# Chapter Four

File Encryption & Utilities Program

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Introduction

The File Encryption & Utilities program enables you to apply encryption to folders and files, manage the audit trail and remotely change a user's password. When you start this program, the MainView window is displayed as follows:
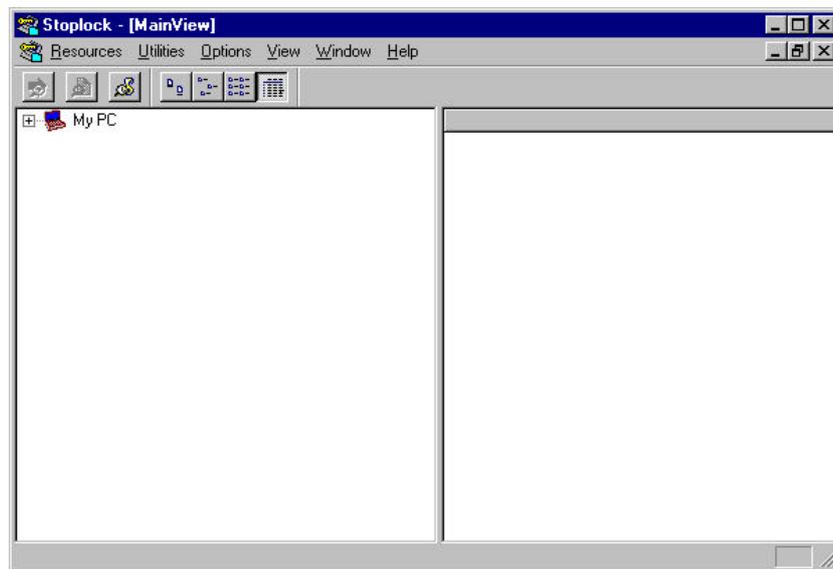
Options can be accessed from the pull-down menus or from icons in the toolbar. If you move the pointer over these icons their descriptions appear in the status bar at the foot of the window.

A computer icon (My PC) will be shown in the left half of the main display. If you click the ⊞ box beside this icon it will expand to show the Encryption & Utilities program's main features:
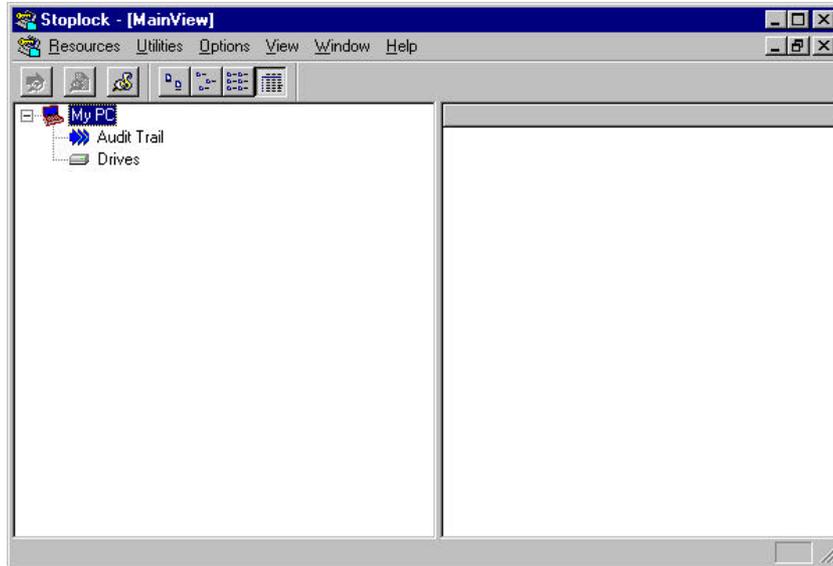
Clicking on either of these features will display corresponding values in the right half of the window: clicking *Audit Trail* shows the audit trail information, clicking *Drives* shows the drives accessible from your PC and their state. Full information about these features is given later in this chapter.

The following sections explain the options offered by the pull-down menus. As in similar applications, underlined letters in menu and option titles indicate keyboard shortcuts for use with the ALT key.

The Resources Menu

This menu offers the same options as the icons in the toolbar: *Audit Trail*, *File Manager* and *Scripts*, plus an *Exit* option for leaving Stoplock.

Audit Trail/Audit View

Use the Audit View option on the Audit Trail sub-menu to display the contents of the audit trail (see chapter 7, 'Audit Trail & Field Administration Password Change').

This option is dimmed if the Audit Trail no. in the right view is not currently selected.

File Manager

Use the File Manager option to start the File Manager within Stoplock (see chapter 5, 'Configuring Drives, Folders & Files').

Scripts

Use the Scripts option to start the Script Manager within Stoplock. Scripts enable you to define encryption rules that can be applied to files and folders on your PC (see chapter 6, 'Setting up & Using File Scripts').

The Utilities Menu

- *Field Administration Password Change.* This facility enables you to remotely change a user's forgotten password (see chapter 7, 'Audit Trail & Field Administration Password Change').

The Options Menu

- *Set Bitmap*
  Selecting this option will bring up a standard Windows 95 browse dialog, from which you can select a .BMP file to be displayed on the left-hand side of data-entry windows.

- *Use Default Bitmap*
  This option is selected by default in order to display the Stoplock bitmap on the left-hand side of data-entry windows.

The View Menu

- *Toolbars* enable you to hide and show the various toolbars that are displayed on different windows within the system. By default all boxes are checked except for the Styles box.

- *Status Bar* enables you to hide and show the status bar at the foot of the window. This bar shows messages from the system, and also indicates whether the keyboard's number, capitals, and scroll locks are on or off.

Unless you have an overriding reason for hiding them, you will normally find it easier to use the system with the toolbars and the status bar displayed.

The Windows Menu

This menu offers the standard options for arranging windows within Stoplock, and for selecting the one to be on top.

The Help Menu

This menu offers standard options for calling up on-line help and displaying the product copyright information.

Dialog Boxes

These are standard Windows dialog boxes. Pressing on the *OK* button saves changes, the *Cancel* button disregards changes and the *Help* button calls up on-line help.

Selecting Items in List Boxes

Click on an item to select it in a list box. Multiple selections can be made by holding down the Shift key to select a range, and the Control key to add to a current selection.

Double-Clicking Objects

Double-clicking on:

- *My PC* expands the view (same as clicking on the ⊞ icon).

- The audit trail number in the right display list opens the audit trail.

- A drive name in the right display list, invokes Stoplock's File Manager.