

Curtain[™] e-locker 3.8

User Guide



Contact your Authorized Curtain Reseller or Service Provider to report problems and/or provide feedback.

Additional help resources or updates will be available by emailing info@coworkshop.com

Coworkshop Solutions Ltd. reserves the right to make changes to this document and to the product described herein without notice. The software described in this manual is furnished under the terms and conditions of the Curtain Software License Agreement and may be used or copied only in accordance with the terms of the agreement.

For information about your legal rights concerning the use of the Curtain e-locker, please refer to the Curtain Software License agreement.

© 2002-2010 Coworkshop Solutions Ltd. All Rights Reserved. Curtain belongs to Coworkshop Solutions Ltd. All other brand names, product names, or trademarks belong to their respective holders.



Table of Contents

1 - Launch Curtain Client	1
2 - Create New Sensitive Document	3
3 - Edit Files in Protected Zone	4
4 - Move Files to Protected Zone	5
5 - Share Sensitive Files with Colleagues	6

1 - Launch Curtain Client

Step 1: A shortcut of Curtain Client should be created on your desktop. You can double-click the shortcut. Then Curtain Client will be shown.



Step 2: You can select "My Computer > Protected Directory" to access files in Local Protected Directory.





Step 3: Remember to exit Curtain Client after finish the operation.

2 - Create New Sensitive Document

Step 1: Launch Curtain Client.

Step 2: Click "Application" in the menu. You can see there are many applications in the list. If you want to create MS Word document, you can select "Microsoft Word". Then a Protected Microsoft Word will be launched. You can create your new document. After finishing the document, you can save the document to Curtain Protected Zone.



3 - Edit Files in Protected Zone

Step 1: Launch Curtain Client.

Step 2: You can select "Protected Network Drives" or "My Computer>Protected Directory" to access files in Protected Zone.



Step 3: You can double-click a file to open and edit it.

Step 4: Remember to exit Curtain Client after finish the operation.



4 - Move Files to Protected Zone

If you want to protect files in non-Protected Zone, you need to move the files to Protected Zone.

Step 1: Launch Curtain Client.

Step 2: Drag-and-Drop files in non-Protected Zone to Protected Zone. Then, the selected files will be copied to Protected Zone. You can open and edit them in secure environment. If you don't want to keep the original files in non-Protected Zone, you can delete them and only keep files in Protected Zone.

Computer > OS	(C:) ► CAD	Conv	✓ 4 Search	٩	-
🐚 Organize 👻 🏢 Views 👻 🦊	使用 Adobe	Reader9開啟 👻 🚑 Print 🖃 E-mail 🔞 Burn	Curtain e-locker Client	0	
More »		2-page introduction of Curtain e-locker.pdf	File View Application Tool Help	<u>s</u>	
Folders Desktop Kelvinc Public Computer Computer Covorkshop Covorkshop DELL Covorkshop DELL Covorkshop DELL Covorkshop Divers Intel Lotus MSOCache	× E	Are you Safe.pdf Coworkshop Reseller Agreement _Konica Minolta CQ090401K05v2_Esprit-Curtain e-locker 100 Licen CQ090414K04_Golden Star-Curtain e-locker + DD CQ090504K01_Casio-Qlikview Licensepdf CQ090504K02_SH-FortiGate 310Bpdf Curtain 20081202.pdf Curtain DocNet-2.7s.pdf Curtain e-locker Approval Engine.pdf Curtain e-locker Approval Engine.pdf Curtain e-locker Presentation 20080908 (support I Curtain e-locker Presentation 20080908.pdf Curtain e-locker Presentation 20080908.pt Curtain e-locker Presentation 20080908.pt	Location My Computer\Protected Directory Protected Network Drives My Computer Protected Directory Protected Directory Colorian Designs Colorian Designs Desi	Name Designs Quotatic temp Curtain I Extrafax (Extrafax (ons DocNet-2.7s.pdf Customer Reference v3 Customer Reference v3 Customer Reference v4 Customer Reference v5 Customer Reference v5 Il10304_Page_01.tif map Image_bmp sitive document.xls

5 - Share Sensitive Files with Colleagues

If you want to share files in Protected Zone with colleagues, you need to encrypt the files first and share the encrypted files with colleagues. Their workstations must have Curtain Client installed for decrypting the files. When colleagues receive the files, they can double-click the files to decrypt them. Files will be automatically decrypted to Local Protected Directory.

Step 1: In Curtain Client, select a protected file and right-click to select "Encrypt to (Decrypt in Curtain only)". Then an encrypted file will be copied to destination.

PriceB	!- !	Open		5.6 N 24 I	ИВ КВ	Microsoft Exce Microsoft Wor
2 v4.doc 🔊		Encrypt to (Decrypt anywhere)	•	25	KB V D	Microsoft Wor
≥ 02300.≥ 02300.		Encrypt to (Decrypt in Curtain only)	•		sktop	
		Zip				Mail Recipient
S ALLPA		Zip to PriceBook_Dec2009.xls.zip		Browse		owse

Step 2: Send the encrypted file to others. Since the file is encrypted, the file is safe during transmission (e.g. USB flash drive or Email).



Step 3: When user receives the file, the user simply double-clicks the file. It will be decrypted to Local Protected Directory.