



# ArmorGate User Manual v1.0

ARMOR TECHNOLOGIES

Privacy Protection

**GUARANTEED!**

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# 1. Overview

ArmorGate was created to provide you with a private and secure online computer desktop.

ArmorGate has three main Features:

## **ArmorTransfer**

This feature allows you to securely transfer files of any size between any two computers connected to the Internet. At this time, both the sender and the recipient must be online during the entire transfer. If you would like to share ArmorGate with others, simply send a file to their e-mail using the “File Transfer” feature and they will receive a link to download the program.

## **ArmorShred**

This is a privacy protection feature which allows you to destroy unneeded files to a level beyond forensic recovery. No hacker, thief, corporate raider, or surveillance will ever be able to access the files you have shredded.

## **ArmorDesktop**

ArmorGate provides you with a “virtual PC” on a secure Armor Technologies server, which you can access from any personal computer connected to the internet. Unlike your regular PC, your virtual PC is guaranteed to be 100% free of any viruses, Trojan horses, worms, or keyloggers at all times and has been built from the ground up to ensure total privacy and security. Its features include:

- 🔒 **Anonymous, untraceable and records-free internet surfing**
- 🔒 **Anonymous encrypted e-mail** – Protected with the strongest encryption commercially available at 4096 bit.
- 🔒 **A full office productivity suite** – Including a spreadsheet program, mail program, document composer, image editor, etc...
- 🔒 **No trace or record of your activities and no files on the local computer** – There is nothing to hack or recover.
- 🔒 **Allows Old computers to run like new** – The ArmorGate servers do all the heavy processing, so even old computers can run modern programs as if they were new.

## 2. Using ArmorGate

### ArmorTransfer

ArmorTransfer is a fast and secure way to transfer files of unlimited size between two ArmorGate users. If you click on the **ArmorTransfer** tab in ArmorGate then you will be presented with two sub tabs: **Send** and **Receive**. Both tabs come with a Wizard mode and Manual mode. Wizard mode is the default one and is convenient to use when you are not familiar with the process.

### Sending Files

If you would like to send large files (unlimited size) from your local hard drive to any recipient with a valid email address use the **Send** tab. The file(s) will not be sent via email, but rather sent directly to recipient's hard drive. Even if the recipient does not have ArmorGate installed, they will be presented with simple instructions on how to install it. Once they do, ArmorTransfer will start automatically.

In Wizard mode simply follow the on-screen instructions. In Manual mode please use instructions below.

**Sender's name:** Name or nickname, which will be mentioned in the email sent to the recipient. If you provide a name that won't be recognized by the recipient, then he or she might treat that email as junk.

**Receiver's Email:** A valid email address for the recipient. They will receive an email with instructions on how to obtain the file. Your name will be mentioned in the email, as well as, the name of the file that you are sending. The file(s) itself will not be sent by email.

**Notes:** Any additional information that you would like to provide. This information will be displayed in the body of the email sent.

**File(s) to send:** Click on **Browse...** and navigate to the file/folder that you would like to send and click **Open**. If you would like to send another file/folder, then repeat the procedure.

**Send:** Once all the previous fields are filled in click on **Send** button and the system will automatically send out an email to the receiver with instructions on how to obtain your files. Once the recipient follows the instructions in the email, the file transfer will start. (Note: Both computers must be on at the same time to complete the file transfer.)

**Reset:** Clicking this button will clear all the filled in fields.

All current file transfers are displayed in the bottom of this screen:

- ▶ Download file transfers (you are receiving a file) are marked with Down Arrow sign.
- ▶ Upload file transfers (you are sending a file) are marked with the Up Arrow sign.

If you would like to cancel a file transfer then click on the X button on the right side of the appropriate file transfer.

## **Receiving Files**

Please use **Receive** tab when you wish to receive a file(s) sent to you by another ArmorGate user.

When you receive ArmorTransfer email click on the appropriate link inside the email. That will automatically open ArmorGate and begin the download. Alternatively, you can copy the **SessionId** number found in the email into the **Session ID** field in Receive File tab. Click **Receive**. Your download will start shortly.

When the secure connection has been established you will have an opportunity to verify the information that the sender has provided to ArmorGate. If you were not expecting this transfer **don't accept it**. When you are presented with a choice of directories to save the file in, click on **Browse** to choose another directory.

All current file transfers are displayed in the bottom of this screen:

- ▶ Download file transfers (you are receiving a file) are marked with Down Arrow sign.
- ▶ Upload file transfers (you are sending a file) are marked with the Up Arrow sign.

If you would like to cancel a file transfer then click on the X button on the right side of the appropriate file transfer.

## ArmorShred

ArmorShred will erase any file(s) on your hard drive beyond forensic recovery. Please use this with extreme caution! Once begun you can not reverse the process. Please be sure to only erase files that you are familiar with. If you are not careful, you can erase important system files. Your file(s) will be permanently destroyed!

**Number of passes:** The number of times randomly generated data will be written over the original file. More passes will produce better results, but will take more time (especially on large files). The recommended standard is 35 times. Use *up/down* buttons to change the number.

**File(s) or Folder(s) to be shredded:** Click on “+ *button*” and navigate to the file/folder that you would like to shred and click *Open*. If you would like to shred another file/folder, then repeat the procedure. If you change your mind about shredding a particular file, simply select it and press the “- *button*”.

**Shred:** When you are satisfied with the selection of the files and/or folders press the *Shred* button to begin the process.

**\*Use extreme caution!\***

## **ArmorDesktop**

ArmorDesktop is a “virtual PC” on a secure Armor Technologies server, which you can access from any personal computer connected to the internet. It has a desktop, can run software, browse the Internet and store files. However ArmorDesktop virtual computer provide a secure and private environment for all Internet communications and computing needs.

Unlike most protection software, ArmorGate does not affect the local computer. It creates a virtual environment completely separate from the local computer. ArmorGate is literally a second computer which users can access and see from their local screen. On that screen, any activity that happens within the ArmorGate window takes place on the virtual computer and is secure and private.

### **Registration**

Before being able to use ArmorDesktop you need to register to obtain the Activation Key. To register please click on the **Click Here to Register** button and follow the instructions.

Once you have successfully registered check the email that you provided during the registration process to obtain your Activation Key. Simply highlight the key, then copy and paste (by using the Ctrl+C and Ctrl+V shortcuts) the Activation Key into the **Enter the Activation Key** field and press **Activate**.

Upon successful activation you will be presented with password prompt. Please provide the password that you created during the registration to log into your secure ArmorDesktop.

### **Overview**

When ArmorDesktop has fully loaded you will see a desktop, similar to your computer’s desktop. The K Icon in the bottom left corner is the **K Menu**. It is very similar to the **Start** button in Windows. To launch any application simply click on **K Menu** and select the application from the list. You can also launch **Firefox** Browser and **Thunderbird** Mail by double clicking the icons on the desktop, or by clicking the icons in the task-bar on the bottom of the screen (next to K Menu).

Please note that while logged into to the ArmorDesktop if you go to any other ArmorGate tab (like ArmorShred, for example) you will still be logged into the ArmorDesktop when you click back on ArmorDesktop tab.

If you would like to **log out** of ArmorDesktop please click on the **Logout** button on the top of the screen near the ArmorDesktop tab.

If you would like to **close** ArmorGate completely, then click on the **X** icon in the top right corner of the screen.

## **Browsing the Internet**

ArmorDesktop comes with two popular browsers - FireFox and Konqueror. Both browsers are configured for maximum security and privacy. There is no major difference between FireFox and Konqueror, it's all about personal preference.

### **FireFox Browser**

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#### ▶ ***To open a website:***

Select the address bar by double clicking on it, or pressing **Ctrl+L**. Then type the address that you would like to visit (e.g. <http://www.google.com/>). Press **Enter**.

#### ▶ ***To add a bookmark:***


Simply drag the web address onto the *Bookmarks Toolbar*. Alternatively, you can go to **Bookmarks** -> **Bookmark this Page**.

#### ▶ ***To manage bookmarks:***

If you would like to delete, rename or change a bookmark, go to **Bookmarks** -> **Organize bookmarks**. When the *Bookmark Manager Window* opens, right click on the bookmark that you would like to modify and select the desired action (e.g. **Delete** or **Rename**).

Note how the *Bookmarks Toolbar* has its own folder. You can manage its bookmarks by simply expanding this folder and following the same procedure as above.

#### ▶ ***To use tabbed browsing:***

To open a link on the page you are currently viewing in a new tab, you can either right click on the link and choose **Open Link in New Tab**, or you can simply middle click on it. If you do not have a 3 button mouse, but have a 2 button mouse with a scroll wheel, you can middle click by clicking the mouse wheel. You can also open a blank tab by pressing **Ctrl+T**, and then typing the web address that you would like to visit. Close tabs using the **Close Tab**  icon.

▶ **To increase/decrease the font size:**

Simply go to **View** -> **Text size** and click on **Increase** or **Decrease**. Alternatively, you can use **Ctrl++** and **Ctrl+-**. To return to the default sized font press **Ctrl+0**.

▶ **Printing:**

To print go to **File** -> **Print** or use the **Ctrl+P** shortcut. In the *Print* window, don't change any settings and simply click on **Print** again and wait for the ArmorGate print dialog.

For more information on how printing works, refer to **Printing** Section further in the manual.

▶ **Importing bookmarks:**

If you would like to import your bookmarks from your local computer into FireFox you first need to export them from your local browser. For information on how to export bookmarks from your local browser, please refer to your browsers help section.

The typical bookmark exporting/importing format is HTML. Please make sure that your local browser exported the bookmarks into a file with .html extension.

Once the bookmarks have been successfully exported into a file, move that file to your *ArmorGate Local Shared* folder. For more information on your *ArmorGate Local Shared* folder please refer to **Sharing Files** section further in the manual.

To import the bookmarks into the FireFox:

1. Open *FireFox*. Go to **Bookmarks** -> **Organize Bookmarks**.
2. When the *Bookmarks Manager* window opens go to **File** -> **Import**. In the *Import Wizard* select **From file** and click **Next**.
3. When the file selection window opens, double click on **LocalDrive**. And then select the .html file with your bookmarks and click **Open**.

At this point you will notice that all your bookmarks have been added to *Bookmarks Manager* window. Now you can drag and drop individual bookmarks to move them around.

## Konqueror Browser



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### ▶ **To open a website:**

Select the address bar by double clicking on it, or pressing **Ctrl+L**. Then type the address that you would like to visit (e.g. <http://www.google.com/>). Press **Enter**.

### ▶ **To add a bookmark:**

There are several ways to add a bookmark. One can either go to **Bookmarks** -> **Add Bookmark**, or simply press **Ctrl+D**.


Another useful feature of *Konqueror Browser* is the **Personal Bookmark Toolbar** (similar to Fire-Fox Browser). You can add bookmarks to the *Personal Bookmark Toolbar* by going to **Bookmarks** -> **Toolbar** -> **Add Bookmark**.

### ▶ **To manage bookmarks:**

If you would like to delete, rename or change a bookmark, go to **Bookmarks** -> **Edit bookmarks**. When the *Bookmark Manager* window opens, right click on the bookmark that you would like to modify and select the desired action (e.g. **Delete** or **Rename**).

Note how the *Personal Toolbar* has its own folder. You can manage its bookmarks by simply expanding this folder and following the same procedure as above.

### ▶ **To use tabbed browsing:**

To open a link on the page you are currently viewing in a new tab, you can either right click on the link and choose **Open Link in New Tab**, or you can simply middle click on it. If you do not have a 3 button mouse, but have a 2 button mouse with a scroll wheel, you can middle click by clicking the mouse wheel. You can also open a blank tab by pressing **Ctrl+T**, and then typing the web address that you would like to visit. Close tabs using the **Close Tab**  icon.

### ▶ **To increase/decrease the font size:**

Simply go to **View** -> **Enlarge (Shrink) Font**. Alternatively, you can use **Ctrl++** and **Ctrl+-**.

▶ **Printing:**

To print go to **File** -> **Print** or use the **Ctrl+P** shortcut. In the *Print* window, don't change any settings and simply click on **Print** again and wait for the ArmorGate print dialog.

For more information on how printing works, refer to **Printing** Section further in the manual.

▶ **Importing bookmarks:**

If you would like to import your bookmarks from your local computer into Konqueror you would first need to export them from your local browser. For information on how to export bookmarks from your local browser, please refer to your browsers help section.

The typical bookmark exporting/importing format is HTML. Please make sure that your local browser exported the bookmarks into a file with .html extension.

Once the bookmarks have been successfully exported into a file, move that file to your *ArmorGate Local Shared* folder. For more information on your *ArmorGate Local Shared* folder please refer to **Sharing Files** section further in the manual.

To import the bookmarks into the Konqueror:

1. Open *Konqueror*. Go to **Bookmarks** -> **Edit Bookmarks**.
2. When the *Bookmark Editor* window opens go to **File** -> **Import** -> **Import Mozilla Bookmarks**. Please note, it is very important that you select Import Mozilla Bookmarks, even if you have exported them from MS Internet Explorer or Apple Safari.
3. When the file selection window opens, click on **Home Folder** icon on the left side. Then double click on **LocalDrive**. And then select the .html file with your bookmarks and click **Open**.

At this point you will notice that all your bookmarks have been added to *Bookmarks Editor* window. Now you can drag and drop individual bookmarks to move them around.

## **Email**

ArmorDesktop comes with a popular email client called ThunderBird. ThunderBird has been automatically configured with your new ArmorGate email. You can also configure ThunderBird to check additional emails from your other email addresses.

### **ThunderBird Mail Client**


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#### ▶ ***To send an email:***

To create a new email message simply click on the **Write** icon. Once the new window opens you can either type in the “**To:**” email address, or you can click the **Contacts** button and choose the address from the *Address Book*. Then click on **Add to To:** button. For more information on the *Address Book* see the **Address Book** section further. Type in a subject line or leave it blank.

To attach a file to a message, simply click on the **Attach** icon and navigate to the file that you would like to attach. Once the file is selected, click **Open**.

To send a message you can choose between **encrypted** or **unencrypted**. To send encrypted messages you must have the recipient’s public encryption key. The messages will be encrypted by default, provided that you have the encryption key. If you are sending an email to another ArmorGate user, the message will be automatically encrypted.

To send an unencrypted message, either click on the  **Encrypt** icon (it will change color from green to gray), or click on the **OpenPGP** icon and then uncheck the **Encrypt Message** box.

Remember that **if you do not have a public encryption key for the recipient, then you can only send them unencrypted messages**. However, if you are sending an email to another ArmorGate user, the message will be automatically encrypted.

When you are satisfied with the content of your message, press the **Send** icon.

#### ▶ ***To receive email:***

To read new mail, simply click on the **Get Mail** icon. Once the new mail has been downloaded, click on it to open. If the message has been encrypted, then type in your pass phrase to read its decrypted content.

Here you have an option of letting Thunderbird remember your pass phrase for 5 minutes. We recommend keeping this check-mark there, since it is very convenient for browsing through messages without having to type your pass phrase every time. The only time you may want to remove the check-mark is when you are reading email in a crowded or public place (e.g. an Internet café,) and there is a chance that someone might read your emails if you leave your computer unsupervised.


To read sent mail, expand your **Local Folders** folder by clicking on the arrow sign. Then click on the **Sent** folder and click on the desired message to open it. You might need to enter your pass phrase to be able to read it.

To save attachments, simply **right click** on it and choose **Save As**. Then navigate to where you would like to save it to and press **Open**. Or you can simply open it for previewing (depending on the file type).

▶ ***To a create new folder:***

If you would like to create a new folder for better organization of your emails, right click on **Inbox** -> **New Folder**. To **move** messages to that folder simply drag them. To **copy** messages to the folder drag them while holding the **Ctrl** key.

▶ ***To reply or forward an email:***

Select the desired email and click on the **Reply** or **Forward** icon. The message will automatically be encrypted (provided that you have the recipient's public encryption key). You can also send un-encrypted emails by clicking the **Encrypt**  icon so that it changes color from green to gray.

▶ ***To delete an email:***

You have two choices for removing an email: either move it to the **Trash** folder or actually **Delete** it. When you move the email to the trash folder you are just moving messages away from the *Inbox*. When you delete messages they are gone from the system completely.

To trash a message simply drag it to the **Trash** folder.

To delete a message just **right click on it** -> **Delete Message**, press **Delete** or click the **Delete** icon. To delete multiple files, use **Shift+Left Click** to select them and follow the same procedure.

▶ **To save a message:**

**Right Click** on the message -> **Save As**, or can go to **File** -> **Save As**. Then, simply select the location where you would like to save to and press **Save**.

▶ **Printing:**

To print go to **File** -> **Print**, or use the **Print** icon, or simply press **Ctrl+P**. In the *Print* window, don't change any settings and simply click on **Print** again and wait for the ArmorGate print dialog. For more information on how printing works, refer to **Printing** Section further in the manual.

▶ **Importing other emails into ThunderBird:**

If you would like to set up Thunderbird for checking your other email (such as your Yahoo! Email address, for example), then follow these instructions:

1. Open *Thunderbird*. Go to **Edit** -> **Account Settings**. Then click on **Add Account**.
2. Select **Email Account**. Click **Next**.
3. Type in your **Name** (this will be your display name; it doesn't have to be your real name) and **Email Address**. Click **Next**.
4. Select the type of server (*POP* or *IMAP*) and the name of the incoming server (usually it would be of the form "mail.xxxxxx.xxx"). If you are not sure what this is, please contact the email provider to find out. Click **Next**.
5. Type in your **email username** (not ArmorGate username) and click **Next**. If you are not sure what this is, please contact the email provider to find out. (Usually the email username would be "bob" if your email is "bob@xxxxxx.xxx")
6. Give a name to the account. (I.e. My Yahoo, or My Comcast...). Click **Next**.
7. Once you are satisfied with the settings click **Finish**.

At this point your new email account will be shown in Account Settings window on the left side, next to the existing ArmorGate account. You can add as many emails as you wish.

## ThunderBird Email Encryption

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Before being able to exchange encrypted emails with another person you will need to exchange public encryption keys. Your encryption keys were automatically generated when you signed up for ArmorGate. The password used for those keys is your ArmorDesktop password.

Key exchanging process has two parts - exporting your key to your recipient and importing their key. The following subsections will relate to *OpenPGP Key Management* window. To open the *OpenPGP Key Management* window go to **OpenPGP -> Key Management**.

### ▶ **To export your public key**

To export your public key you have 3 choices:

- ✓ Export key to a file
- ✓ Copy key to clipboard
- ✓ Insert it directly into an email message

Exporting the keys to a file will give you an opportunity to email the encryption keys as an attachment, or you can transfer the encryption keys to your Windows/Mac computer. This will give you an opportunity to transfer the keys via a USB flash drive.

To do this, **right click** on your keys (the entry that has “My ArmorGate Default Key”) and select **Export Keys to File**. When you are prompted to include the secret key, press **No**, since you do not want people to know your private encryption key. Then choose a folder to where you would like to save the file and click **Save**. The most convenient place to save the keys is on the Desktop. To do so, select **Desktop** from the **Save in Folder** drop-down menu.

Once the keys are saved into a file on the Desktop you can move them to your **LocalFolder** and thus making them available for use outside of ArmorDesktop. For more information about **LocalFolder** read the *Locating Your Shared Local Folder* section further in the manual.

Copying keys to clipboard will allow you to paste the key into a document or put it on your website. To do this, **right click** on your keys (the entry that has “My ArmorGate Default Key”) and select **Copy Public Keys to Clipboard**. Now the clipboard contains the public key in the text form ready to be inserted anywhere (email message, for example).

Inserting the keys into an email is a very fast and convenient way to share your keys via email. Simply open a new Thunderbird email message and then go to **OpenPGP -> Insert Public Key**.

Select the key that you would like to insert (the entry that has “My ArmorGate Default Key”) and click **OK**. You will see that the email message got an attachment.

▶ ***To import someone’s public key***

To import someone’s encryption key you have 3 choices:

- ✓ Import key from a file
- ✓ Import key for clipboard
- ✓ Import key directly from an email message

Import a key from a file if you were given a file with someone’s public key (for example received it in email attachment). Make sure that that file has the **.asc** extension. First thing to do is to store the file on your Desktop, or in any other folder that you can easily navigate to.

In *OpenPGP Key Management* window, go to **File** -> **Import Keys from File**. Then navigate to the file and click **Open**. After you have confirmed the keys were successfully imported, click **OK**. You will see the keys added to the list in the *Key Management* window.

Import a key from clipboard if you have found someone’s key on a website, or as text in an email message. Make sure that you have copied (using Ctrl+C) all the text including:

```
-----BEGIN PGP PUBLIC KEY BLOCK-----  
  
-----END PGP PUBLIC KEY BLOCK-----
```

Then, in the *OpenPGP Key Management* window, go to **Edit** -> **Import Keys from Clipboard**. After you have confirmed the keys were successfully imported, click **OK**.

Import a key directly from an email message if you have received an email with someone’s public key in the body of that email **as text** (not as an attached file). In Thunderbird, select that email message and go to **OpenPGP** -> **Sender’s Key** -> **Import Public Key**.

Once you have successfully exchanged public encryption keys, Thunderbird will automatically encrypt all the communications between you and your recipient.

## ThunderBird Address Book

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### ▶ **To open Address Book:**

You can open **Address Book** from **Thunderbird** by going to **Tools** -> **Address Book** or by clicking the **Address Book** icon.

### ▶ **To add a new contact:**

You can either use **New Card** icon, or you can go to **File** -> **New** -> **Address Book Card**, or simply press **Ctrl+N**.

In the *New Card* window fill in the desired fields. You can add a Home and Work Address by clicking on the **Address** Tab. There are other various details available in the **Other** tab. After you are finished click **OK**.

### ▶ **To edit or delete a contact:**

If you would like to edit a contact you can either select the contact and press the **Properties** icon, or right click on the desired contact and choose **Properties**.

If you would like to delete an unwanted contact, simply use the **Delete** icon or right click on it and choose **Delete**. Please be aware that the deletion process does not have a prompt. Therefore, if you accidentally press on the **Delete** icon you will not be asked if you would really like to delete the contact. It will simply be deleted.

### ▶ **To print the Address Book:**

If you would like to print a single card or the entire *Address Book*, go to **File** -> **Print Card** or **Print Address Book**. In the *Print* window, don't change any settings and simply click on **Print** again and wait for the ArmorGate print dialog.

For more information on how printing works, refer to **Printing** Section further in the manual.

► **To import contacts from your local computer:**

If you would like to import your contacts from your local computer into ThunderBird you would first need to export them from your local mail client. For information on how to export contacts from your local mail client, please refer to your mail client's help section.

ThunderBird supports importing contacts from LDIF (extension .ldif, .ldi), Tab-delimited (extension .tab, .txt) and Comma-separated (extension .csv) files. Please make sure that your local mail client exported the contacts with either one of those formats.

Once the contacts have been successfully exported into a file, move that file to your *ArmorGate Local Shared* folder. For more information on your *ArmorGate Local Shared* folder please refer to **Sharing Files** section further in the manual.

To import the bookmarks into the ThunderBird Address book:

1. Open *Thunderbird*. Go to **Tools** -> **Address Book** or click on the **Address Book** icon.
2. In the *Address Book* window, click **Tools** -> **Import**.
3. When the *Import* window has opened, select **Address Books**. Click **Next**. Select the **Text file** and click **Next** again.
4. In the file selection window double click on **LocalDrive** and select the file with the contacts. Click **Open**.
5. Now use the **Move Up** and **Move Down** buttons to match the address book fields on the left to the correct data for import on the right. Uncheck the items you do not want to import. Use **Next** and **Previous** to go through all the import contacts.
6. When you are notified that the addresses were successfully imported, click **Finish**.

Once you are back in the *Address Book* window, notice that the imported address book appears in the list of address books on the left. Also notice that you can drag and drop the contacts between the two address books.

## **Sharing Files**

### ▶ ***Enabling file sharing***

If you have some files on your local computer that you would like to see within the **ArmorDesktop**, simply activate **File Sharing**. To do that, go to **Tools and Settings** Tab in ArmorGate, then **ArmorDesktop** Tab, then put the check mark next to **Enable File Sharing**.

Default sharing directory is listed in the *Shared Local Folder* field. If you would like to select another directory, click on **Browse...** and select the new directory. When you are satisfied, click on **Apply**.

At this point, all files located in your *Shared Local Folder* on your computer will be available within ArmorDesktop. They will be located in the **LocalDrive** folder on your desktop.

### ▶ ***Locating your Shared Local Folder***

If you would like to locate your *Shared Local Folder* on your local hard drive go to **Tools and Settings** Tab in ArmorGate, then **ArmorDesktop** Tab. Select the path specified in the **Shared Local Folder** field and copy it using **Ctrl+C**.

For Windows users:

Open **My Computer** and paste the path that you copied into the **Address** field. Press **Enter**. This will open the *Shared Local Folder*.

For Mac users:

Open a new **Finder** window. **ArmorGate** is located in the *gate* folder in your **Home** directory. The Local Shared Folder is located in **gate** -> **shared**.

Now you can put files in that folder to use them inside ArmorDesktop. You can think of the *Shared Local Folder* as a drop box between your computer and ArmorDesktop. Whatever is being dropped into that folder will be available on both.

## **Other Internet Utilities**

### ▶ ***RSS Feed reader***

ArmorDesktop has a powerful RSS news reader called **Akregator**. If you like reading RSS feeds you will find Akregator to be quite similar to an RSS reader that you are currently using. It is located in **K Menu -> Internet -> RSS Feed Reader (Akregator)**.

To add new feeds go to **Feed -> Add Feed**. To delete feeds simply select them and press **Delete**. If you click on a feed it will show you all the articles inside of it. If you click on an article name Akregator will open it another tab so you can read the contents.

For more help with Akregator go to **Help -> Akregator Handbook** or press **F1**.

### ▶ ***Virtual Keyboard***

ArmorDesktop has a virtual keyboard for your increased security. If you are using ArmorGate on a computer that might be infected with keyloggers, it is strongly recommended that you use a virtual keyboard when typing in your usernames and passwords on websites.

Virtual keyboard is located in **K Menu -> Tools and Utilities -> Virtual Keyboard**. To use it, simply put the cursor where you would like to type something (just like you are about to start typing with the keyboard). Then use the virtual keyboard to click on appropriate letters.

If you use the virtual keyboard then keyloggers will not be able to capture your sensitive data.

## **Home Office**

Applications described in this section are only available if you have a Home Office or a Business Office subscription.

### ▶ ***Word Processor (Abiword)***

Abiword is a simple Word processor that is very similar to Microsoft Word. It does not have all the advanced features, but it has all of the basic functionality of Word. You can create, edit and save Microsoft Word documents.

To create a document simply click on **Create New Document** button or go to **File -> New**.

To open a document, go to **File -> Open** and navigate to the desired document.

To save a document click on **Save**, or go to **File -> Save**. In the *Save File As* window select the directory for saving and the file type. Make sure to select **Microsoft Word (.doc)** if you would like to save the document in Word format.

For more help with Abiword go to **Help -> Help Contents** or press **F1**.

### ▶ ***Spreadsheet Editor (Gnumeric)***

Gnumeric is a spreadsheet editor that is similar to Microsoft Excel. It has all of the basic functionality of Excel. You can create, edit and save Microsoft Excel documents.

To create a document simply click on **Create New Document** button or go to **File -> New**.

To open a document, go to **File -> Open** and navigate to the desired document.

To save a document click on **Save**, or go to **File -> Save**. In the *Save File As* window select the folder for saving and the file type. Make sure to select **MS Excel** if you would like to save the document in Excel format.

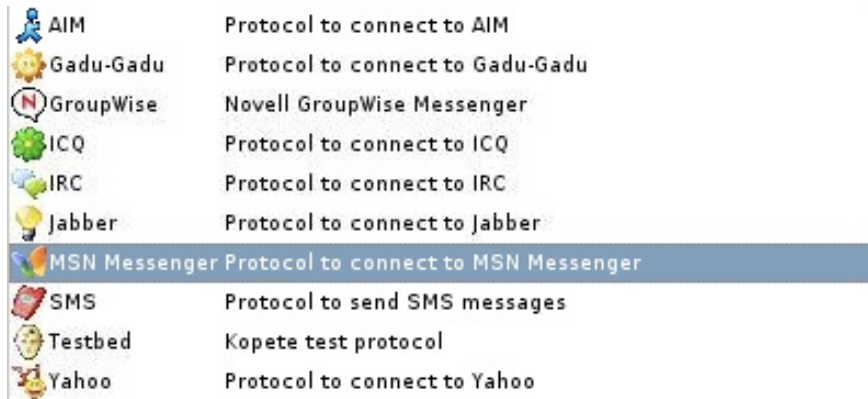
For more help with Gnumeric go to **Help -> Contents** or press **F1**.

► **Instant Messenger (Kopete)**

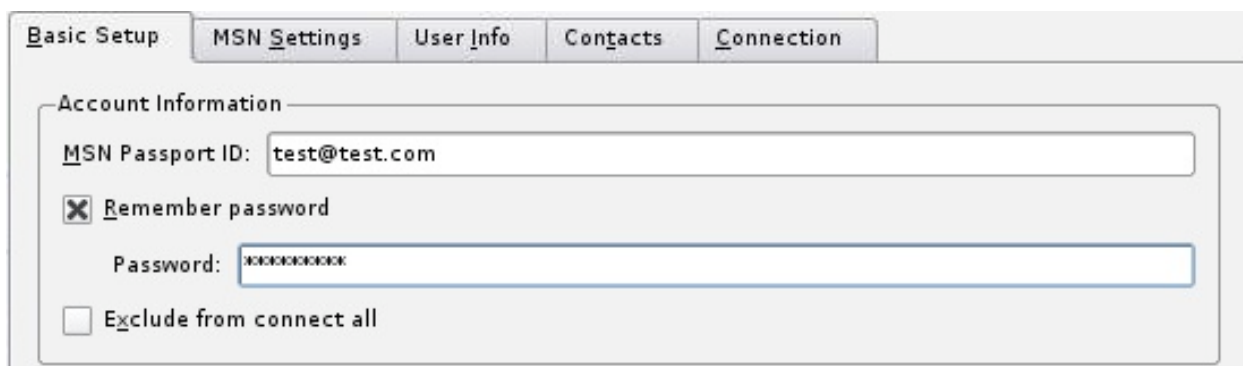
Kopete is an instant messenger that is compatible with MSN, Yahoo, AIM, ICQ, Gadu-Gadu, GroupWise, Jabber and SMS networks. You can set up accounts with either of those networks to chat with your friends or clients.

To set up an MSN account:

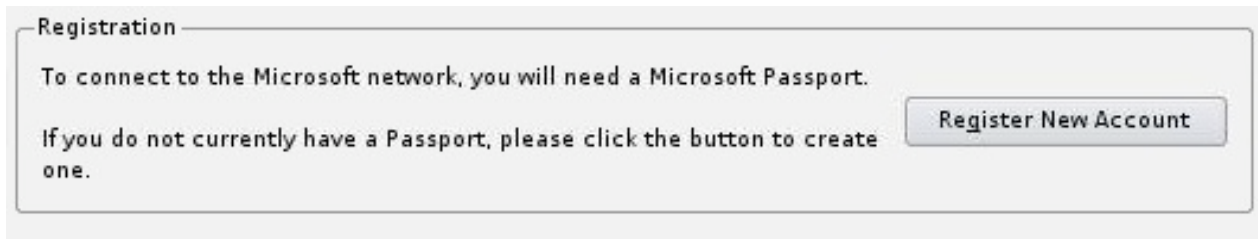
1. Launch *Kopete* by going to the **K Menu** -> **Home Office** -> **Instant Messenger (Kopete)**.
2. The first time you launch Kopete you will be presented with *Welcome to the Add Account Wizard*. Select **MSN Messenger** and click on **Next**.



3. Then, provide your **MSN Passport ID** in the appropriate box. For your convenience, Kopete can remember your MSN password in a secure way. This way you don't need to enter it every time. If you would like to do that, then simply check **Remember Password** and type in your password in the **Password** field.



4. If, for anonymity reasons, you would like to set up a new account, simply click on **Register New Account** button. This will take you to MSN website, where you can fill out a form to get a brand new MSN account. When you are done doing so, insert the details in the MSN **Passport ID** and **Password** fields.



5. At this point, you will see the *KDE Wallet Service* box. KDE Wallet is the program that keeps all your passwords and sensitive information secure. In order to use it, you need to come up with a password, that will let you access that information. This password will be needed any-time you want to access your KDE Wallet (such as storing new passwords for other applications). Make sure that the password is not too easy (otherwise someone might guess it), or too hard (you might forget it).
6. Please type in your in the **Password** field and type in same password in the **Verify** field. The password strength meter on the bottom will show the “strength” of your password. Ultimately you want the strength meter to reach to all the way to the right.



7. When you are done type in your password, click on **Open**.

Once an account has been set up you can use it just like any other Instant Messenger that you have used before.

For more help with Kopete go to **Help** -> **Kopete Handbook** or press **F1**.

## **Business Office**

Applications described in this section are only available if you have a Business Office subscription.

Business Office has two robust Office-like suites. It also has a very powerful graphics editor. It is a choice of personal preference which suite to use, because both *OpenOffice* and *KOffice* are fully compatible with *Microsoft Office* and have the same feature level.

You will notice that the look and the usage of any of these applications are very similar to that of Microsoft Office. Please refer to the table below to find out which application corresponds to which in the Microsoft Office.

<b>Microsoft Office Application</b>	<b>OpenOffice Application</b>	<b>Koffice Application</b>
Word	OpenOffice.org Word Processor	Word Processing (KWord)
Excel	OpenOffice.org Spreadsheet	Spreadsheets (KSpread)
PowerPoint	OpenOffice.org Presentation	Slide Presentations (KPresenter)
Paint	OpenOffice.org Drawing	Flowchart Editing (Kivio)
Access	OpenOffice.org Database	Database Creator (Kexi)
	OpenOffice.org Formula	

The graphics editor available as part of Business Office is called **The Gimp** and is very similar in use to *Adobe Photoshop*.

Please remember that you can refer to any application's help by going to the **Help** menu or pressing **F1**.

## **Customization**

You can customize your experience with ArmorDesktop by changing the desktop background and changing the way you open applications.

### ▶ ***Changing the desktop background***

If you would like to change the desktop background simply right click anywhere on the desktop and select **Configure Desktop**. In the *Configure - KDesktop* window you can select a different picture from the **Picture** drop down menu.

Or you can select your own picture by clicking on **Open File** icon on the right side of the **Picture** drop down menu. Then simply navigate to the desired file and click **Open**.

Alternatively, you can download new pictures from the web by clicking on **Get New Wallpapers** button. Once the new window opens, select the picture you like and click on **Install**. If the installation was successful, then the new picture will be available from the **Pictures** drop down menu.

### ▶ ***Personalizing desktop behavior.***

If you would like to personalize the way ArmorDesktop opens files and applications to be more familiar to your local system you can do so by launching **Desktop Settings Wizard (kpersonalizer)**. Desktop Settings Wizard is located in **K Menu -> Tools and Utilities -> Desktop Settings Wizard**.

Then simply follow the wizard as it will explain and guide you through this process. You can cancel it any time by clicking the **Cancel** button.

## **Printing**

To print anything within ArmorGate, click on print icon in the appropriate application. When the *Printer Selection* window comes up, don't change any settings (the printer name will be of the form "lp12345") and click on **Print**.

In couple of seconds you will see another *Printer Selection* dialog box, at this point please select a printer that you would like to use. The printers listed in this printer selection dialog box are the ones configured with your current system. Depending on the size of the document, the second **Printer Selection** dialog box might take up to a minute to appear.

Once you've picked a printer, click on **Print** and the printer will start printing your document.

## Tools & Settings

Tools and Settings Tab lets you configure general ArmorGate behavior. Please select the tabs on the left side of the screen to select appropriate settings.

### ▶ **General Tab**

**Default Language:** Select your favorite language and click **Apply**. You will need to restart ArmorGate for complete implementation.

**Toolbar Buttons:** Icons can be made larger or smaller by choosing the appropriate radio button. If you want to turn off the text explanation for each icon, uncheck **Show Text**. Click **Apply** to save the changes.

**Skins:** There are a number of skins available for ArmorGate to customize your visual experience. Choose a skin that you like and click **Apply**.

**User Profile:** This is the location of your profile. If you would like to move the profile onto another computer or another USB drive. Copy the path listed in **Location** field and paste it into the **Address** field in *Windows Explorer*. This will open your profile directory.

### ▶ **ArmorDesktop Tab**

**Shared Files:** If you would like to share files between your local drive and ArmorDesktop, then check **Enable File Sharing**. Default sharing directory is listed in the **Shared Local Folder** field. If you would like to select another directory, click on **Browse...** and select the new directory. Now all the files in that directory will be available in the ArmorDesktop under **LocalDrive**.

**Screen Resolution:** The slider bar will let you choose the desired screen resolution. Simply drag the slider to change screen size. Please remember that the minimum resolution is 800x600. This will change the size of your ArmorDesktop.

Remember to click **Apply** to save any changes.

### ▶ **Feedback Tab**

We greatly appreciate your feedback as it provides us with direction on how to improve ArmorGate. Please use this form to inform us of any problems/suggestions/ideas that you might encounter during your experience with ArmorGate.

**Type:** Select a type of inquiry. This will help us sort and work through inquiries more efficiently.

**Description:** A description of the problem/suggestion/ideas. Please be sure to give us as much detail as possible. If you are writing about a bug/problem, then keep in mind that we will need to recreate the exact same conditions you experienced in order to recreate and resolve the issue.

**Name/Email:** Your name and email in case we need to contact you to ask further questions.

▶ **About Tab**

This is where you can find out which version of ArmorGate you are using. As well as the contact information for the company.

### 3. Managing your subscription

You can manage your ArmorGate subscription online using the Control Panel. This will give you an opportunity to update your information or renew, upgrade/downgrade, cancel your current subscription.

To access the Control Panel simply double click the file called Control Panel on your desktop. This will open the browser with the login prompt. Please provide your email and your password to log into the Control Panel. The password is the same password that you use to log into ArmorDesktop.

Once you are successfully logged in you will see a brief summary of your account. Below it will be three management subsections.

#### ► **Billing Management**

Balance: This screen provides you will a summary of your account balance. If you have an outstanding balance you can make a payment by clicking on **Make a Payment** button. Then you will be asked to provide the amount of the payment. Once you click on **Make a Payment** button again, your credit card will be charged the amount you specified.

Billing History: Billing History includes all financial documents issued for your Customer Account (namely, Invoices, Orders and Payments). You can click on any **Order ID** to see a copy of the invoice, order, payment and print it for your records.

Subscription: This screen shows you the list of subscriptions associated with your Customer Account. In addition, here you can subscribe for another Hosting Plan. Simply click on **Buy Another Hosting Plan** to add another ArmorGate subscription. Or select a current subscription from the list to edit it. At this point you can choose to upgrade or downgrade it (depending on your current subscription)

Statements: Statements reflect the state of an Account balance and include the list of financial documents issued by the end of the Billing Cycle. Statements are generated at the end of the Billing Cycle. Simply click on a Statement to read it.

Payment Methods: This screen allows you to view all credit cards saved in the system for your Account. You could also edit credit card properties, add new credit cards, or remove no longer needed records. If you would like to add a new credit card click on the **New Payment Method** button. Fill out all the necessary information and click **OK**.

If you would like to edit your current credit card simply click on it and on the next screen click on **Edit**. This will allow you to change the **Credit Card properties** such as allowing payments with this card, or using it for recurrent payments.

Please note, if you need to change the actual credit card number or expiry date, you have to delete this credit card and add a new one instead.

To delete current credit card, click on it and click **Delete**.

### ▶ **Account Management**

Account contacts: This screen demonstrates your current account contacts. Please, do not mix the account contacts with your personal information. Account contacts (names and e-mails) have nothing common with your login credentials and do not affect them.

If you would like to **Edit** the account contact, simply click on **Edit**. Please make sure that this information is always up to date.

Account Settings: This screen shows your current account profile. Please make sure that the information is always up to date by clicking on **Edit** and changing it.

Notification Settings: This screen shows you the current settings for notifications language and format as well as the set of notifications you can disable or enable.

### ▶ **Personal Settings**

Personal Profile: This screen shows your current personal settings. Note that personal settings also include your User name and password. If you would like to change your personal profile, click on **Edit**. In the next screen you can change your password by providing the old password and the new password. Please make sure that you don't lose this password.

Display Settings: In this window you can change the help bar location of your Control Panel screens. In addition, you can tune the left menu behavior.