

# Quick Training Document



[www.ProtectMyDoc.com](http://www.ProtectMyDoc.com)

1. NEW Button
2. File Name: [Add]
3. Check: Set Edit Password for Package
4. Press: Save button

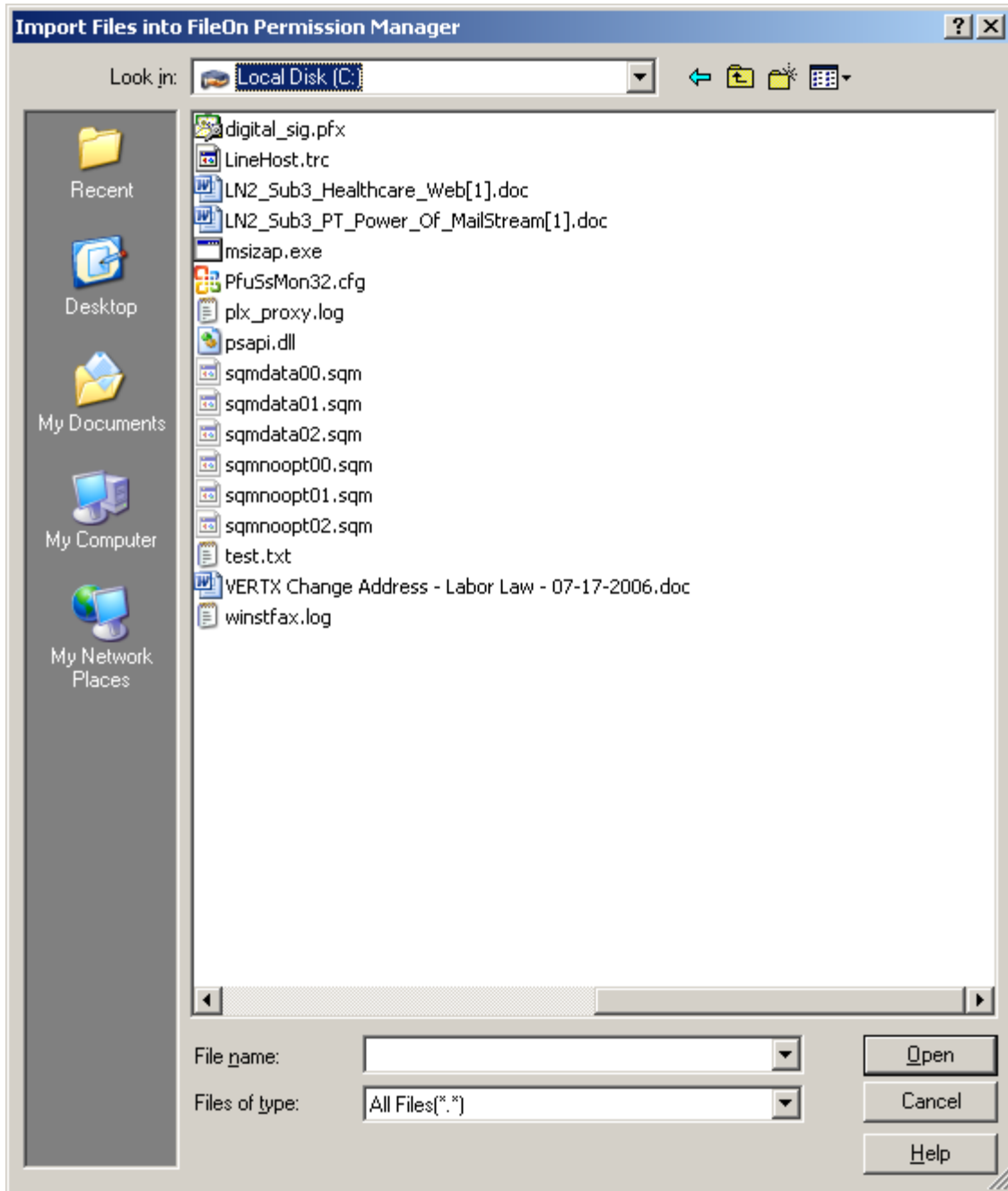
The screenshot shows a Windows XP "Save As" dialog box. The "Save in:" field is set to "ProtectMyDoc". The "File name:" field contains "TopProtection" and the "Save as type:" field is set to "FileOn Permission Manager (\*.fpm)". The "Add Files" checkbox is checked. The "Set Open Password for Package" checkbox is unchecked, and its corresponding password fields are empty. The "Set Edit Password for Package" checkbox is checked, and its "Enter Edit Password:" and "Re-Enter Edit Password:" fields are empty. The "Mask Password" checkbox for the edit password is also checked.

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5. Add one or more files here....and press the open button.

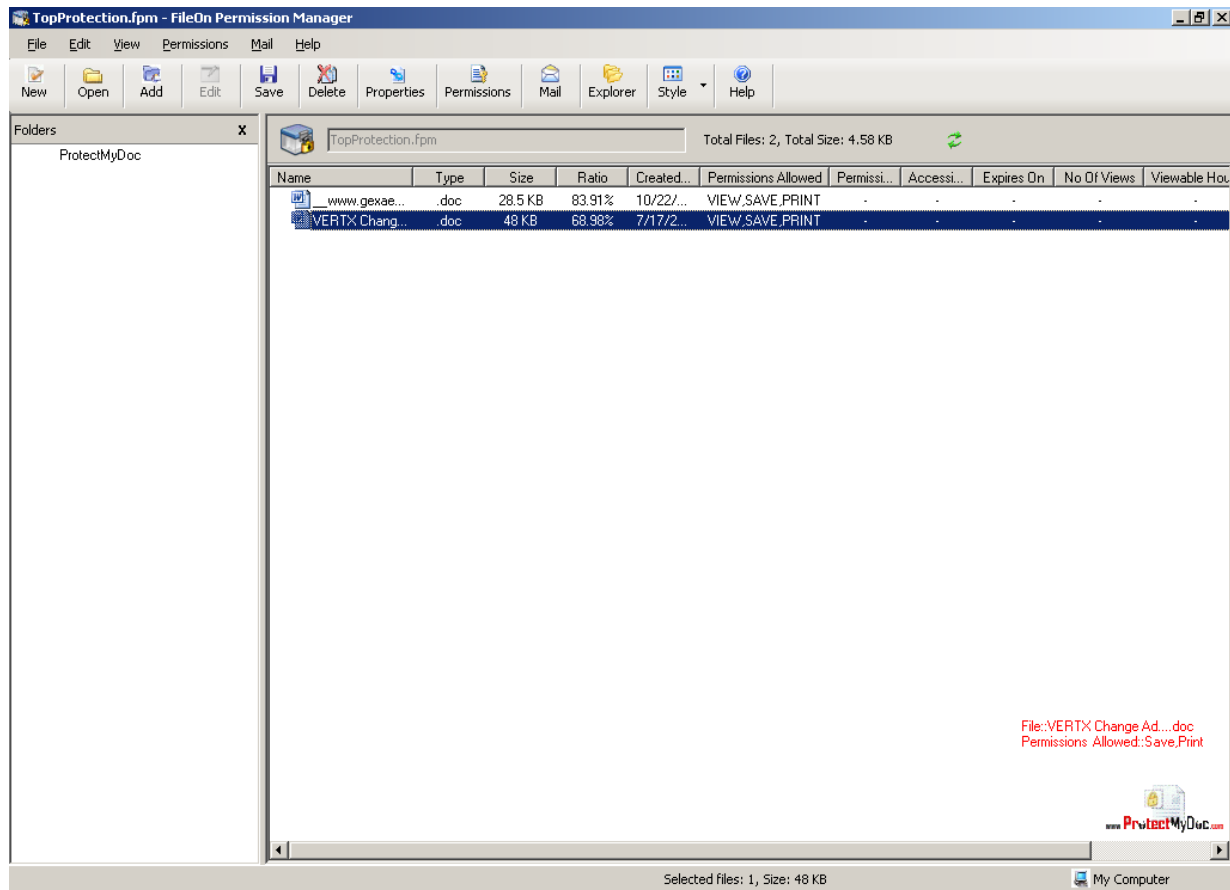


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- Files are added to the FileOn Permission Manager – Package we created called TopProtect.fpm
- You can now change the access permission to these documents by **right clicking** the document and selecting Permissions or on the top menu – press the permissions button.



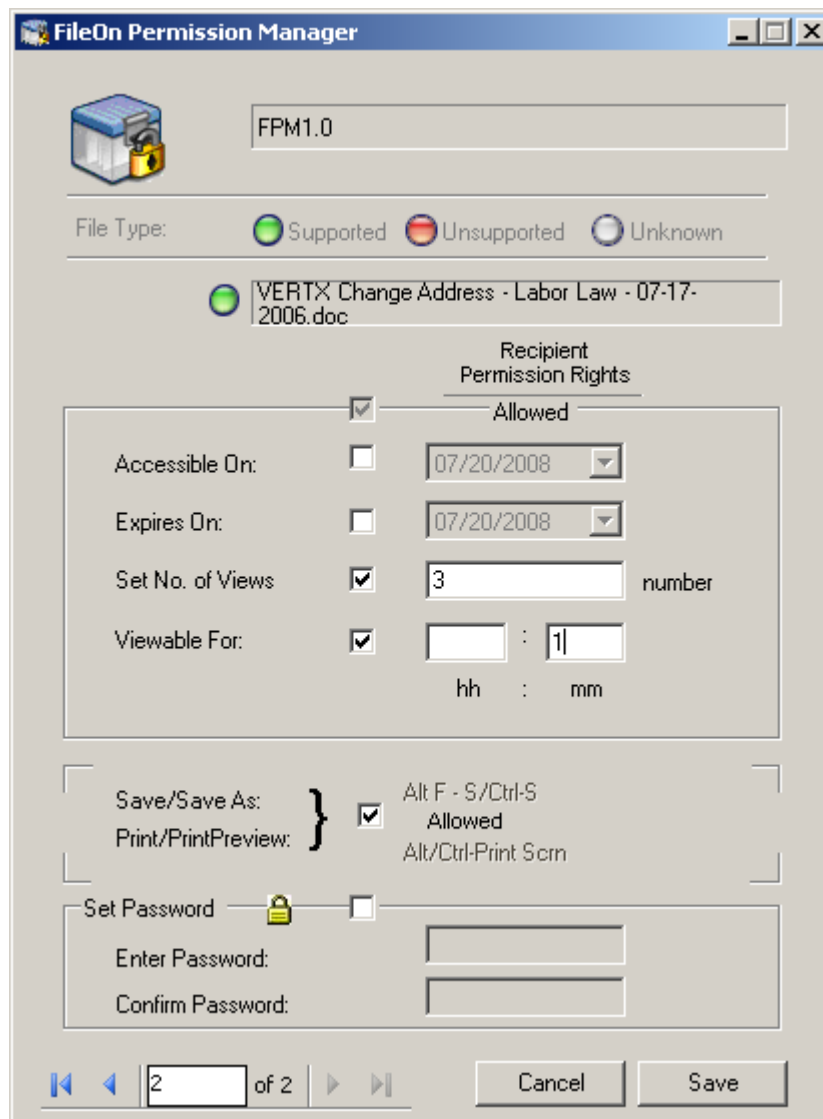
- Now within the permissions screen you can make changes to the settings so the recipient you will send this package to will have restrictions on what they can view or use or do with this document.

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9. In the example below – I have set the maximum view to 3 and viewable time 1 minute. After which time this document will expire and will not be accessible to the recipient.



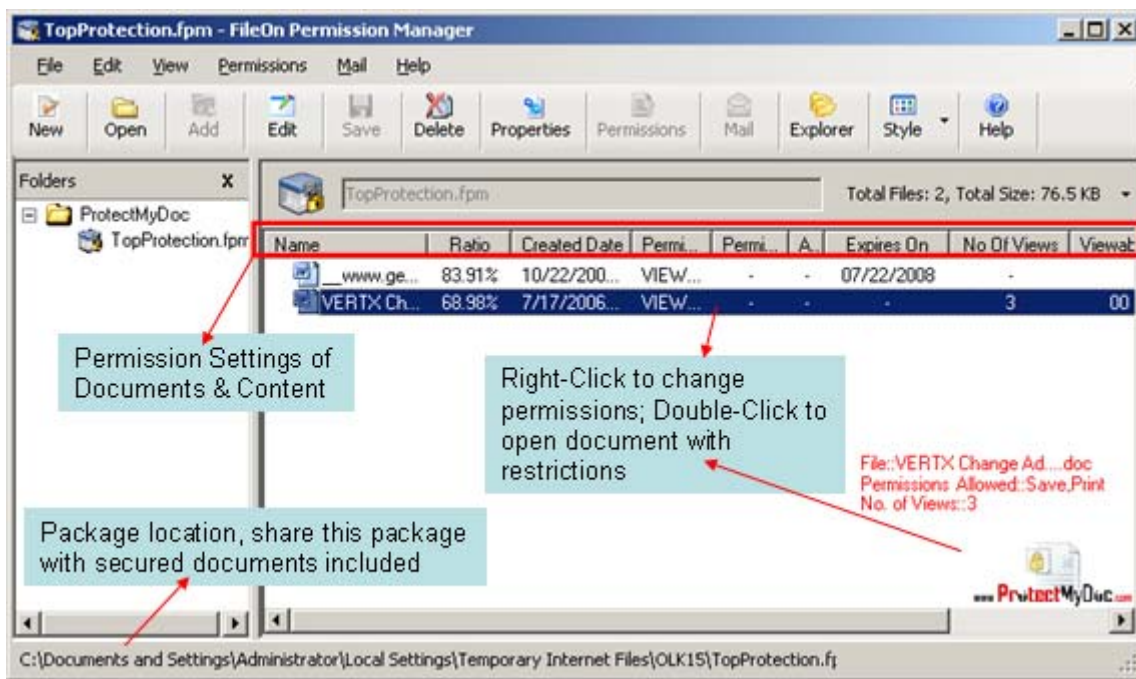
10. Once you press the Save button you are ready to send it to anyone you like. If you have Outlook or Outlook Express – press the Mail button and then the package will be attached to your e-mail. Simply enter the e-mail address of the person you want to send these files (package) to and they will be able view your files with the restrictions you set for them.



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11. You can elect to edit the package since you created this package by pressing the edit package button and if you elected to include a password – it will prompt your to enter the password before the package is editable. Editing this package means that you can remove or add more files to the package and then send it as required. **Please note that we recommend you always enter and edit password.**
12. When the person receiving your package, they can **double click to open** the package items but when they open MS Word, MS Excel, MS PowerPoint – the menus will be deactivated and many functions of the office suite disabled while they review your protected documents, if you elected to restrict their abilities to SAVE, SAVE AS, Print, Print Preview, etc. However, while they work on other documents, these menus will re-appear and they can continue to work without any restrictions.



Welcome to ProtectMyDoc.com!! If your intellectual property is important to protect and secure – you will want to leverage FileOn Permission Manager.

**ProtectMyDoc**  
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**FileOn Permission Manager**