

FileGuard 4

Multi-Users Manual



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FileGuard for Macintosh

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INTRODUCTION

Thank you for choosing FileGuard! We hope this software will satisfy all your Macintosh security requirements.

Before going any further, please complete and send in your Registration Card. Attach the serial number label to your User Card and put it in a safe place. You will need your serial number during the FileGuard installation and whenever you contact our customer support.

Overview

FileGuard is a powerful and easy-to-use Macintosh security program. It provides automatic and transparent protection of documents, as well as protection for all volumes, folders and applications on your Macintosh.

FileGuard is installed and configured by an Administrator. The Administrator can appoint Super Users to assist him with the day-to-day management of the system. Together the Administrator and Super Users are responsible for implementing and maintaining all security measures.

These include:

- **Access control.** Users must identify themselves to FileGuard before they are able to use your Macintosh.
- **Volume protection.** All rewritable volumes, such as hard disks, partitions,removables and floppies, can be protected using a password.
- **Folder protection.** Folders can be protected and shared by setting access privileges.
- **Application protection.** Applications can be protected against unauthorized use or copying.
- **Document encryption.** Documents can be encrypted to safeguard their contents. Once encrypted, a document can only be opened by entering the correct password.
- **Activity logging.** FileGuard maintains a log of User activity, as well as a comprehensive system usage chart.

Customer Support

Do not hesitate to contact us if you have any questions about FileGuard. For quick answers to frequently asked questions, you may also want to refer to the Questions & Answers document on the FileGuard program floppy. When you call for support, please make sure you have returned your Registration Card and have the following items handy:

- This manual
- Your FileGuard license number. The license number is the six digit number which corresponds to the last group of six digits in the serial number
- Your current FileGuard version number.

You can find the FileGuard version number by choosing About FileGuard... from the FileGuard Menu. The version and serial number of the FileGuard software are also on the back of your **CD Jewel case** or on a **confirmed e-mail** for the download version.

- The type of Macintosh you are using.
- Your system version number. You can find this information under the Apple menu by choosing About This Macintosh... while in the Finder.

You can contact our Support Team at support@intego.com

About this Manual

This manual guides you through the process of installing, configuring and using FileGuard. We strongly suggest that you install and configure FileGuard in a single session. It is both easier and more secure to complete these tasks in one session than to break off and restart at a later date.

Many of the techniques you employ in FileGuard, such as using the mouse or working with windows, are standard ways of working with a Macintosh. If you are unfamiliar with these techniques or the vocabulary used to describe certain features you should refer to your Macintosh Owner's Guide for further information.

This manual is organized as both a tutorial and reference guide:

Chapter One describes installing FileGuard Remote.

Chapter Two describes the how to connect to remote computers over the network.

Chapter Three describes copying configurations between machines.

Chapter Four describes the use of FileGuard aliases.

Chapter Five describes the FileGuard Remote preferences.

DOCUMENTATION CONVENTIONS

The following conventions are used in this manual:

- **Bold** typeface is used to indicate button, pop-up menu and checkbox names.
- *Italic* typeface is used to indicate notes, warnings, and important information.

Note: The graphics in this manual have been created using a specific software and hardware environment. As a result, they may differ slightly from the ones you see on your screen.

CHAPTER ONE - INSTALLATION

SYSTEM REQUIREMENTS

FileGuard Remote requires a Macintosh running System 7.0 or later, Drag and Drop, 4 megabytes of RAM and at least one hard disk. See the Read Me file in the FileGuard Remote Folder on your CD for up-to-date details on System requirements and compatibility.

BEFORE INSTALLING FILEGUARD REMOTE

Read this section if you are installing FileGuard Remote for the first time. Before installing FileGuard Remote, it is important you take the following precautions:

1. Make a backup copy of your data.
2. Check your volume. A volume can contain minor defects that may cause problems when you protect it.

We recommend you check the state of your volume with the utility called Disk First Aid 1 . This utility is included on the CD-ROM or on the System disks that came with your Macintosh.

3. Remove any automatic volume compression utilities such as Stacker® or TimesTwo® as they may interfere with volume protection. File level compressors such as StuffIt™ or DiskDoubler™ present no such problems.
4. Unprotect all volumes and remove all other protection utilities as these will interfere with FileGuard.

Note: *Do not install an outdated version of FileGuard Remote as it may conflict with your hardware and software. If you are in doubt, visit our web site or contact our Technical Support department. Check the Read Me file on the FileGuard Remote CD for compatibility information.*

INSTALLING FILEGUARD MULTI-USERS

1. Insert the CD you received with FileGuard Multi-users.

Read carefully the Read me file enclosed with the CD or the Archive if you own a web version.

2. Restart the Macintosh while holding down the Shift key to disable all extensions.

Step 1

• Web version installation

Once you have downloaded the program (if you own the web version), you should see a small Stuffit (from Aladdin Software) icon. It is a compressed file that looks like one of the following two pictures.



Double-click on the icon or open this file using Stuffit Expander which is located on your hard-drive then proceed to step 2.

• CD-Rom version installation

Insert the CD-Rom in your computers's CD-Rom drive. Proceed to step 2.

Step 2

The following icon will appear on your desktop :



Double-click on it. A window will open containing the installer icon, Two PDF manual icons and a read me icon.

Double-click on the FileGuard installer icon (1). When you see this splash screen (2), click continue.

(1) Double-click on the FileGuard installer icon (1). When you see this splash screen (2), click continue.



(1) Multi-User Installer



(2)

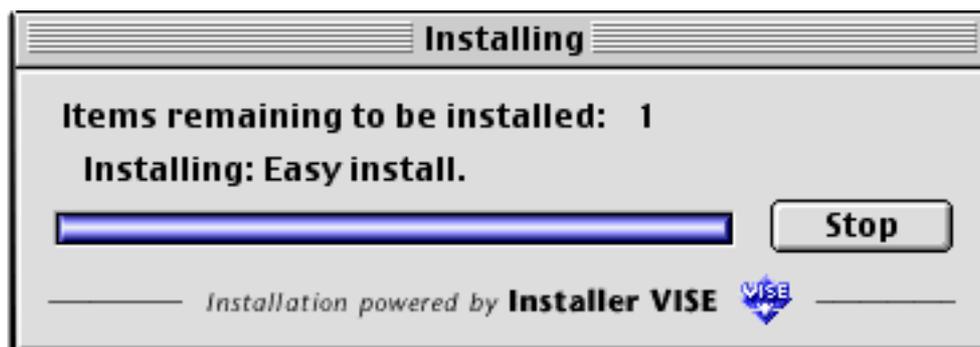
The FileGuard license will appear. Read this license carefully, and, if you accept it, click on accept.

You will now see the following window. You can select the easy install which installs FileGuard 4.0.



Click install to start the installation process.

During the installation process, a progress bar will be displayed.



When the installation is finished, you will be asked to restart the computer in order to be able to use the new software.



Once you have restarted and your desktop appears, you will see a little icon in the menu bar. If you choose to configure the program, you will be asked to enter your serial number in order to use the program.

3. At start-up, the Subway configuration window appears. Subway is a system extension that enables communication and the transfer of information between the Administrator's Macintosh and users' machines. Type in a password at least four characters long.

Warning: *The Subway password is not a hard disk protection password. It is a password that is required when somebody tries to access the Macintosh over the network. This password must remain confidential to prevent an unauthorized individual from accessing the Macintosh over the network.*

4. Complete the textbox Notes/Description, then click **OK**.

We suggest you enter information such as the location of the Macintosh (floor or department), the machine's identification number or the name of its main user. This will help you later.

5. Confirm the Subway password, then click **OK**.

The installation is now complete. Installing FileGuard Remote does not in itself make your Macintosh secure. FileGuard Remote must be configured and your startup disk protected to provide security protection. We strongly recommend that you install and configure FileGuard Remote in one session as your Macintosh is not secure until this process is complete.

INSTALLATION OF FILEGUARD REMOTE ON LARGE NETWORKS

You can install FileGuard Remote on every computer connected to a large network without leaving your Macintosh. However, Subway must be copied onto each computer first. After installing FileGuard Remote as described above:

1. Make a copy of the configured Subway file which is located in your Extensions Folder, and distribute it to all users.
2. Ask the users to drag the Subway file onto their System Folder 's icon and restart their machines.

Note: Make sure you set a Subway password as described above before distributing this file to all users. This will ensure that your password is embedded in each copy of the Subway file you distribute.

3. When you first connect to the remote Macintosh using FileGuard Remote, the program asks you if you want to install FileGuard.

Refer to the next chapter for more information on how to connect to a remote Macintosh.

4. Click on Yes . A dialog appears asking for the Subway password. Enter the password.
5. Click on OK. The installation takes place over the network and the registration window appears. Enter the user's name, your organization and the serial number for that Macintosh.
6. Click on OK. The remote Macintosh must be restarted before it is ready to be configured.

The following chapter explains how to configure FileGuard protection on remote machines.

CHAPTER TWO- NETWORK CONFIGURATION

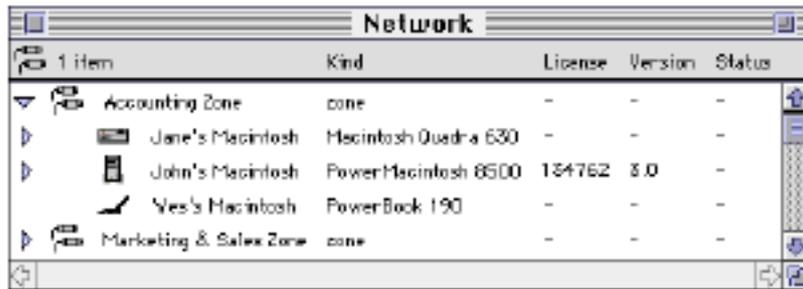
APPLETALK NETWORK

Use the Network window to administer and configure FileGuard on the different machines on the network:

1. Choose **Show AppleTalk Network** from the File menu, or click on the Network button in the Toolbar. The Network window is displayed:



When the window first opens you only see the list of zones on your network. Click on the triangle next to a zone's icon to view the machines in that zone.



Each Macintosh on the network is represented by an icon. Each computer on which Subway is installed is preceded by a triangle indicating that you can open a connection with that Macintosh. For each Macintosh on which FileGuard is installed you have the FileGuard license and version numbers at hand.

2. Double-click the icon of the Macintosh you want to configure. When you connect to a Macintosh for the first time you will be asked if you want to install FileGuard on that Macintosh. Refer to “Installation of FileGuard Remote on Large Networks” on page 11 for more information.

If FileGuard is already installed on the remote Macintosh, you will be asked to enter the Administrator’s password for that Macintosh.

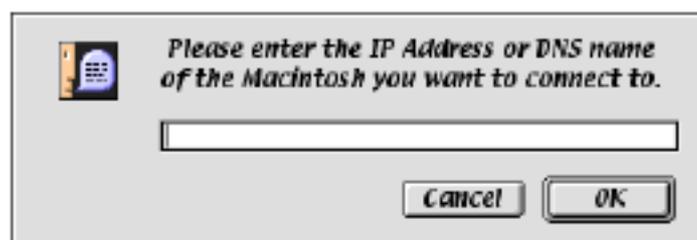
3. Enter the requested password and Click OK. The Macintosh Configuration window for that machine is displayed.

Refer to “Chapter Two - Configuring FileGuard” on page 17 of the FileGuard Administration Manual for configuration information.

IP NETWORK

To administer and configure FileGuard on a machine over the IP network:

1. Choose Connect To from the File menu. The following dialog box appears:



2. Enter the IP number (e.g. 13.234.56.0) or the DNS name (e.g. www.highware.com) of the Macintosh you want to configure and Click **OK**. The Macintosh Configuration window for that machine is displayed.

Refer to “Chapter Two - Configuring FileGuard” on page 17 of the FileGuard Administration Manual for configuration information.

This chapter describes how to move FileGuard Remote configuration information between machines. There are two approaches:

- Drag the relevant configuration information between windows in FileGuard Remote. *Use this approach to move configuration information between machines on a day to day basis.* See below for further information.

or

- Save the configuration information and copy when required. *Use this approach if you maintain a standard configuration on an external hard disk that is used to set up new machines.* When a new Macintosh is purchased it is a simple operation to connect the external hard disk to the new Macintosh and copy everything over. FileGuard Remote allows you to copy all users and groups, the list of authorized software and folder protection, either in one go or in several stages. Refer to “Saving and Using Configurations” on page 76 of the FileGuard Administrators Guide for further information.

CHAPTER THREE -COPYING CONFIGURATION

DRAGGING CONFIGURATIONS BETWEEN MACHINES

You can drag configuration information for the following items between windows:

- The complete configuration.
- Users.
- Groups.
- Users and Groups.
- Options
- Lists of authorized/unauthorized software.
- Saved files for any of the above.

You can also drag items from a window directly onto an icon in a second Macintosh window. For example, if you drag the Users and Groups icon from one Macintosh onto the Users and Groups icon of a second Macintosh, the information is copied. If you drag the Users and Groups icon onto the Authorized Software icon, nothing happens. When a complete configuration file is dragged onto an icon, only the appropriate information is copied. For example, if you drag a complete configuration file from one Macintosh onto the Options icon of a second Macintosh, only the Options information from that file is copied.

The following table explains the consequences of dragging items:

From/To	Macintosh icon	User icon	Group icon	Users and Groups icon	Options icon	Auth. Software icon	FileGuard file
Macintosh icon	Copies Configuration	No action	No action	Copies Users and Groups	Copies Options	Copies Auth. Software	Creates File
User icon	Copies Users	No action	Adds Users	Copies Users	No action	No action	Creates File
Group icon	Copies Group	No action	No action	Copies Group	No action	No action	Creates File
Users and Groups icon	Copies Users and Groups	No action	No action	Copies Users and Groups	No action	No action	Creates File
Options icon	Copies Options	No action	No action	No action	No action	Copies Auth. Software	Creates File
Auth. Software icon	Copies Auth. Software	No action	No action	No action	Copies Options	No action	Creates File
FileGuard file	Copies Configuration	No action	No action	Copies Users and Groups	Copies Options	Copies Auth. Software	No action

Note: By “FileGuard File” we mean the file containing the configuration for any item that has been saved from within FileGuard. Refer to “Saving Configurations” on page 76 of the FileGuard Administrator’s Manual.

This feature allows you to create aliases for items you need to access frequently. Examples include the standard list of authorized software or computers which need regular changes to their configuration. Aliases can also be very useful if you want to copy items to a large group of computers in a single step.

Use aliases just like original items:

- To open an item you can double-click its alias
- Dragging an alias to an item or to another alias will have the effect described in the table on the previous page, as will dragging an item onto an alias.

CHAPTER FOUR - VIEWING ALIASES

VIEWING ALIASES

To display the list of all aliases, choose Aliases from the Windows menu in the FileGuard Remote application.

CREATING AN ALIAS

To make an alias:

1. Open the Configuration window and select the item for which you want to make an alias, for example Unauthorized Software, a volume, a group, the Options or a User.
2. Choose Make Alias from the File menu.

You can also make an alias by dragging an item over the Aliases window.

The new alias is displayed in the Aliases window:



ALIAS FOLDERS

FileGuard Remote allows you to group aliases. This enables you to copy configuration information to more than one item in a single dragging operation.

CREATING AN ALIAS FOLDER

To create an alias folder:

1. In the FileGuard Remote application, make sure the Aliases window is the frontmost window. The Aliases menu is available
2. Choose New Alias Folder from the Aliases menu. A new Alias Folder is created.



ADDING AN ALIAS TO AN ALIAS FOLDER

To add an alias to an Alias Folder:

1. Drag an item or an alias and drop it on the Alias Folder icon.
2. A dialog appears asking if you wish to add an alias to the Alias Folder or if you wish to copy the item's information to the items corresponding to the aliases in the Alias Folder.
3. Click on Add Alias.

Alternatively, you can drop the item or alias into the open window of the Alias Folder.

COPYING AN ITEM TO MULTIPLE ITEMS

To achieve this:

1. Drag the item or an alias of the item and drop it on the Alias Folder icon.
2. A dialog appears asking if you wish to add an alias to the Alias Folder or if you wish to copy the item's information to the items corresponding to the aliases in the Alias Folder.
3. Click on Copy. The information contained by the item is distributed following the rules described in the table on page 15.

FIND ORIGINAL

You can find the original item for each alias. To find the original item:

1. Select the alias in the Aliases window.
2. Choose Find Original from the Aliases menu. The window containing the original item becomes the frontmost window and the item is selected.

Note: If the original item is located on a remote Macintosh to which you are not yet connected, you will be requested to enter the Administrator or SuperUser password to connect to that Macintosh before you can access the original item.

THE HISTORY WINDOW

The History Window contains aliases to all machines you connected to remotely over both the AppleTalk and IP networks.

To open the History Window, choose History from the Windows menu.

To remove an alias from the History Window, drop its icon in the Trash.

CHAPTER FIVE -PREFERENCES

The Remote Preferences dialog allows you to set network operation preferences:

- Choose Preferences from the File menu. The FileGuard Remote Preferences dialog is displayed:

STARTUP

These options let you determine which windows are open when you launch the FileGuard Remote configuration.

Open Network window

Check this box if you want to see the network window each time you enter the FileGuard Remote configuration.

Open local configuration

Check this box if you want to have immediate access to the configuration for the Macintosh you are on each time you enter the FileGuard Remote configuration.

NETWORK WINDOW

Use these options to filter the content of the Network window.

Show all Macs

Click this radio button to show all machines connected to the network in the Network window.

Show protected Macs only`

Click this radio button to show only those machines protected with FileGuard Remote in the Network window. This allows you to reduce the Network window to a more manageable size.

Refer to “Chapter Two - Network Configuration” on page 12 for further information on the Network window.

FOLDER WINDOWS

Folders and volumes are always visible in the Configuration windows whereas applications and documents can be hidden:

Show applications

Check this box to include applications in the display of hard disk contents in the Network window. Uncheck this box if you need to reduce the Network window to a more manageable size.

Show documents

Check this box to include documents in the display of hard disk contents in the Network window. Uncheck this box if you need to reduce the Network window to a more manageable size.

Refer to “Chapter Two - Network Configuration” on page 15 for further information on the Network window.

Use generic icons

Check this box if you prefer to view generic icons instead of the standard icons. This allows a faster display of the windows' contents.