

Prot-On First Steps

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1. Prot-On

1.1 What is Prot-On?

Prot-On is a software that allows you to encrypt your documents, pictures, videos, audios or emails and decide who, how and when can access them. You can also track document use.

Encrypt your files and send them as you usually would to whomever you want (by email, Dropbox, Google Drive, USB, etc.). If you change your mind you can take away access to any of the protected copies wherever they are.

1.2 How does Prot-On work?

Prot-On is very easy to use, all you have to do is protect your document. Once protected you define who can access it using the Permissions Management panel accessible via any browser. Here you will see a list of all the documents you have protected and you simply check the type of access you want to assign to the user with whom you've shared the file. You will be able to change permissions and track document use at any time.

A user who is not registered in Prot-On or a user who has not been assigned the correct permissions will not be able to access a protected document.

1.3 Who use Prot-On?

Prot-On offers a **Free service** to home users who want to protect the documents or photos they share or access to protected documents. We offer a [Premium service](#) for professionals who need to protect their intellectual property and a [Corporate service](#) for companies concerned about information leaks, manage users and permissions associated with enterprise information.



2. Use Drag'n Drop (online viewer) or install Prot-On

To begin using Prot-On for free you have two options:

2.1 Prot-On Drag'n Drop

Use Prot-On Drag'n Drop, can view protected documents and to protect your files online without needing to install a Prot-On client. All you have to do is login with your Prot-On id.

[Go to Prot-On Drag'n Drop](#)

2.2 Download and Install Prot-On

Download Prot-On to your device (Windows, Mac, iOS, Android or Blackberry) in order to access all of its functions (protect folders, plugins for MS-Office and browsers, edit files, etc). Recommended.

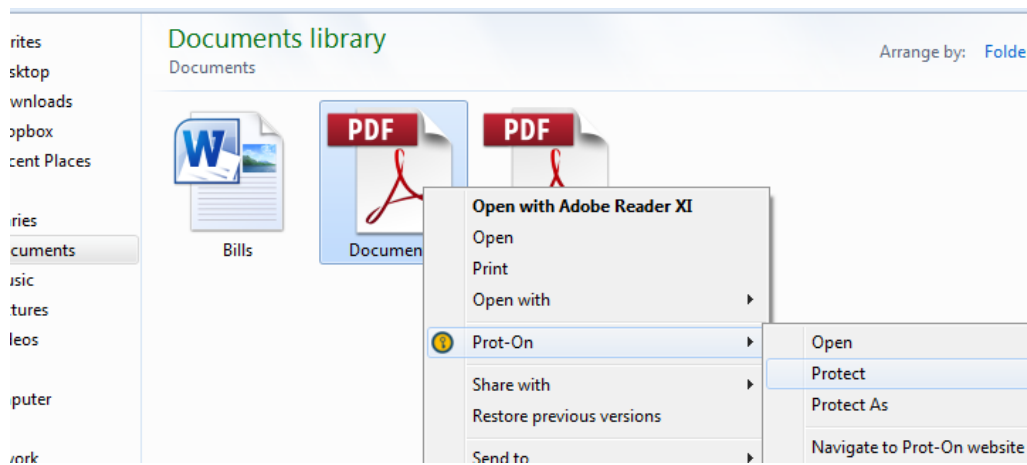
[Download Prot-On](#)

3. Start to use Prot-On – Protect a file

3.1 If you installed Prot-On...

- From the desktop on your PC choose the file that you want to protect, with a right click of the mouse select Prot-On and choose "protect".
- A copy of your file will be created with the same name and with the extension **.prot-on**. This is your protected document.

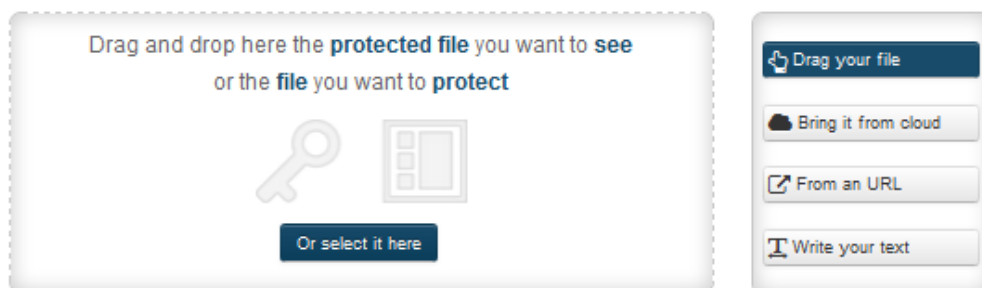




3.2 If you use Drag´n Drop

Without downloads, online access, select or drag the file that you want to protect and it will be automatically protected. Access to <https://www.dnd.prot-on.com/>

Prot-On Drag & Drop allows you to view and protect your files without needing to install a Prot-On client



When you protect a document, you see the option of deciding what to do next, give permissions, share it or do anything else.

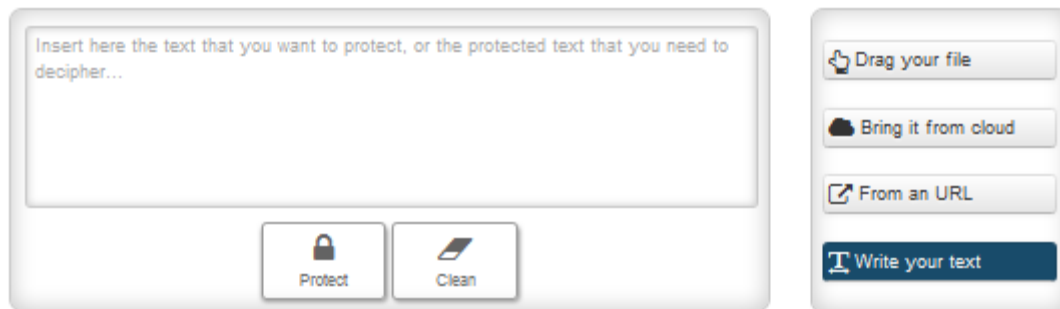
You can share your document and then assign permissions or vice versa.

You can also just store your protected files in your PC or Cloud Services.

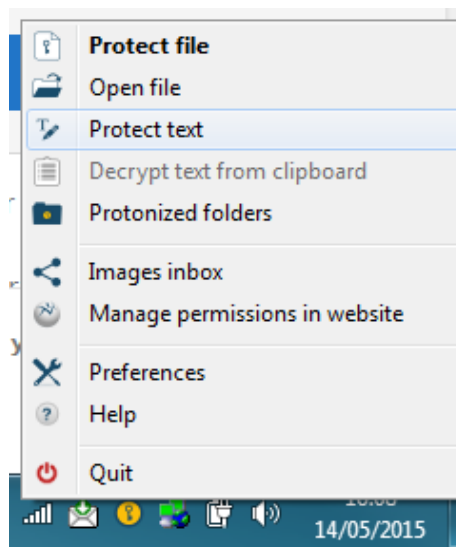


3.3 How to protect text

Online protection with Drag ´n Drop: (Access to [Drag ´n Drop](#) and click in "write your text". Insert the text that you want protect and click protect bottom)



If you installed Prot-On: Place your mouse over the Prot-On icon in the message area on the bottom right of your PC screen. With the right mouse button select "Protect text".



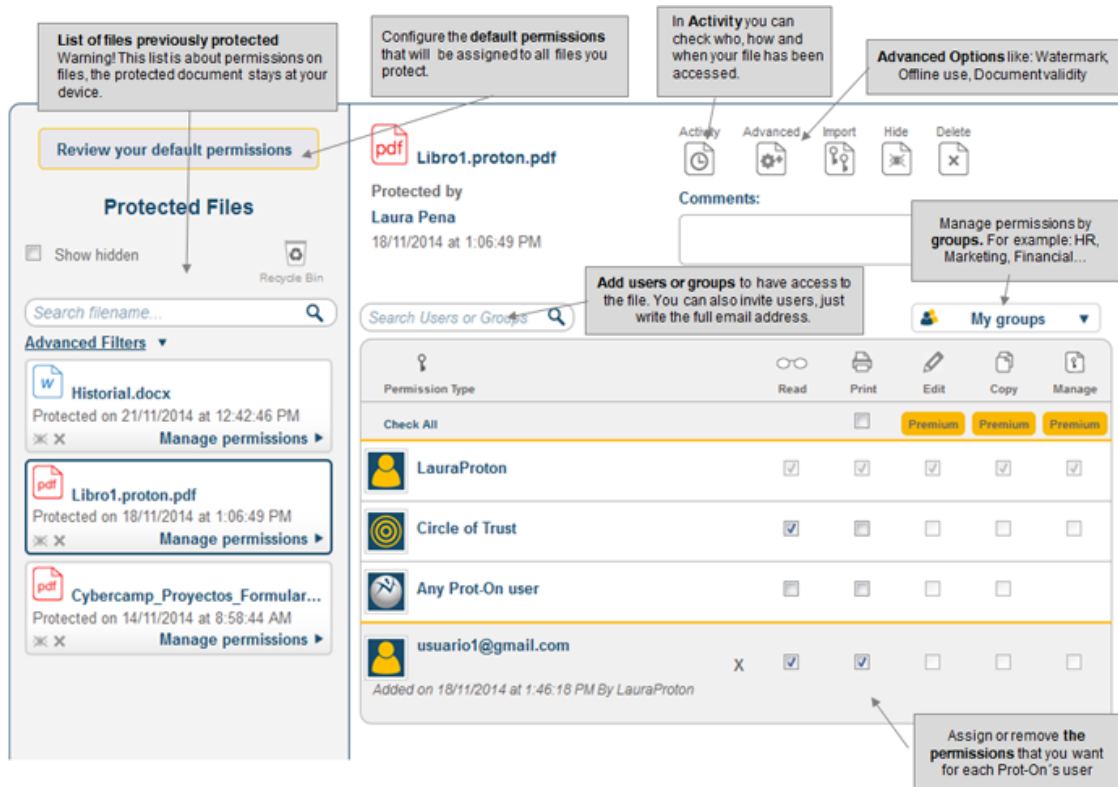
4. How to assign permissions

Access the [Permissions Management Panel](#), and you will see the following image:



On the left side there is a list of documents previously protected (it is just a list, the protected documents are in your device), select the protected document and add the user to whom you want to give permissions by writing his email address. You can decide if the user can read, print, etc...

The image shows the options available to you to when assigning permissions.



The screenshot displays the Prot-On interface with several callouts explaining key features:

- List of files previously protected:** Warning! This list is about permissions on files, the protected document stays at your device.
- Configure the default permissions:** that will be assigned to all files you protect.
- In Activity:** you can check who, how and when your file has been accessed.
- Advanced Options:** like: Watermark, Offline use, Document validity.
- Review your default permissions:** A button to manage default settings.
- Protected Files:** A list of files with search and filter options.
- Search Users or Groups:** A field to find users to assign permissions.
- Add users or groups to have access to the file:** You can also invite users, just write the full email address.
- Manage permissions by groups:** For example: HR, Marketing, Financial...
- Assign or remove the permissions:** that you want for each Prot-On's user.

The main interface shows a file named 'Libro1.proton.pdf' protected by 'Laura Pena' on 18/11/2014 at 1:06:49 PM. Below this, a table lists users and their permissions:

Permission Type	Read	Print	Edit	Copy	Manage
Check All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LauraProton	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Circle of Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any Prot-On user	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
usuario1@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can assign and remove permissions whenever you want, even after having sent the documents.

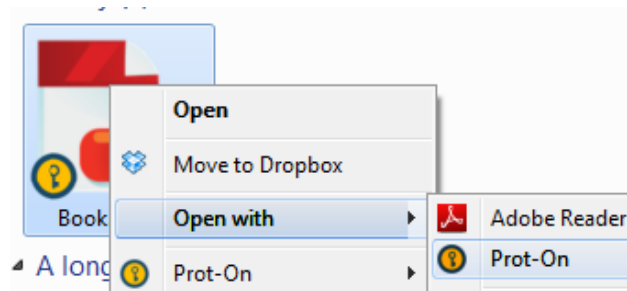
[Watch the video](#)

5. How to access documents protected

5.1 If you already have Prot-On app in your device



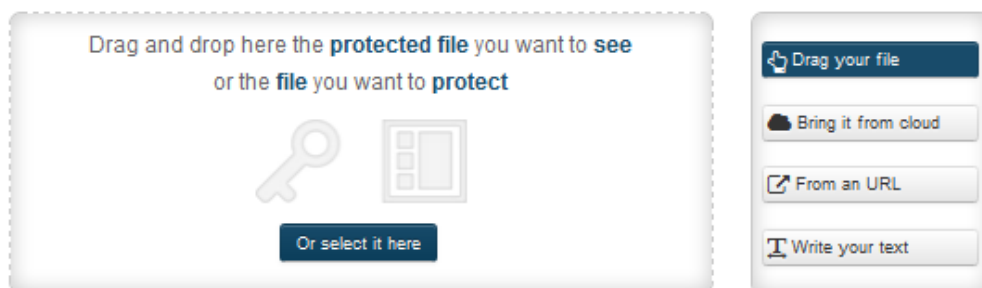
1. Download the protected PDF on your PC (don't just open it, you must download it). You can try downloading [this protected PDF](#) as an example.
2. Once downloaded, click on it with the right button on the mouse.
3. Select **Open with Prot-On**.



5.2 You can view it online too

1. Access to this website [Prot-On Drag 'n Drop](#).
2. Login with your Prot-On User
3. Select or drag the protected document to the window.

Prot-On Drag & Drop allows you to view and protect your files without needing to install a Prot-On client



5.3 If you have a “protonized” text...

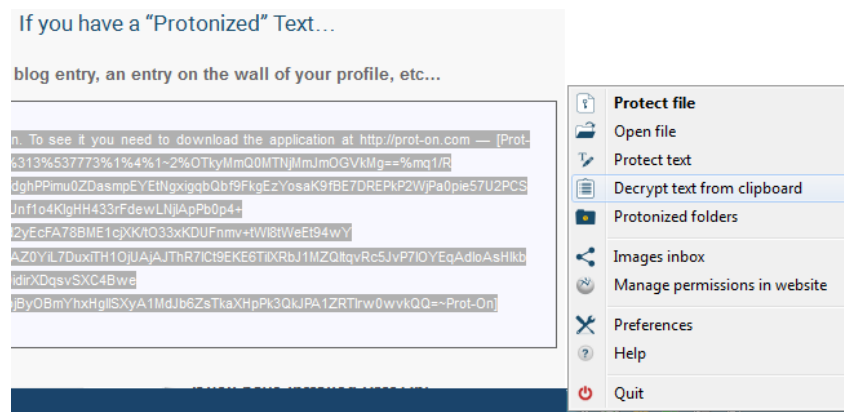
This is a protected text



— File protected with Prot-On. To see it you need to download the application at <http://prot-on.com> — [Prot-On%02.05.2013-18.29.19.txt%313%537773%1%4%1~2%OTkyMmQ0MTNjMmJmOGVkJG==%mq1/R/GdtxrE75hkWtQHB2ZDY7y2fdghPPimu0ZDasmpEYEtNgxigqbQbf9FkgEzYosaK9fBE7DREPKp2WjPa0pie57U2PCSVFb8t7bobMxa3JbwdlO2m24Unf1o4KIgHH433rFdewLNjlApPb0p4+/FchDssknRCpBkU6fgMRXnTd2yEcFA78BME1cjXK/tO33xKDUFnmv+tWi8tWeEt94wY/eHPJ5E+9DAbSVIPni5Vx3OyAZ0YiL7DuxiTH1OjUAjAJThR7ICt9EKE6TiIXRbJ1MZQltqvRc5JvP7IOYEqAdloAsHikbRS2gmHQPAX4uQCvNxxzfoi80idirXDqsvSXC4Bwe/eshtf+I2a5KP8v0OTFPW0MJoJByOBmYhxHgIISXyA1MdJb6ZsTkaXHpPk3QkJPA1ZRTIrw0wvkQQ=~Prot-On]

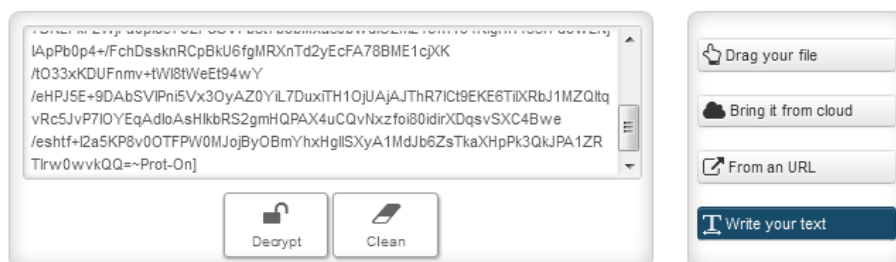
If you have installed Prot-On:

- Select and copy all the protected text.
- Click the Prot-On icon in the notification bar of your PC (lower right side for Windows and upper right side for Mac).
- Right click on the mouse and select "Decrypt text from clipboard"



If you want online unprotect:

- Select the encrypted text
- Access to Prot-On Drag'n Drop, login and click in "write your text", insert the protected text and decrypt it.



6. How to use MS-Office Plugin

An easier way to protect and manage files is to use the Prot-On MS-Office plugin.

Protect a file.

You will see that a new Prot-On tab appears in the top menu. Select that tab and click on the "Protect" option. It will create a file with the same name and extension as the original but with the suffix ".proton". This is your protected document.

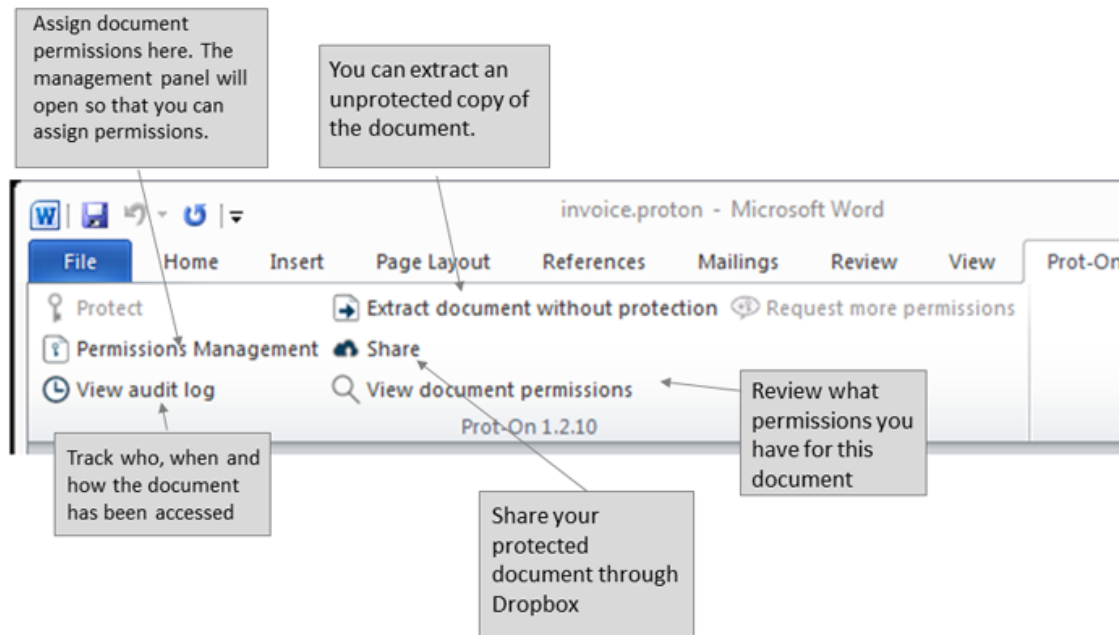


What else can I do with the MS-Office plugin?

Once you have protected your Office document other Prot-On options will be activated.

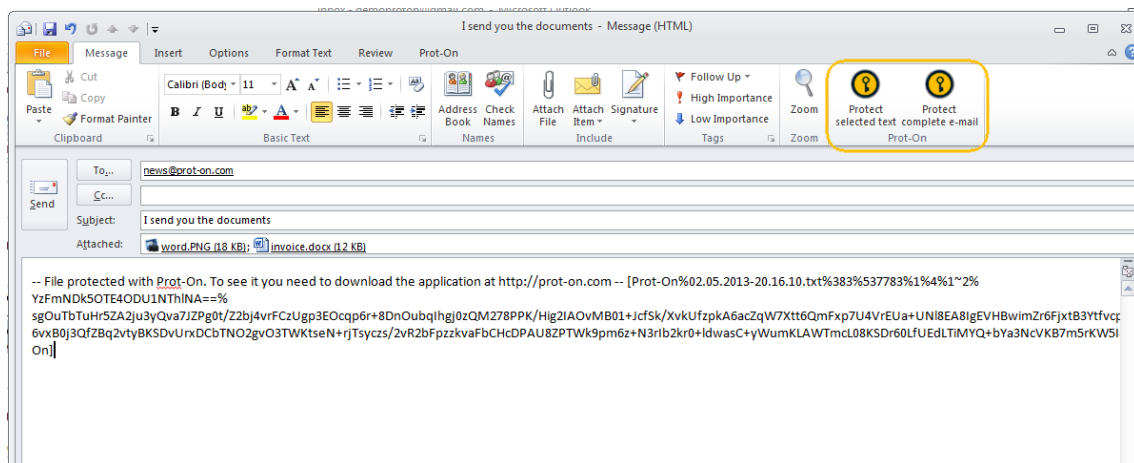
If you are the owner of the document, or you have permission to manage the document, you can track document activity, change document permissions, upload the protected document to Dropbox, Box... etc or extract an unprotected copy of the document.





7. How to encrypt an email in Outlook

The Prot-On Outlook plug-in allows you to encrypt the text and any attachments with just one click, it's really easy.



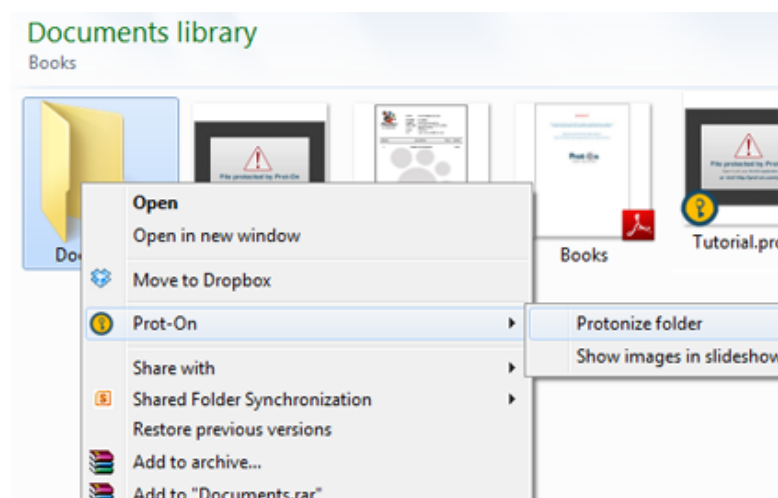
The recipients (their email addresses) of the protected emails will automatically be assigned read permission to the email text and any attachments and, if they are not already registered in Prot-On they will receive an invitation to do so.



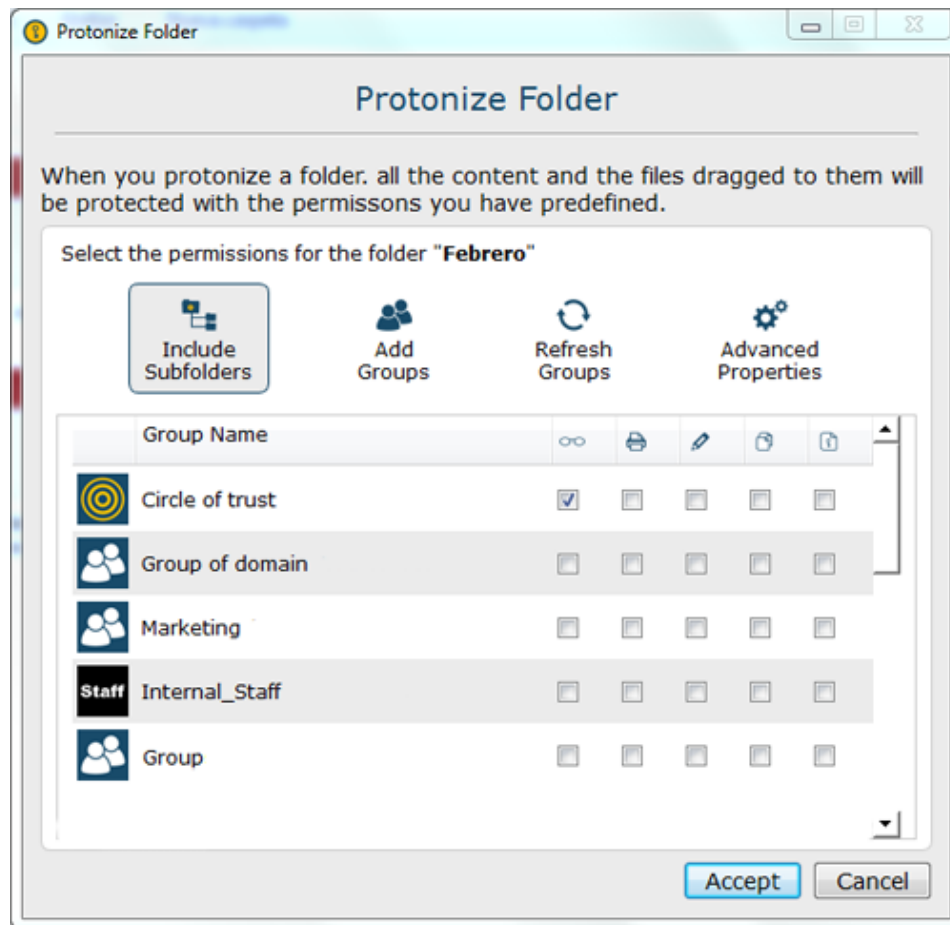
If you want to add additional permissions or you regret having sent the email you just have to go to the management panel and change permissions.

8. How to protect a folder ([Premium](#) or [Corporate](#) users)

You can protect and assign permissions to a folder on your PC and any subfolders or files it contains or that are saved to it will automatically be protected with the permissions that you have predefined.



When you chose to Protonize Folder you will be shown a window where you can define the folder permissions. Once the permissions are defined all the documents contained in the folder (MS-Office documents, PDFs, photos, video and audio files) will be protected. You can change the permissions, advanced properties or remove protonized whenever you want, right click of the mouse select Prot-On on the protect folder and select "Manage Permission".

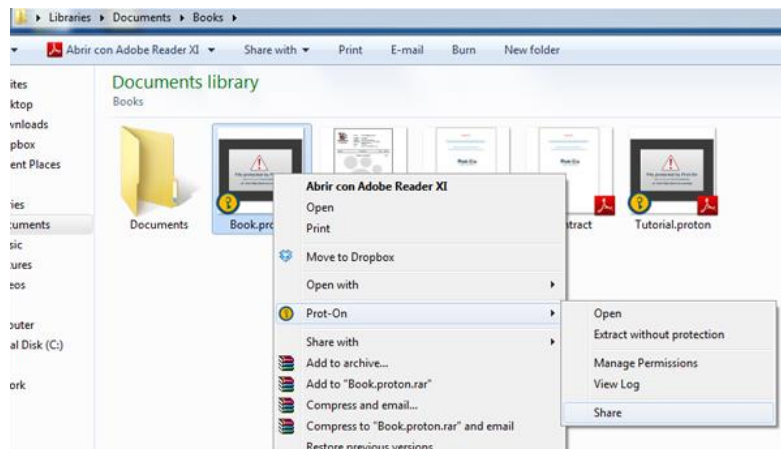


9. How to share protected documents in Dropbox

Once you have protected your document you have the option to share through Dropbox directly from Prot-On.

With your cursor on top of the protected document with Prot-On, right click and select Prot-On, share, and "upload file to: Dropbox" and then copylink.

The first time you do this Prot-On will ask you to associate your Prot-On and Dropbox accounts.



Once the accounts have been associated, your document will upload to Dropbox and you will be provided with a link that you can send to anyone. You manage permissions on these documents just as you regularly would. [Click video](#) you will be able to watch the process and how the recipient receives the document.

You can also protect folders within your Dropbox and share a link that you can send to whom you want. [Click here to watch a video](#)

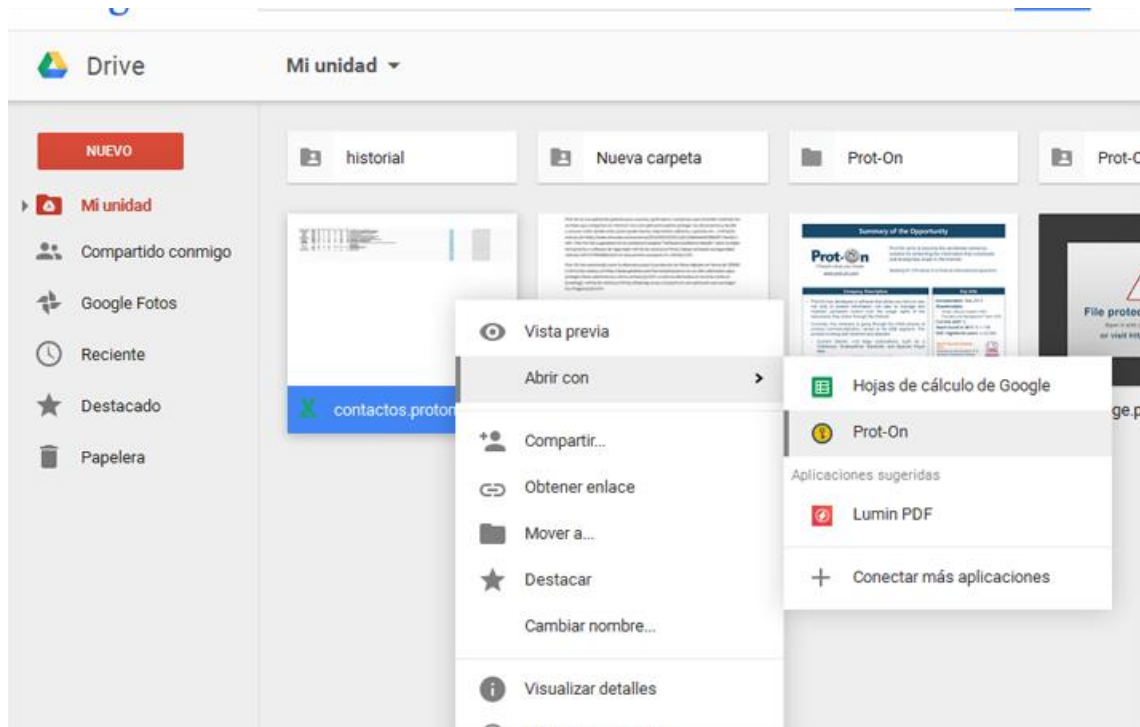
10. How to share protected documents in Google Drive

You can encrypt MS-Office documents, PDF, text, images directly from Google Drive by just choosing "open with Prot-On". Once protected, if you open again the file, you can set up the permissions of the file to define who can access it and what can they do.

You can protect Google Drive folders in your PC too.

[Watch video](#)





11. Invite your friends to Prot-On

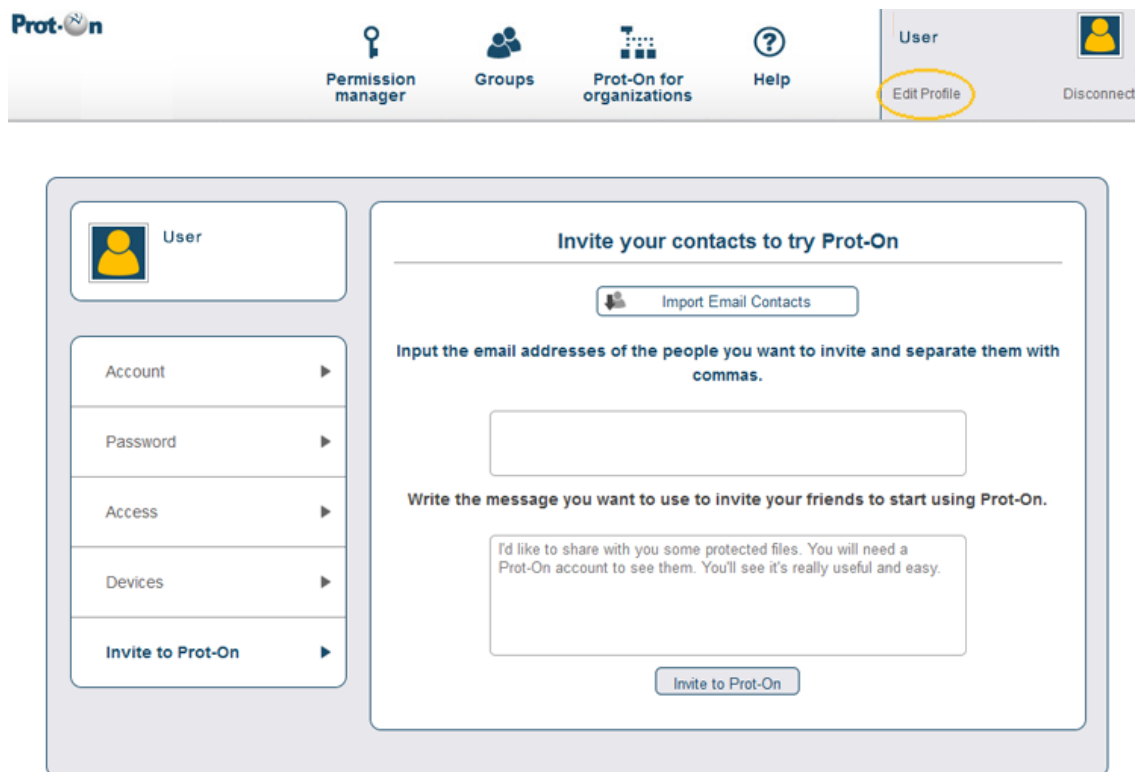
People whom you want to access your protected documents will need to have an active account Prot-On.

You can invite your friends to register Prot-On for free from within Prot-On in two ways:

In the permissions panel, when you select one of your protected documents, you can assign permissions to either a user or a group of users. If the user is not found by Prot-On you can input their email address and send them an invitation directly from here.



Or, within the option "Edit profile" in the permission panel on the left hand menu you will find the option "Invite to Prot-On", from here you can invite contacts one at a time or import contacts from your email account.



12. Premium Features

Upgrade free to Premium user and discover the benefits our service for professionals offers.

12.1 Protect Folders

Protect and Manage Protonize Folders (The content and the files dragged to them will be protected with the permissions you have predefined).



12.2 Edit, Copy, Manage Permissions

Allows other users to edit, copy and manage your protected files: Another user can modify, copy or manage a protected document while it remains protected and you retain control over it.

12.3 Limit Devices

Limit the number of simultaneous devices that can access a protected document and limit the number of devices that a recipient can use to access a document.

12.4 Without Internet Connection

Grant access to protected documents without internet connection for you and for other users.

12.5 Prot-On Search Engine

You decide whether you want to be found on the Prot-On search engine with your name and userid or not. If you deactivate the option, you will only be found by your complete email address.

12.6 Edit Protected PDF

You can do annotations in protected PDF files: Bookmarks, Highlights, Notes...

12.7 Read Protected MS-Office

Read protected MS Office documents from your smartphone or tablet.

