# Getting the most from Encrypt It

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## 1. Quick icon look-up

| Icon | Meaning |
|---|---|
| | Go to the Directory screen listing all the folders |
| | Create a new record |
| | Go to the Find Record screen |
| / | Toggle global read-only on/off. Note if this is turned off, individual records marked as read-only will still be treated as such. |
| | Save the record or preference details |
| | Restore the previous preferences details |
| | Sort records in a folder or resulting from a search |
| | Import details from a MemoPad record into an Encrypt It record |
| | Export details from an Encrypt It record into a MemoPad record |
| | Create a Note field for a record |
| | Rename a record or folder |
| | Delete a record or folder |
| | Flag to indicate a record has been set as read-only |
| | Flag to indicate a record has been password-protected |
| / | Next/Previous screen in screen "tree" |

## 2. Creating new folders

From the main menu, tap New then New Folder. You will then be asked to choose a name for the new folder. This can be a maximum of 15 alphanumeric characters. Spaces (but not leading spaces), '.', '-', '/' and '&' are also allowed.

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## 3. Creating new records

Tap the New Record icon at the bottom of a screen. Choose a name for the record; this can be a maximum of 18 alphanumeric characters. Spaces (but not leading spaces), '.', '-', '/' and '&' are also allowed.

Next, assign the record to a folder, and set password or read-only flags if appropriate. If you choose to set a password, you will in future be required to enter it to view or amend the record. Please note that if you forget this password, there will be no way to access the record.

If you choose to turn on the record's read-only flag, it will prevent the record being accidentally amended or changed in future irrespective of whether the master read-only protection (which affects all records) has been turned on.

Enter data into fields as required, tapping on the field names to customize them if required. Finally, tap the Save icon to save the record and return to the appropriate Folder screen.

## 4. Modifying a folder name

Tap the Directory icon at the bottom of a screen. Tap the Rename icon next to the folder you wish to amend, and choose a new name for the folder. This can be a maximum of 15 alphanumeric characters. Spaces (but not leading spaces), '.', '-', '/' and '&' are also allowed.

Please note that the "All" and "Unfiled" are unable to be modified.

## 5. Modifying a field name

If you wish to change a field name that appears in more than one Encrypt It record, tap Edit then Field Name Management from the main menu. Tap the Rename icon next to the field name you wish to amend, and choose a new field name.

If you wish to change a field name in a specific Encrypt It record, find the record using the Find or Directory icons at the bottom of a screen. Tap on the field name you wish to amend, and enter a new description. This will not affect any other records.

Field names can be a maximum of 10 alphanumeric characters. Spaces (but not leading spaces), '.', '-', '/' and '&' are also allowed.

## 6. Modifying an existing record

Find the record you wish to amend using the Find or Directory icons at the bottom of a screen. Tap on the fields or field names to amend them.

Field names can be a maximum of 10 alphanumeric characters. Spaces (but not leading spaces), '.', '-', '/' and '&' are also allowed.

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## 7. Deleting a record or folder

If you wish to empty a folder or delete a folder and all the records within it, click on the trashcan icon next to the folder's name on the Directory screen. Please note that the "All" and "Unfiled" are unable to be deleted.

If you wish to delete a record, click on the trashcan icon next to the record's name on the Folder screen, accessible by clicking the folder's name on the Directory screen.

## 8. Deleting a field name

To delete a field name that appears in more than one Encrypt It record, tap Edit then Field Name Management from the main menu. Tap the appropriate trashcan icon to either retain the field's data but change its name to Field n, or delete the field's name and the associated data.

## 9. Protecting against data loss

From the main menu, tap Help then Preferences to set the master read-only toggle. The master read-only setting affects all records, and prevents any changes being made to Encrypt It data. The master read-only toggle can also be changed during a session using the icon at the bottom of a screen.

You can also choose to turn on a specific record's read-only flag when it is created or modified. This will prevent the record being accidentally amended or changed in future irrespective of whether the master read-only protection has been turned on.

## 10. Encrypt It and Memo Pad

A new Encrypt It record can be created by importing information from a Memo Pad record. First, tap the New Record icon at the bottom of a screen. Next, tap the Import icon and select the Memo Pad record you wish to import from a pop-up list. Note that if your PDA's Security setting is 'Mask' or 'Hide', only non-Private Memo Pad records will be shown in the pop-up. The Memo Pad record will then be imported, according to the following rules:

- The first 18 characters of the first line of the Memo Pad record will be used for the Record Name; this can of course be changed later if you wish;
- The next 20 lines of the Memo Pad record will be used to populate the Field1-Field20 input areas. The field names will be left as 'Field1', 'Field2', etc;
- Any remaining lines in the Memo Pad record will be put in the record's Note field;
- The record is initially placed in the 'Unfiled' folder, with its Password and Read-Only options left unchecked.

A new Memo Pad record can be created by exporting information from an Encrypt It record. First, find the record you wish to export and display its details on the screens. Next, tap the Export icon. A new Memo Pad record will then be created, according to the following rules:

- The first line of the Memo Pad record will be the Encrypt It Record Name; this can of course be changed later if you wish;

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- The next 20 lines of the Memo Pad record will be created using the Encrypt It fields, preceded by the field names if these have been created.

## 11. Finding records quickly

Tap the Find icon at the bottom of a screen. Enter the text you wish to search for; both field names and the content of the fields will be searched.

Any records containing the text searched for will then be listed. Tap a record's name to view its details. If you wish to change the order of the records found, tap the Sort icon.

## 12. Changing the master password

From the main menu, tap Help then Preferences to change your master password. Your password may contain any combination of between 6 and 20 characters.

Please note that your data cannot be accessed if you subsequently forget your master password. You will have to reinstall Encrypt It and start over. For this reason, HandBytes strongly recommends that you record a password reminder that will be displayed if you input the master password incorrectly. You can set a password reminder by tapping Help then Preferences.

## 13. Forgotten master password?

Your data cannot be accessed if you have forgotten your master password. You will have to reinstall Encrypt It and start over. For this reason, HandBytes strongly recommends that you record a password reminder that will be displayed if you input the master password incorrectly. You can set a password reminder by tapping Help then Preferences.

## 14. Recovering from a PDA crash

If you HotSync to your desktop, you should be able to find a copy of the Encrypt It prc and pdb files, probably in the Backup directory. Locate these files, and use your desktop software to set these files up to install next time you HotSync.

- Click the Install button on the desktop application's Launch Bar, and verify that the correct user account is displayed in the User box.
- Click the Add button, and in the Open dialog box, select the EncryptIt prc and pdb files from the directory located above.
- Click the OK button in the Open dialog box, and then click the Done button.
- Finally, conduct a HotSync operation to re-install Encrypt It on your PDA.

## 15. Installing on a new PDA

First, conduct a HotSync operation using your old PDA to ensure that your desktop has an up-to-date

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copy of your Encrypt It database on it. Next, locate the Encrypt It prc and pdb files on your desktop; these will probably be in the Backup directory.

Use your desktop software to set these files up to install when you next HotSync to your new PDA:

- Click the Install button on the desktop application's Launch Bar, and verify that the correct user account is displayed in the User box.
- Click the Add button, and in the Open dialog box, select the EncryptIt prc and pdb files from the directory located above.
- Click the OK button in the Open dialog box, and then click the Done button.
- Finally, conduct a HotSync operation to re-install Encrypt It on your new PDA.

## 16. Beaming Encrypt It

We encourage you to beam Encrypt It to your friends. From your PDA's main menu, tap App then Beam. Select Encrypt It then tap Beam.

Irrespective of whether you beam a trial version or a version that has been activated by having had a License Code input, it will behave as a trial version on your friends' handhelds until they visit www.HandBytes.com and purchase a License Code to input into their handheld.

## 17. Need more help?

If you need more help, please send an e-mail to help@HandBytes.com

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