SHREDIT READ ME

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THE RIGHT SOFTWARE FOR THE JOB™

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About ShredIt

How secure is your trash? You shred your confidential paper documents, but are you as careful when disposing of confidential *electronic* documents from your computer? You need ShredIt, the eDocument shredder™.

Throwing a file in the trash does not remove the file contents from the hard disk – it just removes the file name from the directory, leaving the data intact and vulnerable. What you threw away can be recovered by anyone with access to your computer - your roommate, a business associate, the thief who just emptied out your office. Don't risk throwing private and confidential data in the trash - securely delete it with ShredIt.

ShredIt provides an easy, permanent way to securely delete data. Features include:

- the "Safe Place" feature which protects data from accidental shredding
- easy to use "drag and drop" or "select from menu" interfaces
- the option to shred files, folders, disk free space, items on external drives
- the "Confirm before shred" feature
- can shred items already thrown in the trash
- configurable overwrite pattern and number of overwrites
- Optional shredding compliance to US Department of Defense 5220 standard, NSA standard, Gutmann "VOODOO" standard
- Concurrent standard compliance
- secure deletion of file contents, file name, creator and type

ShredIt – the eDocument shredder™

System Requirements

To run ShredIt you need

- Macintosh® 68K or Macintosh® Power PC
- Mac OS ® 8.x or Mac OS ® 9.x

All about shredding

ShredIt securely deletes files, folders and free space, so the shredded item's contents cannot be recovered by any commercially available product. By shredding, we mean that for each requested item, ShredIt will overwrite the contents of the file, the file name, creator and type. The pattern of bits which ShredIt will use to overwrite with is configured by the user. The default pattern used is proprietary. The number of times the data will be overwritten is configured by the user. The default number of times the data is overwritten is proprietary.

ShredIt can be used to safely shred the following:

- Files
- Folders
- Disk free space. To shred the confidential files you have previously deleted, you need to shred the area on your hard drive containing de-allocated memory, call the disk free space.
- Disk contents. Performing this function will shred all the data, all the applications and, optionally, the Operating System itself, making the computer clean but not usable until new applications are installed. This is typically done before disposing of a computer or a hard drive.

ShredIt *cannot be used to shred the following*:

- Alias files. For further information, please refer to the "About Shredding Aliases" section of this document.
- Items on CD-R or CD-RW disks.

ShredIt Safety Features

Since there is no way to recover an item that is accidentally shredded, please take a moment to familiarize yourself with the safety features offered with ShredIt:

- The "Confirm before Shred" feature. By setting confirmation on, you give yourself an opportunity to cancel shredding of an item. For further information, please refer to the "How to Install ShredIt" section of this document.
- The "Safe Place" feature. If you have items you want to protect from accidentally shredding, put them in a Safe Place Folder. Anything stored in a Safe Place Folder cannot be shredded. For further information, please refer to the "How to use the Safe Place Feature" section of this document.
- The "Don't panic" disk shredding feature. Dropping a disk on ShredIt, will only shred your free space, not your data. We've made it easy to shred the free space of a disk and more difficult to shred the contents of a disk. This is intentional, so that you don't accidentally shred the contents of a disk (i.e. your data).

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- The prominent "Don't shred an alias" warning. Don't make the mistake of shredding an alias. For further information, please refer to the "About Shredding Aliases" section of this document.
- Comprehensive documentation. Reading the documentation before using this product can help to prevent accidental shredding caused by not having a clear understanding of a product feature before using that feature.

How a shredder is typically used

An electronic document shredder is typically used in two situations:

- to securely delete confidential documents on a computer you are currently using, without impacting on the rest of the data on the computer
- to clean a computer of confidential data before the computer is disposed of.

To securely delete confidential documents on a computer you are currently using is a three step process. First, to shred the confidential files you have previously deleted, you need to shred the area on your hard drive containing de-allocated memory, call the disk free space. For further information, please refer to the "How to shred Free Space" section of this document. Second, to securely delete confidential documents on a on-going basis, use a shredder to dispose of them instead of putting them in the trash. If you accidentally put a confidential document into the Trash, and empty the Trash, then you need to shred the free space again. Third, if you edit confidential files on your computer, you may be leaving several intermediate copies in disk free space, necessitating shredding the free space. For further information, please refer to the "About disposing of a document you have edited" section of this document.

To use a shredder to clean a computer of confidential data before the computer is disposed of is a more complex process. For further information, please refer to the "How to Shred the Contents of a Disk" section of this document.

About disposing of a document you have edited

If you have edited a document on your computer, shredding the final document may not be sufficient to securely delete all versions from your hard drive. Here's why.

Each time you open a document in edit mode, your computer creates another copy on which it will apply your changes. This is done so that it can recover the document in case of a crash, which it would not be able to do if it was instead editing the original version when a crash occurred. After you have successfully saved the results of your edits, the previous copy of the document is moved to disk free space. At the end of the editing process, you have your final document and several intermediate copies left in disk free space.

Now, if you were to print your document, send it off, and shred the document, you have only shredded the final version of the document. You have left the intermediate copies behind in free space and someone (including you) could run a disk recovery utility and find some contents of the intermediate copies, but not the final version of the document.

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The solution is to this is to periodically shred disk free space. Since this operation takes some time, you may want to do it at the end of each day or each week. You can start the process just before you leave for the day and it should be done when you return in the morning.

If you never edit confidential files, but you do read them, you can just shred the documents since no save files have been left behind.

About Shredding Aliases

Don't shred an alias. Here's why.

When you shred an alias, ShredIt shreds the file the alias points to, not the alias file itself.

> *For example*, let's say you created an alias that pointed to your income tax file.
>
> If you drag the alias, "Income Tax File Alias" that you just created to the trash can, the alias "Income Tax file Alias" would be moved to the trash can, but the file it points to, "Income tax file" would remain where it was. That's because the trash can is part of the operating system and that's how the operating system handles alias files dragged on to the trash can.
>
> However, ShredIt is not part of the operating system - it's an application program. Applications programs don't get the same information from the operating system as the trash can does. When you drag an Alias file on to an application program, the operating system resolves the alias before passing the file name up to the application program. So if you dragged the "Income Tax File Alias" on to ShredIt, the operating system would resolve the alias and pass the name of the file the alias points to, "Income tax file" to ShredIt. ShredIt would then shred the "Income tax file", just like you had just requested it to do.

This is probably not what you wanted ShredIt to do. However, this is not unique to the ShredIt application. All applications on the Macintosh handle aliases this same way, since this is how the operating system works.

If you do want to shred an alias file safely, put the alias file in the trash can, empty the trash and then shred your free space.

Installing/Uninstalling ShredIt

> *If you want to install and run the Demo,* see the "Appendix A – About the Demo" section of this document.

How to Install ShredIt

1. Drag the ShredIt folder to wherever you keep application software.
2. Double click the ShredIt icon.
3. Register ShredIt

   The Registration Dialog Box will be displayed on the bottom of the Main Dialog Box.

   • Enter the Registration Key / Serial Number supplied when you paid for ShredIt.

   If you purchased online, the easiest way to do this is to copy (Apple C) and paste (Apple V) the information from the email we sent you.

   If you do not enter the registration information, ShredIt will just beep when you try to run it. If you are trying to run the demo, quit from "ShredIt" and run "ShredIt DEMO" instead. For further information, see the "Appendix A – About the Demo" section of this document.

   If you have entered the Registration information correctly, the "ShredIt has been registered – Thank You !" message will be displayed.

   If there is a problem with the registration information, the Registration Key field will contain the invalid Registration Key and the "Enter to Unlock" message will be displayed. To correct the problem, follow these steps:

   • Verify that you purchased a Registration Key for the correct product. Check the Registration Key email you received from Mireth Technology. It will state what product the key you purchased is for.

     Example:
     ShredIt Macintosh Key: xxxxxxxx-xxxxxxxx-xxxxxxxx
     or
     ShredIt Registration Information:
     Serial Number: XXXXXXXXX-XXXX-XXXX-XXXX-XXXX-XXXX

   • If that didn't solve the problem, verify that you entered the Registration information correctly. The easiest way to do this is to copy (Apple C) and paste (Apple V) the information from the email. Check for the following common problems:

     • entering the letter "O" instead of the number "0",

- entering the number "1" instead of the letter "I",

- transposing two digits,

- pasting the serial number more than once into the "Registration Key" field (click in the field and scroll with the right arrow key to see the value in the field)

- If that didn't solve the problem, delete your preferences file and configure ShredIt again. The preferences file's location is: "Hard Drive>System Folder>Preferences>ShredIt Prefs"

- If that didn't solve the problem, send a copy of your preferences file to Product Support (support@mireth.com) so we can determine the problem. The preferences file's location is: " Hard Drive>System Folder>Preferences>ShredIt Prefs "

4. Configure ShredIt
   From the ShredIt Dialog box, configure the following items:

   Confirm Shredding Files - Tick this box to be prompted before ShredIt shreds files. Default value is "on".

   Confirm Shredding Folders - Tick this box to be prompted before ShredIt shreds folders. Default value is "on".

   Num. of Writes - Set this popup menu to the number of times you wish to overwrite the original data. This popup includes the option to select the "Gutmann voodoo standard"number of overwrites (35). Default value is "Mireth Standard". (To better protect your privacy, the Mireth Standard Number of Writes is confidential.) This option is disabled in the demo version.

   Write Pattern - Set this popup menu to the pattern that you wish to overwrite the original data with. Default value is "Mireth Standard". (To better protect your privacy, the Mireth Standard Write Pattern is confidential.) This option is disabled in the demo version.

   Government Standard Compliance: (If you set both standards on, ShredIt will shred to comply to both standards)

   DoD 5220 Standard Sanitize –Tick this box to enable the US Department of Defense 5220 "Sanitize" standard compliant feature. (ShredIt is always US Department of Defense 5220 "Clear" standard compliant.) Default value is "Clear".

   NSA Standard – Tick this box to enable the new NSA Standard compliant feature. Default value is "off".

5. Once you have configured your settings, quit from ShredIt.

6. Put ShredIt in a convenient place by putting an alias on the desktop.

   To put an alias to ShredIt on the desktop, follow these steps:

   - Select the ShredIt application by single-clicking the ShredIt Icon. Ensure that you select the ShredIt application, not the entire folder. (The application is called

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"ShredIt" and has a shredder icon. The folder is called "ShredIt Folder", has a folder icon and contains the application and the documentation folder.)

• From the File menu, select Make Alias.

• Drag the "ShredIt alias" to a convenient place. Most users put it above the Trash

How to uninstall ShredIt

1. If you've created an alias to ShredIt, move the alias to the trash.

2. Move the ShredIt folder from wherever you keep application software to the trash.

3. Empty the trash.

How to upgrade ShredIt

4. If you've created an alias to the previous version of the program, move the alias to the Trash. Empty the trash. If you're running the program from the dock, move the program icon off the dock.

5. To install the upgrade, follow the instructions in the "How to Install ShredIt" section of this document.

How to Run ShredIt

> **Important note:** Ensure that you have selected the correct item to shred. Once it has been shredded, no one can recover the item. Not even us!

If you've never used a shredding utility before, please take a moment to read the "All about shredding" section of this document before continuing.

ShredIt can be used to shred items on your primary hard drive, as well as items stored on external drives.

How to shred a file

1. There are two ways to shred a file,
   - drag the file onto the ShredIt Icon and drop it

   or
   - double-click the ShredIt Icon to start the program, and then pick the file you want to shred using the "File" Menu (File>Shred)

How to shred a folder

1. To shred a folder,
   - drag the folder onto the ShredIt Icon and drop it

How to shred Free Space

To shred the confidential files you have previously deleted, you need to shred the area on your hard drive containing de-allocated memory, call the disk free space.

> If you shred the free space on a disk by mistake, *don't panic*. This will only shred your free space, not your data. We've made it easy to shred the free space of a disk and more difficult to shred the contents of a disk. This is intentional, so that you don't accidentally shred the contents of a disk (i.e. your data).

To Shred the free space on a disk, follow these instructions:

There are two ways to shred disk free space,

- drag the disk icon onto the ShredIt Icon and drop it

  or

- double-click the ShredIt Icon to start the program, and then pick the disk you want to shred the free space of using the "Freespace" Menu (ShredIt>Freespace>"Disk name")

Important Notes:

- Shredding your disk free space may take a long time.
  For example:
  Shredding 325 mb of free space on the primary drive takes about 2 minutes
  Shredding 1 gb (1000 mb) of free space on an external drive over USB takes about 30 minutes

- If you quit from ShredIt before it is finished shredding the free space on a disk, ShredIt will leave working files in the trash, using up some of your hard drive. To recover the space, empty the trash.

- If you run ShredIt OS9 under classic and shred the free space on a disk, it will take a long time and will appear at first to be hung. This is caused by the OS when it creates the work files for ShredIt. ShredIt will still shred the free space, it will just take longer.

How to use the Safe Place™ Feature

Shredit offers a Safe Place™ feature to ensure that an item is not accidentally shredded. Any item put in a folder named Safe Place will not be shredded. If you try to shred an item inside a Safe Place folder, ShredIt will display a dialog box informing you that you need to move the item out of the Safe Place. Once you have moved it out of the Safe Place folder, you can shred the item.

When you create a Safe Place folder, test it to make sure ShredIt will not shred the contents *before* putting important items in it.

To use the Safe Place™ feature, follow this procedure:

1. Create a folder called **Safe Place** on your computer.

2. Test it to ensure you named the Safe Place folder correctly.
   Create a new Untitled folder or document of any kind and drag it into the Safe Place folder. Then drag the new item from the Safe Place folder onto the ShredIt icon. ShredIt should display a dialog box informing you that you need to move the item out of the Safe Place to shred it. When you click the OK button ShredIt will quit. When ShredIt has quit, check the contents of the Safe Place folder you created. Your test item will still be there.

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If the test item is still in the Safe Place folder, then you have named the folder correctly and Safe Place is enabled. Delete the test item and continue.

If the test item is not in the Safe Place folder, then you have not named the folder correctly and the contents of the Safe Place are not safe from ShredIt. Repeat Step 2 until the test item is not shredded.

3. Drag the items you want to protect against accidental shredding into the SafePlace folder. As long as the items are in the SafePlace folder, they are protected from accidental shredding.

4. If you want to shred an item that is in a SafePlace folder, you must drag it out of the SafePlace folder first. If you want to shred a folder that contains a SafePlace folder, you must move the SafePlace folder out of the folder. If you want to shred a SafePlace folder, you must rename it something besides SafePlace.

Important Notes:

- The SafePlace folder is designed to protect your *data* from being accidentally shredded. Don't move your System Folder there.

- When creating a Safe Place folder, ensure that you have named in correctly. Name it Safe Place or SafePlace. Don't add any other characters, since doing so will result in a name that does not work. (e.g. Safe Place or SafePlace will work but "SafePlace" (with quotation marks) or MySafePlace will not work.)

- What distinguishes an item as "Not to be shredded" is its location in a folder named **Safe Place**. If you move the item out of the Safe Place folder, it is no longer protected from accidental shredding. If you rename a Safe Place folder something else, its contents are no longer protected from accidental shredding.

- An item with SafePlace folder in its path cannot be shredded. So an item within a SafePlace folder cannot be shredded because it is in a SafePlace folder and a folder containing a SafePlace folder cannot be shredded because it contains a SafePlace folder.

  Example: A Safe Place folder contains Folder X. Folder X cannot be shredded because it is within a Safe Place Folder. Folder Z contains a Safe Place Folder. Folder Z cannot be shredded because it contains a Safe Place folder

How to Shred the Contents of a Disk

Before disposing of a computer or a hard drive, we recommend that you dispose of any files you don't want the next user to be able to recover. One way to do this is by using ShredIt.

Read all of these instructions before continuing.

Performing this function will shred *the data*, (i.e. your files), making the computer clean by destroying your data. You are responsible for ensuring that you have a backup copy of any data or applications you want to use on another computer *before* you shred the contents of a disk, since the files cannot be recovered from the disk after it has been shredded.

If what you are trying to do is to shred previously deleted files on your computer, this is not the correct procedure to follow. You need to shred your free space. For further information about shredding free space, see the "About Shredding Free Space" section of this document.

There are two procedures for shredding the contents of a disk, one for startup disks and a second for all other disks. The startup disk is the one on your computer that has the Operating System on it. If you have a partitioned drive, you will have other disks as well. These will not have the Operating System on them. The reason there are two procedures is that you cannot erase the startup disk. So, in order to erase the disk with the Operating System on it, you need to startup the computer from the Mac OS CD that came with your computer.

How to shred the contents of the startup disk

A startup disk is the disk on your computer that contains the Operating System. Typically, it is called "Macintosh HD" and may be the only disk on the system.

This procedure assumes that you have a Mac OS CD from which to re-install the Operating System and a copy of the ShredIt Registration Key so that you can re-install ShredIt. Ensure you meet these requirements before continuing.

To shred the contents of the startup disk, follow these instructions:

1. Move all the data, all the applications and the preferences of all the applications you want to keep somewhere else. The easiest way to do this is to copy the entire contents of your entire hard drive to another hard drive. Ensure that you have a

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copy of ShredIt, and your ShredIt Preferences File (or your Registration Key email) so you can re-install ShredIt.

2. Insert the Mac OS Install CD. This refers to a full Mac OS Install CD included with your computer, not to an update-only CD. (Make sure the Caps Lock key is not engaged).

3. Restart the computer from the CD. To do this, hold the "C" key immediately after the startup sound.

4. Select the StartUp Disk by single-clicking it. From the "Special" menu, select "Erase Disk". (Special>Erase Disk)

5. Using the install disk, re-install the Operating System. To do this, open the Install System Software folder on the Install CD and double-click the System X.X.X Installation icon. (The names of the files/folder and the instructions may vary slightly for your version of the Operating System. Refer to the instruction manual provided with your computer or go to Mac Help.)

6. Install ShredIt. For further information, refer to the "How to Install ShredIt" section of this document.

7. Using ShredIt, shred the startup disk free space. For further information, refer to the "How to shred Free Space" section of this document.

8. If you have no other disks on your computer, un-install ShredIt. For further information, refer to the "How to uninstall ShredIt" section of this document. Your computer is now clean.

   If you have other disks on your computer, run the "How to shred the contents of a non-startup disk" procedure for each disk.

How to shred the contents of a non-startup disk

A non-startup disk is any disk or disk partition on your computer that doesn't contain the Operating System.

> This procedure assumes you either have a copy of the ShredIt Registration Key so that you can re-install ShredIt or you have ShredIt installed on your computer, but not on the disk you are about to shred. Ensure you meet this requirement before continuing.

To shred the contents of a non-startup disk, follow these instructions:

1. Identify all the data, all the applications and the preferences for those applications *that are on this non-startup disk* you want to keep. Move them all to another disk. The easiest way to do this is to copy the entire contents of your entire hard drive to another hard drive. If you already have ShredIt, ensure that it is on a disk other than the one you are about to shred.

2. Throw everything on the disk in to the trash. Empty the trash.

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3. If you haven't already done so, install ShredIt on a disk other than the one you are about to shred. For further information, refer to the "How to Install ShredIt" section of this document.

4. Using ShredIt, shred the disk free space on the disk. For further information, refer to the "How to shred Free Space" section of this document.

5. If you have no other disks on your computer, un-install ShredIt. For further information, refer to the "How to uninstall ShredIt" section of this document. Your computer is now clean. If you have other non-startup disks on your computer, run this procedure for each of those disks.

Help

Troubleshooting Guide

If you have a problem with the software, please do the following:

1. Refer to the "Known Problems" section of this document for the latest information on existing problems.

2. Refer to the FAQ included in the documentation folder. It answers the most commonly asked questions about the software.

3. Check the Technical Support page of our site to see if any of the available FAQs answers your question:

   http://www.mireth.com/text/technical_support.html

4. If your question is not answered, please contact Product Support at support@mireth.com. Please include the following information:

   • Problem description.

   • If you are having problems with a particular product, please include the following information as well:

      • What product and version you are having problems with.
        To find the version number,
        Mac: single click the product icon and Get Info
        (OS8/9- File:Get Info) (OSX- File:Show Info)
        Windows: single click the product icon and show properties
        (File:Properties:Version tab)

      • What OS version you are running.
        To find the version number,
        Mac: OS8/9: (Apple Menu:About this Computer)
        OS X: (Apple Menu:About this Mac)
        Windows: (Start Menu:My Computer:Help:About Windows)

      • Whether you are using the demo version or the registered version of the product

Known Problems

• *Shredding takes a long time.* If you run ShredIt OS9 under classic and shred the free space on a disk, it will take a long time and will appear at first to be hung. This is caused by the OS when it creates the work files for ShredIt. ShredIt will still shred the free space, it will just take longer.

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- *The ShredIt icon does not highlight.* This occurs when the desktop needs to be rebuilt. To rebuild the desktop, restart your machine holding down the Apple + Option keys until the dialog appears.

Version History

2001-Jan-15	4.8	Shreds File Name with the overwrite pattern and number of overwrites specified by the user.
2001-Aug-06	4.8.1	Improved performance when shredding large hard disks, quit 2 seconds after shredding instead of 10, fixed problem where the progress bar did not work properly when shredding large hard disks, renamed prefs file, pre-pend "0" to the sequence numbers on Rest of the disk (n) files.
2001-Sep-04	4.8.2	Changed to use OS X icon. Updated about box. Performance improvements on shredding large disks.
2001-Nov–19	4.9	Added Safe Place feature
2003-Mar–28	5.0	Added "Select from Menu" interface, DoD Standard compliance, NSA Standard compliance, Gutmann "Voodoo" Standard compliance

Appendix A – About the Demo

Use the DEMO to see how the program works. The demo looks and performs exactly like the full version of the program, but instead of shredding files or folders, it only deletes them.

Once you have tried it, you can enable the fully functional version of the program by purchasing a Registration Key. (For further information on buying a key, see the "Buy Me FAQ" included in the documentation folder.)

How to install and run the ShredIt demo

1. Double click the ShredIt DEMO icon.

2. Configure ShredIt DEMO as you would ShredIt. For further information on configuring ShredIt, see the "How to Install ShredIt" section of this document.

3. Once you have configured your settings, quit from ShredIt DEMO.

4. To run, follow the "How to Run ShredIt" instructions in this document.