SHREDIT FOR WINDOWS READ ME

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About ShredIt for Windows

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 for Windows, the eDocument shredder™.

Throwing a file in the recycle bin 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 recycle bin - securely delete it with ShredIt for Windows.

ShredIt for Windows 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 shred files, folders, disk free space
- the "Confirm before shred" feature
- shred items already thrown in the recycle bin feature
- a configurable overwrite pattern and number of overwrites
- Optional compliance to US Department of Defense 5220 overwrite standard, NSA overwrite standard, DoE overwrite standard, Gutmann overwrite standard
- concurrent standard compliance
- secure deletion of file contents, file name, and the file extension

ShredIt for Windows – the eDocument shredder™

System Requirements

To run ShredIt for Windows you need

- IBM Compatible PC
- Windows 95, Windows 98, Windows ME, Windows NT, Windows 2000, Windows 2003, Windows 2005, Windows XP, Windows Vista, Windows 7, Windows 8

All about shredding

ShredIt for Windows securely deletes files, folders and free space, so the shredded item's content cannot be recovered by any commercially available product. By shredding, we mean that for each requested item, ShredIt for Windows will overwrite the contents of the file, the file name and the file extension. The pattern of bits which ShredIt for Windows 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 for Windows 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 for Windows *cannot be used to shred the following*:

- Items on CD-RW or CD-R 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 for Windows:

- 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 for Windows" 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 for Windows, will launch ShredIt for Windows and not do anything. You need to select the disk from the Disk menu if you want to shred disk free space. This is intentional, so that you don't accidentally shred the contents of a disk (i.e. your data).

- 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, called 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 Recycle Bin, and empty the Recycle Bin, 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 Erase 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.

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.

Installing/Uninstalling ShredIt for Windows

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

How to Install ShredIt for Windows

1. Double click the zipped file named **shreditpc.zip**. This will de-compress the installer, called shreditpc.msi, or ShredIt for Windows.msi (this is a Microsoft Installer Package). Double click the .msi file to run the installer.

   • If the installer does not launch or the installer indicates you need to upgrade, go to the appropriate Microsoft web page to download and install the current version of the Microsoft Installer for you version of Windows:

   Windows 95 and 98:

   http://www.microsoft.com/downloads/details.aspx?FamilyID=f1b7a5b0-611b-45a7-a06d-cadff33e64da&displaylang=en

   Windows ME:

   http://www.microsoft.com/downloads/details.aspx?FamilyID=cebbacd8-c094-4255-b702-de3bb768148f&displaylang=en

   Windows NT 4 and 2000:

   For Windows NT 4 you must first install Service Pack 6.

   http://www.microsoft.com/downloads/details.aspx?FamilyID=4b6140f9-2d36-4977-8fa1-6f8a0f5dca8f&DisplayLang=en

2. Select Install

3. Once installation is complete select ShredIt from the Programs in the Start menu

4. Register ShredIt by entering your serial number

   • Enter the Serial Number (Registration Key) supplied when you paid for ShredIt for Windows and click the **Register** button. (If you bought a CD, the Serial Number will be printed on the CD jacket.)

   > If you have not already purchased ShredIt, click the **Buy Now** button. ShredIt will be automatically registered as part of the purchase process and you do not need to do anything else.

   The easiest way to do this is to copy (Ctrl C) and paste (Ctrl V) the information from the email.

If you do not enter the registration information, ShredIt for Windows will not function. If you want to run the demo, 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 Unlocked – Thank You!" message will be displayed.

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

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

  Example:
  ShredIt for Windows Key: xxxxxxxx-xxxxxxxx-xxxxxxxx
  or
  ShredIt for Windows 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 (Ctrl C) and paste (Ctrl 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 key 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)

5. Configure ShredIt for Windows
    From the ShredIt for Windows 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".

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

    DoD 5220 Standard Sanitize –Tick this box to enable the US Department of Defense 5220 "Sanitize" overwrite 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 overwrite Standard compliant feature. Default value is "off"

    DoE Standard and **Final DoE Pattern** – Tick this box and chose Final DoE Pattern from the drop down menu to enable the DoE overwrite Standard compliant feature. Default value is "off"

    Write Pattern - Set this popup menu to the pattern that you wish to overwrite the

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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.

Num. of Writes - Set this popup menu to the number of times you wish to overwrite the original data. 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.

6. Once you have configured your settings, exit from ShredIt for Windows.

7. Put a shortcut to ShredIt for Windows in a convenient place. To make a shortcut, 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 "ShredIt, ShredIt for Windows" and has a shredder icon. The folder is called "ShredItPC", has a folder icon and contains the application, the demo application and the documentation.)

   • From the File menu, select Create Shortcut.

   • Drag the "Shortcut to ShredIt" to a convenient place. Most users put it above the Recycle Bin.

How to uninstall ShredIt for Windows

1. Double click the Shredit **.msi** (this is a Microsoft Installer Package) to run the installer

2. Select Uninstall

3. Drag the **.msi** to the Recycle Bin.

4. If you've created a shortcut to the previous version of the program, move the shortcut to the Recycle Bin.

5. Empty the Recycle Bin.

How to upgrade ShredIt for Windows

1. If you've created a shortcut to the previous version of the program, move the shortcut to the Recycle Bin.

2. Empty the Recycle Bin.

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

How to Run ShredIt for Windows

How to shred a file

Using Drag and Drop
1. Drag a file onto the ShredIt Icon and drop it.

Using the buttons
1. Launch ShredIt

2. Click the Shred File button

3. Select the file.

> **Important note:** Ensure it is the correct item before you drop the file onto ShredIt. Once it has been shredded, no one can recover the item. Not even us!

How to shred a folder

Using Drag and Drop
1. Drag folder onto the ShredIt Icon and drop it.

Using the buttons
1. Launch ShredIt

2. Click the Shred File button

3. Select the file.

> **Important note:** Ensure it is the correct item before you drop the folder onto ShredIt. Once it has been shredded, no one can recover the item. Not even us!

How to shred Free Space

To shred the confidential files you have previously deleted, you need to shred your free space. If you have a lot of free space or a slow disk (like a USB hard disk), shredding free space can take a while, so you only want to do it once when you initially install ShredIt. To ensure all future documents are securely deleted, drop them onto the ShredIt shredder not the Recycle Bin. If you accidentally put a confidential document into the Recycle Bin, and empty the Recycle Bin, then you need to shred the free space again.

> **Important Note:** 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:

1. Run ShredIt for Windows.
2. From the disk pop-up menu, pick the disk for which you wish to shred the free space.
3. Click the **Shred Freespace** button. This may take a long time.

   e.g. shredding 800 mb of free space on the primary drive takes about 4 minutes

How to Erase 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 boot disks and a second for all other disks. The boot 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 Windows Installation CD that came with your computer.

How to shred the contents of the boot disk

A boot disk is the disk on your computer that contains the Operating System. Typically, it is called "C:" and may be the only disk on the system.

> This procedure assumes that you have a Windows Install CD from which to re-install the Operating System and a copy of the ShredIt for Windows Registration Key so that you can re-install ShredIt for Windows.

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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.

2. Insert the Windows Install CD. This refers to a full Windows Install CD included with your computer, not to an update-only CD.

3. Restart the computer from the CD.

4. Using the install disk, do an "Erase and Install" to erase the disk and install the Operating System. To do this, follow the Install Wizard that appears after you have booted using the Install CD.

5. Install ShredIt for Windows

6. Using ShredIt for Windows, shred the boot disk free space. For further information, refer to the "How to shred Free Space" section of this document.

7. If you have no other disks on your computer, un-install ShredIt for Windows. For further information, refer to the "How to uninstall ShredIt for Windows" 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-boot disk" procedure for each disk.

How to shred the contents of a non-boot disk

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

> This procedure assumes that you have a copy of the ShredIt for Windows Registration Key so that you can install ShredIt for Windows.

To shred the contents of a non-boot 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.

2. Right click on the disk icon and select Format… from the popup menu. Then click the "Format" button.

3. If required, install ShredIt for Windows. For further information, refer to the "How to Install ShredIt for Windows" section of this document.

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

Shredding Features

How to enable DOD overwrite standard compliance

ShredIt for Windows can be configured to comply with the US Department of Defense 5220 (DOD) overwrite standard.

To enable DOD standard compliance, follow these instructions:

1. From the shredding preferences, enable the "DoD 5220 Sanitize" preference. For further information, refer to the "How to Install ShredIt for Windows" section of this document.

2. Perform the desired shredding operation.

How to enable DoE overwrite standard compliance

ShredIt for Windows can be configured to comply with the US Department of Energy (DoE) overwrite standard.

To enable DoE standard compliance, follow these instructions:

1. From the shredding preferences, enable the "DoE" preferences. For further information, refer to the "How to Install ShredIt for Windows" section of this document.

2. Perform the desired shredding operation.

How to enable NSA shredding standard compliance

ShredIt for Windows can be configured to comply with the NSA shredding standard.

To enable NSA standard compliance, follow these instructions:

1. From the shredding preferences, enable the "NSA" preference. For further information, refer to the "How to Install ShredIt for Windows" section of this document.

2. Perform the desired shredding operation.

How to enable Gutmann shredding standard compliance

ShredIt for Windows can be configured to comply with the Gutmann shredding standard.

To enable Gutmann standard compliance, follow these instructions:

1. From the shredding preferences, change the "Number of Overwrites" preference to "35". For further information, refer to the "How to Install ShredIt for Windows" section of this document.

2. Perform the desired shredding operation.

Please don't use an excessive number of overwrites. For several years people have misinterpreted the Gutmann paper and thought they need 35 overwrites. This so frustrated Gutmann that he amended the paper to clearly state that he meant there were 35 **ways** to overwrite and **not** that 35 overwrites were required. Using such an excessive number of overwrites serves only to slow down the process and provides no extra protection. We only provide this option for marketing purposes (to say "we have it too" on side by side product comparisons) and we **do not** recommend the use of 35 overwrites at any time.

Safety Features

How to use the "Confirm before shred" feature

ShredIt for Windows provides a way to confirm before shredding. This is particularly useful when you first use a shredder, since once an item has been shredded, it cannot be recovered - even by us.

To enable "confirm before shred", follow these instructions:

1. From the shredding preferences, enable "Confirm Shredding". For further information, refer to the "How to Install ShredIt for Windows" section of this document.

2. Perform the desired shredding operation.

3. Each time you try to shred a file, folder or freespace, you will have to confirm before shredding will take place.

How to use the Safe Place™ Feature

ShredIt for Windows 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 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" or MySafePlace will not work.)

When you create a Safe Place folder, test it to make sure ShredIt for Windows 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 for Windows 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 for Windows has quit, check the contents of the Safe Place folder you created. Your test item will still be there.

3. *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.

4. *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 for Windows. Repeat Step 2 until the test item is not shredded.

5. 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.

6. 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 note:** 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.

The SafePlace folder is designed to protect your *data* from being accidentally shredded.

An item within a SafePlace folder is protected from shredding no matter how far up or down in the directory structure the item is from the SafePlace folder.

Example
A Safe Place Folder is contained within Folder X. Folder X contains Folder A, File B and SafePlace Folder.

> Folder X
>
> > Folder A
> >
> > File B
> >
> > Folder SafePlace

Folder X cannot be shredded because it contains a Safe Place Folder A. File B can be shredded. Folder A can be shredded.

Example
A Safe Place Folder contains Folder C and File D.

> Folder Safe Place
>
> > Folder C
> >
> > File D

Folder C and File D cannot be shredded because they are in a Safe Place.

Help

Troubleshooting Guide

If you have a problem with ShredIt for Windows, please do the following:

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

2. Check our site for answers to your question:

   http://mireth.com

3. 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 (File:Get 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: OS 8/9: (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

   • On Windows 95 the confirmation dialog sometimes is displayed behind the main dialog. After dragging and dropping an item, if shredding does not start, move the main dialog to reveal the confirmation dialog to continue.

Appendix A – About the Demo

Use the DEMO to see how the program works. The demo is provided so that you can 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 purchased it, you can enable the fully functional version of the program by entering the registration information.

How to install and run the ShredIt for Windows demo

1. To install, follow the "How to Install ShredIt for Windows" instructions in this document. The ShredIt DEMO is installed as part of that procedure.
2. To run the ShredIt DEMO, double-click "ShredIt DEMO".

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