

SafeHouse Explorer User Guide

Free Version

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Introduction

SafeHouse Explorer use to protect the data and confidential files. By using SafeHouse Explorer you can hide your files and make them invisible from people. As it is a free software, it can be easily downloaded from the site.

To hide the files, photos, databases, excel sheets you need to create a folder with your name and set a password. Your files are completely invisible until you enter your password. Once you enter your password, you can access your files using SafeHouse Explorer. SafeHouse Explorer can protect files residing on any drive, including memory sticks, external USB drives, network servers and CD/DVDs.

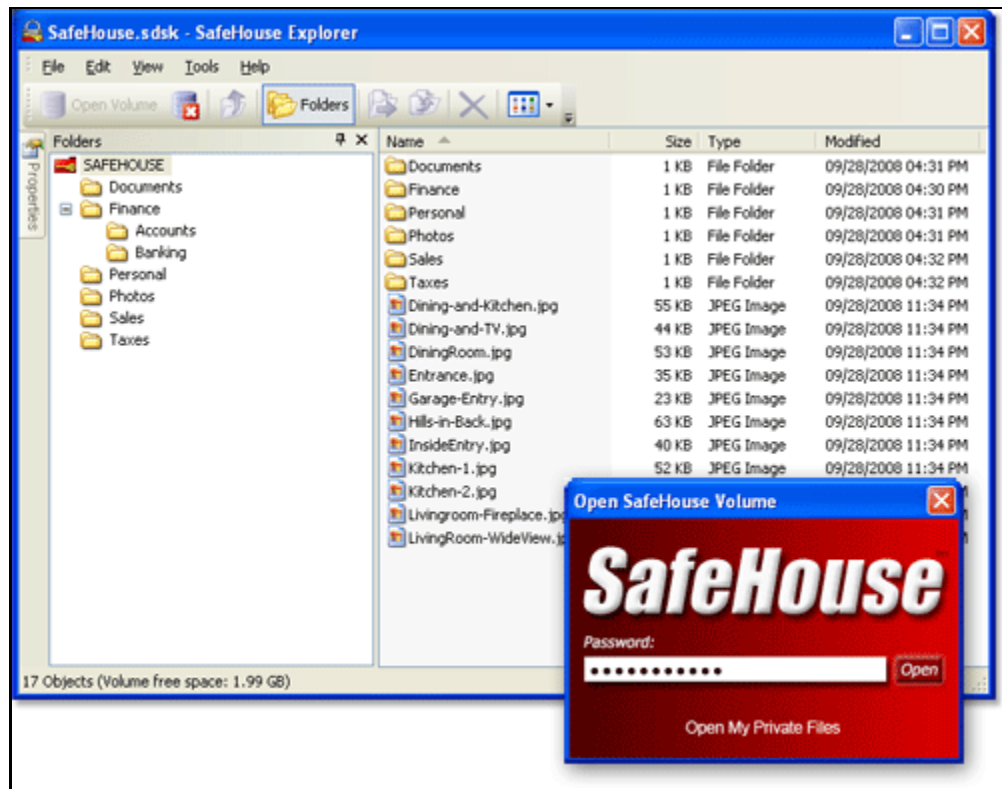


Figure 1: SafeHouse Explorer Interface

Where SafeHouse can be Use

Software can be used by the following:

- Lawyers
- Hospitals
- Banks
- State Agencies
- Universities
- Software Engineers
- Manufacturers

System Requirements

The System Requirements for SafeHouse Explorer are listed below:

Table 1: System Requirements

Prerequisite	Description
Operating System	Windows 2000/XP/Vista/Server 2003 & 2008 and Windows 7
Hard Drive Space	10MB of hard drive space for program files
Browser Compatibility	Internet Explorer 5.0 or later
Others	Additional space for your private files

Download and Install SafeHouse Explorer

You can download Safehouse Explorer on your own devices via the SafeHouseExplorer website.

1. Download Safehouse Explorer. Click .exe icon on the bottom left of the screen, then click it to launch the program.



Figure 2: SafeHouse Explorer Setup File

2. Installation Window occurs. Click **Next**, accept the terms and conditions of use and click **Next**.



Figure 3: License Agreement Dialog Box

3. A dialog box appears requesting you to select the drive where the software files will be stored. The files are stored by default in your C drive. You can select any other drive on your device by clicking on the browse option. Click on the check box below. Click Next.



Figure 4: Select Install Directory Dialog Box

4. Now the Safehouse Explorer is ready to install. Click **Next** and wait while setup completes the installation of the files.

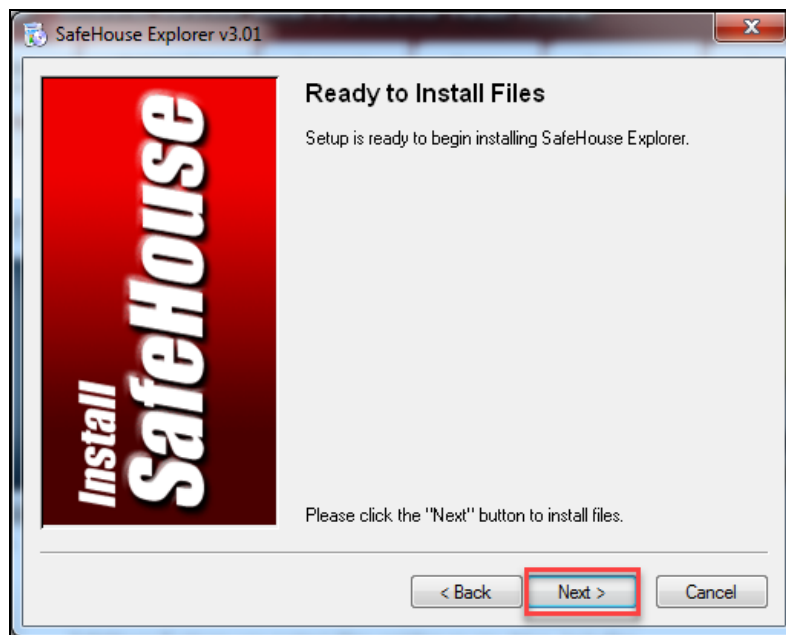


Figure 5: Setup File Ready to Install

5. Safehouse Explorer has successfully been installed. For more information, click **View User's Guide** or **Video Tutorials**. Please click the **Finish** button to exit.

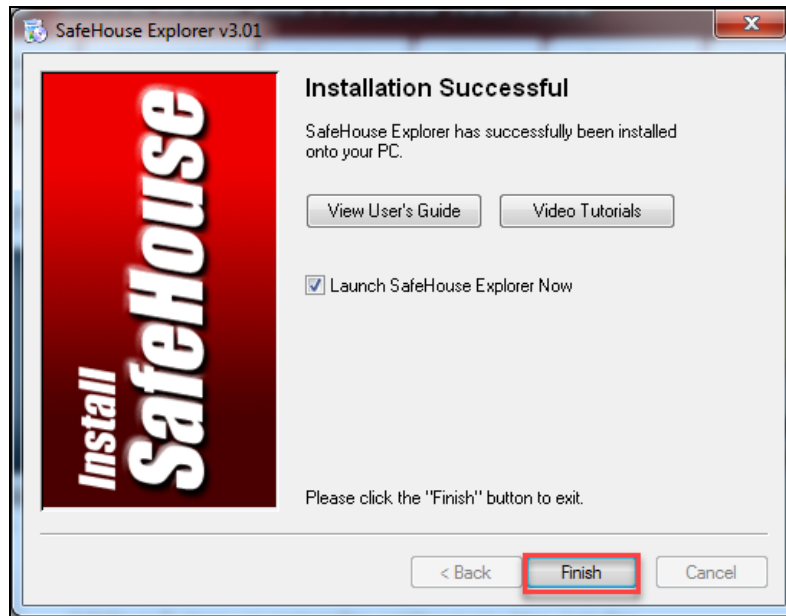


Figure 6: Installation Successful Dialog Box

6. If you have installed the program from the internet, you will be asked to install **Performance Enhancements**. Please do so.



Figure 7: Install Performance Enhancements Dialog Box

7. You are now ready to begin using Safehouse Explorer to protect your files.

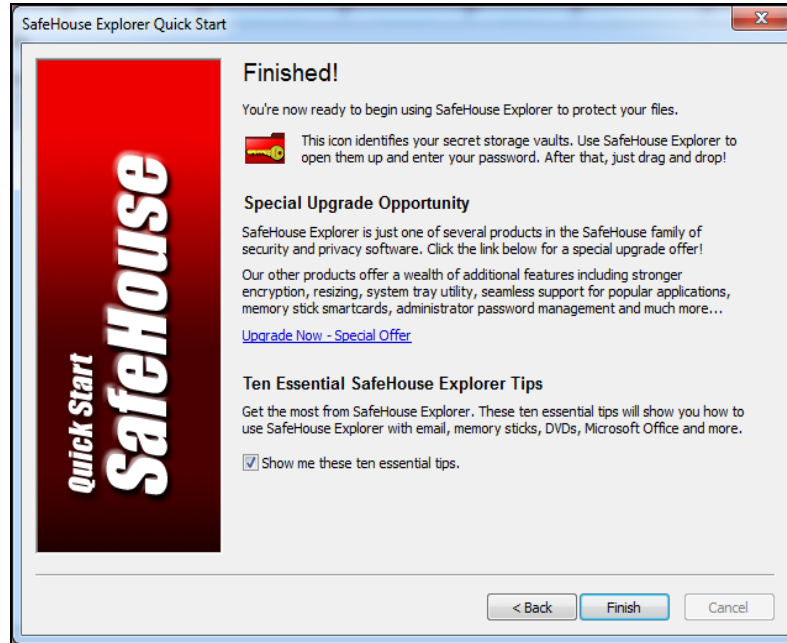


Figure 8: Ready to Use Dialog Box

8. The SafeHouse shortcut will be created on your desktop and a quick launch option in the start menu.

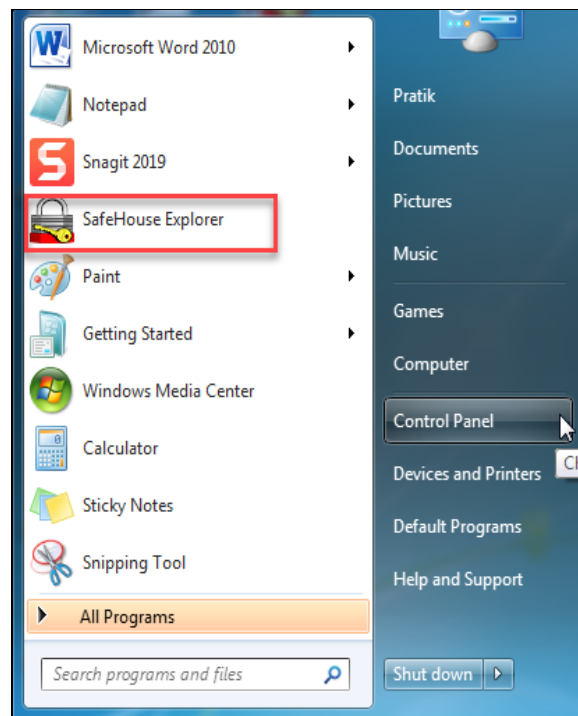


Figure 9: SafeHouse Explore Quick Launch Option

Features of SafeHouse Explorer

- Simple installation takes less than 5 minutes
- Compatible with Windows XP, Vista, Windows 7, Windows 8 and Server
- Compatible with all popular Windows applications
- Protects documents, spreadsheets, photos, videos, databases and other files
- Fully-integrated with Windows and Explorer
- Private storage volumes as large as 2,000 GB each
- Unlimited number of private storage volumes
- Protects files on both local and external hard drives
- Protects files on CD and DVD (secure archives)
- Protects files on USB Flash drives and memory sticks
- Can be used to email protected files

Choose SafeHouse Explorer when:

- Your encryption needs are very simple.
- You wish to use a freely-distributable product -- which is FREE!
- You need access to your encrypted data from other peoples' machines.
- You want a very light-weight encryption solution.

Working of SafeHouse Explorer

SafeHouse Explorer is very easy to use. It uses interface similar to drag and drop interface with addition of password protection to control access of your files. you don't need to be a computer expert to use this software, just know what it does.

Where SafeHouse Keeps your Files

Your confidential files are kept in large and highly protected container. The size of container can be between a few megabytes to hundreds of gigabytes. These spaces are like folders in your computer. SafeHouse only guards files which are contained in volumes. SafeHouse volumes can hold as many files in them as will fit. And if you do ever run out of room, you can create any number of additional volumes.

How are Volumes Created

1. Start SafeHouse Explorer.
2. Click **New Volume** Button on toolbar.

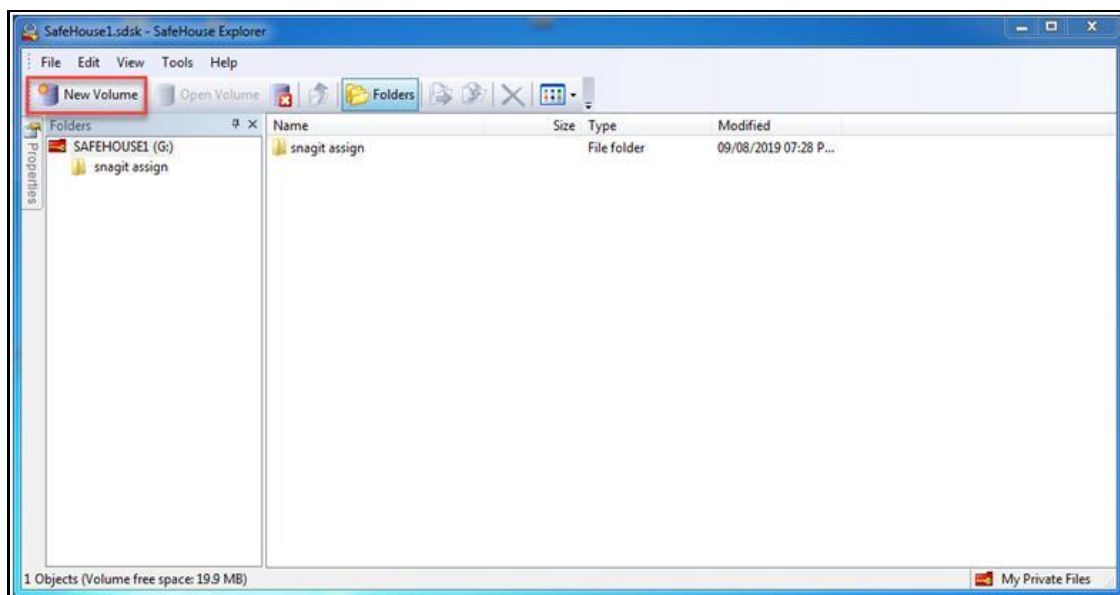


Figure 10: Creating a New Volume

How to Access your Protected Files

Only few clicks and you can access your files. Never forget your password. Your protected files are stored in SafeHouse volumes. You likely created your first volume when viewing the Quick Start wizard. All you need to do now is open one up with your password and start using it. Once your password is accepted, you'll see a new drive letter show up in Explorer, where you can drag and drop files or do anything else you're familiar with doing in Windows, Explorer or your favorite applications such as Microsoft Office.

The steps listed below show how to access your protected files.

1. Click **Open Volume** Button to select the volume you wish to work with.

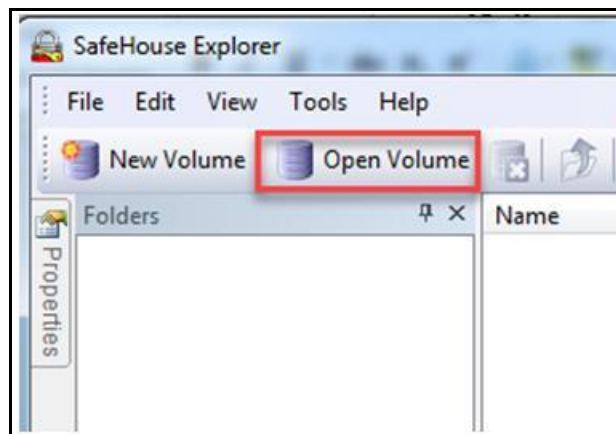


Figure 11: Open Volume Command

2. Enter your password for particular volume. Press **Enter** or Click **Open**.



Figure 12: Password Dialog Box

3. Once your password is accepted you can drag and drop your files. Files dragged and dropped on SafeHouse Explorer are protected. Files Dragged out of SafeHouse Explorer are not protected by SafeHouse Explorer.

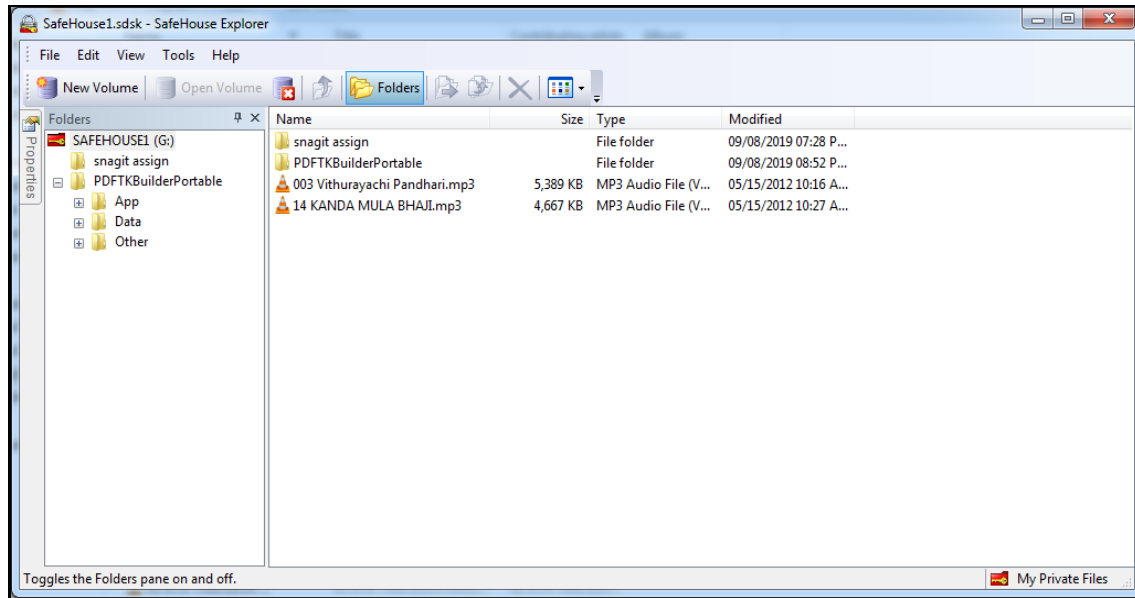


Figure 13: Work with your Files

4. Closed volumes cannot be accessed again until you start over with Step 1 and enter your password. Click **Close Volume** Button on Toolbar, to close your volume.

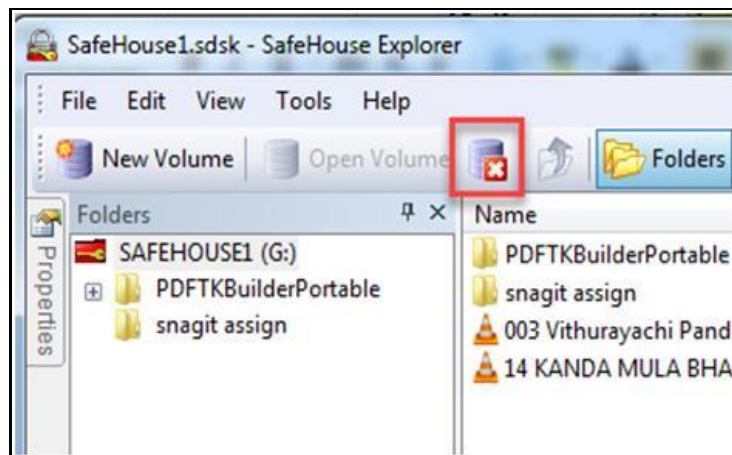


Figure 14: Close Volume Command

Working with Memory Sticks

SafeHouse Explorer is used to protect sensitive information stored on memory sticks. Although the instructions explain below refer specifically to memory sticks, the same concepts apply to any portable media.

Protect Files Stored on Memory Sticks

SafeHouse Explorer keeps your files hidden away inside encrypted containers called volumes.

The two most common ways to put a volume onto a memory stick are:

- Create the volume directly on your memory stick.
- Use Windows Explorer to copy an existing volume file to your memory stick.

Everything else works exactly same as described in this user's manual. You can even store more than one volume on the same memory stick. But your volume files cannot exceed the available space on your device.

Run SafeHouse Explorer from a Memory Stick

SafeHouse Explorer can be run directly from your memory stick without being installed on your device.

Put SafeHouse Explorer onto your memory stick:

1. Install SafeHouse Explorer normally on your device using the standard setup program.
2. Insert your memory stick into one of your USB ports.
3. Locate the main SafeHouse program file, typically found here: **C:\Program Files\SafeHouse Explorer\SafeHouseExplorer.exe**
4. Copy the **SafeHouseExplorer.exe** file to your memory stick. Just drag and drop using Windows Explorer.

How to run SafeHouse Explorer from your memory stick:

1. Insert your memory stick and open up a window showing its files.
2. Double-click the **SafeHouseExplorer.exe** file.

When this is complete, SafeHouse Explorer does not install any files on your device's main hard drive.

Performing Basic Tasks with SafeHouse Explorer

SafeHouse keeps your confidential files in large protected container file. Files can range in size from a few megabytes to hundreds of gigabytes. The container files are sort of like folders. Some people like to refer to these files as data vaults or safes. Each folder is protected by a password set by you. In SafeHouse these files are called “Volumes”. You can create any number of volumes of different size range.

In this chapter, you can perform the following basic tasks using the SafeHouse Explorer.

- Create a New Volume
- Open Volume
- Close Volume
- Change a Volume Password
- View Volume Properties
- Delete Files Securely
- Check Volume Integrity

Create a New Volume

The New Volume functionality allows you to create, store, and protect your files in the SafeHouse Explorer application.

- Create a private storage space on your local device with .SDSK extension to the file.
- Define a size for storing your files (maximum size for volume is 2000 MB).
- Set a password to maintain secure access to the SafeHouse Explorer volume.
Password specifications:
 - Passwords are case sensitive, up to 255 characters.
 - Choose long password of about 10 or more characters.
 - Mix in upper and lower case letters, numbers and punctuation symbols.
- Volumes can be located on internal and external hard drives, USB drives, memory sticks, CDs, DVDs, and network servers.
- Volumes support all drag-and-drop file operations in Windows Explorer.

To create a New Volume

1. In the SafeHouse Explorer, navigate to Tools and select Create New SafeHouse Volume or in the toolbar, click New Volume.

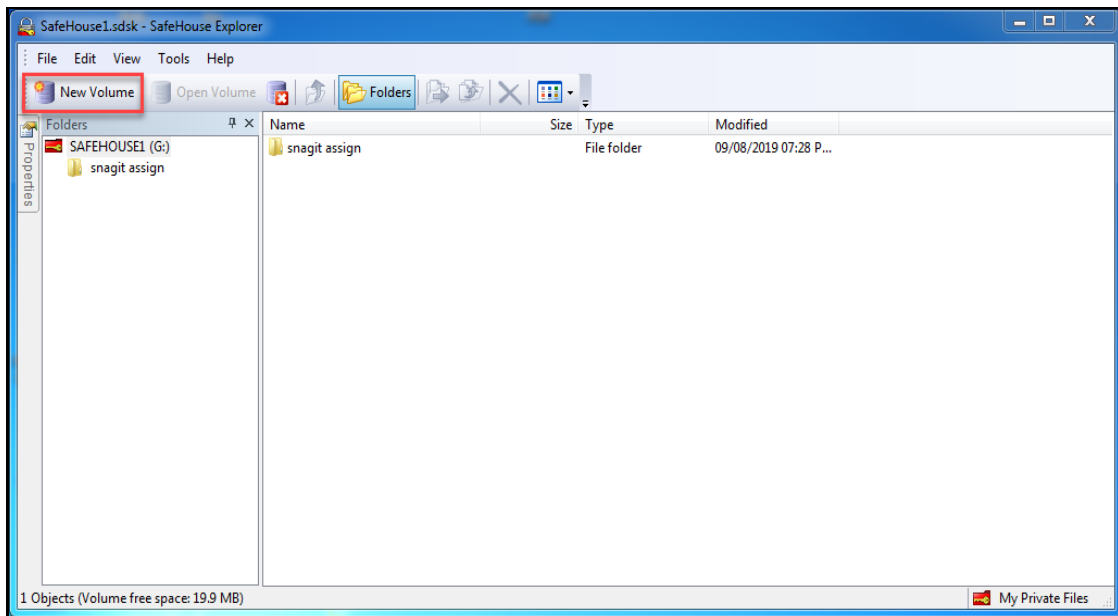


Figure 15: New Volume

2. **Create New Volume** dialog box appears.



Figure 16: Create SafeHouse Volume Dialog Box

3. Click **Next**.

4. **Name for Private Storage Area** dialog box appears.



Figure 17: Name of Private Storage Area

- i. In the **Folder** field, click **Browse**. Navigate and select the location to save the SafeHouse Volume files or folders.
- ii. In the **Filename** box, type the file name. For example, SafeHouse.sdsd is added automatically.
- iii. In the **Description** box, type the description related to SafeHouse volume. For example, My Private Files.
- iv. Click **Next**.

5. **Size of your Private Storage Area** dialog box appears.



Figure 18: Size of your Private Storage Area

- i. In the **Volume Size** box, type the value and select the volume size from the list in **Kilobytes, Megabytes, and Gigabytes**.
- ii. In the **Resizable** list, select the size range for your volume, if in case you need to expand your volume size in the future.
- iii. Select **Preinitialize volume with random data** check box, to hide the location of your files.
- iv. Click **Next**.

6. **Choose a Volume Password** dialog box appears.



Figure 19: Choose a Volume Password

- i. In the **Password** box, type your new password.
 - ii. In the **Retype** box, retype your password to confirm.
 - iii. Click **Next**.
7. **Ready to Create Volume** dialog box appears.

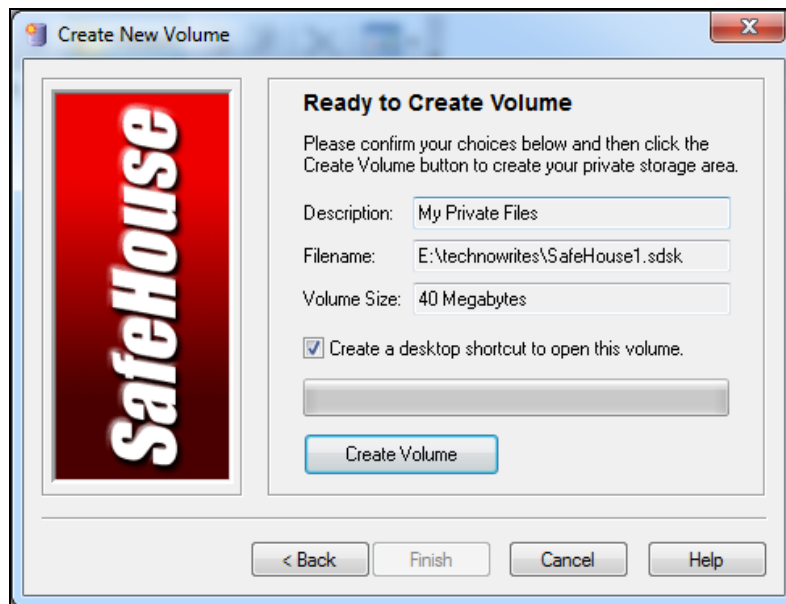


Figure 20: Ready to Create Volume

- i. Select **Create a desktop shortcut to open this volume** check box, to create a shortcut on your desktop.
- ii. If you uncheck **Create a desktop shortcut to open this volume** check box you can still open your volume. For more information, see [Open Volume](#).
- iii. Click **Create Volume**. Once the volume is created successfully, click **Finish**. A new volume is created.

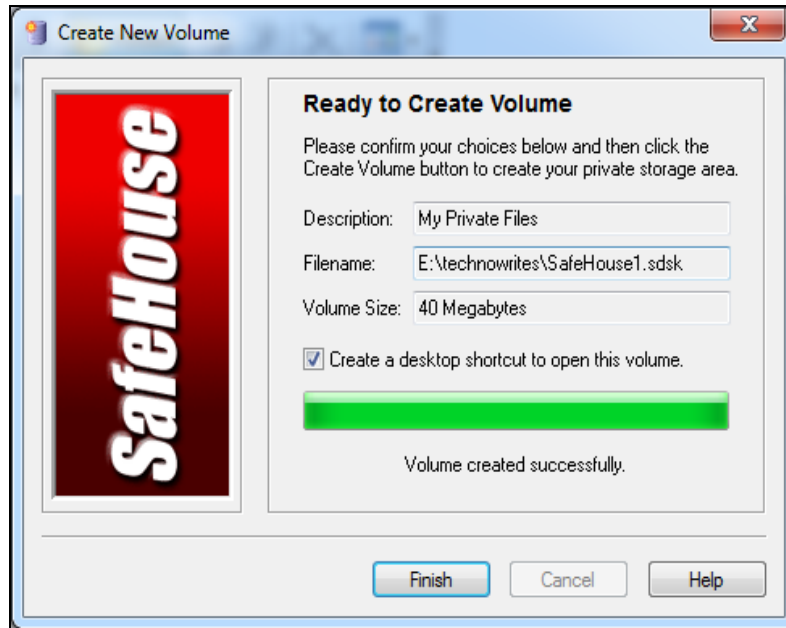


Figure 21: New Volume Created

Open Volume

The **Open Volume** functionality allows you to open the volumes which comprises of your private files.

To open the volume

1. In the SafeHouse Explorer, navigate to **File** and select **Open Volume** or in the toolbar, click **Open Volume**.

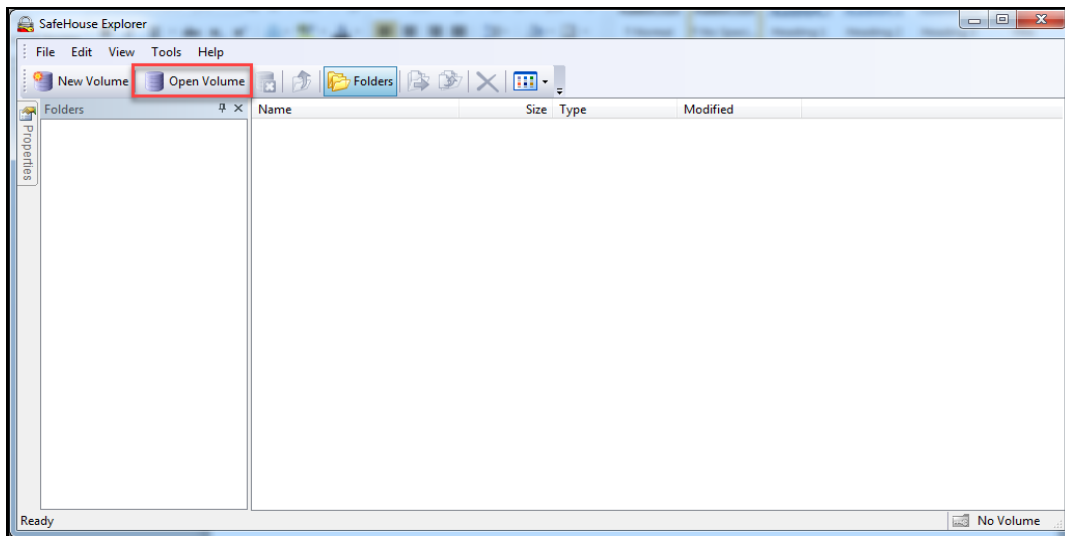


Figure 22: Open Volume

The **Open SafeHouse Volume** dialog box appears.

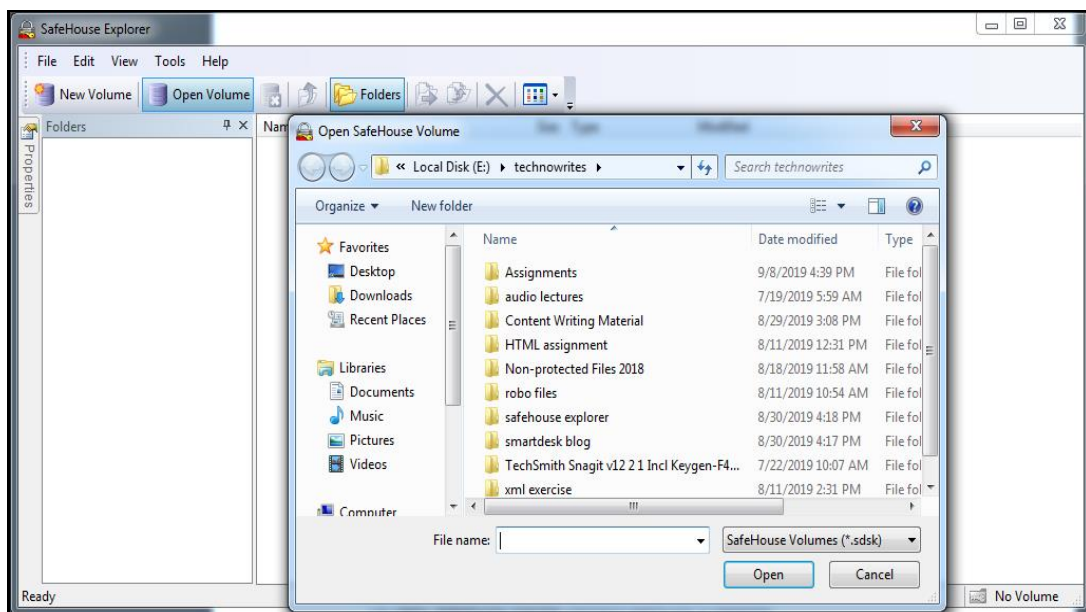


Figure 23: Open SafeHouse Volume Dialog Box

2. In the **Open SafeHouse Volume** dialog box, navigate and select the existing SafeHouse file (.sdsk file format) that you have stored, and then click **Open**.
The **Open SafeHouse Volume** password dialog box appears.

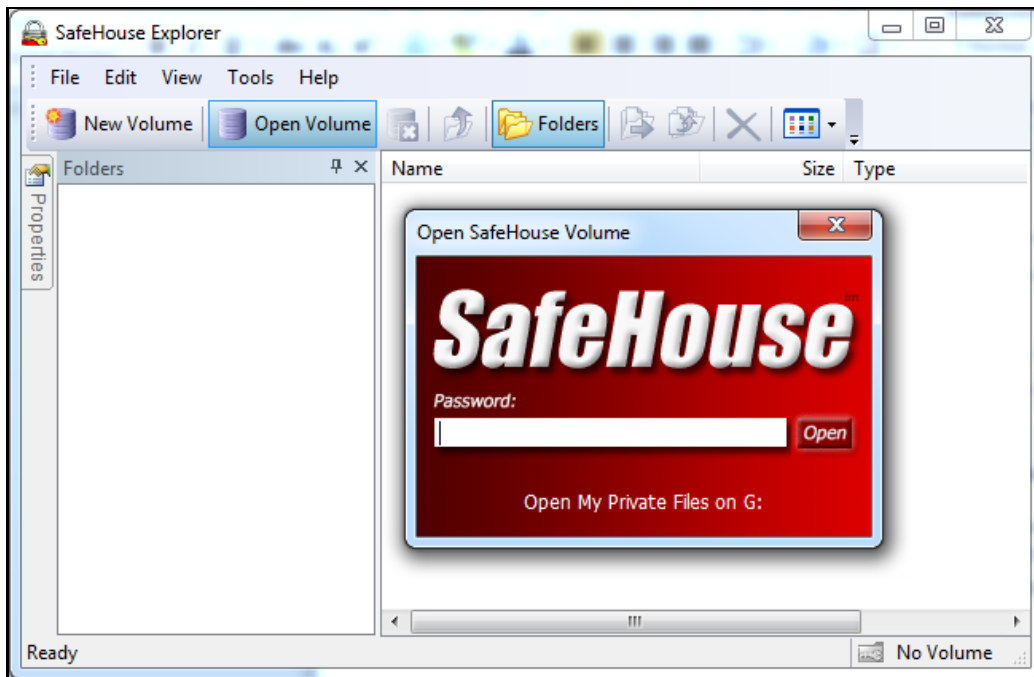


Figure 24: Open SafeHouse Volume Password Dialog Box

3. In the **Password** field, type the password and then click **Open** or press **Enter** on keyboard. The file is displayed.

Close Volume

The **Close Volume** functionality allows you to close the volumes until you open new volume again.

To close the volume

In the SafeHouse Explorer, navigate to **File** and select **Close Volume** or in the toolbar, click **Close Volume**.

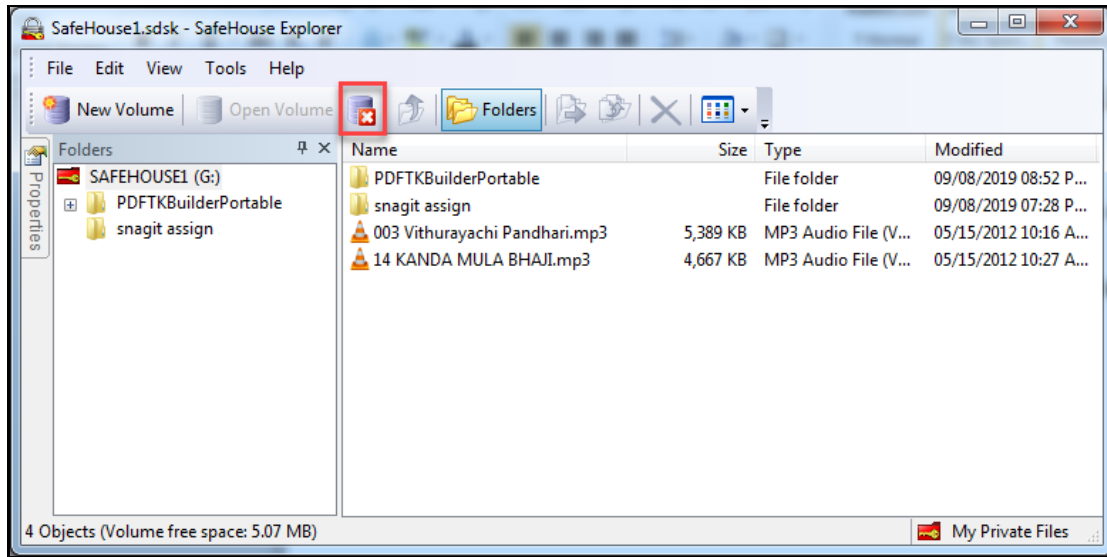


Figure 25: Close Volume

Change a Volume Password

The **Change Password** functionality allows you to change password periodically to maintain secure access to the SafeHouse Explorer volume.

To change the volume password

1. In the SafeHouse Explorer, navigate to **Tools** and select **Change SafeHouse Password**.

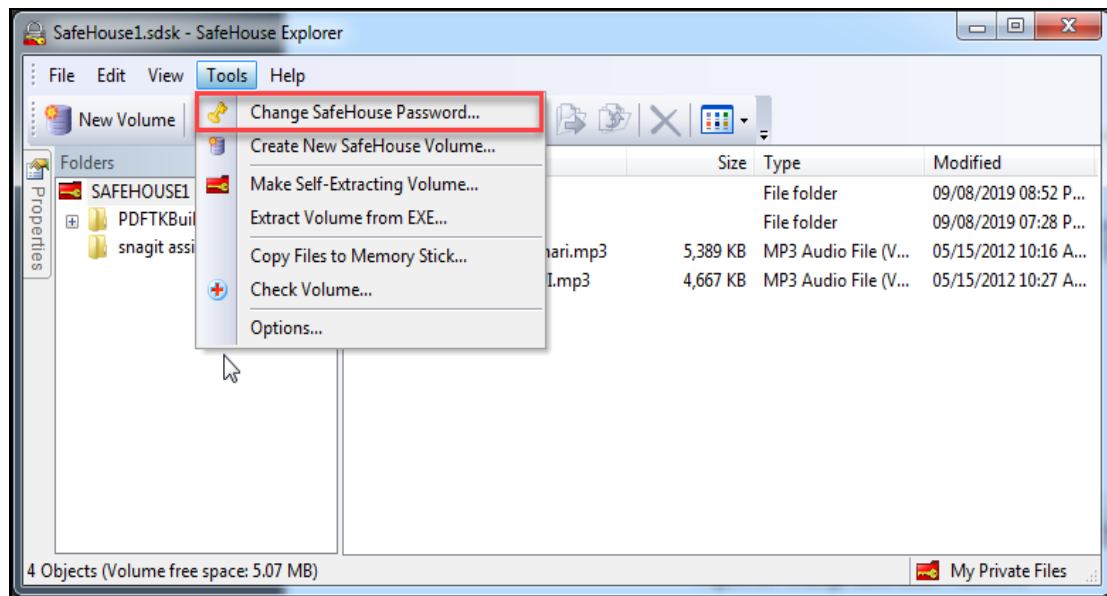


Figure 26: Change SafeHouse Password

The **Change Password** dialog box appears.



Figure 27: Change Password Dialog Box

2. In the **Folder** field, click **Folder** icon to browse.

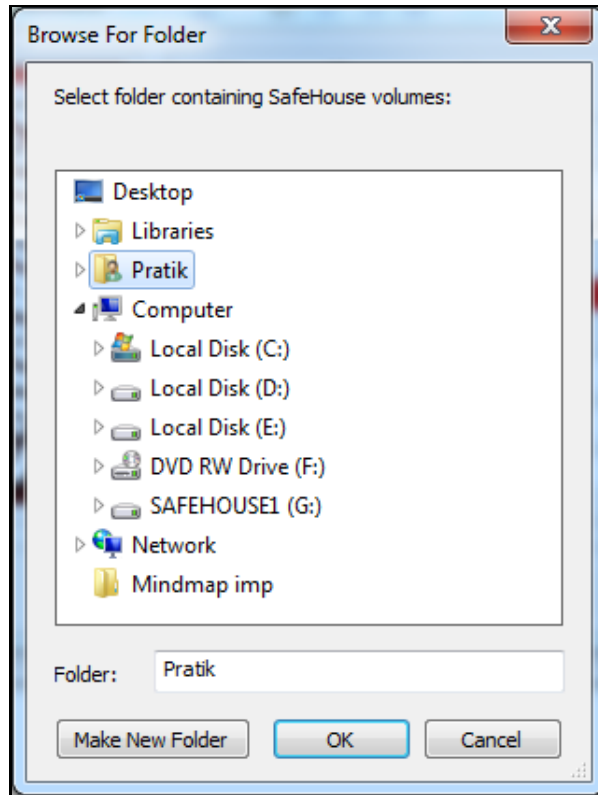


Figure 28: Browser For Folder Dialog Box

The **Browse for Folder** dialog box appears. Navigate and select the folder containing SafeHouse volumes, and then click **OK**.

3. In the **Volumes** list, select the volume file for which you need to change the password.
4. In the **Old Password** field, type your existing password.
5. In the **New Password** field, type your new password.
6. Click **Change**.

A confirmation message appears, Password changed successfully.

View Volume Properties

The **Properties** tab allows you to view the properties of any open volume.

To view the volume properties

1. In the SafeHouse Explorer, open an existing volume and then navigate to **View** and click on **Docking Pane** and select **Properties**.

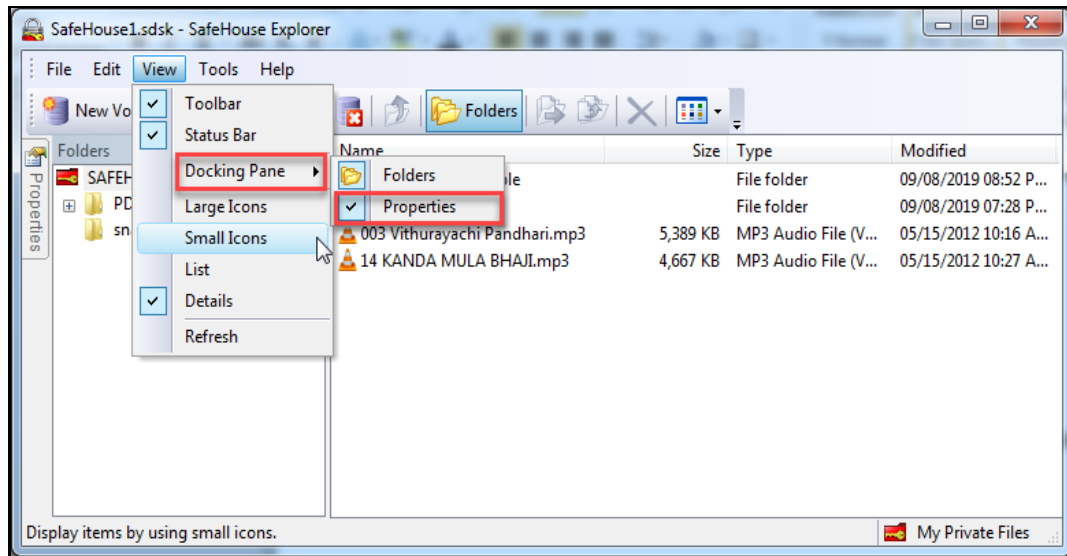


Figure 29: Volume Properties

2. In the left navigation pane, the **Properties** section is displayed.

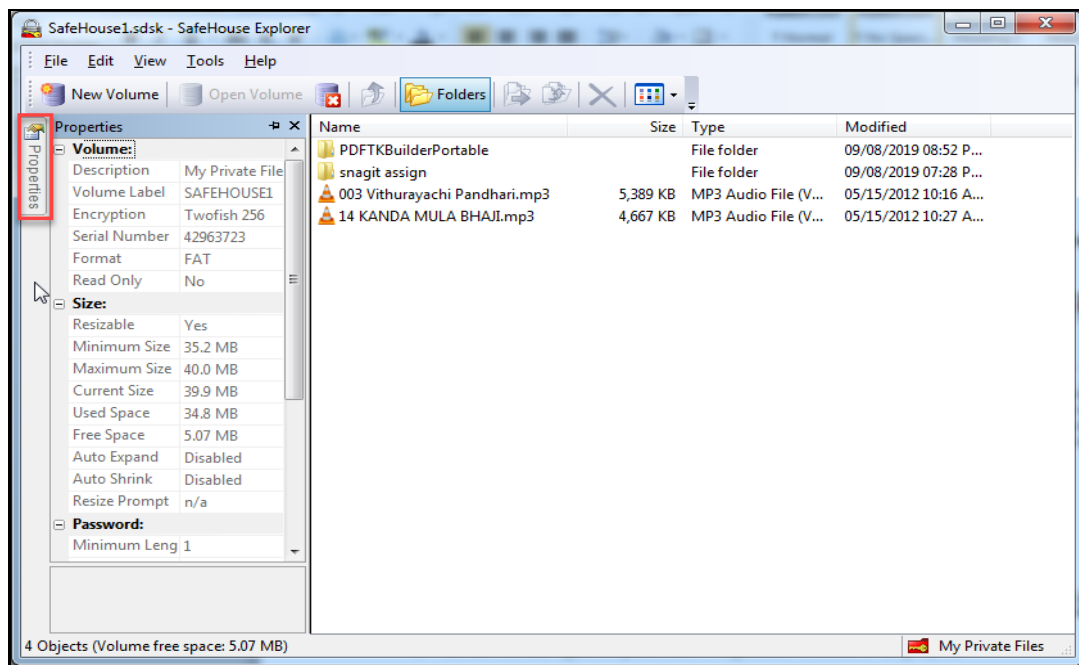


Figure 30: Properties Pane

Delete Files Securely

The **Secure Delete** functionality allows you to delete any files or folders permanently from SafeHouse Explorer volume.

To delete the files or folders

1. In the SafeHouse Explorer, navigate to **File** and select **Secure Delete**.

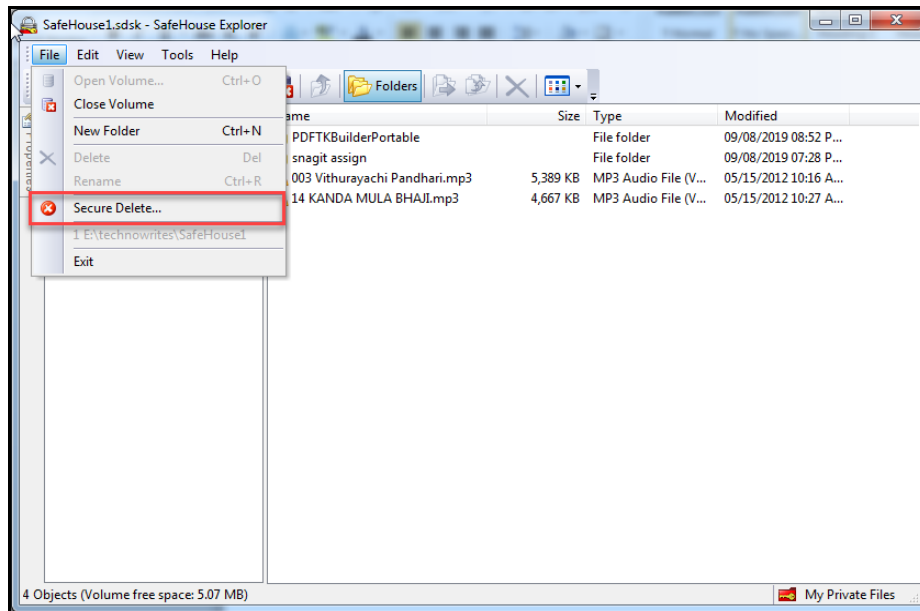


Figure 31: Secure Delete

The **Select File(s) To Secure Delete** dialog box appears.

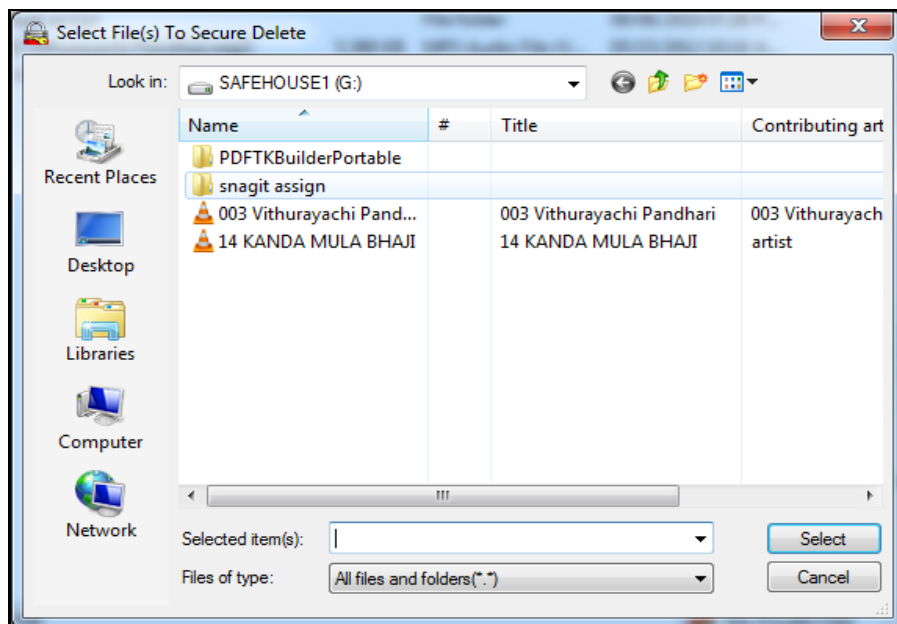


Figure 32: Secure Delete Dialog Box

2. In the **Select File(s) To Secure Delete** dialog box, navigate and select the files or folders that you want to delete.
3. Click **Select**.
4. Click **Yes**. The selected files or folders are deleted.

Check Volume Integrity

The **Check Volume** functionality allows you to check the internal integrity of volume files and optionally attempts to fix any errors.

To check the volume integrity

1. In the SafeHouse Explorer, navigate to **Tools** and select **Check Volume**.

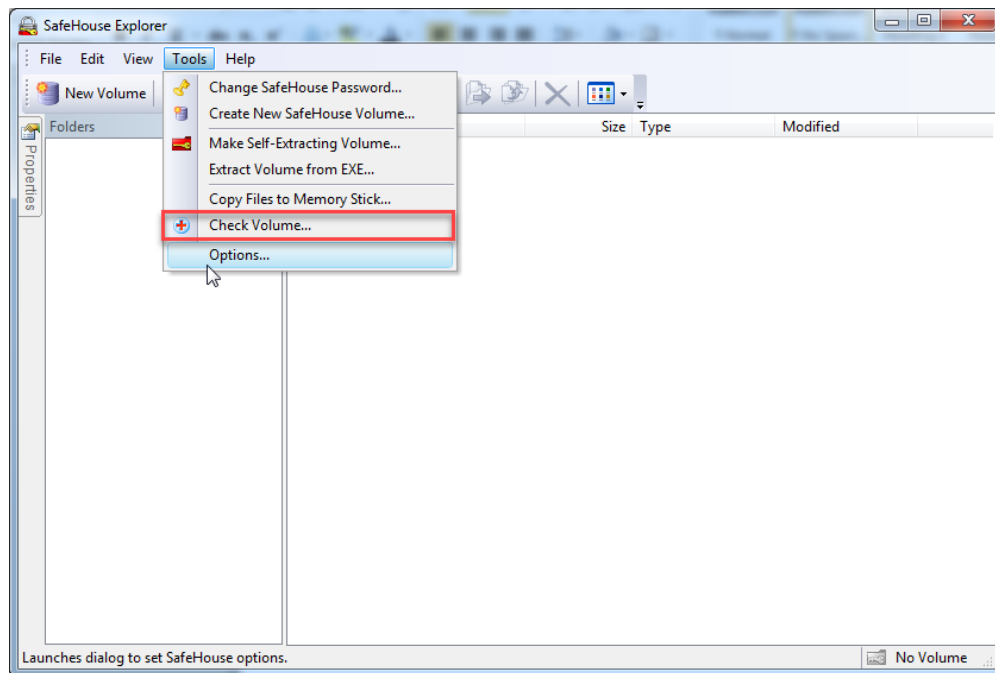


Figure 33: Check Volume

The **Check Volume** dialog box appears.



Figure 34: Check Volume Dialog Box

2. In the **Volume** section, select the file volume that needs to be checked.
3. Optional: Select the **Fix errors if possible** check box, if you need to fix the errors while checking the volume integrity of the file.
4. Click **Start**.

Uninstall SafeHouse Explorer

Uninstalling SafeHouse Explorer from your desktop does not remove or delete your SafeHouse volume files, but you must not keep your volumes in the SafeHouse programs directory.

To uninstall SafeHouse Explorer

1. To have access to your files after SafeHouse is removed, copy all the files and data within SafeHouse volumes to a local hard drive.
2. Follow the steps for Uninstalling SafeHouse Explorer through the Windows Control Panel.
 - i. Click Start. Click on Control Panel option.

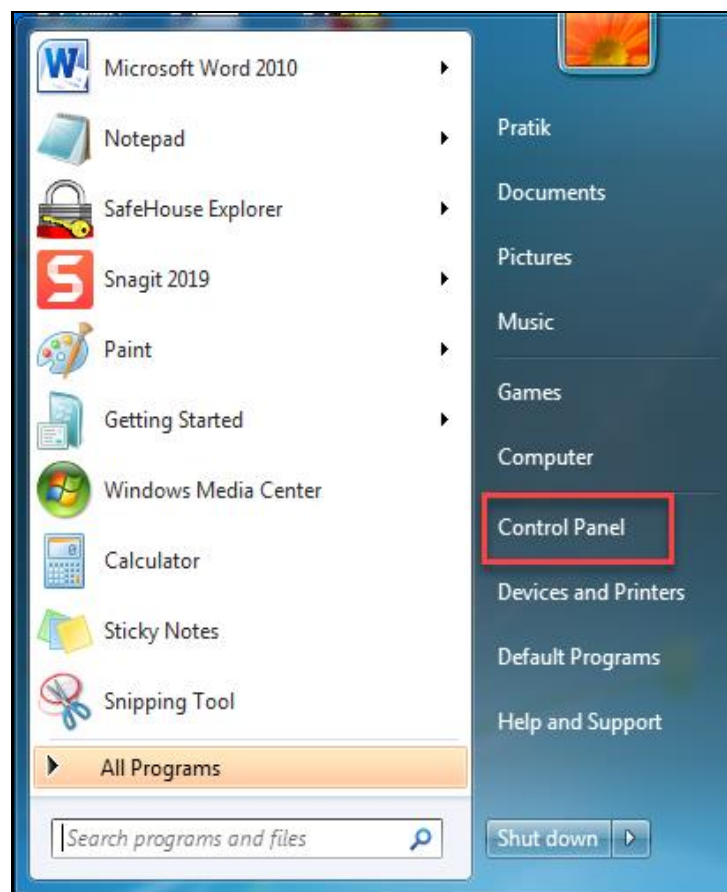


Figure 35: Control Panel Option in Start Menu

- ii. Select **Programs** option, which allows you to uninstall a program.

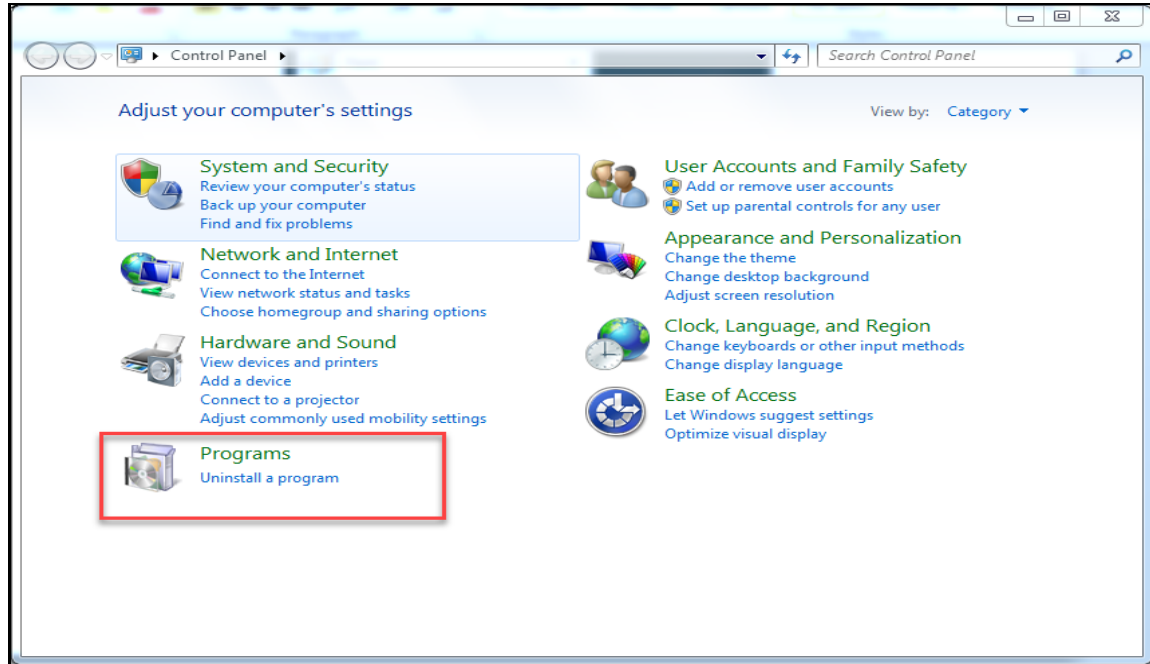


Figure 36: Programs Option for uninstalling SafeHouse Explorer

- iii. Select SafeHouse Explorer program to uninstall and click **Uninstall**.

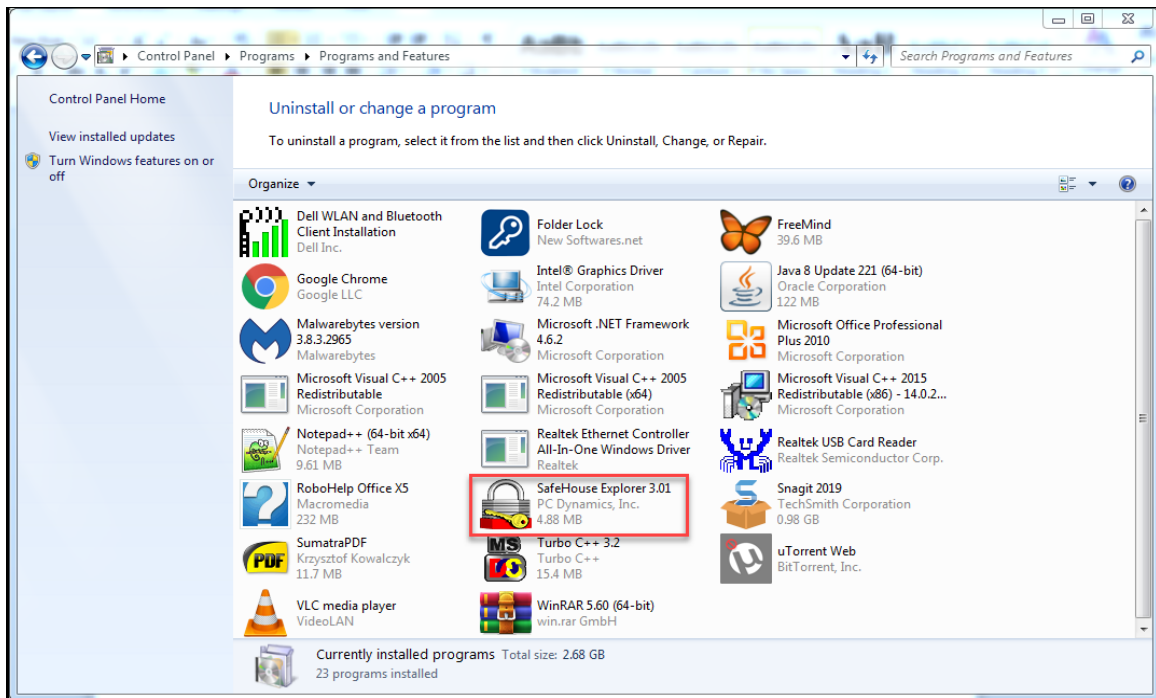


Figure 37: Select SafeHouse Program

- iv. SafeHouse Explorer dialog box appears. Select check box “Check to confirm removal of SafeHouse Explorer”. Click **Uninstall**.



Figure 38: Uninstall SafeHouse Explorer

- v. The SafeHouse Explorer will be deleted from your device without deleting your volume files. A confirmation message will be displayed that SafeHouse Explorer has been uninstalled successfully. Click **Finish**.

FAQs

Below are answers to some of the most-frequently-asked questions regarding SafeHouse Explorer.

Can SafeHouse volumes be backed up?

Yes, SafeHouse volumes are normal files and can be backed up using SafeHouse Explorer application. Please be sure to close volumes before attempting to back them up.

Can Lost Passwords be Recovered?

We don't have the ability to recover a lost password, if you are using SafeHouse Explorer application. The Password Recovery feature is included in the SafeHouse Professional Edition only.

Can SafeHouse Explorer Run without being Installed?

Yes, you can just plug and play SafeHouse Explorer by coping SafeHouse Explorer.exe on your external drives.

Is SafeHouse Explorer compatible with most Windows applications?

When you open a volume with SafeHouse Explorer's performance enhancements installed, a Windows drive letter is temporarily assigned to the volume. You'll see this new drive show up under My Computer along with all of your other drives. The primary advantage to having volumes being accessible through drive letters is that you can then easily read and write directly to volumes from nearly any standard Windows application.

Can SafeHouse Volumes be Emailed as File Attachments?

Yes, SafeHouse volumes can be attached to emails. When volumes are closed, they are just ordinary Windows files and can be manipulated just as you would expect for any other ordinary file. Only the care you need to take is your receiving party must know the volume's password to open the file.

How to Contact Us?

Please visit <http://www.safehousesoftware.com/> for updates and contact information.

Glossary

This glossary explains the terms used in this guide with their descriptions.

Encryption

Encryption is the process of scrambling files and data based on passwords and special keys. This scrambled data can later be returned to its normal state using a companion process known as decryption.

Volume

SafeHouse keeps your confidential files in large protected container files which can range in size from a few megabytes to hundreds of gigabytes.

Volume Integrity

Volume integrity is similar to the standard Windows disk drive that checks the internal integrity of volume files.

SDSK File

SDSK files can only be opened by entering the correct password. Once a SafeHouse volume has been opened, the files and folders saved in the volume can be accessed by the user. Files can be added or removed from the volume as long as it is open. SafeHouse can create an unlimited number of encrypted volumes, though each SDSK file has a maximum file size of 2000MB.

Volume Password

Volume password can be changed as often as desired. Volumes must be closed in order to change their password.

Memory Stick

SafeHouse Explorer protects sensitive information stored on memory sticks.

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