

# Using PrivaSuite

- For a message from your PrivaSuite distributor please check the **DISTRIB.WRI** file in the bin directory.

## Using PrivaMail (text encryption for Email and groupware)

**Encrypting:** Select the text to be encrypted and Press Ctrl-c Ctrl-c.

Enter your secret key and click the Encrypt toolbar button.

Paste the encrypted text back into the original document or into a new document.

**Decrypting:** Select the text to be decrypted and Press Ctrl-c Ctrl-c.

Enter your secret key and click on the Decrypt toolbar button.

Paste the decrypted text back into the original document or into a new document.

## Using PrivaFile (file encryption for FTP and digital archiving)

**Encrypting:** Double-Click the PrivaFile icon in PrivaSuite program group. Select the file/s to be encrypted, enter your secret key and click the Encrypt toolbar button.

**Decrypting:** Double-Click the PrivaFile icon in PrivaSuite program group or double-click a file with a '.CRY' extension. Select the file to be decrypted, Enter the secret key and click the Encrypt toolbar button.

## Using PrivaSoft (image encryption for faxes and printouts)

**Encrypting:** Print the document to the "PrivaSoft Scrambler" printer.

Enter your secret key and an output destination and click on 'Scramble'.

**Decrypting:** Print from your fax software the scrambled document to the "PrivaSoft Descrambler" printer. Enter the secret key and an output destination and click on 'Descramble'

For further information click the 'Help' button on any of these application or read the quick reference guides. Important issues are 'Purchase', 'Download' and 'Decrypt' - look them up in the help index.