

First Steps with Prot-On

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1 Prot-On

1.1 What is Prot-On?

Prot-On is a free application with which you can protect your documents, photos, videos, audios or e-mails and decide who accesses them, when and for what purpose.

Protect your files and share them with whoever you want as you usually do (by email, Dropbox, Box, Google Drive, on a USB, etc). If you ever regret sharing them you can remotely remove permissions, wherever the files are.

1.2 How does Prot-On work?

Prot-On is very easy to use: you just have to protect a document and, once protected, go to the Prot-On permissions manager when you need it, where you will see a list of all your protected documents; here you can decide and know which other user can access each document.

Someone who is not a Prot-On user, or a user to whom you have not given permission, will never be able to view that document.

1.3 Who uses Prot-On?

At Prot-On we offer a free service for individual users who want to protect the files they share and view protected documents sent to them. We also have an SMB for medium-sized companies and a Corporate Service for companies concerned about avoiding possible information leaks where an administrator will have control over users and documents.

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

To start using Prot-On you have two options:

2.1 Prot-On Drag'n Drop

Prot-On Drag'n Drop, with which you will be able to protect and view protected documents online, without downloads, just by being a Prot-On user, through your browser window.



2.2 Download and Install Prot-On

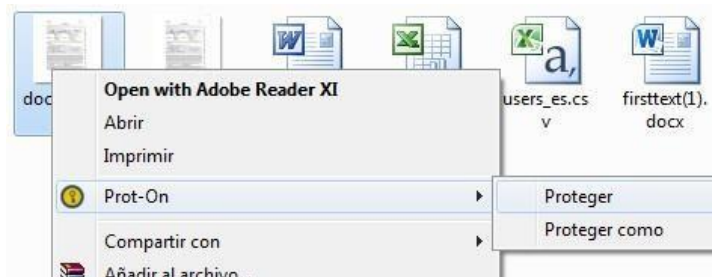
Install Prot-On on your device (Windows, Mac, iOS, Android or Blackberry). You will have a more complete use (folder protection, integration with MS-Office and web browsers, file editing, etc.) It is the most recommended option!



3 Start using Prot-On - Protect a file

3.1 If you have Prot-On installed...

- Select the file you want to protect on your PC, right-click on the Prot-on icon and select "Protect".
- A protected copy of the document will be created, with the same name and with the extension .proton. This will be the copy that you can safely share.



3.2 If you use Prot-On Drag'n Drop

No downloads, online access, select or drag the file into the window and your document will be automatically protected. Access from here with your username:

<https://www.dnd.prot-on.com/>



When you protect a document, a window appears with the option to decide what to do next, or give permissions on that same document, share it, or do nothing else for the moment.

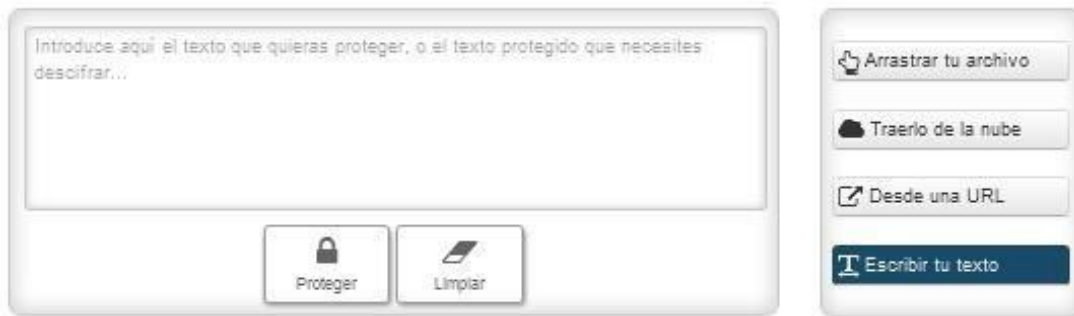
You can share it first and then give permissions so that only whoever you want can access it, or vice versa.

You can also simply keep your files protected on your PC or cloud and give permissions as you need them or send them to someone else.

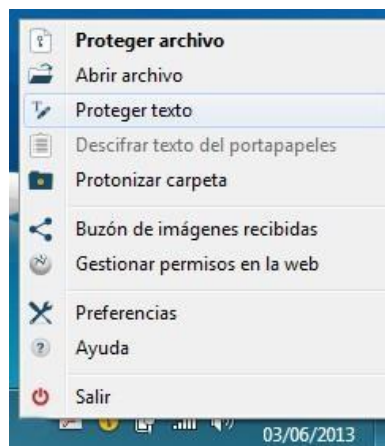
3.3 How to protect text

Online with Drag'n Drop: (access [Drag'n Drop](#) and click on "Write your text".

Type or paste the text you want to encrypt and click the protect button).



If you installed Prot-On: place your mouse over the icon in the notification area of your computer (bottom right on Windows, top right on Mac) and select "Protect Text". A window will appear where you can write or paste a text you want to protect. Enter a name to help you manage its permissions from the panel.

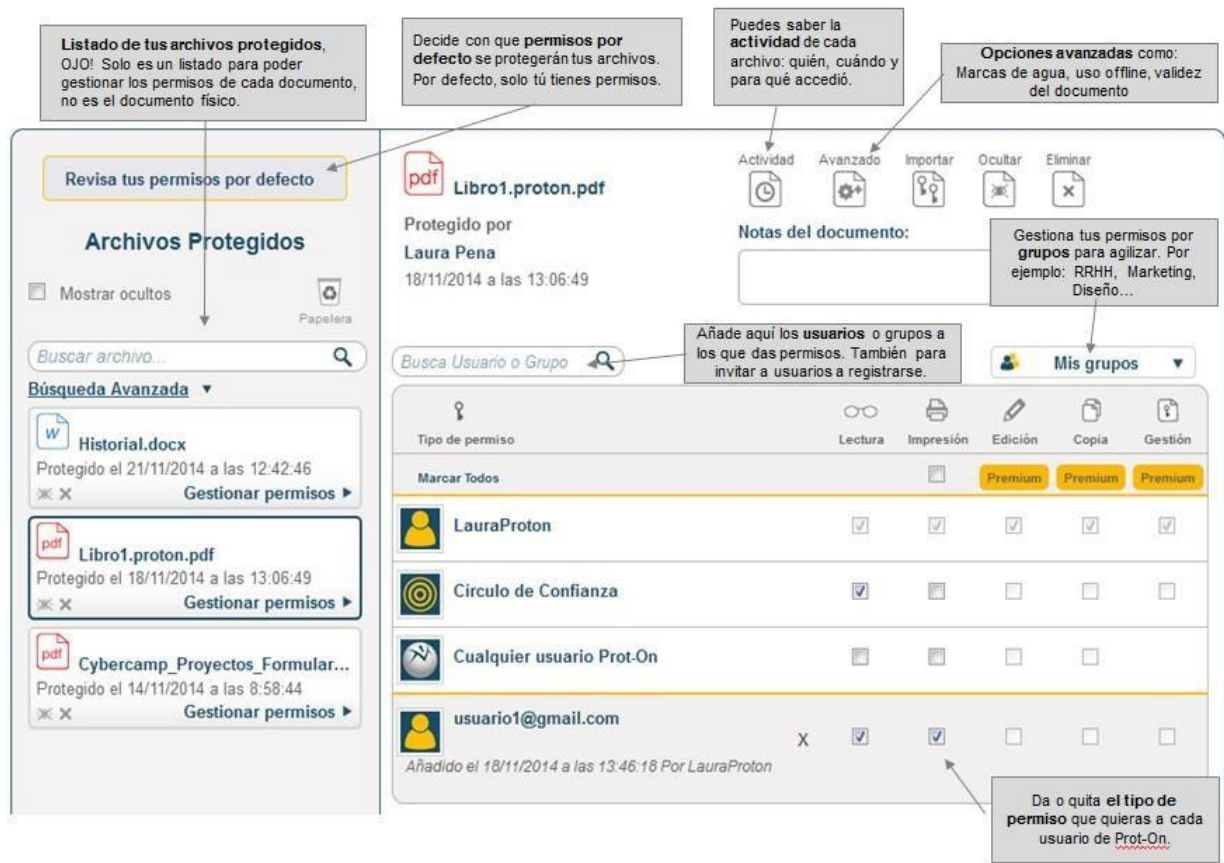


4 How to assign permissions

Access the [Permissions Panel](#), where you can see an image like this.

On the left you have a list of the documents you have previously protected (it is only a list, the protected documents are on your device). Select any protected document and search for and add the Prot-On user you want to give permission to; just type their email or username to search for them and decide if they can read it, print it, etc.

We summarize the options of the permissions management panel in the following image:



You can give and remove permissions whenever you want, even after you have submitted the documents.

5 How to access protected documents

5.1 If you already have Prot-On on your device

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



5.2 You can also watch it online

1. Access this website: [Prot-On Drag'n Drop](#).
2. Log in with your Prot-On user.
3. Select or drag the protected document into the window.



5.3 If you have a "protonated" text

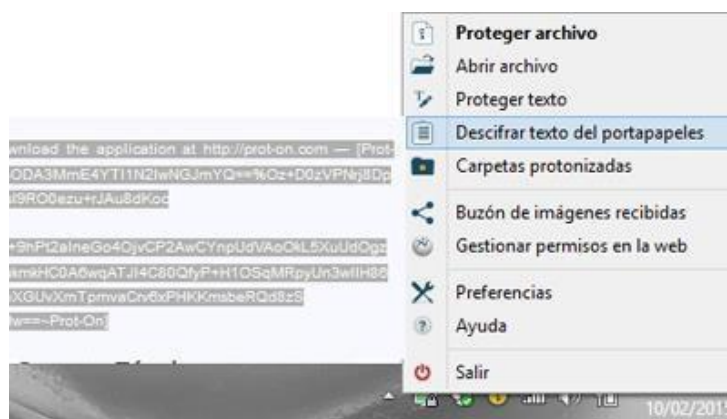
This could be a protected text:

- File protected with Prot-On. To see it you need to download the application at <http://prot-on.com> - [Prot-On%18.04.2013-

13.15.53.txt%297%524245%1%4%1~2%ODA3MmE4YTI1N2lwNGJmYQ==%Oz+D0zVPNj8DpPwrfwupWj7Vpeupe87GwaoyGfR8t0mVluqZjX/tXft6DFgxsI9RO0ezu+rJAU8dKoc/Kkk7CDaTS4KE2dhVjxHJLRou7dR/WukQqIO6cSoGGeLpk2H0ntfCkkbccc087GN0DFvgK0qFd+9hPt2alneGo4OjvCP2AwCYnpUdVAoOkL5XuUdOgzdq4ZsoHmWLVFptZEWp9xfY2KqJ3RZsz5dJRA1mjUZof5vukmkHC0A6wqATJI4C80QfyP+H1OSqMRpyUn3wIIH86x6oYZFJp56+es2Dd5hhYT6oCsi1nGkmh0QuaXOIdK5IDkwXGUvXmTp mvaCrv6xPHKKmsberQd8zS/wNQtzvqO1SoCU5CJXkfUtyvo2ZTEn0fqi1yX8FFgGb2V +Hw==~Prot-On]

If you have Prot-On installed:

- Select and copy all protected text.
- Click on the Prot-On icon in the notification area (bottom right on Windows, top right on Mac).
- With the right mouse button select: "Decrypt text from clipboard".



If you want to unprotect it online:

- Select the encrypted text.
- Access [Prot-On Drag'n Drop](#), login with your username and click on "write text", paste your encrypted text and decrypt it.

6 How to use MS-Office Plugin

Use the MS-Office plugin for greater agility:

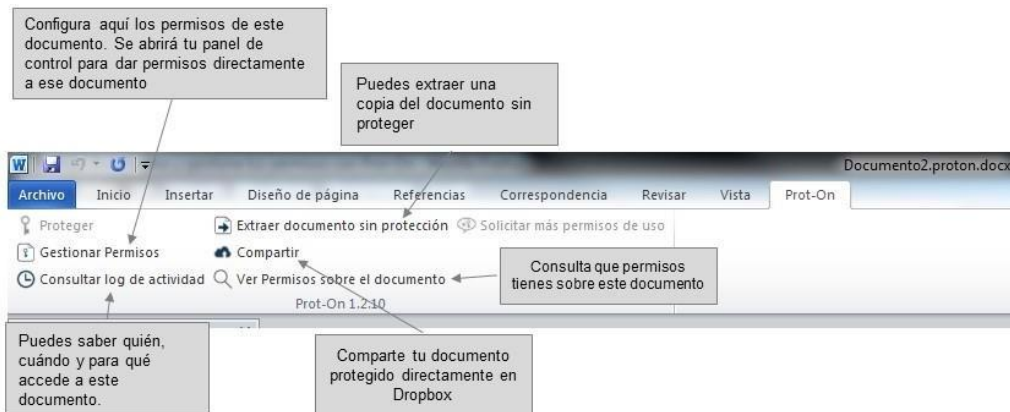
Protect a document

- Open an Office document.
- You will see a Prot-On tab in the top menu. Select the tab and click on the option "Protect". This is your protected document.



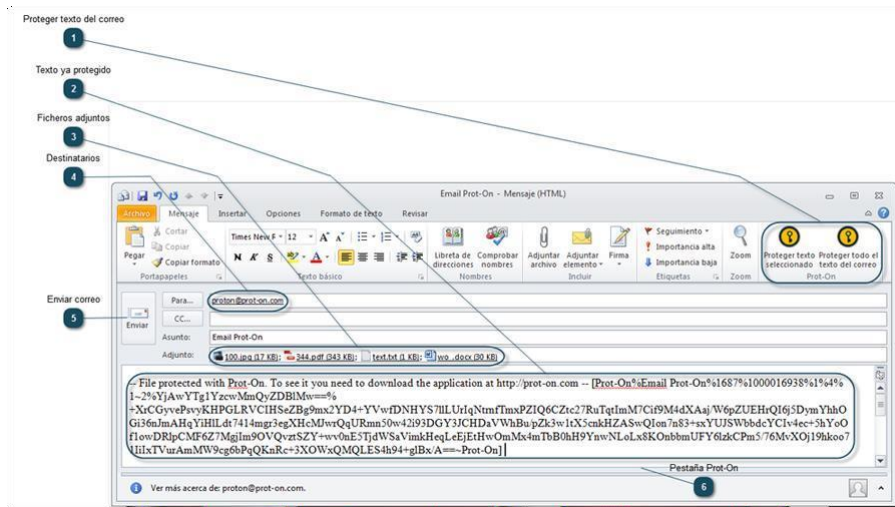
What else can I do with the Office plugin?

Once your Office document is protected, other Prot-On options will be activated. If you are the owner of the document or have permission to do so, you will be able to know what activity was done on that document, change the permissions, share the protected document directly with Dropbox, Box, etc, or extract an unprotected copy.



7 How to encrypt an email in Outlook

If you use MS-Outlook, you also have the Prot-On plugin with which you can protect your emails and their attachments in one click.



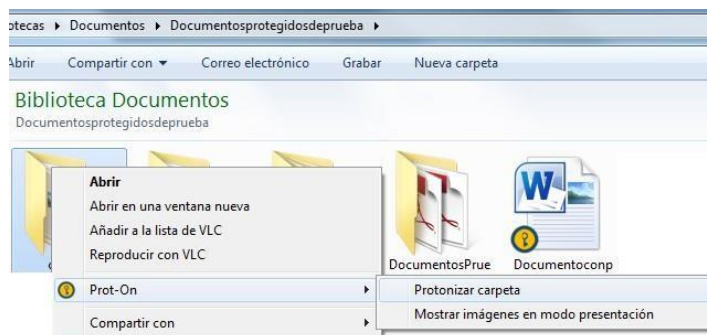
The email addresses to which you send protected emails will have read permission automatically added to both the text of the email and its attachments. And if the recipient is not yet a Prot-On user, he/she will receive an invitation to register.



If you want to add some more permissions or you want to remove the reading permission, you just have to enter the permissions panel and change them.

8 How to protect folders (For SMB or Corporate users)

Protect entire folders on your PC, plus all their contents and what you drag into them will be automatically protected with the permissions you have predefined on them.



Before starting to protect your files, a window will appear where you can define the permissions for the entire folder. Once defined, all files supported by Prot-On (MS-Office documents, PDF, photos, audios, videos or .txt) will be protected. You can add as many documents as you want to this folder and they will be automatically protected using the folder's settings. You can also change the type of permission at any time by clicking on the highlighted folder and selecting "Manage Permissions".



9 Invite your friends to Prot-On

The people you want to give access to your protected documents need to have a free Prot-On account.

From Prot-On you can invite your friends to register with Prot-On in two ways:

- In the permissions panel, when you select one of your protected documents, you can add a user or group to give permissions to; if this is not there, you can enter their email and send them an invitation directly from here.



- Within the panel go to the "edit profile" option and in the left menu you will find "Invite Prot-On"; from here you can invite contacts one by one or import contacts from your email account.



