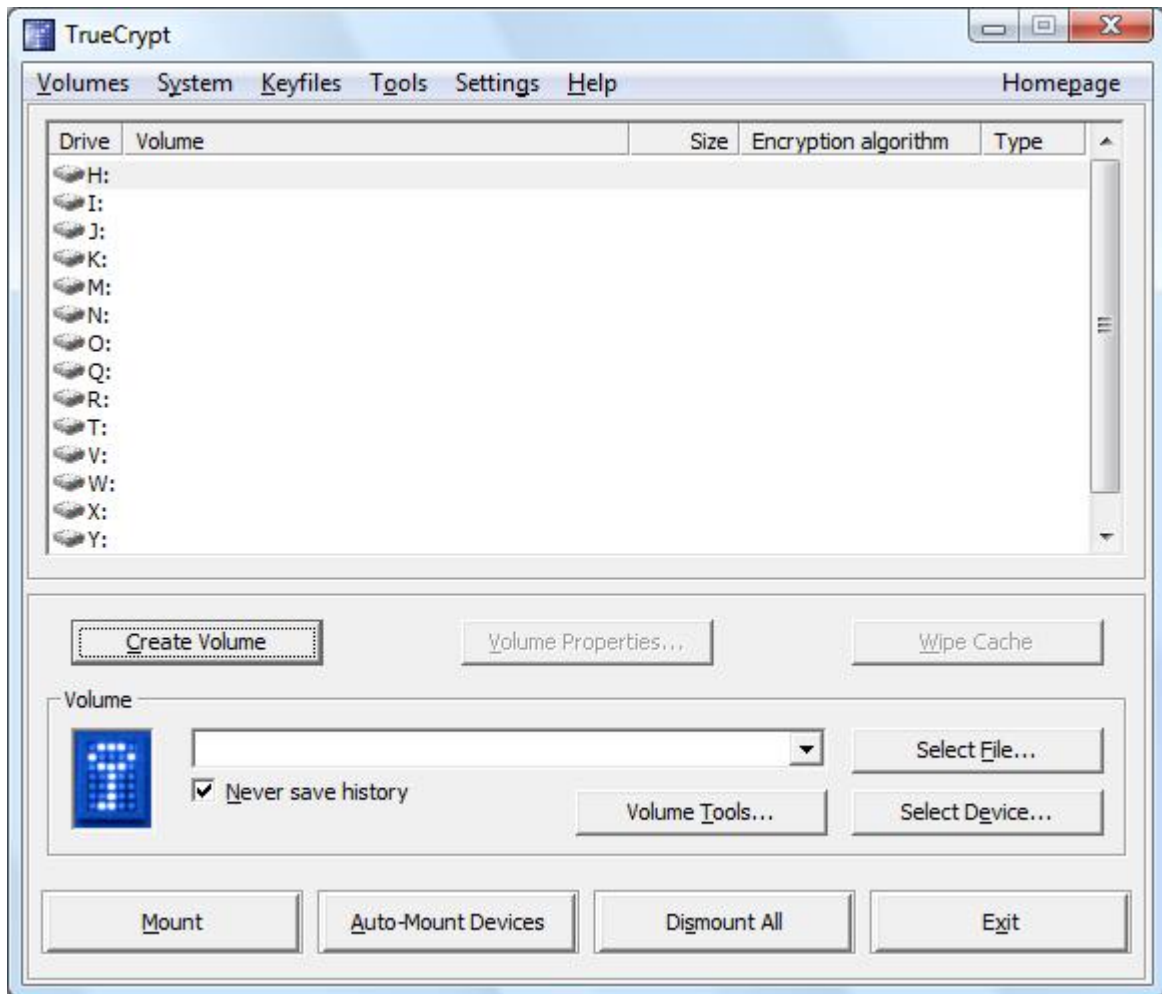


## TrueCrypt

### Free open-source disk encryption software for Windows Vista/XP, Mac OS X, and Linux

#### Step 1



At this screen you will need to find the file that is the encrypted area. To do this, click on **Select File...**, now browse to your memory stick, click on the file you have saved the encrypted area as; in this example I have called it TEST. Once the file is highlighted, click on open.

You should now have g:\TEST in the dropdown menu on the above screen.

Select a drive letter from the list of available ones, now click **Mount**

## Step 2



Now enter your password to access your encrypted area.

If you now go to my computer you will see the drive letter you selected in step 1 as a local disk. This is your encrypted area within which you can now save documents.

**Note: You will need to install TrueCrypt on each computer you wish to access your memory stick on.**

Once finished, you can dismount the drive to close the encrypted area down.

If you have any problems using TrueCrypt, please call Broadband Sandwell on 0121 5692400 or visit <http://www.truecrypt.org/docs/>

Make sure that you take necessary steps to safeguard your data including: -

- DO NOT give anyone your password
- DO NOT write down your password
- DO NOT leave the system logged in while unattended
- Choose difficult passwords
- DO NOT use passwords that could easily be guessed, eg, your football team.
- Backup your data to somewhere secure