

2011

CPC™ 1.1 : User Manual

برنامج ماسح الأثر
COEIA Privacy Controls



Document Version 1.1

[CoEIA]

5/1/2011

Preface

Safeguarding your information is important in this era where data changes hands countless times every day. If you aren't careful, the information that's being exchanged could be your own and the participants could be the last ones you would want to handle it.

Your surfing habits and private information could be tracked and stolen through aggressive cookies and unannounced browser downloads. You might even join the crowds of millions of identity theft victims. Regardless of how risky your online behavior is or what you use your computer for, your actions and personal information are recorded, and can easily be discovered by others.

CoEIA Privacy Control (CPC) could help you maintain your privacy on and off the computer. Your personal information will be kept safe through a variety of methods, focusing on the time when it's the most exposed: when you're on the Internet.

As you surf the web, **CPC** will erase the information that was collected during your journey. This information may include credit card numbers and other financial information, harmful adware and spyware, cookies that websites deposit on your computer, passwords and user IDs you use to access various accounts over the web and a history of the websites you have visited.

Introduction to CPC

CPC provides easy and efficient methods of finding and erasing unwanted and unnecessary items on your computer. With CPC you can erase items that are created automatically and are temporarily cached on your system. This frees up space on your hard drive and improves computer performance.

CPC cleans your hard drive of unwanted files. It features full support to erase files related to Internet Explorer, Firefox, VLC, Skype, DivX, BitTorrent and about 200 others software.



Supported Programs (Categories)

- Windows Cache and History
- Internet Browsing History
- Chat and Instant Messaging History
- MS-Office History
- Multimedia History
- File Sharing History
- Email Trash
- Desktop Search History
- Toolbars Application History
- Security Application History
- Download and Upload History
- Third-Party Application History

Features and Benefit

CPC provides the following features and benefits:

Compatible with Microsoft Windows® 7:

CPC now works with the latest Microsoft operating system - Microsoft Windows 7, 64-bit and 32-bit.

System performance:

You can remove items that are created automatically and are temporarily cached on your system. This frees up space on your hard drive and improves computer performance.

Wide range of coverage:

CPC performs a Scan and Remove process using an extensive list of system and application categories. Each category has a set of items you can configure to be scanned. CPC is dedicated to broadening this coverage and passing on free updates.

Easy selection and erasure:

You can customize the scanning process by selecting which items CPC scans. You can choose which items you want to erase after the scan is complete. With the click of a button, all the items are erased quickly and easily.

Permanently shred files:

You can select items or you can drag-and-drop files to the Shred list. You can choose the level of overwriting that fits your needs. The Shred levels include Quick, Safe, and Thorough. The Quick level uses a single random overwrite pass. The Safe level makes use of overwrite technology that adheres to DoD 5220-22M specifications (the standard for

permanent erasure of digital information as set by the U.S. Department of Defense). The Thorough level uses the same DoD specification and includes an extra four overwrite passes.

Safeguards:

Erasure and permanently shredding files requires caution. CPC uses safeguards to assist you in verifying the items you select are, in fact, unwanted.

Free updates:

You automatically receive free database updates for categories and, throughout the lifetime of your subscription, you also benefit from free product updates.

Automated functionality:

CPC also includes automated scanning and cleaning. You can schedule a scan to run on a regular basis and you can have all the items cleaned automatically.

Service and support:

CPC registered customers can receive assistance from our technical support team. Our team and our services have been described by our customers as persistent, responsive, and timely. We work with you to solve problems.

Installation and Configuration

1. Step one: Check the requirement!

- **Operating Systems Supported and already tested:**

- Windows® 7 Operating System 32-bit/64-bit
- Windows® 7 Windows® XP Operating System 32-bit

- **Minimum System configuration**

The following are the minimum levels required. For improved responsiveness we recommend higher system specifications than those presented here:

1. 10 MB free hard disk space required for initial installation
2. Internet connection
3. Microsoft Internet Explorer 6.0 and above
4. Operating privileges: logged on as administrator

2. Step Two: Install the software

- Download CPC through from CD or download link that you will receive after purchase CPC.
- Double-click on the CPC.exe file to launch the installer. And accept all setting be click next-next until finishing downloading CPC.

3. Step Three: Entering Your License Key

When you have received your license key from us by email or you get it with CD, you can enter it and enjoy all the functionality of the full version of the program.

To enter your license key:

1. From the Main window, select the **About** button.
2. Copy and paste (or type) your license in the Registration area.
3. Click **OK**.

Getting Started With CPC

Welcome to CoEIA Privacy Controls

CPC is a history erase and file removal program; a powerful tool that puts you in control of erasing unwanted files from your system without leaving any trace or means of recovery. There are two ways to permanently remove files:

Scan and Remove

You can scan and remove numerous unwanted files at one time including history files, application temp items, cached items, logs from commonly used programs, and more. There are different erase options to choose from including Shred levels.

Advanced Shred

With the Shred tool you can select files you want to permanently erase.

For more information, see Delete and Erase - the Continuum in the following sections.

Warning: Once deleting items using CPC, recovery of files is very limited and would require a specialized application or services. Recovery of shredded items is not possible. Because of this, there are prompts and safeguards designed to prevent mistakes. This help file provides clearly-stated, cautionary instructions and warnings.

With CPC there is no trace left behind - you control your privacy.

Delete and Erase - the Continuum

A delete procedure that you perform from Windows Explorer or from an email program is different than the CPC standard delete. For example, with Microsoft you can delete a file and it is placed in the Recycle Bin where it can be restored.

When removing and deleting files with CPC you can no longer locate these files using Windows Explorer. However, a file recovery tool, given the necessary information such as the filename, could restore the item. If you erase using a Shred level with overwrite technology, you cannot restore the item; the data is permanently deleted. For a large number of files, overwriting would take longer and in some cases would not be the desired erasure alternative.

The following table describes CPC options.

Type	Erasure Options	Uses
Scan and Remove	- Secure Delete - Shred levels	The Scan and Remove is used as an automated way of detecting clutter and unwanted items. It is capable of quickly detecting numerous unwanted items on your computer including system, application, and registry items.
Advanced Shred	- Shred levels	The Advanced Shred tool is used to manually select and permanently erase files from your system.

Main Window

After you have CPC, the Main window will appear as seen here.



The areas you will use in the Main window include:

- Left panel buttons including:
 - Scan
 - Options
 - Schedule
 - Advanced Shred
 - About
- Main work space
- Other controls:
 - Help (opens up a related page in the help file)

Scan and Remove

You can scan and remove unwanted items using CPC. The scan process can take more than 30 seconds depending on the performance of your system, how long it has been since you have last scanned and removed items, and what items you have selected. For example, if you have chosen Internet Browser items and there has been a considerable amount of web browsing performed, the scan could take more than a minute. We recommend deciding what to scan before you start..

Items that are deleted using the CPC Scan and Remove process cannot be detected using Windows Explorer. That is to say, they are not simply placed in the Recycle Bin, they are permanently deleted and can no longer be accessed. However, these items could be restored using specialized applications that recover deleted items. If you want to permanently erase the items you have scanned using overwrite technology, you can set the Shred level.

Warning: We strongly recommend that you do not save or store files you want to keep in Temp folders. CPC can remove items in Temp folders if the Scan Options are set to do so.

If you want to manually select one or more files and permanently delete them, see Advanced Shred.



Scan Options

By configuring the Scan Options, you determine what items are going to be scanned. The Scan options are organized using categories supported by CPC. CPC is dedicated to expanding this list of category support. The category list will be updated periodically and offered to you as a free update providing you have registered the product.

Within each category is a list of applications and the items that can be scanned and removed. By selecting the items you want, you can control what is scanned. This will determine how long the scan takes and how thorough it will be.



Removing Scanned Items

After running a scan the results are displayed. You can remove any or all detected items that are displayed in the list. Before you begin removing items, we recommend that you review the list and select only those you want to delete. For more information, see Scan and Preview. You can clear any items in the list that you do not want deleted.

Warning: We strongly recommend that you do not save or store files you want to keep in Temp folders. CPC can remove items in Temp folders if the Scan Options are set to do so.

There are two types of removal: standard deletion and using a shred level with overwrite technology. Standard deletion will result in permanent erasure of the file but it can be restored using third-party restoration applications. Shred levels technology is even more secure as the option for restoration is remote.



Scheduling

You can use the Schedule feature so that your computer is scanned automatically on a regular basis. You can adjust the settings and you can create more than one schedule.

Note: Results from the scan are displayed for review. No items are removed unless you have the option to automatically clean after scanning enabled. See Scan Options for more information.



Multiple Schedules

You can create multiple schedules to run at different times and you can adjust the settings or delete schedules.

To create multiple schedules:

1. From the Main window, click the **Schedule** button.
2. Click the **New** button.
3. Modify the Schedule Options.
4. Click **OK**.

Delete Schedules

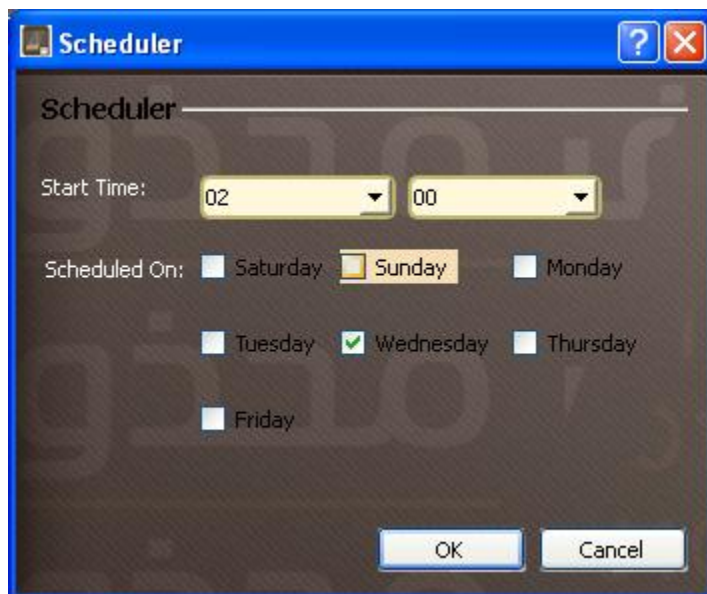
You can delete any schedule you have created.

To delete a schedule:

1. From the Main window, click the **Schedule** button.
2. Select a schedule in the list.
3. Click the **Delete** button.

Schedule Options

Property	Value
Start Time	Hour and minute intervals; set with spin box arrows.
Scheduled On	Days of the week; set with clicking one or more check boxes.



Advanced Shred

The Advanced Shred tool works similar to that of a paper shredder. However, it is even more effective than a paper shredder. You can choose a Shred level that performs more than one overwrite. This is equivalent to shredding a piece of paper and then taking the shredded pieces and running them through the shredder repeatedly.

All data on your computer is comprised of "bytes" of information based on a binary numeric system. Each byte is comprised of zeroes and ones (for example, 0011001). The Shred tool uses overwrite technology - a method of replacing the stored data with another set of numbers. Typically this is all zeroes or a random set of zeroes and ones.

Warning: There is no way to recover shredded items. We recommend that you verify the items you have selected to shred are unwanted files before proceeding.



There are three levels to choose from: Quick, Safe, and Thorough as described in the table below.

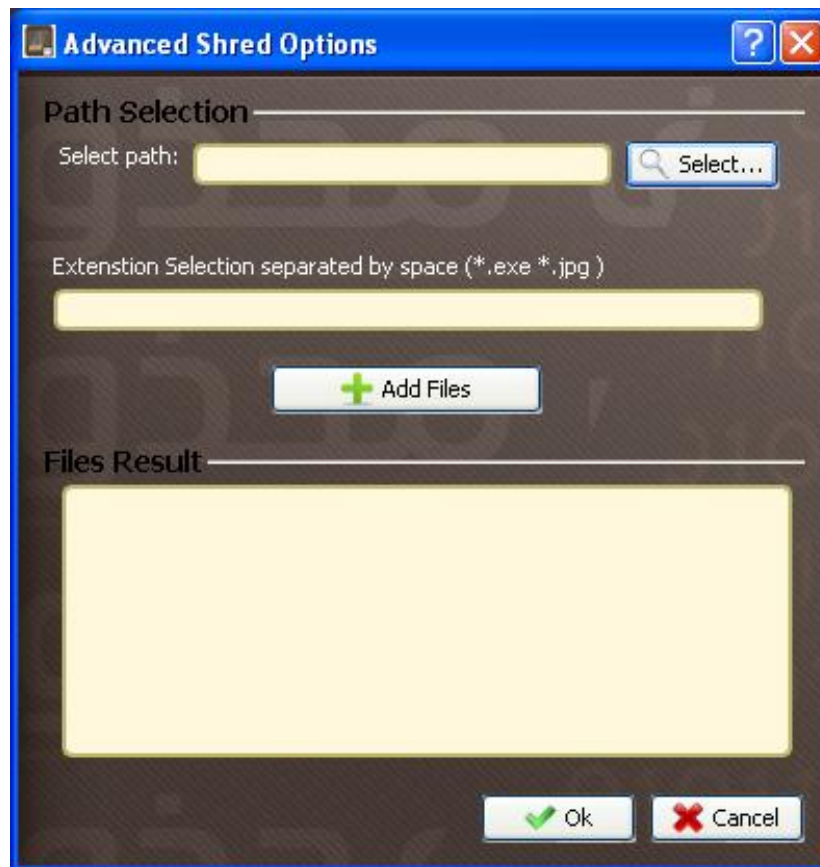
Shred Level	Security	Description
Quick	Minimum	The data is overwritten with a single random pass and cannot, without the use of sophisticated restoration equipment, be recovered.

Safe	Medium	<p>The data is overwritten in three passes according to DoD 5220-22M specifications (the standard for permanent erasure of digital information as set by the U.S. Department of Defense).</p> <p>This is the recommended setting as it meets security requirements without over-extending system resources.</p>
Thorough	High	<p>The data is overwritten according to DoD 5220-22M specifications (the standard set by the U.S. Department of Defense) but includes an extra four passes for a total of seven.</p> <p>This is very secure but will take more time especially when shredding many files at once.</p>

Some files cannot be shredded including:

- Files that are open and in use or locked by another application.
- Files on a CD.
- Files residing on a network drive that you do not have write permissions to.

When coming across files that cannot be shredded, CPC displays a message and the items are left in the Shred list for you to examine.



About Page

The CPC About page contains important information about your product and updates. You can check for product and database updates so that your program is current. The About page can be found in the Main window.

The information listed in the About page includes your product version, database version, update settings and registration information.

Updates

Throughout the lifetime of your subscription you receive free product updates. Updates are automatically performed and you can also choose to manually check for updates or you can schedule updates.

Note: Having the most up-to-date application provides you with the latest and best functionality for scanning and detecting items.

Auto Updates

By default, CPC automatically checks for any recent updates. If an update is available it is automatically downloaded.

Manual Updates

Alternatively, you can manually check for updates.



Feedback

We take great care in providing our customers with a pleasant experience, and therefore greatly value your feedback. You can contact us by the following means:

- Email: info@coeia.edu.sa
You can also use the portal on www.coeia.edu.sa