I N V I S I M A I L

InvisiMail Desktop

InvisiMail desktop provides an easy, simple to use yet powerful means by which you can manage the archiving and extraction of files using many of the more popular compression methods available today.

Features include :

- Archive creation

- Archive extraction

- Support for popular archive types

- Secure shredding

InvisiMail desktop is part of the InvisiMail security suite, providing you with a powerful overall solution for your personal computer security requirements.

InvisiMail desktop overview

InvisiMail desktop maintains two levels of operation : idle and active.   In the idle state, the InvisiMail desktop window contains only the 'drop zone', signified by the InvisiMail logo.   In the active state, the window expands to contain the 'file viewer', containing all files and folders that are currently being manipulated, and function buttons allowing you to perform actions upon these files and folders.

Drop zone   File viewer
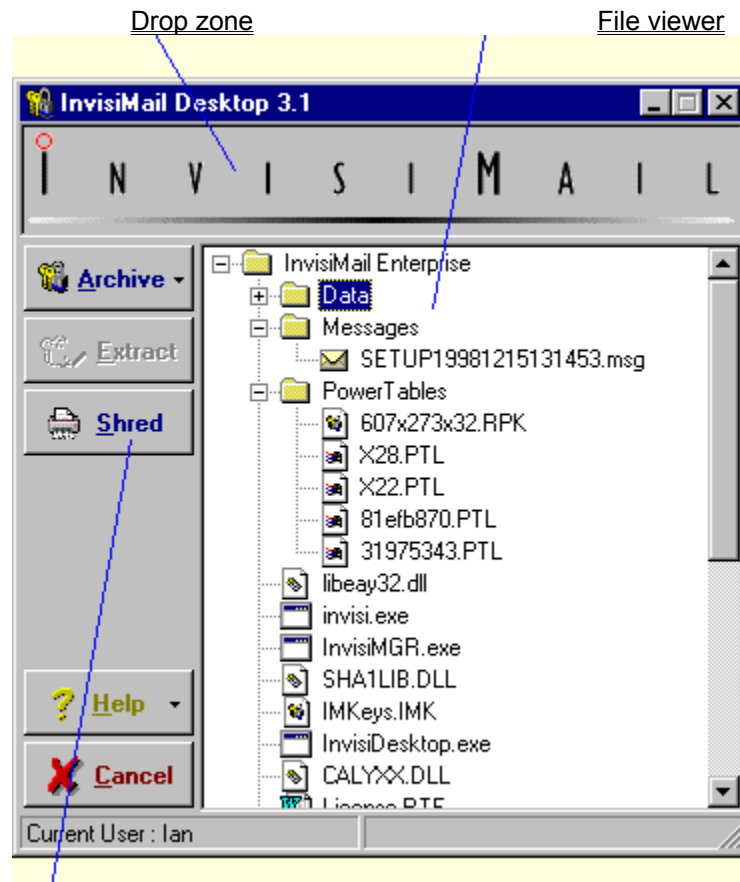
Function buttons

See also :

The drop zone
The file viewer
Archives and archiving
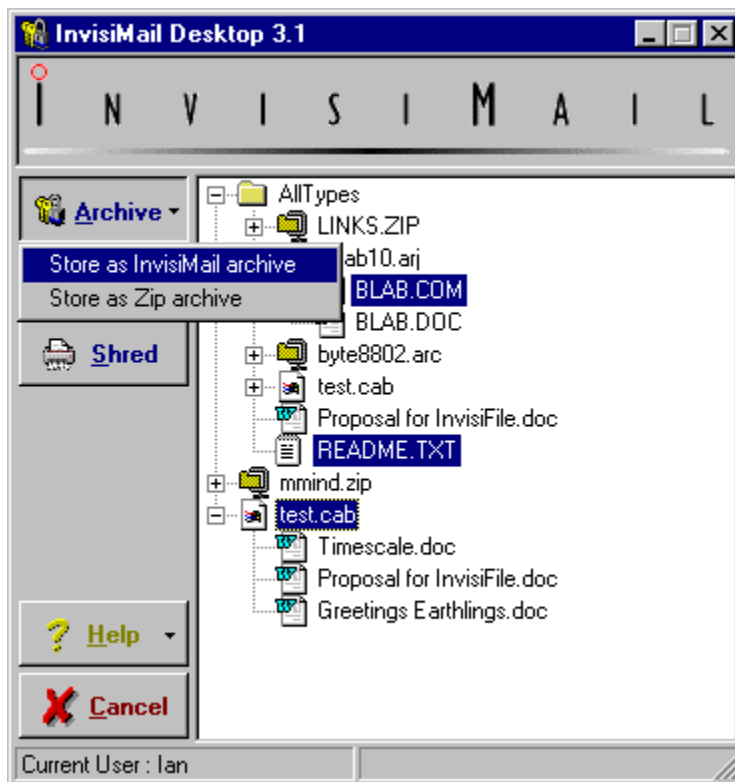Extracting from archives
Shredding files

Archives and archiving

Multiple files on your computer can be combined together into a single file for distribution to others or as a means of keeping backup-copies of important files.   This is the definition of a file archive.

InvisiMail desktop allows you to create these file archives.   Firstly, ensure that all files that you wish to be contained within your new archive can be seen in the file viewer.   If you do not wish all of the files in the viewer to be included in your archive, then select the ones that you do require by holding down the **<ctrl>** key and clicking the left mouse button on the desired files or folders.   You may select any items in the viewer, including files that are already part of another archive.

When you are sure that you have the correct files ready for archiving, select the 'Archive' button and identify the type of archive that you wish to create from the pop-up list of possible types.
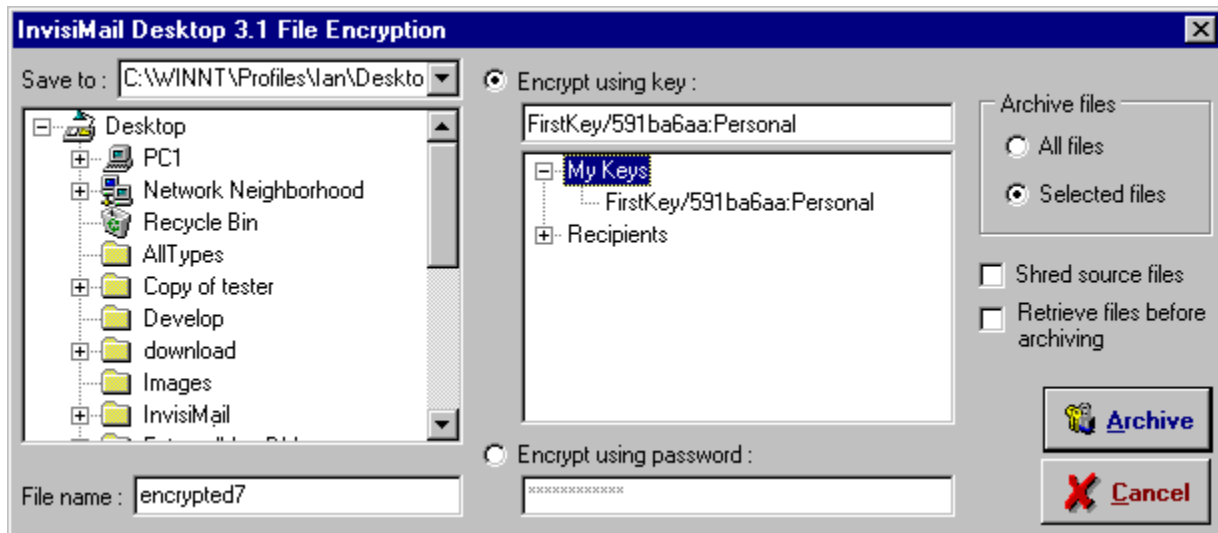

See also :

Archive properties
Extracting from archives
File types supported

Archive properties

Upon deciding to include files in an archive file, there are several archive properties that you should specify before it can be created.

Save to
You must specify a location for the newly created archive file. The default is set as the desktop, but by selecting an alternative folder you can specify exactly where you would like the archive file to be placed. The drop-down list box which contains the path to the selected target folder also contains the previous five target locations that have been specified.

File name
The new archive requires a file name. The default is the next unused file name of the format 'encrypted99.imf' (where '99' refers to a number) on the desktop. By altering this file name, you can make the name of the archive file more descriptive

Encryption method
When creating a new InvisiMail archive, the data is encrypted to ensure security. In order to accomplish this, you must specify a method by which to encrypt the desired data.
By selecting to 'Encrypt using key', you are able to specify an encryption key to use. This means that you do not necessarily have to encrypt the data using your own set of encryption keys – you can encrypt the data for use by others, although if you do choose to do this you should be aware that the archive can only be opened by the owner of the key you have selected.
By selecting 'Encrypt using password' you are able to enter a password that is used to encrypt the data, thus meaning that the archive file can only be decrypted and opened by someone that knows this password.
When creating Zip archives, the data is not encrypted and therefore this property is not needed.

Archive files
You must specify whether you would like all of the files in the viewer to be included in the archive, or simply those that are currently selected. The default is the selected files.

Shred source files
InvisiMail desktop allows you to shred the files that are being included in the newly created archive. The default value is unticked(off).

Retrieve files before archiving

If you have existing archive files included in the desired set of files to be included in this archive, you can set InvisiMail desktop to automatically extract the files first, then re-archive them in your new archive.   If you select not to do this, files within existing archives are ignored if selected and any existing archives that are selected are simply added to this new archive without being extracted.   The default value is unticked(off).

See also :

Archives and archiving

The drop zone

At the head of the InvisiMail desktop window is the InvisiMail drop zone, identified by the InvisiMail logo. In idle mode, The window 'collapses' to display only the drop zone, allowing you to keep this open whilst working elsewhere.

InvisiMail desktop can be manually toggled between the idle and active states in one of two ways – you can simply double-click the drop zone, or right click the drop zone and select the respective choice.   The active state is automatically achieved when a new session is activated.

Files and folders can be added to the current session in a number of ways.   InvisiMail desktop supports drag-and-drop, allowing you to simply drag-and-drop your files and folders onto the drop zone.   Also, by right clicking on the drop zone, the option 'Add Files to Viewer' exists for you to select files on your computer via the standard 'select files' dialog.

See also :

The file viewer

The file viewer

In active mode, the file viewer provides the user interface through which you organize and select files that you wish to manipulate in InvisiMail desktop.

Files and folders can be added to the current session in a number of ways.   InvisiMail desktop supports drag-and-drop, allowing you to simply drag-and-drop your files and folders onto the file viewer.   By right clicking on the file viewer, the option 'Add Files to Viewer' exists for you to select files on your computer via the standard 'select files' dialog.

Items that are added to the current session are evaluated and the corresponding action is taken.   If a folder is added to the session, the contents of that folder is also evaluated, including all sub-folders and files.   When an archive file is added to the session, it is automatically interrogated to reveal the internal files contained within the archive, and each of these files is added to the viewer, enabling you with the ability to select and manipulate files from within the archive.   You are also given the option of automatically expanding Windows ® link files (known as 'shortcuts').

Note : Under no circumstances are any of the files on your computer affected by InvisiMail desktop if they have not been added to the current session and are visible in the file viewer.

See also :

The drop zone

File types supported

<u>Archiving</u> :

InvisiMail desktop enables you to archive in the following formats.

InvisiMail archive
The files are compressed into a single file to save space, and then encrypted either with a public key of your choice or by the use of a password so that the data contained within is secure.

Zip archive
The files are compressed into a single file by use of the popular 'Zip' algorithm.   This is the most popular format for single file archives.

<u>Extraction</u> :

InvisiMail desktop supports the extraction of files from the following archive formats.

InvisiMail archives (.imf)
This format is native to InvisiMail desktop.   The files are compressed and encrypted making the archive very secure.   InvisiMail archives can only be extracted by the holder of the correct encryption key or by a user that has knowledge of a password that you specify.

Zip archives (.zip)
A format for creating multiple file archives developed by PKWare, and has become the most popular format for creating archives containing multiple files.   Used widely for distribution of files via the Internet.

ARJ archives (.arj)
A format for the archival of multiple files created and supported by ARJ Software.

ARC archives (.arc)
A format of multiple file archive created by Systems Enhancement Associates, ARC files are particularly popular among bulletin board systems (BBS's).

Cabinet archives (.cab)
The file archiving and compression method developed by Microsoft ® which is used mainly in software installation.   For InvisiMail desktop to extract files from these archives, a Windows ® DLL is required, 'Cabinet.dll', which is included with Microsoft ® Windows ® installation material.   This DLL file should reside in your Windows ® system folder.

See also :

<u>Archives and archiving</u>
<u>Extracting from archives</u>

Archive extraction

To restore the original files within an archive to their original state, the files within the archive must be **extracted**.   To do this, you must first make sure that the file(s) that you wish to extract are visible in the file viewer.   As with creating an archive, if there are items in the viewer that do not require extraction, then select those that do by holding down **\<ctrl\>** and clicking the left mouse button on the desired files. You may select either whole archive files, or individual files within archives.

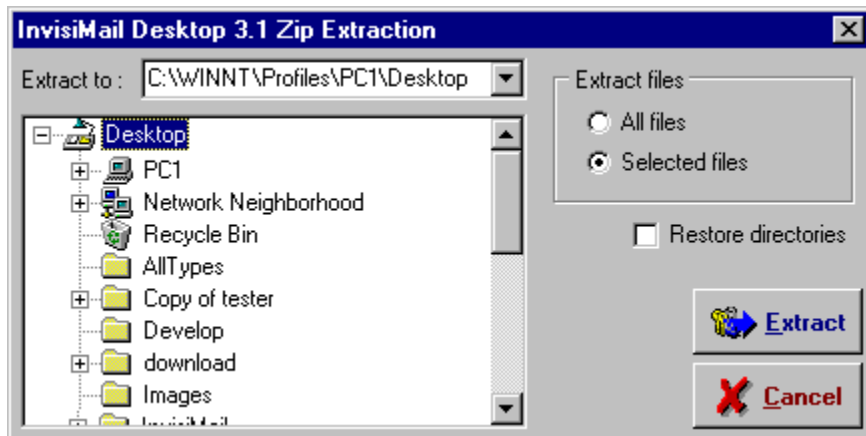Once you are happy that you wish to proceed, select the 'Extract' button.

See also :

Extraction properties
Archives and archiving
File types supported

Extraction properties

Once you have decided that you require the extraction of files within an archive, there are several properties which you need to set.

Extract to
You must specify a location for the extracted files.   The default is set as the desktop, but by selecting a different folder in the tree view, this can be changed.   You may also simply type the desired path into the path box, which is also a drop-down list containing the last five locations specified in an extraction.

Extract files
You must specify whether you wish to extract all files from all archives currently in the viewer, or simply the files that you have selected.   The default is Selected files.

Restore directories
InvisiMail desktop can restore the directory structure of the files that are contained within archives.   The default value is unticked(off).

See also :

Extracting from archives

Shredding files

When a file is deleted in Microsoft ® Windows™, the physical data of the file still remains.   All that actually happens is that the file becomes unrecognised by Windows™.   The file itself can be recovered by using one of the many undelete applications available today.

To securely remove a file from your system, the data must be overwritten.   InvisiMail desktop allows you to do this via its shred facility.

To begin with, you must ensure that any files that you wish to shred are visible in the file viewer.   If files exist in the viewer that you do not wish to shred, then select those that are required to be shredded by holding down the **<ctrl>** key and clicking the left mouse button on the files.   The files must be actual files on your system, files within archives cannot be shredded.   When you are happy that the files you wish to shred are selected, then click on the 'Shred' button.

To actually perform the shred, you will need to specify one shred property.

Shred
You must specify either that you wish to shred all of the files in the file viewer, or simply those that are currently selected.   The default is Selected files.

WARNING : Any files that you shred are lost for good – they cannot be recovered at a later date.