

## Working with Secure Storage

This chapter describes how to use the Unified Authentication Secured Storage Application to manage encrypted files on your USB Hybrid token. You need the information in this chapter if you have a USB Hybrid w/ Secured Storage token.

As well as their OTP and certificate store capabilities, some USB-Hybrid tokens also have a file storage area available, these tokens are called USB-Hybrids w/Secured Storage and they are capable of storing files just like a small portable hard drive. These tokens have VeriSign's Secured Storage Application installed on them and you can use the tokens and application for secure, or encrypted, storage of your sensitive files. If you are unsure about what type of token you have see “Token Type Guide” on page 4.

### Overview

The Secured Storage Application allows you most of the standard Windows file and folder management conventions like click-and-drag file transfers, renaming, and deletion. Encrypted files in your token's secured storage area may also be edited, by applications like word processors, in temporary files located either directly on the token, or on your computer.

To get started using Secured Storage:

- + “Getting Started” on page 40 is an overview of the steps you follow to work with secured storage and encrypted files.
- + “Secured Storage Terms” on page 4 explains some of the terms you will encounter when working with secured storage on a token.
- + “The Secured Storage Application User Interface” on page 41 explains how to find, launch, and use the Secured Storage Application for file and folder navigation, and management, like renaming and deletion.
- + “Encrypting” on page 49 explains how to use the Secured Storage Application to encrypt files on your token.

- + “Decrypting” on page 50 explains how to use the Secured Storage Application to decrypt files on your token.
- + “Tips and Troubleshooting” on page 51 gives additional tips and troubleshooting information about using your USB-Hybrid w/ Secured Storage.

## Getting Started

Follow these steps to get started using the Secured Storage Application.

### Step 1 Obtain your token from your administrator.

Before you can begin you will need a USB-Hybrid w/ Secured Storage token from your administrator. See “Token Type Guide” on page 4 for more information on tokens.

### Step 2 Insert your token into the USB Port.

Your Universal Serial Bus (USB) ports may be located at the front or back of your computer. If your USB ports are located at the back of your computer, your administrator may provide you with a USB extension cable to allow access from the front.

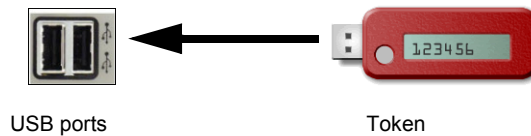


Figure 5-1 Inserting a token into the USB port

The token should slide easily into the USB port. If you have an extension cable, plug the cable into a USB port, and plug the token into the cable. If the token does not fit into the USB socket on your computer or the cable easily rotate the token 180 degrees along its length and try again.

### Step 3 Launch the Secured Storage Application on your token.

Your token will appear on your desktop under *Devices with Removable Storage*. The Secured Storage Application is pre-installed on your token. See “Logging In” on page 42 for more information on starting the Secured Storage Application.

**Step 4** Move Encrypted files onto your folder to secure them.

See “Encrypting” on page 49 for more information on encrypting files.

**Step 5** Decrypt files from the token to your computer to share or edit them.

.See “Decrypting” on page 50 for more information on decrypting files.

## The Secured Storage Application User Interface

When your USB-Hybrid w/ Secured Storage token is plugged in it will appear on your desktop as a new removable storage device. The Secured Storage Application is installed on your token.

### Starting the Application

To start the Secured Storage Application:

- 1 Double-click the My Computer icon on your desktop to open it.
- 2 Locate your token’s listing under the *Devices with Removable Storage* area of the window. In Figure 5-2 the last device listed, *Removable Disk (F:)* is the token.

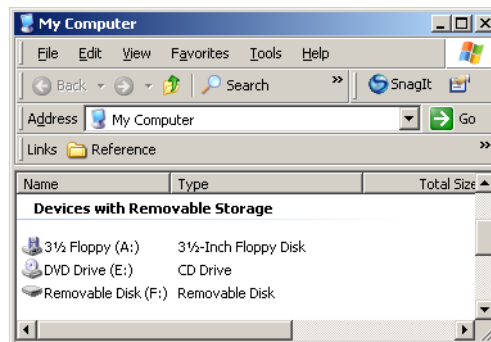


Figure 5-2 Token Listing in My Computer

- 3 Double-click the token’s icon to open its directory window. A new window appears as shown in Figure 5-3 containing a listing for the *SecureStorage* folder.

- 4 Double-click the *SecureStorage* folder to open its directory window. A new window appears containing a listing for the Secured Storage Application. The application's file name is *SecureStorage.App.exe*.

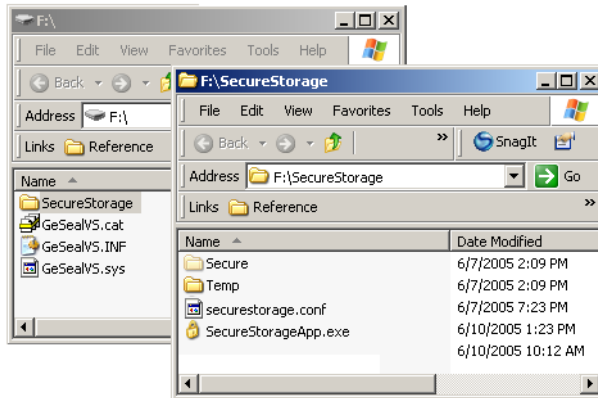


Figure 5-3 Secured Storage Application icon in Token Directory

- 5 **Double-click** the *SecureStorage.App.exe* icon to start the application. The Secured Storage Application Login dialog box appears.

## Logging In

To log in to the Secured Storage Application.

- 1 Enter your Token PIN in the *Token PIN* field.
- 2 Click **OK**. The Secured Storage Application user interface appears.

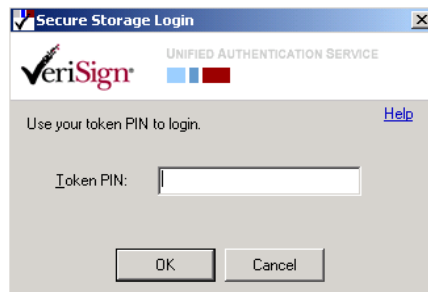


Figure 5-4 Login Dialog Box

## Interface Overview

The Secured Storage Application interface consists of a basic set of menus (File, View, and Help), two file navigation panes called *System* and *Encrypted Files*, a drop-down menu above the *System* pane, *New Folder* buttons above the *System* and *Encrypted Files* panes, and an *Encrypt* and *Decrypt* button between the two panes.

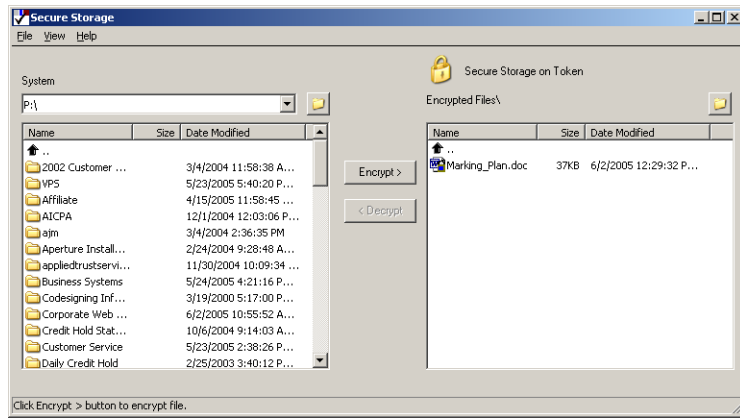


Figure 5-5 The Secured Storage Application User Interface

## File and Folder Navigation

The *System* pane, and the drop-down menu above it, enable you to navigate to files and folders on your computer. The *Encrypted Files* pane lets you navigate to files on your token.

### Using the Navigation arrow

The Navigation Arrow is the small black arrow at the top-left of the *System* and *Encrypted Files* panes, see Figure 5-6.

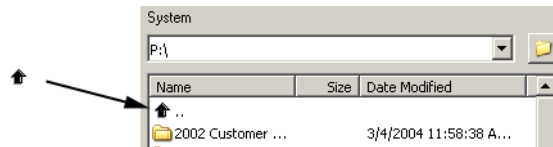


Figure 5-6 System Pane with Navigation Arrow

Double-clicking the Navigation Arrow moves the pane display up a folder level, to the enclosing folder or directory of the folder the pane currently displays, if there is one.

You can not use the Navigation Arrow to move outside of the token in the *Encrypted Files* pane.

### Changing Column Headings

Both panes have *Name*, *Size*, and *Date Modified* column headings. See Figure 5-6 to see examples. To make navigation easier, you can change the order, size, or sorting of the column headings of either pane.

### Changing Column Order


To change column location:

- 1 Click-and-hold on any column until the column heading indents.
- 2 Hold-and-drag the column heading to a new location. As you drag, a column shadow appears to represent the moving column, and a short vertical blue bar moves between the existing column headings to show the new column destination.
- 3 Drag the mouse until the blue bar is between two new columns.
- 4 Release the mouse button and the selected column moves to blue bar's location.

### Changing Column Width

To change column width:

- 1 Click-and-hold on the column dividing line to the right of the column whose width you wish to change.

The cursor changes to .

- 2 Hold-and-drag the column divider line until the column is the width you desire.
- 3 Release the mouse button. The column is resized.

### Changing Column Sorting

Click once on any column header to sort the files by that column heading. Click again to sort in the reverse order. For example, click once on the Size column header to sort by increasing size, and again to sort by decreasing size

## Adding Folders

New folders may be added to either the *System* pane or the *Encrypted Files* pane of the Secured Storage Application. You can add folders by using the *New Folder* button shown in Figure 5-7, or by using a contextual menu.

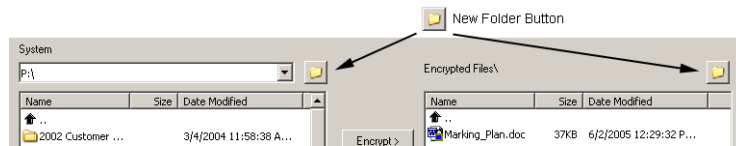


Figure 5-7 New Folder Button

### Using the New Folder Button

To create folder using the New Folder button:

- 1 From either of the two navigation panes, navigate to the volume or folder you want to create the new folder in. See “File and Folder Navigation” on page 43 if you need help doing this.
- 2 Click the New Folder button just above the upper-right-hand corner of that pane. A new folder listing will appear in that pane and the new folder listing will be selected.
- 3 Type a name for the new folder and press **Enter**.

### Using a Contextual Menu

To create folder using a context menu:

- 1 From either of the two navigation panes, navigate to the volume or folder you want to create the new folder in. See “File and Folder Navigation” on page 43 if you need help doing this.
- 2 Right-click in an empty (white) space in that pane's directory and select *New Folder* from the contextual menu that appears. A new folder listing will appear in that pane with the folder name highlighted.
- 3 Type a name for the new folder and press **Enter**.

## Deleting Files and Folders

The Secured Storage Application can delete both files and folders from either the *System* or *Encrypted Files* panes. Deleting from the *System* pane deletes from your

computer, deleting from the *Encrypted Files* pane deletes from the token. You can delete by using the *Edit* menu, or by using a right-clickable context menu.

### Using the File Menu

To delete a file or folder using the File menu:

- 1 Click any file or folder in the *System* or *Encrypted Files* panes to select it.
- 2 Select **Delete** from the *File* menu.
- 3 Click **Yes** in the *Confirm File Delete* dialog box that appears. The file or folder is deleted.

### Using a Contextual Menu

To delete a file or folder using a context menu:

- 1 Right-click the file or folder you wish to delete, and select **Delete** from the contextual menu that appears.
- 2 Click **Yes** in the *Confirm File Delete* dialog box that appears. The file or folder is deleted.

## Renaming Files or Folders

You can rename both files and folders. You can rename by using the *Edit* menu, by using a right-clickable context menu, or by directly selecting and editing the file name.

### Using the File Menu

To rename a file or folder from the File menu:

- 1 Click any file or folder in the *System* or *Encrypted Files* panes to select it.
- 2 Select **Rename** from the *File* menu. The file or folder is selected and its name is highlighted.
- 3 Enter a new name and press **Enter**.

### Using a Contextual Menu

To rename a file or folder using a context menu:

- 1 Right-click the file or folder you wish to delete, and select **Rename** from the contextual menu that appears. The file or folder is selected and its name is highlighted.
- 2 Enter a new name and press **Enter**.

### Direct Select

- 1 Click any file or folder in either the *System* or *Encrypted Files* panes to select it.