Instructions for Submitting Encrypted Files via MEO (Mac and PC).

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E2Publish gives you the option of encrypting your files before transmitting them to us via email. While there are hundreds of ways in which you can encrypt your documents, I recommend using MEO since it is free and so easy to use. That said, MEO is a highly useful program and if you use it regularly, I suggesting buying it. The instructions below will allow you to easily encrypt your files before submitting them to E2publish. The instructions apply to both PCs and Macs, although the illustrations provided below are extracted from a PC.

1) Make sure you have MEO installed on your computer. The MEO software can be downloaded here: http://www.nchsoftware.com/encrypt/index.html.

   Clicking on the above link will take you to a page that allows you to download PC or Mac versions. There is a "Download Now" option in the menu on the right-hand side of the webpage. Download and install the appropriate version (Mac or PC).

   WARNING: During the installation process, you will be asked whether or not you want to install other "Related Programs and Extras" (see figure 1). While some of these programs are useful applications, none of them are needed for running the encryption software. Therefore, you can safely uncheck all of them.

Figure 1: Safely Uncheck all "Related Programs"

2) After MEO is installed, you will then be ready to encrypt your file(s). MEO is an incredibly user-friendly program, so you might be able to continue without using the remaining instructions.
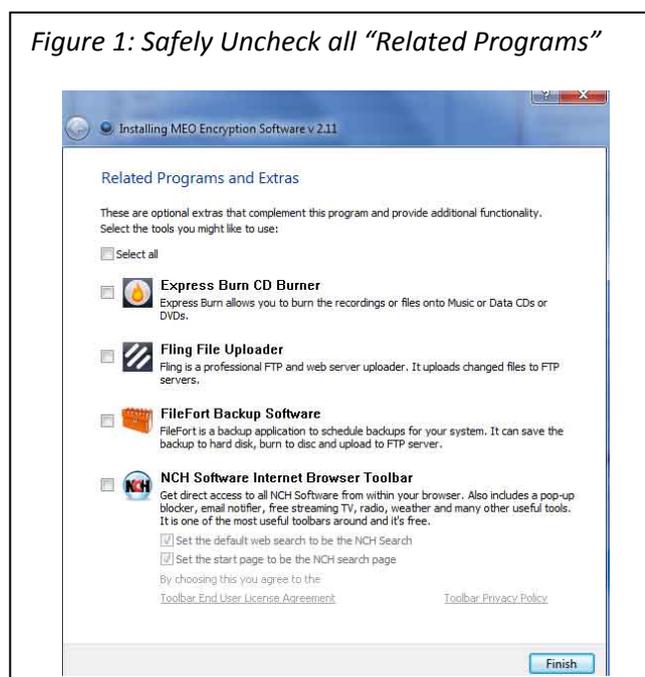
Start by opening MEO and then clicking on the "Encrypt files" option, as shown to the right in figure 2.

3) Next, click on either "Add File(s)" or "Add Folder", as shown in figure 3. Selected the "Add File(s)" option if you are only sending us a few files within a single folder. Alternatively, select "Add Folder" if you are sending us ALL the files within a single folder. The picture in figure 3 assumes you are adding only a few files.

4) You will now need to select the document files to be included in the encrypted file. This process is illustrated below in figure 4. If there is only one file, then simply select that file. If there are multiple files, you can select them by holding down the "crtl" key while simultaneously using the mouse to select each file. Click on "Open" once you are finished selecting all the files. In figure 4, I selected files called "p01_001" and "p01_002(inserted1)".

Figure 2: Select "Encrypt files"

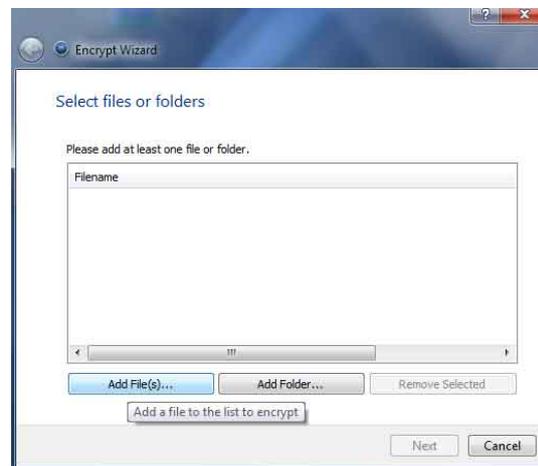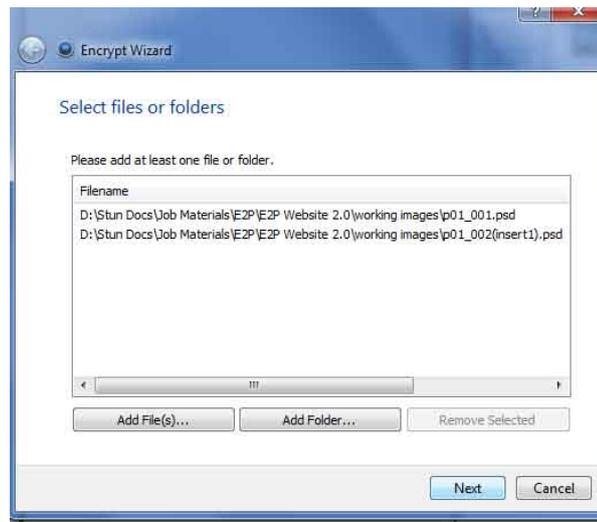*Figure 3: Select "Add File(s)" or "Add Folder"*

Figure 4: Select the Files You Want to Encrypt

5) The files you selected in step four are now listed in the interface of the MEO Encryption Wizard, as illustrated to the right in figure 5. Check to ensure these are the correct files. If so, simply click "next" to continue.

Figure 5: List of Selected Files

6) Now it's time to select the location for the saved file and then encrypt the file. This process is illustrated below in figure 6. Start by setting the "Output file name". For security reasons, it's best to choose a generic name like "abcde". In the example below, the MEO file is called "abcde" and it will be saved to the "Desktop".

Next you will need to select the "Crypto algorithm". I recommend using the "Slow, but crypto strong" method. Click on "Next" once you have selected the algorithm.

Note: Be sure to remember the location of your saved file. This file will be the one you upload to E2publish.

Figure 6: Select the Save Location and Encryption Type
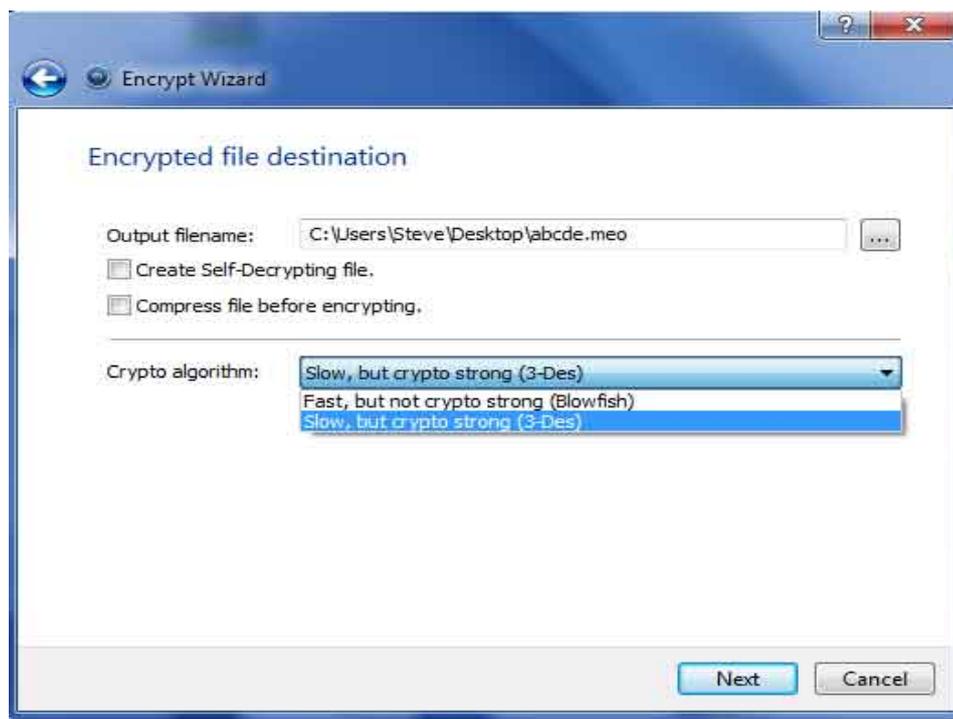
7) Next you will need to set the file's password, as shown to the right in figure 7. We recommend using at least 10 password characters. Please remember your password, since E2Publish will be unable to decrypt the file without it. Click "finish" once you confirm your password.

8) Your file has now been encrypted and saved. But before sending the file to us, it is best to be sure that the encrypted file will open properly. To do this, you will need to go to the location of the encrypted file and then open it. Once you open it, you will be asked to select the folder to which the encrypted files will be extracted. In the example in figure 8 to the right, the files will be extracted to a Desktop folder called "test". Select "OK" to extract the files and then enter the password into the dialogue box. After doing so, the files will be extracted into the designated folder (in this case "test"). Go to that folder and check that each file opens properly. Afterwards, this folder can simply be deleted.

Figure 7: Set the Password

Figure 8: Make Sure the File Opens Properly
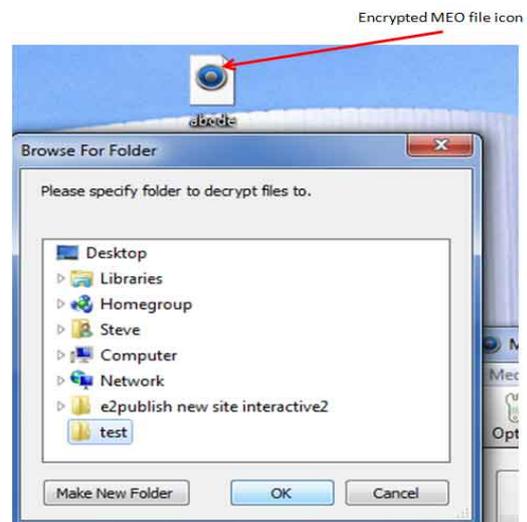
WARNING: You might be asked whether or not you want to install other "Related Programs and Extras", just as you were in step one. Again, while some of these programs are useful applications, none of them are needed in order to run the encryption software. Therefore, you can safely uncheck all of them.

9) Once you have checked that the encrypted file opens properly, you will then be ready to attach the encrypted MEO file to an email to E2Publish. Do not send the file's password to us in the email. Instead, send the password to us via SMS.
   - Send the SMS to the mobile number listed in the header of this document.
   - Include your name and project title.

Now it's best to step away from the document and let E2Publish give it a good shakedown. Once we're finished, you will need a day or two to review the changes and comments.