via E Mail to people who do not already have the program installed.

 [Mailing The Safe Program Itself](#)

## Microsoft Mail



Let's say that you want to mail some confidential information to one or more people using Microsoft Mail. Here are the steps to follow:

- 1) Create a new blank message by selecting the **Compose** button.
- 2) Address the message and give it a title.
- 3) Select the center text area of the message with the mouse. Use Mail's **Edit/Insert Object** menu item and select **Safe** as the document type. This will launch the Safe Program.
- 4) Open the safe door, add whatever information you wish to transmit, close the door and set the combination.
- 5) Once the safe is locked, select the Safe Program's **File/Drop Safe Into Document (Exit)** menu item. The safe program will vanish, but leave the image of a closed safe in the document.
- 6) You can now select the **Send** button in mail to transmit the message.

Everyone receiving the message will see the safe's image and can start the Safe Program running by just double-clicking the image. This will start the Safe Program running with the safe firmly locked. The safe will only open if the correct combination is entered.

Be sure not to include any reference to the safe's combination in the text of the document, as this would defeat the whole purpose of using the Safe Program.

## Lotus cc:Mail



With the 3.2 release, cc:Mail has only the most limited support of OLE. Nevertheless, it is a simple matter to use the Safe Program with cc:Mail. The trick is to attach one or more .SAF files to your document, rather than trying to embed the a locked safe right into the cc:Mail message. cc:Mail will transmit the .SAF file so that it can read using the recipients copy of the Safe Program. The basic steps are as follows:

- 1) Create a .SAF file containing your confidential information by running the Safe Program and using the **File/Safe As** menu item to save the locked safe in a convenient location.
- 2) Start cc:Mail running. Use the button bar or the **Message/New Message** menu item to compose a new message that will transmit your safe.
- 3) Use the cc:Mail **Attach/Files** menu item to attach the .SAF file you created in step one. You can also type any relevant non-confidential information into the note.
- 4) Send the message.

The message will display the attached .SAF file when the message is received in the list of attachments. To access an attached .SAF file in a received message:

- 1) Double-click the .SAF file name to start the Safe Program running on that file. cc:Mail will display OLE startup options.
- 2) Select the **Safe (.SAF)** option and click the **OK** button to launch the Safe Program. You will need to follow the normal procedure of unlocking the safe to access the file contents.

Be sure not to include any reference to the safe's combination in the text of the document, as this would defeat the whole purpose of using the Safe Program.

## Lotus Notes



Although Lotus Notes has encryption built into its database system, the security is set up to be administered by one individual for each database. You may still find it convenient to use the Safe Program in conjunction with Notes, as this puts added the security in the user's hands, rather than requiring constant intervention by the administrator. This is particularly useful if you have a large group of people using a common Notes database for a variety of conversations.

Notes is a full OLE client, which makes it very simple to add a safe to a Notes document which contains Rich Text edit areas. The only trick is that it is not obvious when looking at a Notes form which edit areas will accept OLE data. For example, the figure shows a small portion of a Notes form which has three edit areas marked off with square brackets. You can type in any of these edit areas, but only the third one will accept OLE data, such as an embedded safe. You can find out which areas will accept OLE data by placing the mouse cursor in the edit area, and then attempting to select the **Edit/Insert/Object** menu item. This menu item will only work if the selected edit area will accept OLE data.

**Project Approved By:** , **Approval Date:** ,  
**Project Description:**

To add a safe to a Notes database:

- 1) Use the **Compose** menu item to create a new entry form. Most Notes databases have several different types of entry forms, depending on the type of information you will be entering.
  - 2) Fill in the data requested by the form, and then select a rich text input area which will normally be the main edit and data area for the form.
  - 3) Use the **Edit/Insert/Object** menu item in Notes to insert a **Safe** object into the Notes form.
  - 4) Add whatever information you wish to the open safe and lock the safe.
  - 5) Use the **File/Drop Safe Into Document (Exit)** menu item to exit the Safe Program, embedding the safe into the Notes document. The safe image will appear in the Notes form.
  - 6) Use the Notes button bar or **File/Save** menu item to save the form's data in the Notes database.
- Anyone accessing this record in the Notes database can activate the safe by double-clicking the safe's image. The safe will remain locked unless the correct combination is entered. Be sure not to include any reference to the safe's combination in the text of the Notes document, as this would defeat the whole purpose of using the Safe Program.

## Mailing A Safe In Another Document



You can embed a safe in another document, such as a Word file or Excel spreadsheet, using the **Insert/Object** command in those applications. The locked safe, and all of the data within it, will become part of your document. You can then transmit the file containing the safe using your mail system. The embedded safe will appear as a small image of a safe in the document when the document is opened. The safe's contents can be accessed by double clicking the safe image to start the Safe Program running.

Usually it is easier to just mail a .SAF file than to insert a safe inside another document. One reason to embed safes into a document is to use the master document to hold a number of .SAF files so that they can be transmitted at once. You can also use the Safe Program to hold other .SAF files. This not recommended, as opening safes within safes becomes confusing and does not improve security to any great extent.



## Mailing The Safe Program Itself



Although you can mail locked safe files to anyone, only people who have the Safe Program installed will be able to open the .SAF files. If someone else needs the Safe Program, you can mail the program itself to them in a message. The Safe Program will install itself on their computer the first time they run SAFE.EXE from within Windows. Once the Safe Program is installed they will be able to access .SAF files you transmit, assuming that you have also provided the locking combination. The files you should transmit are:

SAFE.EXE	- The Safe Program
SAFE.HLP	- The Help File (which you are now reading)
MFCOLEUI.DLL	- A library file that the Safe Program uses
README.TXT	- Installation instructions, particularly important for Windows 3.1 users.

The Safe Program is distributed as Shareware, so mailing the program to other people is perfectly legal (encouraged) as long as you do not modify the program files, and as long as you do not charge for this service. The people who receive the program from you will need to decide for themselves if the program is useful. If they decide to use it for more than thirty days, they are obligated to register their copy. See the discussion of Shareware later in this manual for more details and for a copy of the registration form.

 [Jump To Information On Shareware](#)

## Other Features



The Safe Program has a few options that allow you to customize how the program operates. The safe appearance options are turned on and off from the **Options** menu. The Safe Program remembers these settings so that the same choices will be in effect the next time you start the program.

### Directory For Files

The Safe Program creates files on your hard disk to hold data copied into the Safe from the Windows clipboard and from OLE drag and drop operations. You can change which directory on your hard disk receives these files using the **Options/Directory For Files** menu item. Many people find it convenient to create a directory named TEMP to hold all types of temporary files. That way you can easily check that one directory to make sure that your hard disk is not being filled with unnecessary temporary files. Use the Windows File Manager (Explorer in Windows 95) to create directories and delete files.

The Safe Program will ask you if you would like to delete any temporary files created when you exit the Safe Program, or when you delete a file inside the safe that reflects a temporary file. You will not clutter up your hard disk if you always chose the **Save None** option. However, there will probably be times when you want to leave the temporary file on your hard disk for a few days before deleting it, or moving it to a safe place.

### Sound Effects

If your computer is equipped with a sound board you can improve the realism of the Safe Program by using the built in sound effects. These sounds simulate the sound of a safe opening and closing, the combination knob clicking, and so on. If you want to test out your speakers, turn the sound on and try the **Safe/Utilities/Drop** menu item. Don't have the sound turned up too loud when you try this...

### Safe Contents Display

By default the Safe Program displays the file's icon and the full path/file name for each file. You can customize the display using the **Options/Show Full Path File Names** and **Options/Show Icon** menu items. If there is a check mark next to the item, it is selected. Each time you pick one of these menu items, the option will toggle between on and off.

### Tool Bar and Status Bar

You can add or remove the button bar (called a 'tool bar') at the top of the Safe Program window and the status bar at the bottom of the safe using the **Options/Toolbar** and **Options/Status Bar** menu items. It is a matter of personal taste whether these are useful or a distraction.

### Changing Your User Password

The **Safe/Utilities/Change PSW** menu item allows you to change your user password at any time. This is the password that allows you to gain access to your personal list of combinations. The **Change User Password** dialog box, shown in Figure 18, will appear. Note that you must enter your old password correctly to be allowed to change passwords. Your list of combinations will remain unchanged after you change your password.

### Removing The Safe Program

You can 'un-install' your copy of the Safe Program using the **Safe/Utilities/Uninstall** menu item. This command removes all of the Safe Program support files and registration entries from your hard disk. You will need to delete the file SAFE.EXE using the Windows File Manager (Explorer) as the program cannot delete itself.

## How The Safe Program Works



The Safe Program works by combining two technologies: encryption and OLE 2.0 (Object Linking and Embedding version 2.0.) Using these technologies together allows the program to create the illusion of locking objects in a safe and later retrieving them. What really happens `under the hood` is a bit more complex.

When you first add a file to the safe`s contents, the Safe Program simply makes a record of the file`s name and directory path. The file is not read until the combination is set and you save the contents as a .SAF file. During the process of saving the .SAF file the Safe Program reads the source files, scrambles the bytes several times and in several ways, and then writes the scrambled bytes to the .SAF file. Although the combination is used to direct the scrambling process, the combination is not written into the .SAF file in any way. This makes it impossible to deduce the combination by decoding the .SAF file`s contents.

When you later read the .SAF file, the Safe Program does not access the file`s contents until you enter the combination. The combination is then applied to unscramble the .SAF file`s bytes. If you enter a wrong combination the Safe Program will create a complete mess of the file. Only the exact combination will decode the contents. Since there are eight combination digits, each of which can have any of 128 values, there are a total of  $128^{**} 8$  combinations. In other words, you have one chance in about 72,000,000,000,000,000 in guessing the right combination. Combinations which are only one digit off generate files which are just as scrambled as those with every digit wrong, so being close does not help.

The Safe Program does make an effort to detect obviously incorrect combinations before the safe door is opened. This check is based on a statistical method, as the combination is not available in the .SAF file. The check is not foolproof, and the Safe Program will occasionally open the safe door even with the wrong combination entered. However, the files will contain completely scrambled data unless the exact combination is entered.

If you add data to the safe using the Windows clipboard, or one of the many OLE techniques (Insert Object, dragging a selection from a Word document, etc.) the Safe Program has a bit more work to do. The data is initially written to a temporary file in your `save` directory until you set the combination. Once you set the combination and save the .SAF file, the Safe Program cleans up all of the temporary files. You can tell when the Safe Program creates a temporary file because the file`s icon will be a blue box with the letters `OLE` written on the sides, the file extension will be .OLE.

If you create a Safe object from within another application (using the application`s Insert Object menu item) the Safe Program must read and write data to/from that document`s data instead of a separate .SAF disk file. The OLE data is stored scrambled within the container document, using the same techniques used to write .SAF files. When the OLE data is read from the container document the Safe Program leaves the data scrambled until you enter the combination. This avoids the risk of anyone being able to read the safe`s contents in memory using a debugging tool. Data is only decoded after the combination has been entered.

The biggest security risk in using the Safe Program is the most obvious one - someone learning your combination. Security experts have compiled a wealth of data showing that most users are amazingly relaxed about protecting their log-on passwords and access codes. There is not much point in using the Safe Program, or any other security device, if you do not protect and routinely change the combinations you use.

## Shareware Registration



**If you plan to continue using the Safe Program, you must register.** Registration costs only \$40 (US dollars) per user, and provides you with the latest Safe Program disk, an illustrated user's manual, and the Shareware Registration number.

There are three ways to register your copy of the Signature program.

1) You can print out the registration form in this help file and mail it along with a check or money order to the address on the form.



[Jump To Registration Form](#)

2) The second way to register is on CompuServe. Just type **GO SWREG** from within CompuServe, and the menus will guide you through the simple registration. The CompuServe registration ID number is **6090**. You will be directly billed as part of your CompuServe charges.

3) The third way to register is via the **Public (software) Library**. **PsL** allows you to place orders using credit cards. The Safe Program is PsL product number is **14016**

### Credit Card Orders Only

You can order with MC, Visa, Amex, or Discover from **Public (software) Library** by calling 800-2424-PsL or 713-524-6394 or by FAX to 713-524-6398 or by CompuServe Email to 71355,470. You can also mail credit card orders to PsL at P.O.Box 35705, Houston, TX 77235-5705.

### The Above Numbers Are For ORDERS ONLY

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc., must be directed to Regnoc Software at P.O. Box 1253, San Ramon, CA, 94583. To insure that you get the latest version, PsL will notify Regnoc Software the same day as your order, and we will ship the product directly to you.

After registration you will receive a package containing the disk, manual, and Shareware registration code. Start the Safe Program and select the **Help/Enter Registration Code** menu item to enter your registration number. The Safe Program will record the registration information on your hard disk. Feel free to continue distributing copies of the Safe Program after you have registered, but please do not distribute the registration code.

If you do not plan to continue using the Safe Program, just run the Safe program and select the **Safe/Utilities/Uninstall** menu option to remove it from your machine. This will remove all of the files and initialization data used by the Safe Program from your machine. You will still see safe objects as images in documents containing Safe Program data, but you will not be able to verify the signature's authenticity.

Thank you in advance for taking the time to register!

## Information About Shareware



This copy of the Safe Program is distributed as Shareware. Many people are not familiar with the Shareware concept, so here is a brief description.

### DEFINITION OF SHAREWARE

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register. Individual programs differ on details - some request registration while others require it, some specify a maximum trial period. With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate money-back guarantee - if you don't use the product, you don't pay for it.

### DISCLAIMER - AGREEMENT

Users of Safe Program must accept this disclaimer of warranty: `Safe Program is supplied as is. The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose. The author assumes no liability for damages, direct or consequential, which may result from the use of Safe Program.`

Safe Program is a `Shareware program` and is provided at no charge to the user for evaluation. Feel free to share it with your friends, but please do not give it away altered or as part of another system. The essence of `user-supported` software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products. If you find this program useful and find that you are using Safe Program and continue to use Safe Program after a reasonable trial period, you must make a registration payment of \$40.00 to Regnoc Software. The \$40.00 registration fee will license one copy for use on any one computer at any one time. You must treat this software just like a book. An example is that this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another. Just as a book cannot be read by two different persons at the same time.

Commercial users of Safe Program must register and pay for their copies of Safe Program within 30 days of first use or their license is withdrawn. Site-License arrangements may be made by contacting Regnoc Software. Anyone distributing Safe Program for any kind of remuneration must first contact Regnoc Software at the address below for authorization. This authorization will be automatically granted to distributors recognized by the (ASP) as adhering to its guidelines for shareware distributors, and such distributors may begin offering Safe Program immediately (However Regnoc Software must still be advised so that the distributor can be kept up-to-date with the latest version of Safe Program.).

You are encouraged to pass a copy of Safe Program along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it.

**Regnoc Software**

**PO Box 1253**

**San Ramon, CA, 94583**

**United States of America**

**Voice/FAX: 510-806-0713**

Or use our CompuServe E Mail address of 73220,324

## Safe Program Registration Form



Your Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Street: \_\_\_\_\_  
Suite/Apt. No: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Country: \_\_\_\_\_

**Safe Program Copies requested:** \_\_\_\_\_  
Multiply disks \* **\$40/copy** = \$ \_\_\_\_\_

Add **\$4.00 per copy** for postage outside of the USA and Canada \$ \_\_\_\_\_

**Total Order:** \$ \_\_\_\_\_

Include a check or money order made out for the total amount to: **Regnoc Software**

Send the order form and check to:

**Regnoc Software**  
**Safe Program Orders**  
**P.O. Box 1253**  
**San Ramon, CA, 94583**  
**United States of America**  
**Voice/FAX: 510-806-0713**

## Feedback To Regnoc Software



We would appreciate your input on this software to help us continue to improve it.

### Where did you get your copy:

- Friend
- Regnoc Software
- On-line Service (please name: \_\_\_\_\_ )
- Catalog Service (please name: \_\_\_\_\_ )
- Other \_\_\_\_\_

### What operating system are you using:

- Windows 3.1 or earlier
- Windows for Workgroups
- Windows 95
- Windows NT
- Other: \_\_\_\_\_

### What do you like about the Safe Program:

---

---

---

### What would you do to improve it?

---

---

---

### Thank you!

Mail to:

**Regnoc Software**  
**Safe Program Feedback**  
**P.O. Box 1253**  
**San Ramon, CA, 94583**  
**United States of America**



## Obtaining Support



Most people end up asking us questions that are in the user's guide, so you may want to take another look before going to the trouble of making a formal request. If you cannot find the answers to your questions on the Safe Program in this document, you can contact Regnoc Software. There are several ways to do this. The fastest way is via electronic mail. Regnoc Software is available on CompuServe at the following address:

**Regnoc Software on CompuServe: 73220, 324**

If you are an Internet user:

**Regnoc Software on Internet: 73220,324@compuserve.com**

Support is only available for registered users and users of the Professional Version. Have your registration number handy when requesting support. The number is printed on the order summary shipped with each order.

If you do not know how to use CompuServe or Internet, you can call or FAX Regnoc Software and request support. Be sure to include the following information:

Your full name: \_\_\_\_\_

Your Safe Program Registration Number: \_\_\_\_\_

Your full telephone number: \_\_\_\_\_

Your FAX number (if any): \_\_\_\_\_

Your company name (if any): \_\_\_\_\_

Your mailing address: \_\_\_\_\_

\_\_\_\_\_

The version on Windows you are running: \_\_\_\_ The version of the Safe Program: \_\_\_\_

The version and name of the Application that you are embedding signature objects into:  
\_\_\_\_\_ version \_\_\_\_ .

The specific conditions under which the problem occurs: \_\_\_\_\_

\_\_\_\_\_

The description of the problem itself: \_\_\_\_\_

\_\_\_\_\_

Call Regnoc Software at **510-806-0713** for both **phone and FAX**. Leave the information listed above and someone at Regnoc Software will return your call, or FAX a written response.

You can also write to Regnoc Software, summarizing the same information listed above.

**Regnoc Software**

**Safe Program Support**

**P.O. Box 1253**

**San Ramon, CA, 94583**

**United States of America**

## Other Products From Regnoc Software - The Signature Program

### Description:

The **Signature Program** allows you to embed a signature object into a document created with another Windows application such as Word, Excel, Draw, Lotus Notes, or MS Mail. The signature object looks like your own hand-written signature, and can be printed or transmitted via E Mail and LAN connections as part of the document. Anyone receiving the document can verify the authenticity of your signature object by just double-clicking the signature image. This reactivates the **Signature Program** and validates who created the signature, if the signature is still valid, and if the signature object is still within its original document.

### Uses:

Many organizations with local area networks (LANs) and electronic mail systems still find themselves using printed forms for mundane tasks such as expense reports, purchase orders, and price authorities. The problem is that there is no obvious way to replace paper where approval signatures are required. The **Signature Program** solves this problem by providing an easy way for one or more users to sign a document, and then forward it on to the next party.

### Requirements:

The **Signature Program** runs under Windows 3.1+, Windows for Workgroups 3.1+, and Windows NT 3.5+. Windows 95 will be supported when released. Signatures can be embedded in any document created by an application that supports OLE 1.0 or OLE 2.0 (Object Linking and Embedding.) Essentially all major Windows applications support the OLE standard. The **Signature Program** occupies about 650K of hard disk space. There are no special memory or hardware requirements beyond those of Windows.

### Cost:

The Shareware version is freely distributed. People who use the program for more than 30 days are expected to register their copy. The \$40 registration fee includes the illustrated User's Guide, the latest version of the software on disk, and the Shareware registration number. Each user is expected to register.

The Professional version is available for \$100. This version adds support for remote updating of the system password (important for large installations.) The \$100 covers one LAN server or work group, and unlimited users. If you are planning three or more users on any one server, the Professional version is the best buy.

The **Signature Program** is registered with the Association of Shareware and widely distributed.

## **Ombudsman Statement - Association of Shareware Professionals**

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the:

**ASP Ombudsman**  
**545 Grover Road, Muskegon, MI**  
**49442-9427 USA**

**FAX 616-788-2765**

or send a CompuServe message via **CompuServe**  
Mail to ASP Ombudsman **70007,3536**.

