



Anti-Theft File Protection

User Guide

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CHAPTER 1

McAfee Anti-Theft

Every day, computers are lost, stolen, or used by others. When this occurs, personal or confidential information can be accessed by thieves, hackers, or anyone else who uses the computer. This can lead to financial loss, identity theft, and privacy invasion.

McAfee Anti-Theft safeguards files containing financial documents, consumer data, and any important information from thieves, hackers, and others.

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Anti-Theft features

Password protection

Prevent someone from accessing your files in case your computer is lost or stolen.

Lock and hide files

Lock and hide your private files from others who use your computer.

Password reset

If you forget your password you can easily reset it from your computer.

Multiple users

Each user on your computer can create their own vaults.

CHAPTER 2

Getting started

This section will take you through the initial setup of McAfee Anti-Theft. The First-Use wizard starts as soon as you install the product, and lets you create your first vault. Following that, you can begin securing your important files.

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Using McAfee Anti-Theft

McAfee Anti-Theft allows you to store a file within password-protected folders. These folders are known as vaults and they prevent hackers and other users from getting access to the files stored inside them. A vault behaves just like a Windows folder; for example, you can double-click a vault to open it and right-click it to view its various menu options. However, unlike a regular folder the vault is password-protected.

Note: Each vault also becomes a virtual drive and is automatically designated the first free letter from the end of the alphabet (for example, Z:\). If your computer already has a Z:\ drive it will choose the next free letter (for example, Y:\). If your computer has a Z:\ and a Y:\ drive, Anti-Theft will work its way through the alphabet until it finds a free letter. You can access these drives by double-clicking the McAfee Anti-Theft icon on your desktop or by right-clicking the McAfee Anti-Theft icon in the notification area, to the far right of your taskbar.

The First-Use wizard: Step 1

The First-Use wizard appears when you start to create your first vault. The First-Use wizard is a set of screens that allow you to build your Anti-Theft system and create your first vault. It is at this stage that you specify the security questions and answers that will provide access to all your vaults if you forget a password; for example, "In which city did you meet your spouse/significant other?" or "What was the name of your childhood pet?". There are several questions, but you need to select only three.

Select a question from the **Question 1** list, and enter an answer in the **Answer 1** box. Do the same for **Question 2** and **Question 3**, making sure you select different questions with the relevant answers entered in the respective answer boxes. Your answers to the security questions are not case-sensitive.

Note: The First-Use wizard appears for every Windows user on your computer when they run McAfee Anti-Theft for the first time.

The First-Use wizard: Step 2

Click **Next** to move to the next screen. Here you can specify the name of your first vault, the vault size, and the password.

- Enter the name of vault in the **Name** box.
- Move the slider to specify the size of the vault. This is the vault capacity, the amount of megabytes or gigabytes you think are necessary to hold your files. Once you create the vault you will not be able to adjust the size.
- Enter a password for the vault in the **Password** box. The **Password Strength** indicator denotes how strong your password is, that is, if it contains just alphabetic characters then it may be considered weak, and if it contains alphabetic and numeric characters then it will be considered strong.

Re-enter the password in the **Confirm Password** box, and then click **Next**.

The First-Use wizard: Step 3

Do the following:

To...	Do this...
Start working with your new vault	Click Yes, I want to unlock it (Vault Name) and then click Finish .
Leave the vault locked for the time being	Click No, I want to leave it locked , and then click Finish .

Recommendations

To ensure your vault contains the only copy of a file, follow these standard Windows procedures:

- To move a file into your vault, hold down the **SHIFT** key and use your mouse to drag the file into your vault.
- After saving a file using a program's **Save As** feature, delete the file from its original location. Remember that if you use **Save As** to save the file with a different name, the original file remains in its original location.
- To permanently erase deleted files, use a file shredding program, such as McAfee Shredder.

The First-Use wizard: Complete

The newly created vault appears as an icon in the Windows Explorer main window. It also appears as a folder in the left hand pane under **\My Documents\McAfee Vaults**. You can use it just like any other folder in Windows Explorer, the difference being, a password must be entered to retrieve the contents.

Windows user accounts and McAfee Anti-Theft

If more than one person uses your computer, we recommend that you create unique Windows user accounts for each one to minimize the risk of a user accidentally deleting a vault.

With McAfee Anti-Theft, any vaults you create are associated with your Windows user account. This means that users who access your computer using your Windows user account can see and delete your vaults, but cannot access the files inside locked vaults.

We also recommend that you back up your vaults. For more information, see [Backing up your vaults](#) (page 17).

To learn how to create new Windows users, see the [Windows Help](#).

Working with vaults

Vaults are secured folders that prevent hackers and other users from getting access to the files stored inside them. A vault behaves just like a Windows folder; for example, you can double-click a vault to open it and right-click it to view its various menu options. However, unlike a regular folder the vault is password-protected.

Use this section to find out how to work with vaults.

Create a vault

The **Create** option allows you to create a new vault. You can create many vaults depending on your requirements. All new vaults are locked by default.

- 1 Open McAfee Anti-Theft by double-clicking the McAfee Anti-Theft icon on your desktop.
- 2 In the top toolbar on the right pane, click **Create** to start the **Create New Vault** wizard.
- 3 Enter the name of vault in the **Name** box.
- 4 Move the slider to specify the size of the vault.
- 5 Enter a password for the vault in the **Password** box.
- 6 Re-enter the password in the **Confirm Password** box, and then click **Next**.
- 7 To start working with the vault, click **Yes, I want to unlock it (vault name)**. To leave the vault locked for the time being, click **No, I want to leave it locked**.

Note: The **Password Strength** indicator denotes how strong your password is; that is, if it contains just alphabetic characters then it may be considered weak, and if it contains alphabetic and numeric characters then it will be considered strong.

Vault specifics

Vaults have a minimum size of 50 megabytes and you can increase the vault size to up to 4 gigabytes. To create a vault larger than 4 gigabytes, see *Creating a vault larger than 4 gigabytes* (page 9).

With McAfee Anti-Theft, any vaults you create are associated with your Windows user account. For more information, see *Windows User Accounts and McAfee Anti-Theft* (page 7).

Advanced options for vault creation

The **Advanced** option lets you create a vault in another location, determine the vault size, and specify the drive letter.

Creating a vault larger than 4 gigabytes

If you need more storage space, you can use the **Advanced** options to create a vault larger than 4 gigabytes (GB).

- 1 Open McAfee Anti-Theft by double-clicking the McAfee Anti-Theft icon on your desktop.
- 2 In the top toolbar on the right pane, click **Create** to start the **Create New Vault** wizard.
- 3 Enter the name of your vault in the **Name** box.
- 4 Click **Advanced**.
- 5 Enter a number for the size of the vault in the **Size** box and then specify whether the vault's size is in megabytes or gigabytes.
- 6 Click **Ok**.
- 7 Enter a password for the vault in the **Password** box.
- 8 Re-enter the password in the **Confirm Password** box, and then click **Next**.
- 9 To start working with the vault, click **Yes, I want to unlock it (vault name)**. To leave the vault locked for the time being, click **No, I want to leave it locked**.
- 10 Click **Finish**.

Note: The size of a vault is constrained only by the amount of free hard disk space on your computer.

Lock a vault

Use the **Lock** option to lock and secure an open vault.

- 1 Open McAfee Anti-Theft by double-clicking the McAfee Anti-Theft icon on your desktop.
- 2 Click the vault you want to lock.
- 3 In the toolbar on the right pane, click **Lock**.
- 4 Click **Ok**.

Note: You can access a vault by right-clicking the **McAfee Anti-Theft** icon  in the notification area to the right of your taskbar, and clicking the vault name.

Unlock a vault

Use the **Unlock** option to open a locked vault using the designated password.

- 1 Open McAfee Anti-Theft by double-clicking the McAfee Anti-Theft icon on your desktop.
- 2 Click the vault you want to open.
- 3 In the toolbar on the right pane, click **Unlock**.
- 4 Enter the password for this vault.
- 5 Click **Ok**.

Note: You can access a vault by right-clicking the **McAfee Anti-Theft** icon  in the notification area to the right of your taskbar, and clicking the vault name.

Rename a vault

Use the **Rename** option to rename an existing vault.

- 1 Open McAfee Anti-Theft by double-clicking the McAfee Anti-Theft icon on your desktop.
- 2 Click the vault you want to rename.
- 3 In the toolbar on the right pane, click **Rename**.
- 4 On the **Change the Name** pane, enter the vault's new name in the **New Name** box.
- 5 Click **Ok**.

Change a vault's password

Use the **Change Password** option to change the password of an existing vault.

- 1 Open McAfee Anti-Theft by double-clicking the McAfee Anti-Theft icon on your desktop.
- 2 Click the vault.
- 3 In the toolbar on the right pane, click **Change Password**.
- 4 On the **Change the Password for this Vault** screen, enter the current password in the **Current Password** box.
- 5 Enter the new password in the **New Password** box.
- 6 Re-enter your password in the **Confirm Password** box.
- 7 Click **Ok**.

Note: If you have forgotten your password, you can reset it (page 19).

Delete a vault

Use the **Delete** option to remove a vault from your computer.

- 1 Open McAfee Anti-Theft by double-clicking the McAfee Anti-Theft icon on your desktop.
- 2 Click the vault you want to delete.
- 3 In the toolbar on the right pane, click **Delete**.
- 4 On the **Delete this Vault** pane, click **Yes I want to permanently delete “vault name” and all data and files inside**.
- 5 Click **Delete**.

Warning: If you delete a vault you cannot recover it. It's permanently deleted from your computer and is not moved to your computer's Recycle Bin. Please be careful; deleting a vault also deletes all the files and folders that are stored inside it. We recommend that you back up your vaults. For more information, see [Backing up your vaults](#) (page 17).

With McAfee Anti-Theft, any vaults you create are associated with your Windows user account. This means that users who access your computer using your Windows user account can see and delete your vaults, but cannot access the files inside locked vaults.

To learn how to create new Windows users, see the [Windows Help](#).

Import a vault

The **Import** option allows you to import a vault from another location, such as a different folder on your computer or a USB drive.

- 1 Open McAfee Anti-Theft by double-clicking the McAfee Anti-Theft icon on your desktop.
- 2 In the toolbar on the right pane, click **Advanced**.
- 3 On the **Advanced** pane, enter a name for the vault in the **Name** box.
- 4 Click **Browse** to find the file you want to import.
- 5 Select the drive letter you want to assign this vault to.

Note: Each vault also becomes a virtual drive and is automatically designated the first free letter from the end of the alphabet (for example, Z:\). If your computer already has a Z:\ drive it will choose the next free letter (for example, Y:\). If your computer has a Z:\ and a Y:\ drive, Anti-Theft will work its way through the alphabet until it finds a free letter. You can access these drives by double-clicking the McAfee Anti-Theft icon on your desktop.

Set the Anti-Theft File options

The **Options** screen allows you to enhance vault security. These options are triggered automatically when your computer remains unused after a certain amount of time, or when the screen saver is activated.

- 1 Open McAfee Anti-Theft by double-clicking the McAfee Anti-Theft icon on your desktop.
- 2 In the toolbar on the right pane, click **Options**.
- 3 On the **Options** screen, select the appropriate check box:
 - **Lock all Vaults after “ “ minutes**
Specify when you would like automatic locking to occur. The time is set in minutes and is the period that your computer remains inactive before locking all open vaults.
 - **Lock all Vaults when my screen saver activates**
Lock all open vaults when the Windows screen saver starts.
- 4 Click **Save**.

Delete a file from a vault

You can delete files from a vault as you can with any other folder.

- 1 Open McAfee Anti-Theft by double-clicking the McAfee Anti-Theft icon on your desktop.
- 2 Open the vault containing the file you want to delete.
- 3 When the vault is open, double-click it to open the files.
- 4 Select the file in the Windows Explorer window, and press the `DELETE` key.
- 5 Click **Yes** to confirm.

Warning: If you delete a file from a vault, it will be placed in the Recycle Bin and can therefore be accessed from there when the vault is open. If you lock the vault, the file will not be accessible from the Recycle Bin. The next time you unlock the vault, the file will be accessible again from the Recycle Bin. To remove the file permanently, delete it from the Recycle Bin.

CHAPTER 3

Using other programs with Anti-Theft

When you create a vault, you are effectively creating a secure folder that can only be accessed with the correct password. You can, therefore, save and retrieve files from other programs, such as Microsoft Word and Excel directly from our vault. The examples below are based on Microsoft Office, but can be used for any Windows-based program.

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Save a file directly into a vault

You must unlock a vault before saving a file in it.

- 1 Open McAfee Anti-Theft by double-clicking the McAfee Anti-Theft icon on your desktop.
- 2 Click the vault you want to open.
- 3 In the toolbar on the right pane, click **Unlock**.
- 4 Enter the password for this vault.
- 5 Click **OK**.
- 6 Open the Windows program containing the file you want to save.
- 7 In the **Save As** dialog box, browse to **\My Documents\McAfee Vaults**.
- 8 Select the vault where you want to save the file.
- 9 Click **Save**.

Recommendations

To ensure your vault contains the only copy of a file, follow these standard Windows procedures:

- To move a file into your vault, hold down the **SHIFT** key and use your mouse to drag the file into your vault.
- After saving a file using a program's **Save As** feature, delete the file from its original location. Remember that if you use

Save As to save the file with a different name, the original file remains in its original location.

- To permanently erase deleted files, use a file shredding program, such as McAfee Shredder.

Note: Now that you have entered the password for the vault, it will remain open until you manually lock it. However, the vault will lock if the computer is shut down. The vault will also lock if the **Lock all Vaults after “ “ minutes** or the **Lock all Vaults when my screen saver activates** options have been set. For more information, see Set the Anti-Theft File options (page 13).

Retrieve a file from a vault

You must unlock a vault before retrieving a file from it.

- 1 Open McAfee Anti-Theft by double-clicking the McAfee Anti-Theft icon on your desktop.
- 2 Click the vault you want to open.
- 3 In the toolbar on the right pane, click **Unlock**.
- 4 Enter the password for this vault.
- 5 Click **OK**.
- 6 Open the Windows program that you want to use to retrieve the file.
- 7 From the **Open** dialog box, browse to **\My Documents\McAfee Vaults**.
- 8 Select the vault containing the file, and click **Open**.
- 9 Select the file you want to open.
- 10 Click **Open**.

Note: Now that you have entered the password for the vault it will remain open until you manually lock it. However, the vault will lock if the computer is shutdown or restarted. The vault will also lock if the **Lock all Vaults after “ “ minutes** or the **Lock all Vaults when my screen saver activates** options have been set.

Security software

McAfee Anti-Theft works with many other security programs (such as virus protection programs) by allowing them to scan the contents of an unlocked vault. Remember, these programs can only access the files and folders in an unlocked vault.

CHAPTER 4

Backing up your vaults

To properly back up a vault, you back up the .vault file that is associated with it. Even though vaults appear below the **My Documents** folder, the files themselves are not stored there. Each vault and its contents are stored in a single vault which is really just a secure file. The name of the file is “Vault Name.vault”.

The .vault files are physically stored within your Windows user profile. For example, Windows XP stores the vaults under **C:\Documents and Settings\\Local Settings\Application Data\McAfee Anti Theft**. Windows Vista stores them under **C:\users\\AppData\local\McAfee Anti Theft**.

To back up your vaults, do one of the following:

- Backup your entire computer.
- Add the **C:\Documents and Settings** folder to your backup so that your .vault files are also backed up.
- When you create a vault, use the **Advanced** options to create the .vault file in a directory in **My Documents**. Your .vault files will be backed up when you back up **My Documents**.

Note: Before backing up your .vault files, make sure that you lock your vaults.

CHAPTER 5

Troubleshooting

This section will help you solve occasional problems that may occur.

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I forgot my password

If you have forgotten the password for a vault, you can reset it and gain access by answering the security questions specified during the First-Use wizard.

Note: If you share a computer with other users and you did not create the security questions in the First-Use wizard, then the user who created these security questions must reset your password for you.

- 1 Open McAfee Anti-Theft by double-clicking the McAfee Anti-Theft icon on your desktop.
- 2 Click the vault you want to open.
- 3 On the toolbar in the right pane, click **Unlock**.
- 4 Click the **I forgot my password** option to start the **I forgot my password** wizard. The wizard contains the security questions created in the First-Use wizard.
- 5 Enter the answers to each question in the respective answer boxes, and then click **Next**.
- 6 Enter the new password and re-enter it in the **Confirm Password** box.
- 7 Click **Next**.
- 8 Click **Finish**.

Note: The **Password Strength** indicator denotes how strong your password is; that is, if it contains just alphabetic characters then it may be considered weak, and if it contains alphabetic and numeric characters then it will be considered strong.

I cannot find my vault

Use Windows Explorer to access your vault.

- Open McAfee Anti-Theft by double-clicking the McAfee Anti-Theft icon on your desktop.

My vault is read-only

You will see this message if you are using a trial version of Anti-Theft. This means your trial period has expired. You can upgrade by purchasing the product via a retailer or www.mcafee.com. You can then install it on top of the trial version.

Uninstalling Anti-Theft

To uninstall Anti-Theft, please see the instructions for removing programs in the Windows Help.

Warning: If you uninstall Anti-Theft, your vaults, and those belonging to other users, will remain on the computer with their security intact. If you unintentionally remove McAfee Anti-Theft, then you can reinstall it to access your vaults again. All previous settings will still apply. Remember, if you delete a vault, it is permanently deleted from your computer; it is not moved to the Recycle Bin.

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