This option displays basic software information, i.e. version information e.t.c.

Adding a file to an archive

To add a file or files to a pre existing archive file , select the proper drive and directory containing the archive file and either double click on the archive file in the file list box or select the file using the keyboard an hit the return key while the file is selected or go to the archive menu and select the view command. The contents of the archive file will then be displayed in the archive list box. To add files to the archive change to the drive and directory so that the required files are shown in the file list box , next select the files to add to the archive file using the mouse and shift/ctrl keys, once you have selected the desired files , select the Add to archive option from the archive menu or simply drag the files from the file list box   (by clicking the mouse on any of the selected files and moving the mouse while holding down the left mouse button) and drop the files over the archive file list box. The files will then be added to the archive and the archive list will be updated. If no archive file is selected in the archive file list, the single or multiple file compress dialogs will be shown permitting you to create a new single or multi file archive.

Archive List

The archive list displays the contents of the currently selected archive file, to select an archive file double click or press the enter key on the desired file in the file list box , It is possible to expand files by dragging the files form the archive list and releasing in the directory list box or file list box. To add files to the archive ,select the desired files in the file list box and drag the desired files from the file list box and release them   in the archive list.
You may clear the contents of the archive by selecting the clear archive function in the windows menu or by clicking on the clear archive button on the speed bar.

Basic Controls

These are the basic control for using Ncrypt.

Window Menu

Speed Bar

Pop up Menu

File List

Directory List

Archive List

Drive Selection

File list filter

Status Bar

Mouse Dragging

Changing the attributes of a file

To change the attributes of a file select the desired file in the file list box ,next select the properties option in the <u>File menu</u> or click on the properties icon on the <u>Speed bar</u> . The properties dialog will then be shown , this contains check boxes for the selected file's attributes , these are:-

Read only   The file may be read but not changed
System   The file is required as part of the operating system
Hidden   The file is not listed under normal circumstances
Archive   The file has no special properties

The file's current attributes will be checked ,to change the file's attributes check the desired boxes and click on the ok button.

Clears the contents of the current archive.

Compresses selected files.

Compressing Files

Compressing files uses routines which reduce the size of a file, you may also pack many files into one file archive.

Single file compression

Multiple file compression

Contents

When chosen the selected files will be copied to a user defined target.

Copying a file

To copy one or more files select the file(s) to be copied in the file list then select the Copy option from the File Menu or click on the Copy button on the Speed Bar.   The Copy dialog will then be shown and includes the destination of the file(s) to be copied. The target directory for copied files can be set.   If you select a directory that does not exist, you will be given the option to create the desired path.   Once you are certain that all settings are correct,   select the OK button to proceed.
It is also possible to drag the required files from the file list box to the directory list box and release them on the desired directory you will be given the option to copy or move the files, the target directory will be shown on the status bar.

Creates new directory in designated path.

Decrypts selected files.

Decrypting files

Decrypting is used to unscramble an encrypted file an return it to its original state.

Single file decryption

Multiple file decryption

Encryption levels

Deletes selected files.

Deleting a file

To delete a file select the file(s) to be deleted in the file list, then select Delete option from the File Menu or click on the Delete button on the speed bar.   The Delete dialog will then be shown asking if you are sure you want to delete the selected file(s).   Once you are certain that the selected file(s) are to be deleted select Yes to proceed.
To delete files form an archive file, ensure that you select the necessary archive , next click on the archive file list box and select the required files, once certain select the delete option in the same manner as above.

Deleting a file within an archive

To delete a file or files form within an archive file select the archive file in the file list box by moving to the appropriate directory , next press the enter key or double click on the file. The contents of the archive file will then be displayed in the archive file list box. Select the file or files that you wish to delete by using the mouse and shift/ctrl keys next click on the delete button on the speed bar or select the file delete option from the windows menu. You will be prompted for confirmation before the files are deleted.
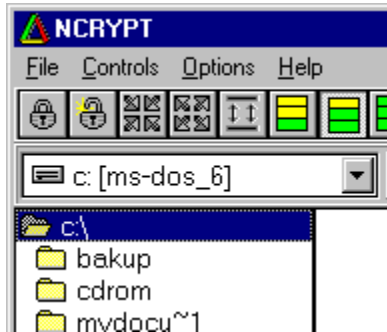
Directory list

The directory list box is located on the left hand side of the screen, it contains information on the directories within the currently selected drive. To change directory double click on the selected directory, to expand and collapse directory trees click on the previous or highest directory in the display.
It is possible to drag files from the file <u>list box</u> and hence move or copy the files, you may also <u>drag and drop</u> files from the archive list box and in doing so expand the files to the desired location. In both cases the <u>target directory</u> is displayed on the <u>status bar</u> at the bottom of the screen.

Drive selection

The drive selection option is located in the top right hand corner of the screen.

To change the current drive simply click on the down arrow in the directory selection option and then click on the desired drive letter. The <u>directory list box</u> will then show the contents of the select drive.

Encrypts selected files.

Encrypting files

Encrypting files uses a <u>key</u> as a starting point which gives billions of possible combinations of values which can be used, thus making it unlikely that anyone will guess the combination to your file, hence keeping it secure.

<u>Single file encryption</u>

<u>Multiple file encryption</u>

<u>Encryption level options</u>

Encryption level

There are three main levels of encryption - low, medium and high.   Files will have added protection if the high level encryption is used, along with your password and keyword.

Encryption level options

There are three encryption levels which can be used, these are

low
medium
high

The time difference between low level encryption and high level encryption is minimal as the rate of encryption is limited mostly by disk access speeds and not processor power.

When encrypting files the encryption level is contained within the encrypted file. This method is slightly less secure than excluding the information, but it means that the user does not need to remember the encryption level that was used to encrypt the file to decrypt it.Earlier versions of this software included no encryption information in the encrypted file and hence were slightly more secure, but a bugger to use if your memory wasn't too hot.

Environment options

File display options

Keyword

Password

Erase original file

This option is available in the <u>encryption</u>, <u>decryption</u>, <u>compression</u> and <u>extraction</u> dialogs, you may also select it to be checked y default in the <u>setting</u> dialog. when checked the erase original files erases files once they have been operated on, Use wisely.

Closes Ncrypt.

Expands selected compressed files.

Expanding Files

Expanding files decompresses compressed files and separates <u>archive files</u> from the archive.

<u>Expanding a single file</u>

<u>Expanding multiple files</u>

Expanding a file from an archive

To expand a file from an archive use the <u>drive</u> selection and <u>directory list box</u> controls to move to the directory which contains the desired archive file. Once the archive file is displayed in the <u>file list box</u>.either double click on the archive file or select the file using the keyboard an press the enter key or select the view command from the archive menu. The contents of the archive file will then be displayed in the archive list box. select the file or files that you wish to extract from the archive and then drag them to either a directory in the directory list box (the target directory is shown on the status bar) or the file list box to extract them to the current directory or select the Extract from archive menu option in the Archive menu. If you wish to extract all the files within the archive you should select the archive in the file list box and then click   on the decompress button on the <u>speed bar</u> or select the <u>decompress</u> option in the <u>windows menu</u>.

Expanding single/multiple file(s)

To expand single\multiple file(s) Select the file(s) to be expanded in the <u>file list</u> then select the expand option from the <u>File Menu</u> or click on the expand button on the <u>Speed Bar</u>. The expand dialogue will then be shown.   An option to <u>erase original file(s)</u> is available and the <u>target directory</u> for the expanded file can be set.   If you select a directory that does not exist you will be given the option to create the desired path.   Once you are certain that all settings are correct, select the OK button to proceed.

File display options are available in the settings windows, these control the types of file listed in the file list display, i.e. read only, hidden, system, archive.
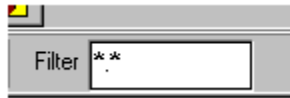
File list

The file list is located on the right hand side of the window, it contains a listing of the file that are contained in the currently selected directory. It is possible to move or copy files form the file list to another directory by selecting the desired files and then dragging them to the desired directory in the directory list box , by selecting the file copy or move options in the file menu, or by clicking on the file move/copy icons in the speed bar.
To select a file use the mouse and click on the desired file, to select additional files use the ctrl key and click on the next file with the mouse, another option to select a group of consecutive files is to click on the first file then hold the shift key and click on the last file.
It is also possible to drag the files and release them in the archive list box, the files will then be added to the currently selected archive, if there is no active archive file selected you will be given the option to create a new archive.

File list filter

The file list filter is located beneath the speed bar above the <u>file list box</u>.

The filter controls the files that are displayed in the file list box. The filter uses dos type wild cards ie * for anything.   e.g.

.	displays all files.
*.pak	will only display files with the pak extension
new.*	will only display files called new but will ignore the extension
s*.*	will show all files beginning with the letter s.

General file controls

Copying a file

Moving a file

Deleting a file

Renaming a file

Changing the attributes of a file

This option starts the ncrypt help file.

Determines level of encryption.

Initialization file

The initialization file cryp.ini is located in the windows directory, it contains various initialization information required by ncrypt. Do not delete, move or attempt to alter the initialization file or ncrypt will not start and it will be necessary to re-install ncrypt.

Select Key to enter your own Keyword. If no keyword is set then Ncrypt will automatically use DEFAULTKEY for the keyword.
Note: Keyword must be Ten characters long.

Keyword

The keyword is used as a starting point for any encryption routine, it provides the starting point for ciphering and deciphering. To set the keyword click on the keyword button on the <u>speed bar</u> or select the keyword option from the <u>windows menu</u>. The key dialog will then be shown , it will display your present keyword value and provides the option to change the keyword value. If you have not set the keyword then the key will have the default value of DEFAULTKEY . You may enable the option in the <u>settings</u> dialog to retain last key so that the last used keyword will be used when ncrypt is restarted after shutdown.

N.B.
The keyword must contain Ten letters.
You must use the same key to encrypt and decrypt a file.

Determines level of encryption.

Determines level of encryption.

The mouse can be used to drag files to a different directory,to expand files from an archive or add files to an archive. To use dragging highlight the desired files and the hold the mouse button down while moving the cursor   to the desired destination and then release button on mouse.

Moves selected file(s) to chosen path.

Moving a file

To move a file select the file to be moved in the <u>file list</u> then select the Move option from the <u>File Menu</u> or click on the Move button on the <u>Speed Bar</u>.   The move dialogue will then be shown.   This will include the destination directory for the file to be moved to. The <u>target directory</u> for the file to moved to can be set.   If you select a directory that does not exist you will be given the option to create the desired path.   Once you are certain that the settings are correct select the Yes button to proceed.

Multiple file compression

Select the files to be compressed in the <u>file list</u>, the select the <u>file compress</u> option or click on the compress button on the <u>speed bar</u>.The multiple compress dialog will then be shown.

The dialog contains various options which include:

    <u>erase original files</u>
select to erase the selected files after compression.
    pak files
.select to pak multiple files into a one file <u>archive</u>.
    .Use pak extension
select to use pak extension for compressed files
    Prompt for new file names
select to manually provide a new file name for each of the selected files.
    Keep original file name
select to keep original file names , this option is only available when the erase original files option is selected.
    Target path
this is the location for the compressed files,you may manually alter this or select a directory using the browse button. If you provide a path that does not exist you will be given the option to create the necessary directories.

Once you are certain that all details are correct click the ok button to proceed.

Multiple file decryption

To decrypt multiple files select the files to be decrypted in the <u>file list</u> the choose the <u>file decrypt</u> option or click on the decrypt button on the <u>speed bar</u>. The multiple decrypt dialog will then be shown. It contains several options which control the decryption process. The options include:-

<u>Erase original files</u>
 select this option if you wish to erase the encrypted files once they have been decrypted.
Default dec extension
 select this option to have the decrypted file us the encrypted file name with a changed dec file extension
Prompt for new file name
 select this option if you wish to manually provide a file name for each decrypted file
Keep original file name
 select this option to retain the encrypted file name this option is only available when the erase original files option is selected.
Target path
 this is the directory location for the decrypted files, you can either provide one manually or select a location using the browse button. if the path that you provide does not exist then you will be given the option to create the path.

Once you are certain all the details are correct select the ok button to proceed.
If any of the files that you have selected to decrypt are compresses or archive files you will be presented with the option of <u>expanding the files</u>.

Multiple file encryption

To encrypt multiple files first select the desired files in the <u>file list</u>, then choose the <u>file encrypt</u> option or click on the encrypt button on the <u>speed bar</u>. The multiple file encryption dialog will then be shown. The dialog contains various encryption options, these are:-

<u>Erase original files</u>
select this option to erase the original files once they have been encrypted.
Pak multiple files
select this option to pak multiple files into a single file <u>archive</u>.
Use compression
select this option to <u>compress</u> the encrypted files.
use enc extension
select this option to use the default enc extension for the encrypted files.
Prompt for new file name
select this option to manually provide a new file name for each file to be encrypted.
Keep original file name
select this option to retain the same file name for the encrypted file, this option is only available when the erase original file option is selected.
Pak file name
you must provide a name for the packed file if you have selected the pak multiple file option.
Target path
this is the directory location for the encrypted file, you may manually provide a location or click on the browse button to select a directory form available directories. If the path you provide does not exist you will be given the option of creating the path.

Once you are certain that all settings are correct click on the ok button to proceed.

Order Form

I use Ncrypt and being a decent person would like to pay you for a Registered copy

Name   :_____
Company   :_____

Street   :_____
Town/City   :_____
Area   :_____
Country   :_____
Post/zip code   :_____

I have enclosed cheque for equivalent £20 Sterling and £3 Postage(if necessary).
So get up off your backside and send me a copy.
Well people are too serious!

Send to:

Soft Concepts
Po Box 9013
Larkhall
Lanarkshire
Scotland
U.K.
ML92LH

To print this form select the file/print option form the windows menu.

Select Password from the Control Menu and then enter new password.
NB. Make sure you remember your chosen password!

Password Security

To provide added security to your files it is recommended that you select a password to use.   If you are not prompted for a password on start up, select the <u>settings</u> option from the controls menu. A dialog box will appear giving you the option to enable password on start up,next select then change password option and enter your password. If at any time you wish to change your password select the password option from the controls menu and enter your new password.

Pop up Menu

The pop up menu is accessed by clicking on the right mouse button anywhere on the screen. The pop up menu contains shortcuts which are available in the windows menu. By using the pop up menu you save time as less mouse movement is required to reach the desired menu items.

Problems

There are certain circustances where you may be unable to perform operations on files. In the majority of cases this will be due to files having the same file name and existing in the same directory.
E.G.
If you <u>add a file to an archive</u> and a file with the same file name already exists in the archive the previously existing file will be replaced with the new file.
If you include a file in an archive and it has the same file name as the archve then you will be unable to extract the file to the same directory as the archive file.
If you use a default file extension with multiple files ,eg enc to encrypted files and one of the files has the same file extension eg   tyring to <u>encrypt</u> thefile.enc to the file.enc will not work unless you use the keep original filename option.
If you encrypt files with <u>compression</u> using the keep original filename option and then decrypt the files with the keep original filename option you will be unable to <u>expand</u> the compressed files in the same directory as they will have the same file name as the compressed file.
Do not use the default extension option when files have the same name eg
if you attempt to compress thefile.wpd ,thefile.pas and thefile.doc you will only be able to compress one of the files as they will all have the same filename and exist in the same directory.
You may also recieve errors when operating on files if you have selected multiple files and any of the output files has the same name as one of the input files and you select the replace file dialog when prompted.
Please do not use the <u>erase original files</u> option until you have some experience using ncrypt. The functionality of this software can be time saving when used properly , but can also be bothersome when used in ignorance.

Shows the properties of the currently selected file, also permits the values to be changed.

Purchase

To purchase Ncrypt and receive a registered version, send £20 Sterling to

Soft concepts
Po Box 9013
Larkhall
Lanarkshire
Scotland
U.K.
ML9 2LH

If you are located outside of the United kingdom, Please add £3 Sterling for postage
   Order Form

There are many features excluded in the shareware version of Ncrypt which are available in the registered version. Other benefits gained by registering your software include free upgrades and support.

P.S. Reports of any bugs are appreciated , honestly!

Prompts for new name of selected file.

Renaming a file

To rename a file select the file to be renamed in the <u>file list</u> then select the Rename option from the <u>File Menu</u>, or click on the rename button on the <u>Speed Bar</u>. The Rename dialogue will then be shown. This includes the current name of the file and prompts you to enter the new name of the file. Once you have entered the new name select the OK button to proceed.

Security

Encryption level

Password

Initialization file

Keyword

Selects all files currently displayed   in file list.

Settings

The following options are available in the settings window:

Default Pack Multiple Files
- automatically selects the pack files option of multiple files when enabled.

Default Erase Original Files
- automatically selects the erase original file option erases when enabled.

Show Hidden Files
- shows all hidden files in the file list when enabled.

Show System Files
- shows all system files in the file list   when enabled.

Show Read Only Files
- shows all read only files in the file list when enabled.

Password On Start
- prompt for the password on ncrypt start when enabled.

Single file compression

To compress a single file Select the file to be compressed in the <u>file list</u> then Select the compress option from the <u>file menu</u> or click on the compress button on the <u>speed bar</u>.The single compress dialog will then be shown,it will include the name for the file to be compressed and the name for the compressed file which can be changed. An option to <u>erase the original file</u> is available and the <u>target directory</u> for the compressed file can be set. if you select a directory that does not exist you will be given the option to create the desired path. Once you are certain that all setting are correct select the ok button to proceed.

Single file decryption

Select the file to be decrypted in the <u>file list box</u>, then choose the decrypt option in the <u>file menu</u> or click on the decrypt button on the <u>speed bar</u>.A dialog box will then appear, it will show the original file name and a default name for the decrypted file,usually the original file name with a dec extension, you may change the name for the decrypted file, select the <u>erase original file option</u> and select the <u>target path</u> for the decrypted file.N.b. if the directory you select does not exist you will be given the option to create the directory. Once you are certain that all the settings are correct click on the ok button to proceed.
If the file that you have selected to decrypt is an archive or compressed file, you will be presented with the option of <u>expanding the file</u>.

Single file encryption

Select the file to be encrypted in the <u>file list box</u>, then choose the   Encrypt option from the <u>File Menu</u> or click on   the encrypt button on the <u>speed bar</u>. The name of the file to be encrypted will then be displayed in a dialog box along with the new name for encrypted file. The default name for the file to be encrypted will be the original file name with an enc extension. You can change the name of the encrypted file at this point. Other options include the facility to <u>erase the original file</u>, <u>compress</u> the encrypted file and select the destination path for the encrypted file. By clicking on the Browse button you can select <u>destination path</u> for the new encrypted file. If the destination path does not exist you will be given the option to create the path. Once you are certain that all the settings are correct click on the ok button to proceed.

Speed Bar

The speed bar is located beneath the windows menu, it contains icon containing buttons which are shortcut to the windows menu items.

To use the speed bar click on the desired button and the function will be executed. A hint for the function will be displayed in the <u>status bar</u> , a fly by hint will be displayed on screen if the cursor is left on top off the button for a couple of seconds.

The status bar is located at the bottom of the screen, it displays hint information related to the windows object below the cursor and other windows controls.
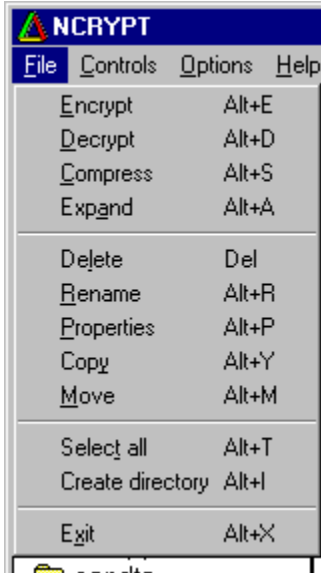
Packed file contents

Disk size 1062240K Free 507776K Path = c:\

Window Menu

The window menu can be found at the top of the screen.   There are four main menus to choose from, the menus contain the following options:-
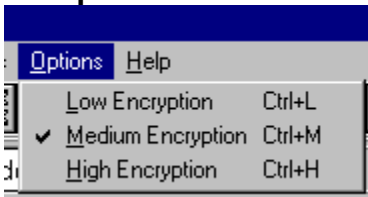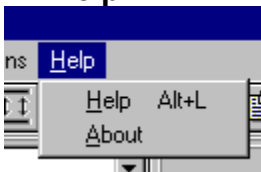
File

NCRYPT	
File Controls Options Help	
Encrypt	Alt+E
Decrypt	Alt+D
Compress	Alt+S
Expand	Alt+A
Delete	Del
Rename	Alt+R
Properties	Alt+P
Copy	Alt+Y
Move	Alt+M
Select all	Alt+T
Create directory	Alt+I
Exit	Alt+X

Controls

NCRYPT	
File Controls Options Help	
Settings	Ctrl+S
Password	Ctrl+P
Key	Ctrl+K
Clear archive	Ctrl+C

Options

Options Help	
Low Encryption	Ctrl+L
✔ Medium Encryption	Ctrl+M
High Encryption	Ctrl+H

Help

ns Help	
Help	Alt+L
About	

Working with Archive files

Deleting a file within an archive

Adding a file to an archive

Expanding a file from an archive

The target directory is the location for new files that are created using the functions available in ncrypt.