

## PGPdisk v8.x Quick Guide

PGPdisk is a utility that allows users to keep large numbers of files in single, encrypted “volumes” that can be mounted and accessed as a disk drive. This saves the user from having to type a passphrase for each file that he/she wishes to access. Each volume can be set to allow access to multiple users via public and private key PGP encryption.

### PGPdisk Creation

To begin using PGPdisk, you can either **1)** click the  icon in the system tray (located on the right side of the Windows taskbar, select **PGPdisk**, and then select **N**ew Disk; or **2)** click the **S**tart button on the left side of the Windows taskbar, select **P**rograms/PGP/PGPdisk. This will start up the PGPdisk Creation Wizard, which will setup PGPdisk quickly and easily.

The first screen you will see is the introductory screen. Click **N**ext >. At the next screen, you can select the name, location, and size of the PGPdisk volume. The PGPdisk volume is an encrypted .pgd file that can be mounted as a virtual drive. This screen allows you to specify where that file will be located and how large it will be. This screen also notifies you of how much disk space you have available to allocate for your PGPdisk volume. Click **N**ext > to enter the **C**hoosing a Protection Method screen. Here, you enter the default administrator’s key information. Select **P**ublic **K**ey or select **P**assphrase and enter a user name. Click **N**ext >. If you selected **P**ublic **K**ey, you will be prompted to select the public key from your PGP public keyring that will be used for encryption. If you selected **P**assphrase, then you will be prompted to type and confirm the passphrase that will be associated with the user name that you provided. Once this has been completed, the volume will be encrypted. Click **N**ext > when the encryption is complete, and click **F**inish at the concluding screen. You are now ready to use PGPdisk to store encrypted volumes of files. If you wish to create more volumes, simply repeat the above process to create more .pgd volumes.

### PGPdisk Encryption

PGPdisk allows users to encrypt volumes to public keys located on their PGP keyrings. Each volume can be encrypted to multiple public keys, allowing each respective key owner access to the volume (see **PGPdisk User Administration** on the user reference page below). It is strongly recommended that all users additionally encrypt to the Caltech Security Master Key in case the volume’s owner loses track of his/her passphrase (see <http://www.its.caltech.edu/its/security/users/pgp.shtml#keyserver>). Users may also wish include the keys of any supervisors or persons in authority.

## PGPdisk v8.x User Reference

### PGPdisk Volume Access

To read or write to the new disk, you need to mount the disk, which requires a valid passphrase. (**Note:** after creating a new disk, it automatically mounts itself.) Once mounted, the volume will appear as another disk drive that can have files written to it and read from it like a normal hard drive. You should unmount the drive when you are done using it to keep its contents secure.

*Mounting:* Right-click the .pgd volume you wish to mount, and on the drop-down menu, select **PGP/Mount PGPdisk...** **OR** click the  icon in the system tray, select **PGPdisk/Mount Disk...** and browse for the .pgd volume you wish to mount.

*Unmounting:* Right-click the .pgd volume you wish to unmount (or right-click the mounted drive itself), and on the drop-down menu, select **PGP/Unmount PGPdisk...** **OR** click the  icon in the system tray, select **PGPdisk/Unmount All Disks** to unmount all mounted disks.

### PGPdisk User Administration

To view administrative options, right-click the .pgd volume you wish to modify and select **PGP/Edit PGPdisk**. This will open the PGPdisk Editor, where you can modify the users that are allowed to view the volume. Administrative operations will require that the administrator enter his/her passphrase. The administrator's user name will be in bold in the user list.

*Adding User:*

Click  on the toolbar to bring up the PGPdisk User Creation Wizard. A user is added in the exact same way that the administrator's user info was added when the volume was created (the only difference is a check box at the bottom of the **Choosing a Protection Method** screen that allows the administrator to restrict the user to read-only permissions.)

*Removing User:* Highlight the user you wish to remove and click



*Disabling/Enabling:* Right-click the user you wish to disable (enable) and select **Disable...** (**Enable...**) from the drop-down menu. Disabled users will have their user name italicized in the user name list.

*Read-Only:* To restrict a user to read-only access, right-click the user and from the drop-down menu, select **Toggle Read-Only...** A  will appear to the right of a user's name to indicate that the user is restricted to read-only access.

*Administrators:* Each .pgd volume may only have one administrator associated with it. The default administrator is the user whose information was entered in the PGPdisk Creation Wizard. To change the administrator, right-click the user name of the new administrator and select **Set as Administrator...** This operation requires the passphrases of both the old and new administrators.