USER GUIDE

PRIVATE DISK FILE MOVE

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3   Glossary

Private Disk File Move (PDFM) - the name of the application.

Dekart Private Disk - the software that allows you to create virtual encrypted disks in a Windows system and use them as if they were regular drives.

4   Introduction

4.1   Private Disk File Move's features and highlights

Private Disk File Move is designed to automatically collect and securely move files to an encrypted disk. The program also helps you avoid doing any kind of manual work, thus it works quickly and helps you save your time.

Private Disk File Move uses strong encryption algorithms to secure the data. It has a friendly interface, guiding you through all the steps of the file search and disk creation procedures.

One of Private Disk File Move's key benefits is its simplicity. The flexible file search mechanism allows you to easily find various files on your system and migrate them to an encrypted drive. The software also comes with a built-in secure file wiping mechanism, which allows you to erase original files without leaving a trace, and making it impossible to recover the deleted files.

4.2   Private Disk File Move's components

Private Disk File Move's package consists of the software modules, and this guide.

4.3   System requirements

Hardware requirements
- Intel Pentium 166 MHz CPU (or an equivalent).
- 16 MB RAM.
- At least 2 MB of free space on the hard drive.

Software requirements
- Windows 98, NT4.0, 2000, ME, XP.
- **Dekart Private Disk**.

5   Installing, updating and removing Private Disk File Move

Private Disk File Move is installed, updated and removed automatically, along with Private Disk. Please refer to Private Disk's user guide for details.

Notes:
1. Private Disk File Move requires Dekart Private Disk to be installed on the system.
2. Private Disk File Move is installed in the directory where Dekart Private Disk resides.

# 6   Using Private Disk File Move

6.1   Starting the application

The application can be started in one of the following ways:

- · Go to **Start\Programs**, choose Private Disk's folder, start Private Disk File Move.
- · Open the folder to which Private Disk was installed, run pdfilemove.exe.

Note. Private Disk and Private Disk File Move cannot be running both at the same time.
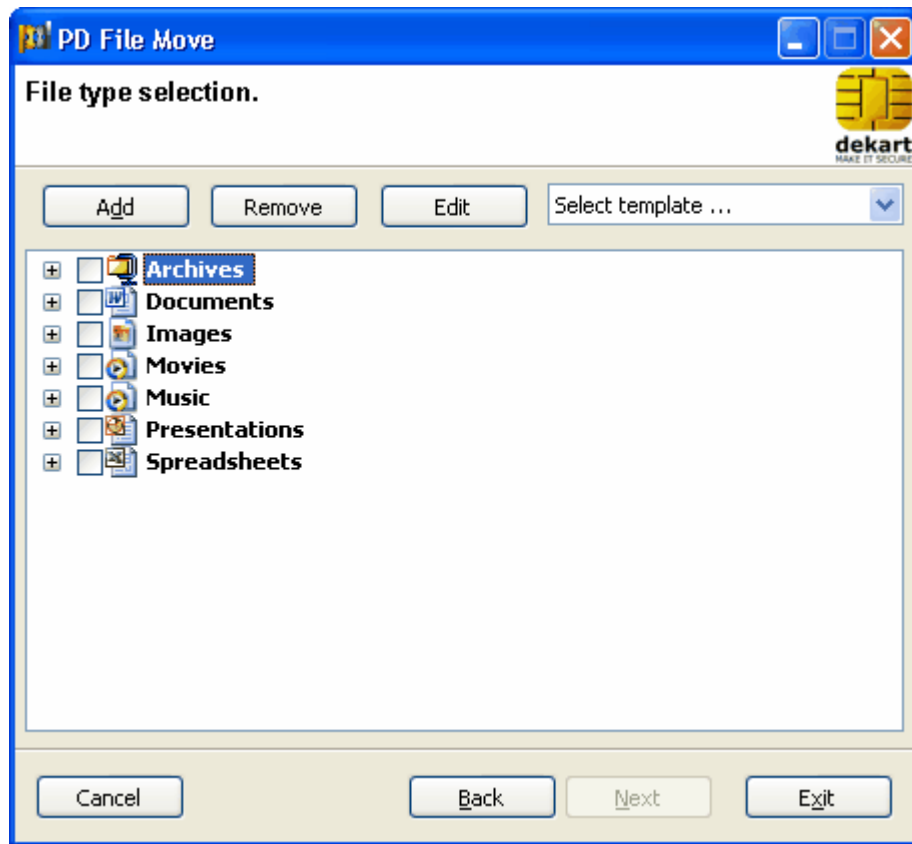
The program's welcome screen will be shown.
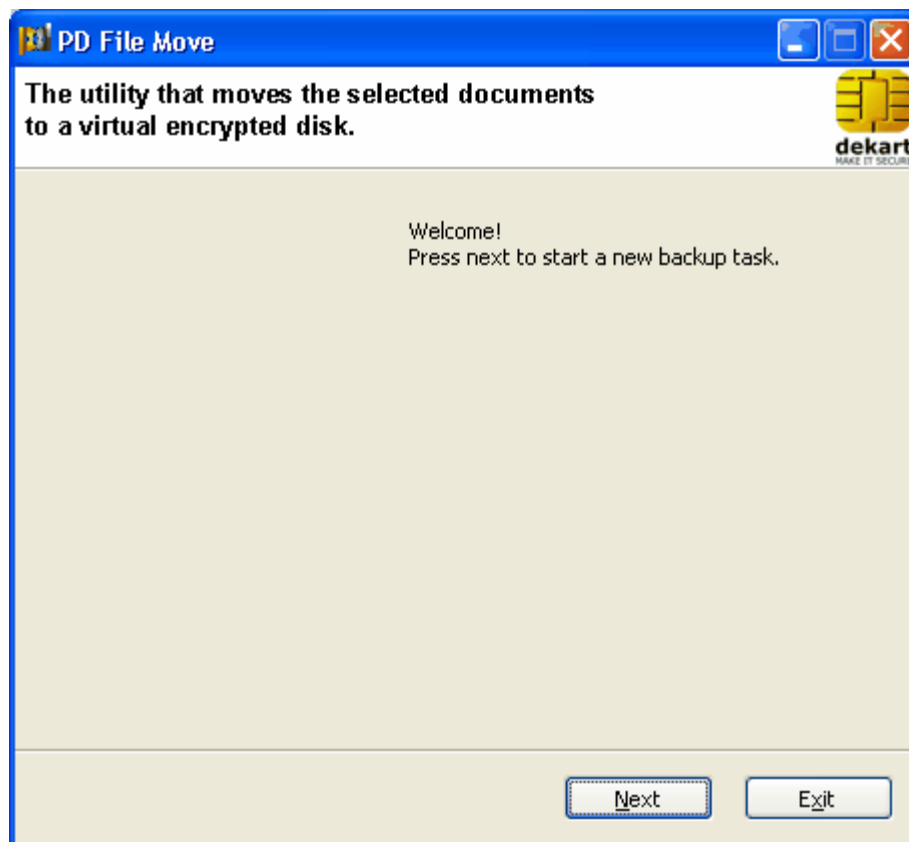
Click **Next** to create a new backup task.

6.2   Creating a new backup task

To create a new backup task, follow these steps.

1. Start the program and press **Next**. You will be asked to choose which files should be migrated to the new disk.

2. Choose a template or modify an existing one (see Creating a file search template and Using templates to search for files) and press **Next**.
3. Choose the file search directories and press **Next**.
4. Review the list of files that will be copied to the encrypted disk and press **Next** to choose the settings of the encrypted disk.
5. Choose the path to the encrypted image, the letter of the new drive and the additional space you wish to allocate for the drive. Press **Next** to continue (see Configuring the parameters of an encrypted disk).
6. Press **Create Private Disk** to start creating the new disk and copying the files; the progress of the process will be shown on the screen.

Note. Any of these steps can be interrupted by pressing Back, thus you can review your choices at any time by going a step back. Pressing Cancel will bring you back to Private Disk File Move's welcome screen.

6.3 Creating a file search template

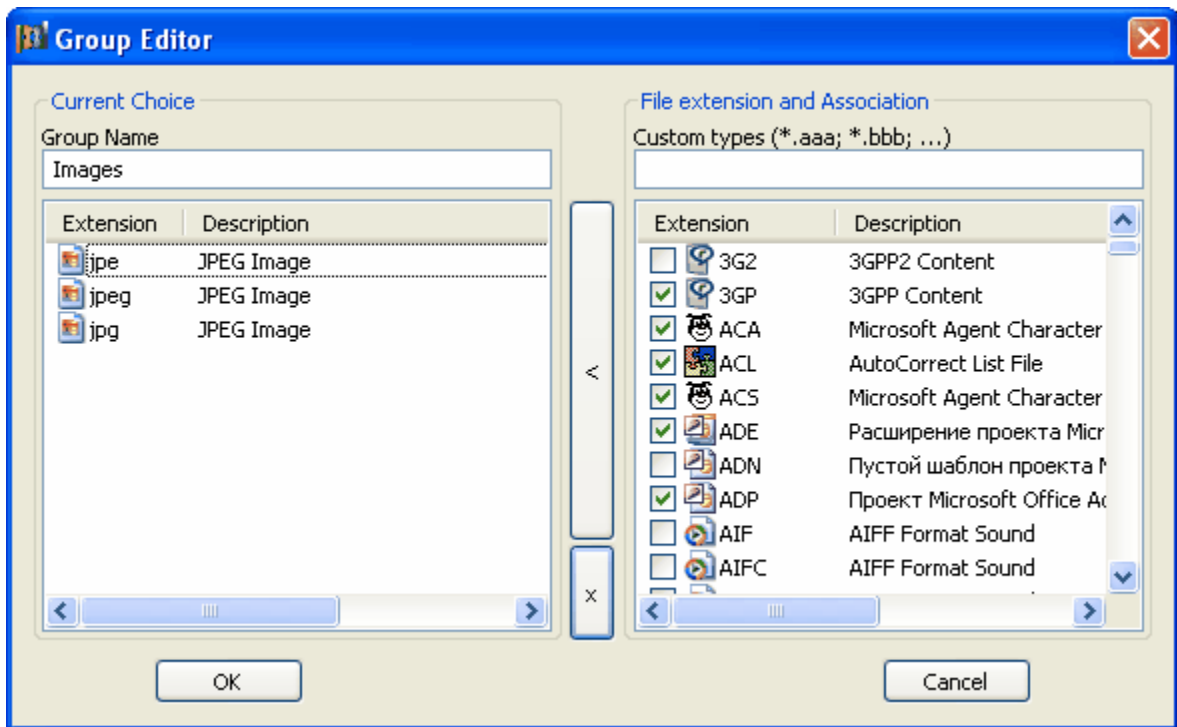Follow these steps to create a new file search template.
1. *Open the File type selection window*.
2. You can see which file types are a part of each group.
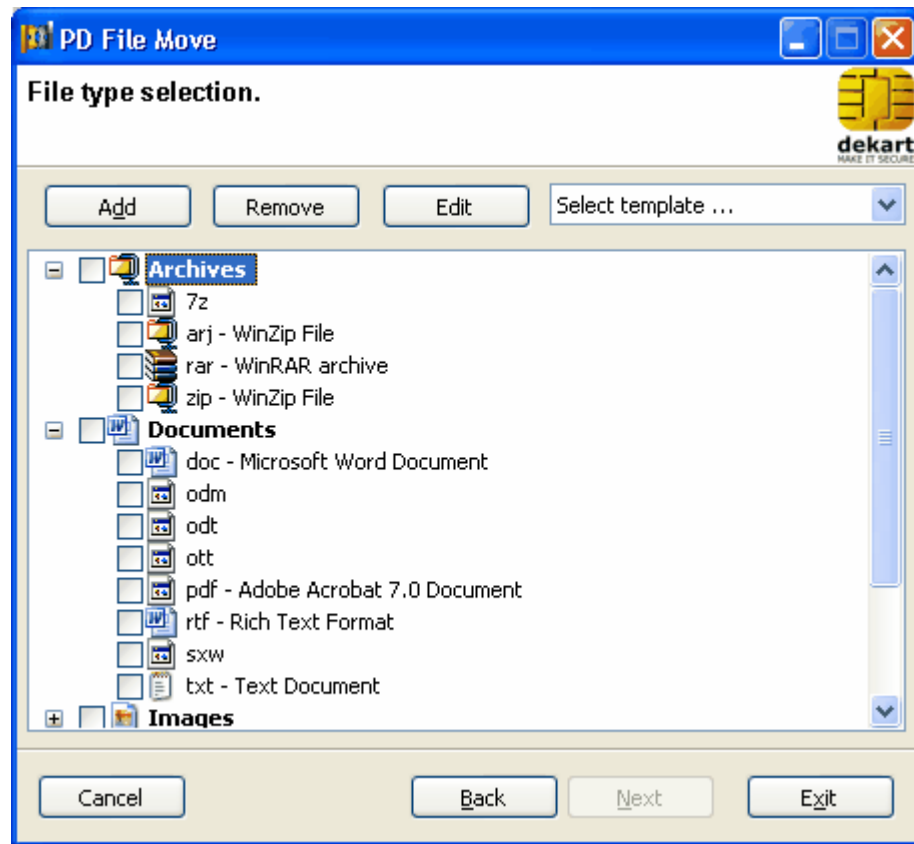
3. To add a new file type to the group, select the group and press **Edit**, the *Group Editor* will be shown on the screen.

The right side of the window (*File Extension and Assotiation)* lists all the file types and the programs that are associated with them. The left side of the window (*Current Choice*) provides a list of types that are included in the current group. Click the file types you wish to add to the group and press **<** to add them to the group.
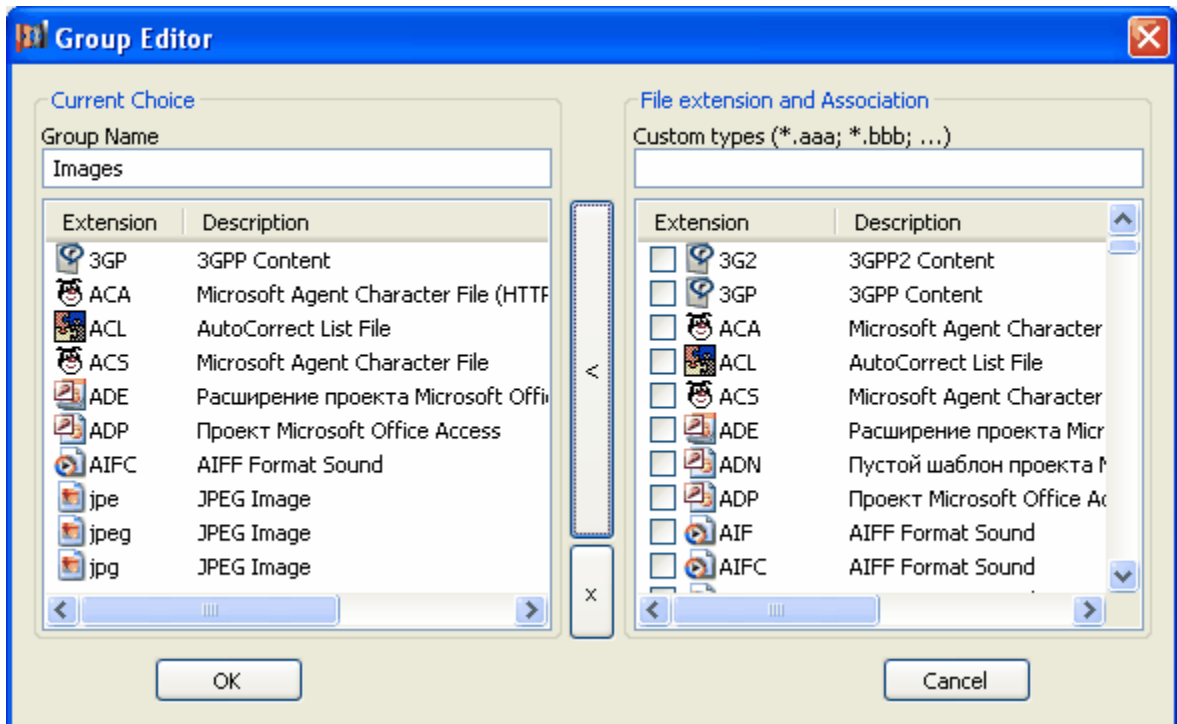
If you wish to add a non-standard file type to a group, enter the file extension(s) in the **Custom types** field; *multiple extensions are separated by a semicolon (ex: ooo; lll;))*, and press **<.**

4. To remove a file type from a group, choose the group and press **Edit**. Choose the file types that you wish to remove *(multiple selections can be made by holding **Shift** or **Ctrl**)*, and press **x.**

5. To add a new group to a template, press **Add** in the *File Type Selection* window. Enter a new *Group Name* when in the *Group Editor*. Add the desired file extensions to the group.

6. To remove a group from a template, open the *File Type Selection* window, select the group, and press **Remove**.

7. To rename a group, open the *File Type Selection* window, select the group, and press **Edit**. Enter a new *Group Name* in the window that is shown on the screen**.**

8. Choose the file types that will be searched for.
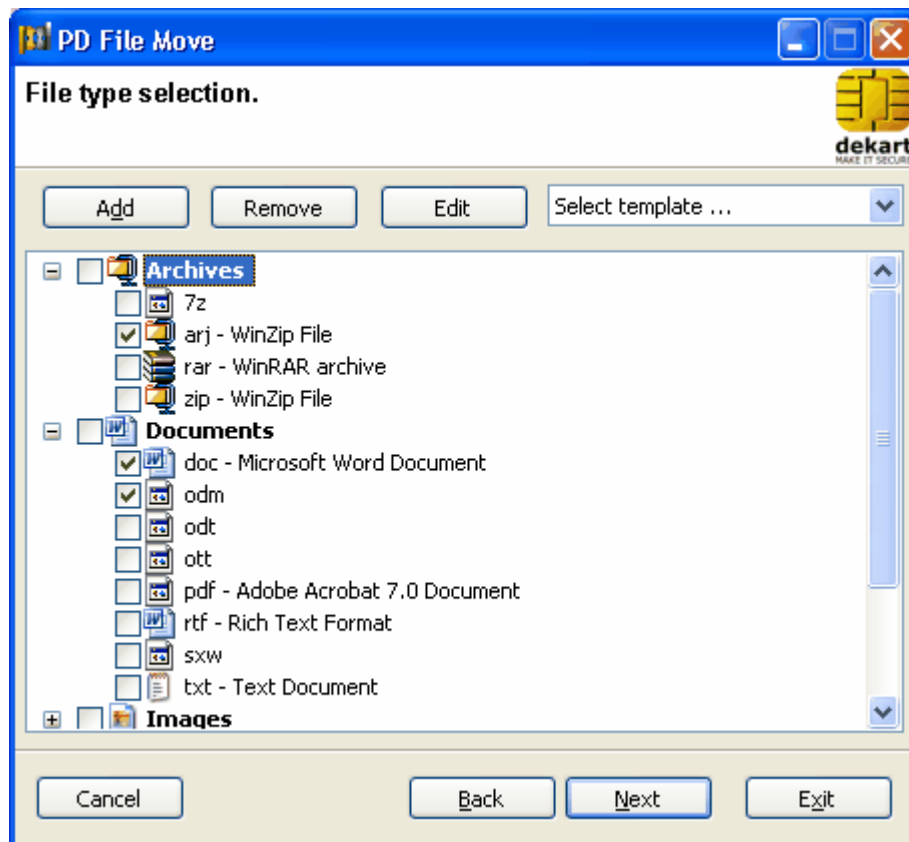
Once you customize a template, you can save it for future use, go to *Select template... \ Save as new template.*
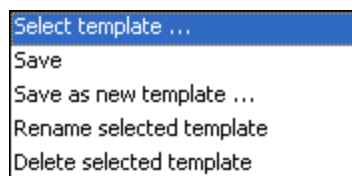
Enter the name of the template.
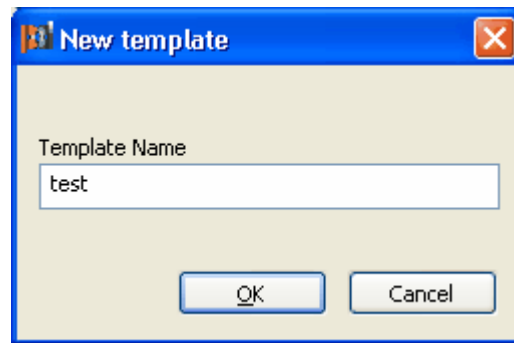
Note 1. You can create an unlimited number of templates.

Note 2. All the operations that can be done with a template are described in <u>Using file search templates</u>.

Press **Next** to <u>choose the directories</u> in which the files will be searched

6.4   Using file search templates

To modify an existing template, follow these steps:

1. *<u>Open the File type selection</u>* window.
2. Click on the template in the *Select template...* menu*.*
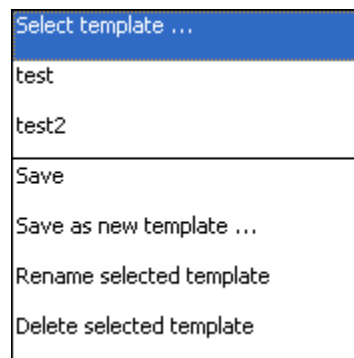
3. The contents of the template will be shown.
4. To change the template, follow the instructions given in the <u>Creating a file search template</u> section.
5. To save a template with a different name, go to *Select template... \ Save as new template* and enter the name of the new template. To save a template with the same name, press *Save* in the menu*.*
6. To rename an existing template, go to *Select template... \ Rename selected template* and enter the new name of the template.
7. To remove a template, press *Delete selected template.* Press **OK** to confirm.

After modifying a template, press **Next** to <u>choose the directories</u>, in which the program will search for the defined file types.

6.5   Defining file search paths

Once a custom file search template is created, you need to choose the directories in which the program will search for the given file types. To add a directory, press **Add**. Use the *Browse for Folder* dialog to choose a directory and press **OK**.
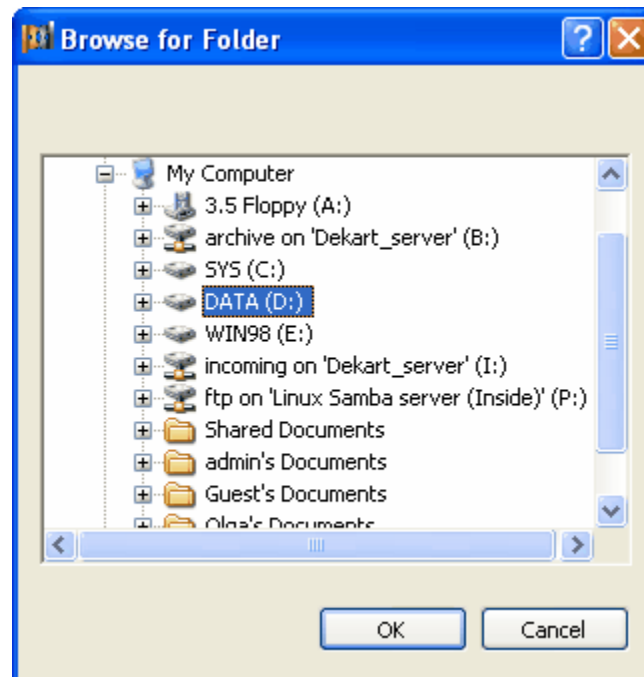
The chosen directories will be listed.
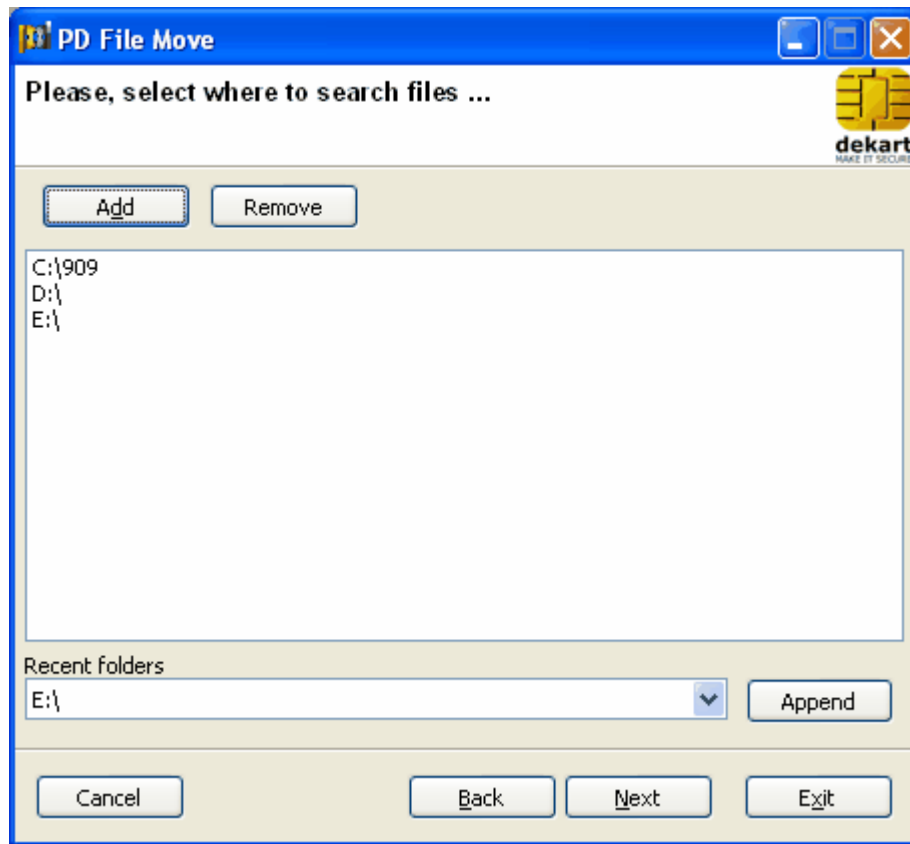
Note. Next time the program is started, the Recent folders list will contain the directories which were previously used; you can add them to the current list by pressing Append.

To remove a directory from a list, select it and press **Remove.**

Once the list of directories is defined, press **Next** to proceed.

6.6 Reviewing the list of files that will be transferred to the encrypted disk

Once the template is created, the program will start searching for files.

Note. Pressing Cancel will stop the file search process, and you will be brought back to the previous dialog. You can review the search directories, or go back again and change the file search criteria.

When the search is complete, a list of found files will be shown.
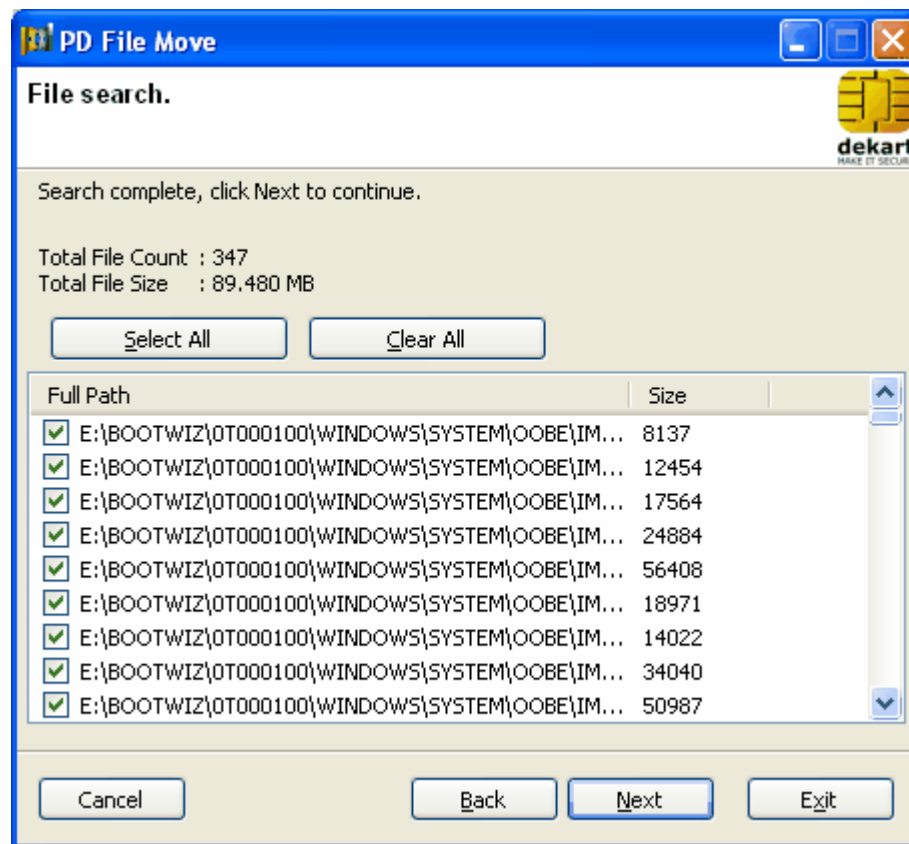
The window will show the number of found files as well as their total size. You can review this list and uncheck the files you do not wish to copy to the encrypted disk. Press **Next** to start creating a new disk .

## 6.7   Customizing the parameters of the encrypted disk

After you configure the file search options, Private Disk File Move will ask you to customize the encrypted disk that will be created.

The following fields must be filled in: Full Path, Drive Letter, Password.
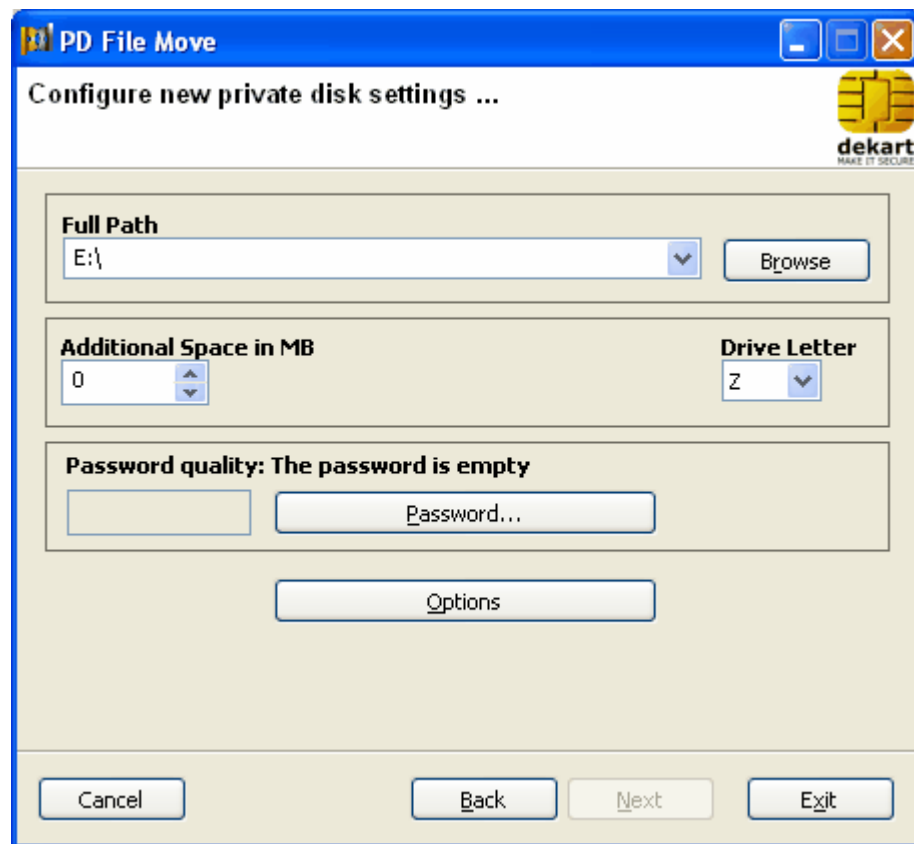
1. The *Full Path* field contains the path to the encrypted image and its file name. You can use the **Browse** button to navigate your file system and choose a folder.
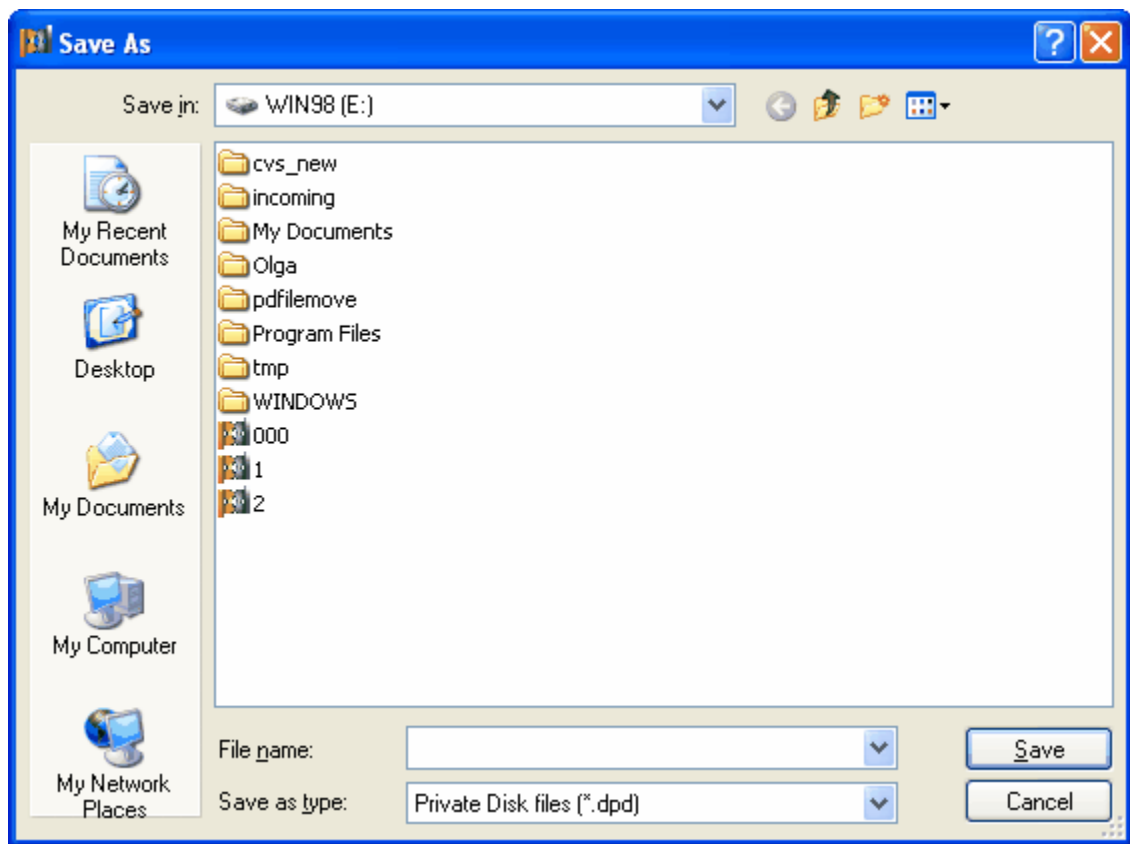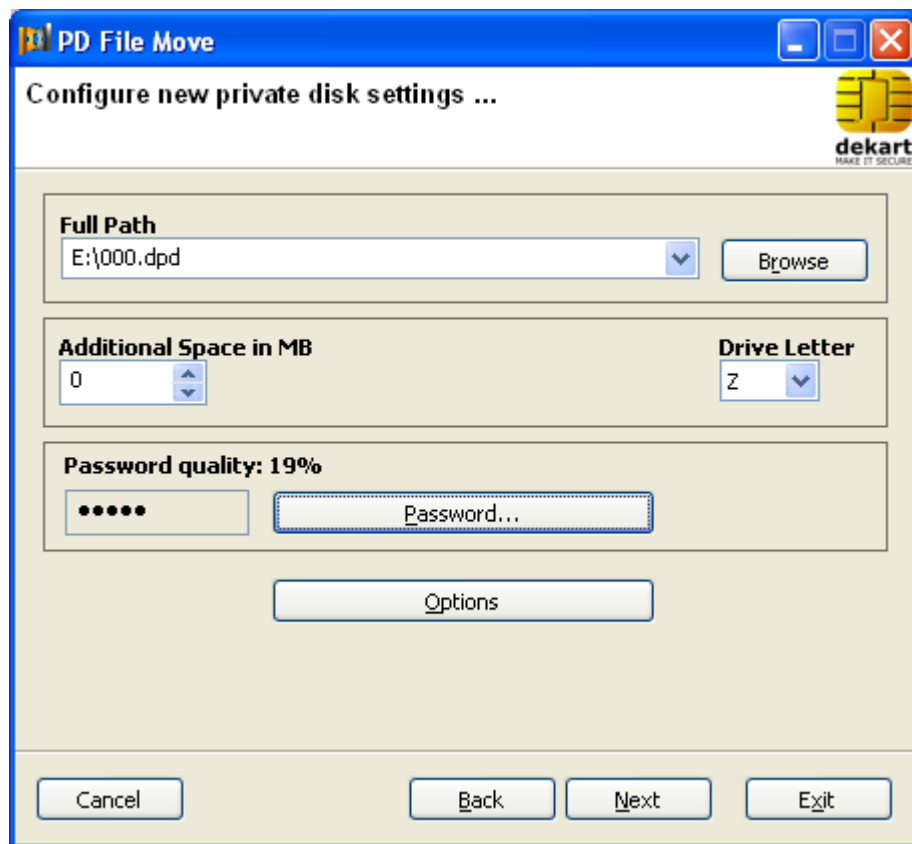
2. Choose the letter that will be assigned to the drive from the *Drive letter* control.
3. Press **Password** and enter the password to the encrypted drive, then confirm it.

After you press **OK**, the **Configure new private disk settings** will change.

4. The program will automatically determine the size of the encrypted disk required for the files that were found. You can add more space to the drive by entering a value in the *Additional Space in MB* control.
5. Press **Options** if you wish to further refine your settings.
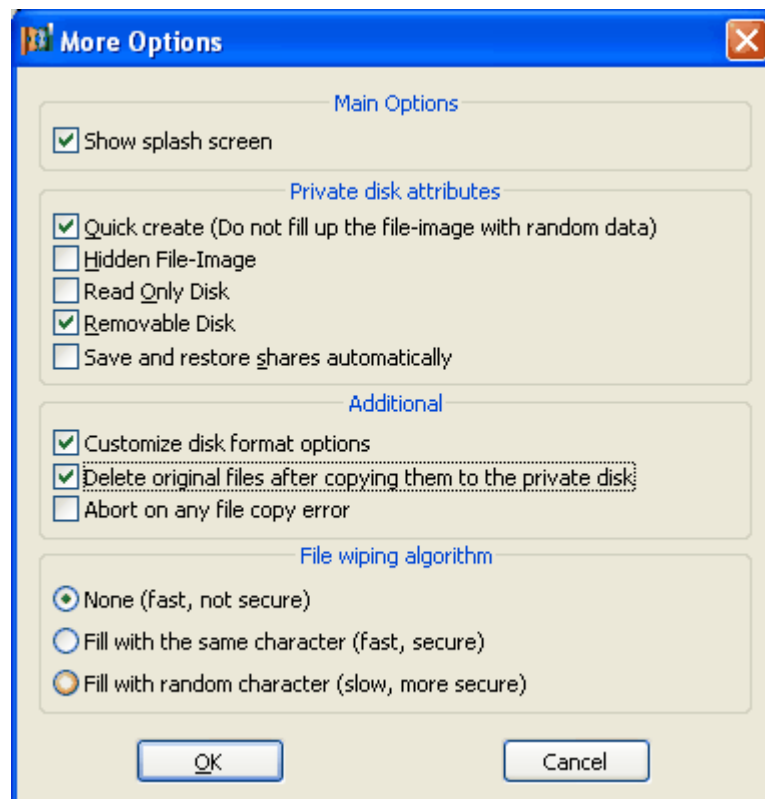
The following encrypted disk settings can be configured:

- **Removable Disk** – the encrypted disk will be detected as a removable disk by the system;
- **Hidden File-Image** – the encrypted image will be hidden;
- **Read Only Disk** - the encrypted image will be read only;
- **Save and restore shares automatically** - you can share folders on the encrypted disk and customize their access settings; if this option is checked, the shared access settings will be preserved next time the encrypted disk is mounted;
- **Quick create** - the encrypted disk will not be filled with random data *(this is faster)*;
- **Customize disk format options** - you will be offered to choose additional settings when the new encrypted disk will be formatted;
- **Delete original files after copying them to the private disk** - the files that are copied to the encrypted drive will be *deleted*. The following options apply: *None* - the files will be deleted quickly, *Fill with the same character* - the original files will be removed, their previous location will be filled with some predefined data, *Fill with random characters* - the files will be removed and their previous location will be overwritten with random data (this is the most secure way to delete a file).
- **Abort on any file copy error** - if an error occurs during the file transfers, the disk creation process will be interrupted.

Press **OK** to save your settings**.**

To start creating a new encrypted disk, press **Next**.

Note. If the selected image file already exists, you will be asked whether you want to overwrite it, or append data to the existing image. Pressing Cancel will interrupt the operation. Please be careful when overwriting an existing image - this will make its old contents unavailable.
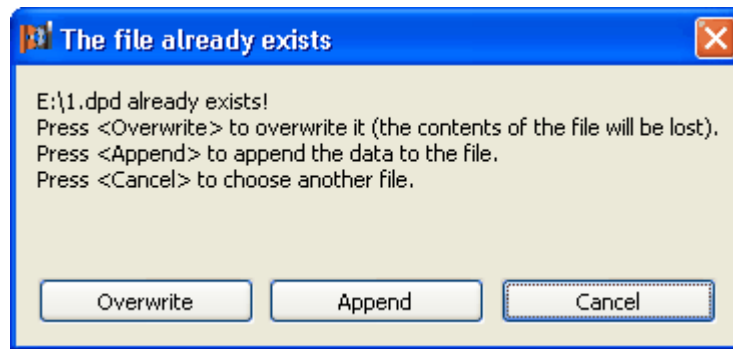
6.8   Creating a new encrypted disk

To start creating a new encrypted disk, press **Create Private Disk.**

Private Disk File Move will illustrate the progress of the disk creation process on the screen. During this procedure, you will be asked to format the newly created drive; choose the format options and press **OK.**

Once the encrypted disk is created, the file transfers will start. The progress of the process can be seen on the screen; you will be notified when the process is complete.

The drive that has been created can be mounted by **Dekart Private Disk.**

6.9   Exiting Private Disk File Move

You can quit **Private Disk File Move** by pressing **Exit**.

7   Additional information

7.1   Troubleshooting

Error message	Suggested actions
Private Disk is not installed. You must install it!	Dekart Private Disk should be installed
Cannot copy or wipe some files! The file exists Cannot copy file! (*****)	Press the **Not copied** button to find out additional details about the error *(as shown in the screenshot)*. The file already exists. Make sure that the file is not used by any application; perhaps the file is corrupt and it should be checked with file repair software.
Private Disk is running and must be closed. Do you want to quit Private Disk?	Private Disk and Private Disk File Move cannot be running at the same time. Please close Private Disk, then start Private Disk File Move

* In certain, extremely rare circumstances, the program may be unable to transfer all the files to the newly created encrypted drive. This happens because the sum of the sizes of the files that you wish to

encrypt exceeds the storage capacity of the encrypted drive. The factors that cause this are:
- Some of the disk's space is taken by system files, created automatically by Windows;
- The 'size on disk' of a file is different from its 'actual size', the difference depends on the file size, the file system, the directory structure of the disk, etc.

Taking the above into account, it is impossible to determine the actual size of a disk that will fit all your data. In such a case, the program will display a list of files that were not copied. You can go back to the disk creation options step, add about 10 MB of *Additional Space*, then re-start the process.

Note. If you encounter any other error messages, please contact Dekart's technical support team http://www.dekart.com/support/howto/howto-contact-us/ .

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