# PRIVAZER
# USER GUIDE

***Version 1.2***
***Dated 08 June 2013***

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# Introduction

PrivaZer is cleaning tool that scans and cleans your computers and storage devices. It safeguards your privacy by removing unwanted traces of internet activities, software use, USB history, registry and files in your computer and storage devices securely. In addition, it optimizes storage space and improves system performance and speed.

This user guide is an introduction on the use of PrivaZer. It introduces the basic and advanced features of PrivaZer and guides users on how to:

- Install PrivaZer
- Uninstall PrivaZer
- Scan and clean C drive
- Scan and clean an external drive
- Clean traces of Internet activities
- Clean traces of software use
- Clean traces of in registry
- Clean traces of USB history
- Delete files/ folders securely
- Clean traces of deleted files
- Empty recycle bin
- Schedule cleanup

## Abbreviations

| | |
|---|---|
| FAT | File Allocation Table |
| MFT | Master File table |
| NAS | Network Attached Storage |
| SD | Secured Digital |
| USN journal | Update Sequence Number journal |
| USB | Universal Serial Bus |

# System Requirements

PrivaZer supports the following:

**Languages:**
- English
- French
- German
- Spanish
- Portuguese

**Operating Systems:**
- Windows 7
- Windows XP
- Windows Vista

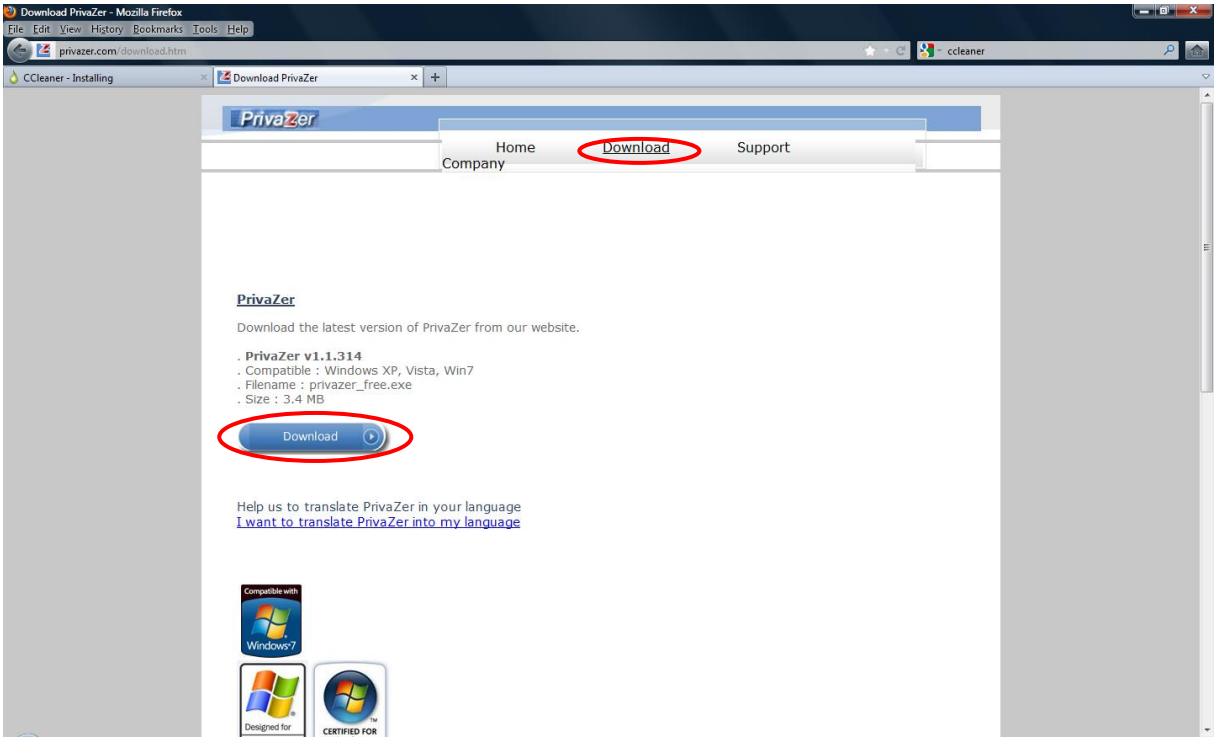
**Browsers:**
- Internet Explorer
- Firefox
- Chrome
- Safari
- Opera
- Flash

**Digital Media:**
- External storage drive
- USB Key
- iPod
- MP3 Player
- SD Memory Card
- Network Storage, NAS

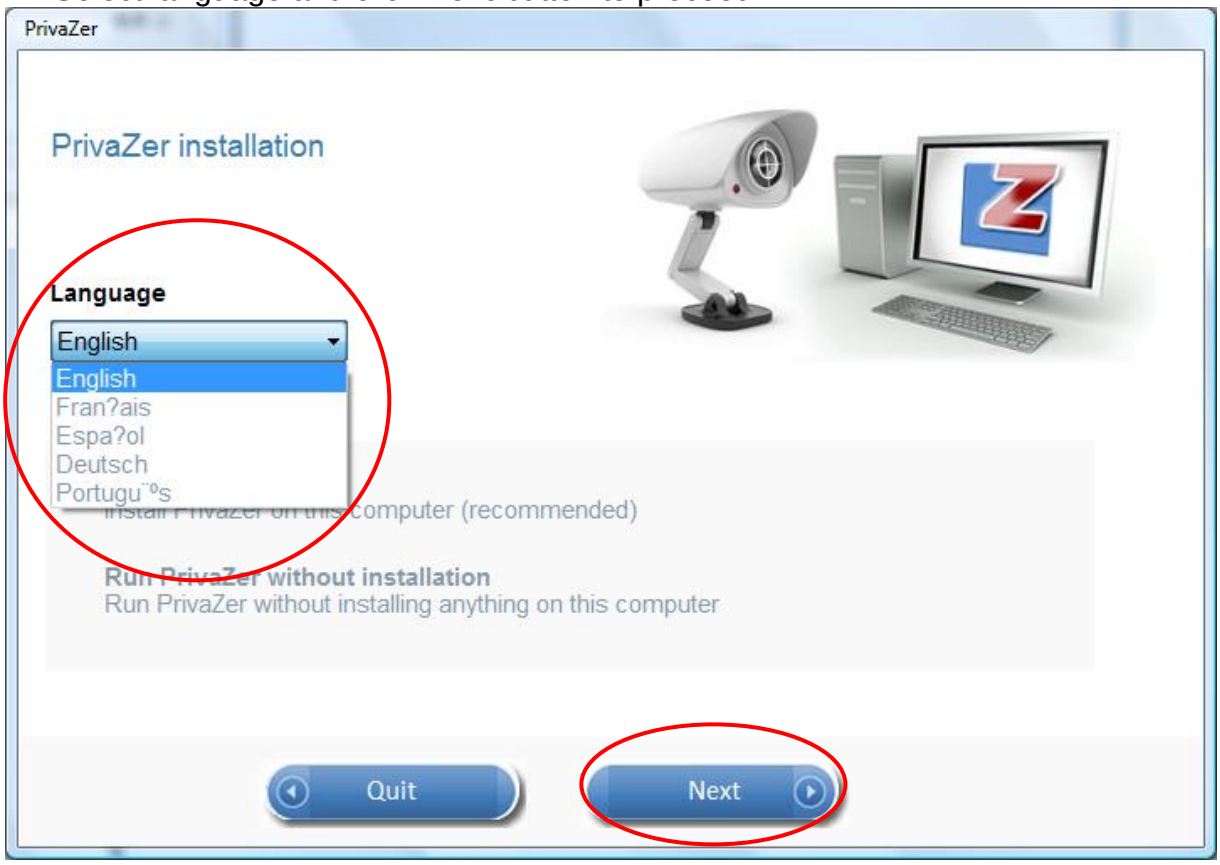
# Install PrivaZer

To install PrivaZer, you will need to download the latest version of PrivaZer from **http://www.privazer.com**.

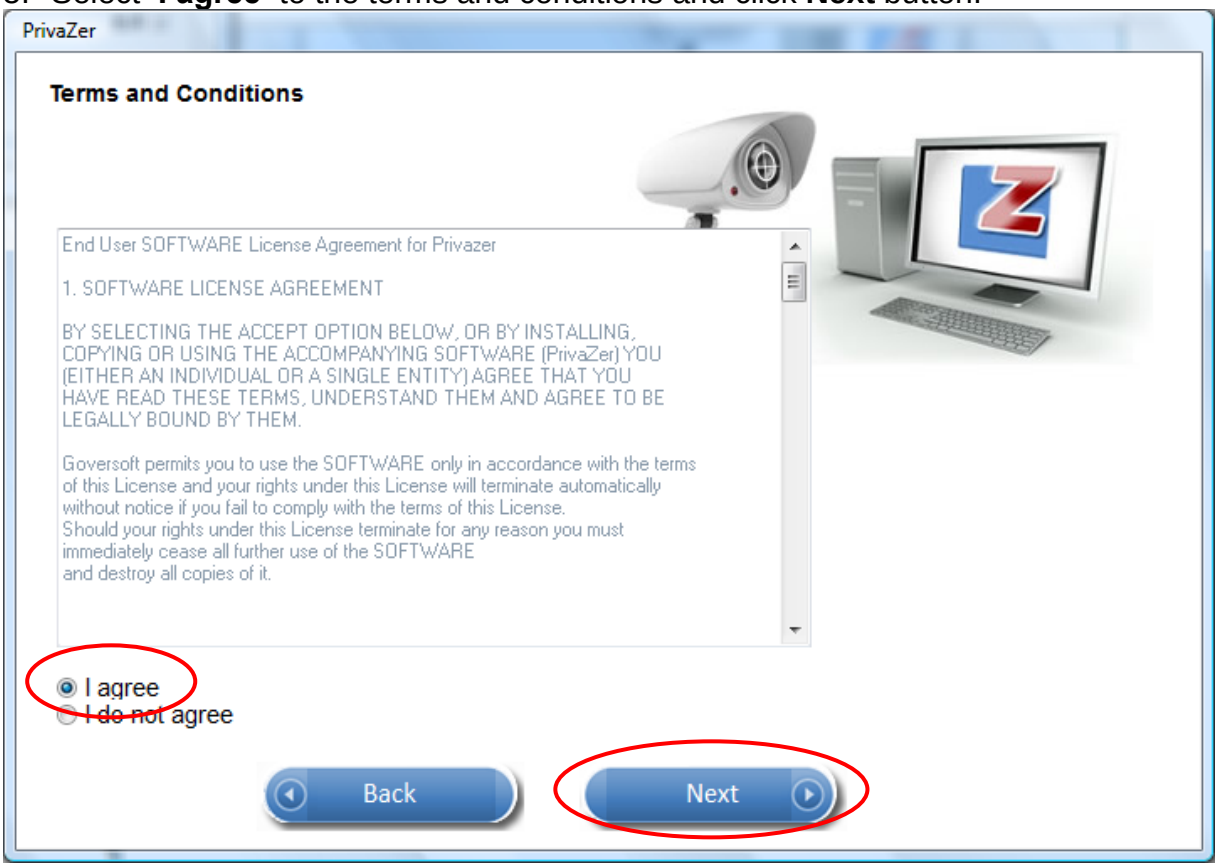
1. Click **Download** from the main menu bar of Privazer home page.
2. Click **Download** button to download the software.



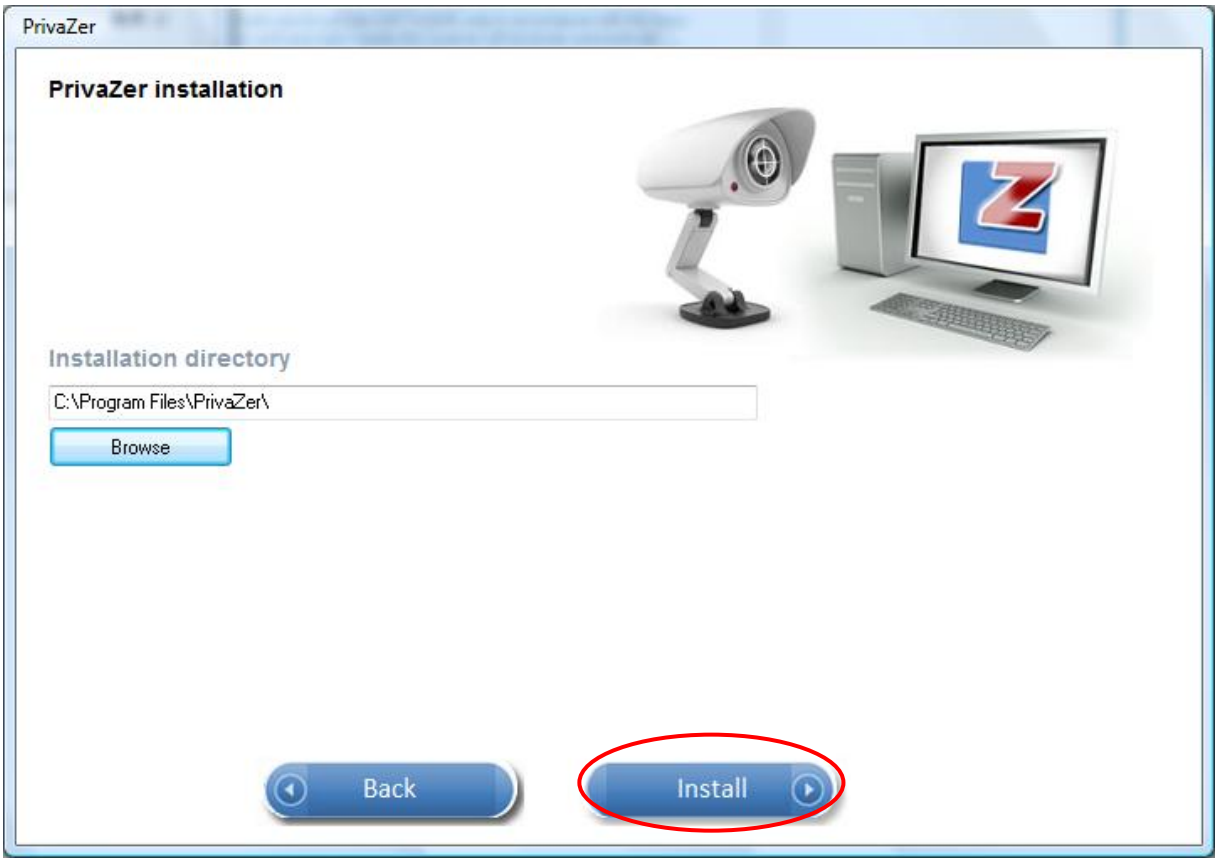
3. Double click on **privazer_free.exe** to start installation.
4. Select language and click **Next** button to proceed.



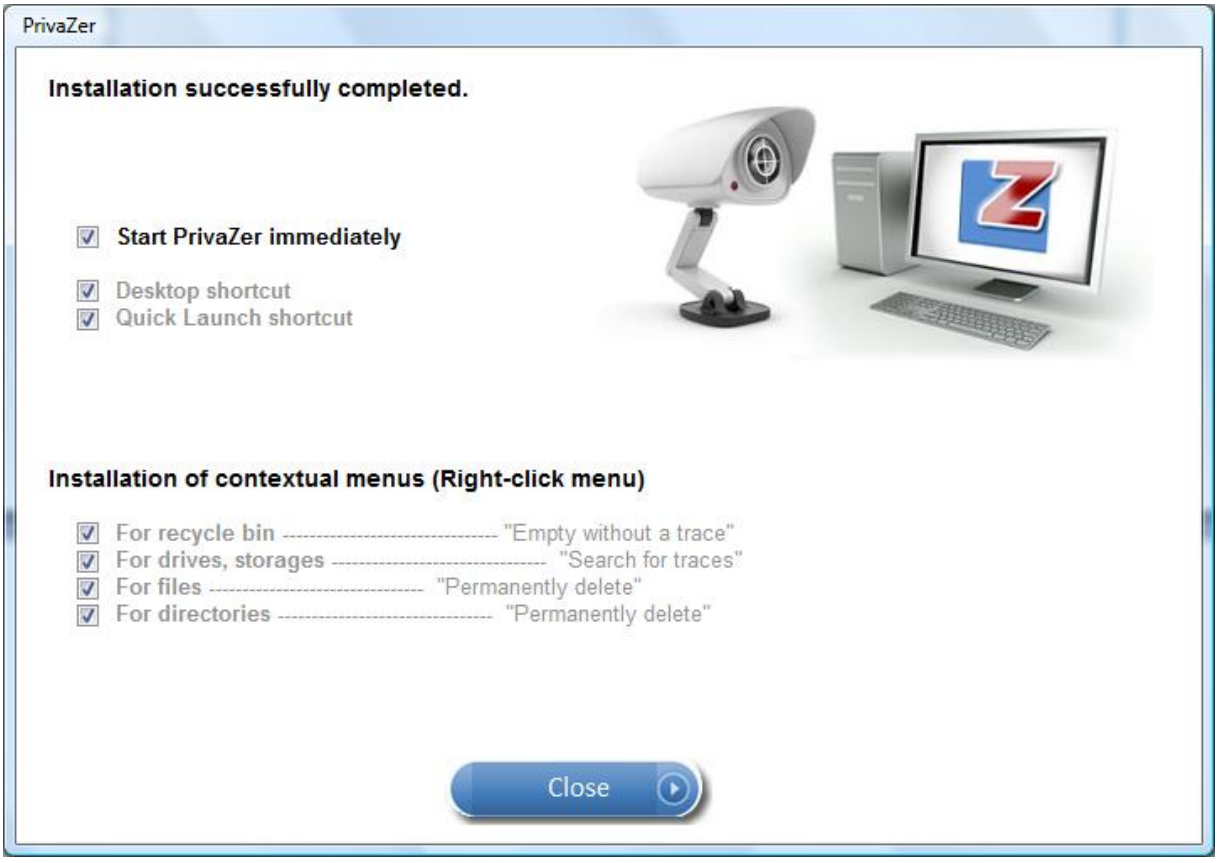

5. Select **'I agree'** to the terms and conditions and click **Next** button.



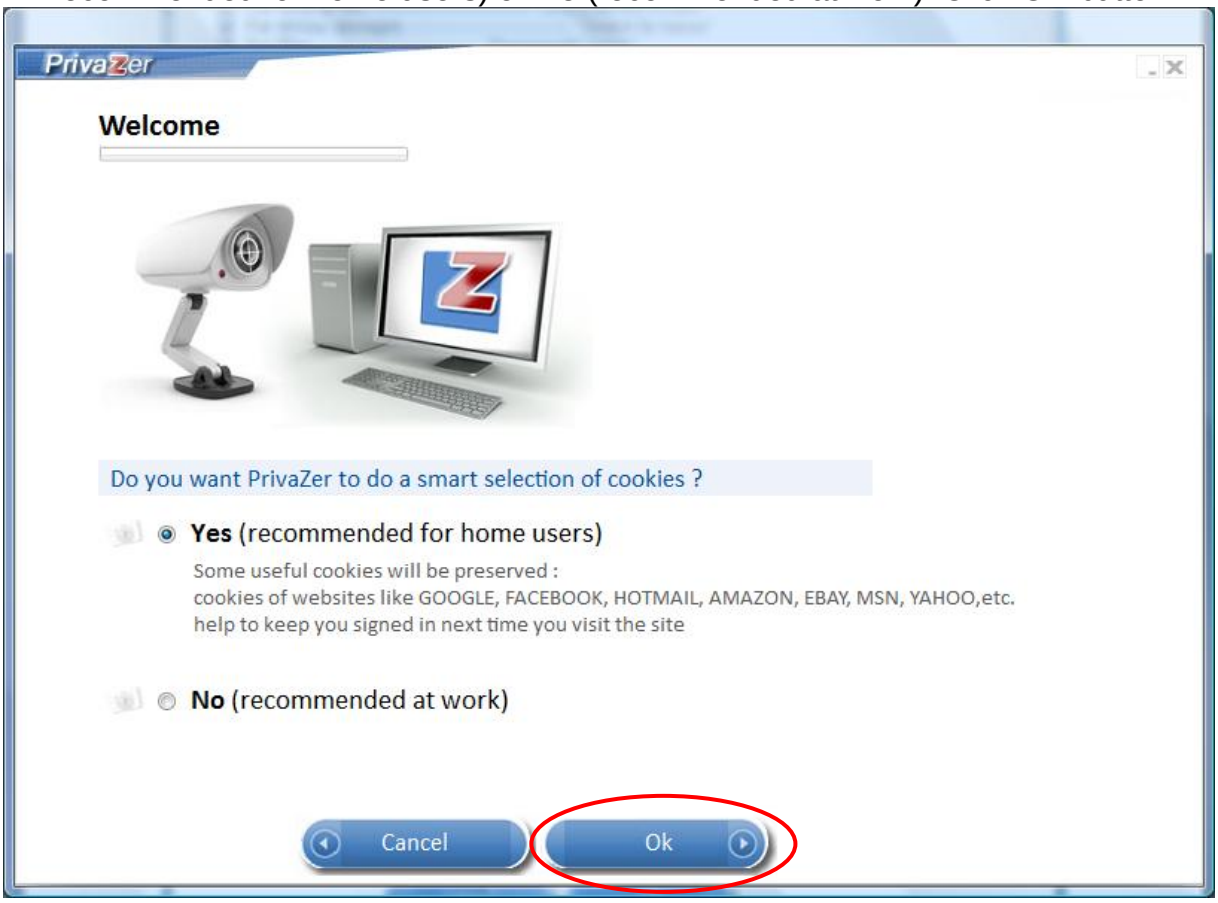
6. Click **Browse** button to select a different installation directory from the default. Click **Install** button.



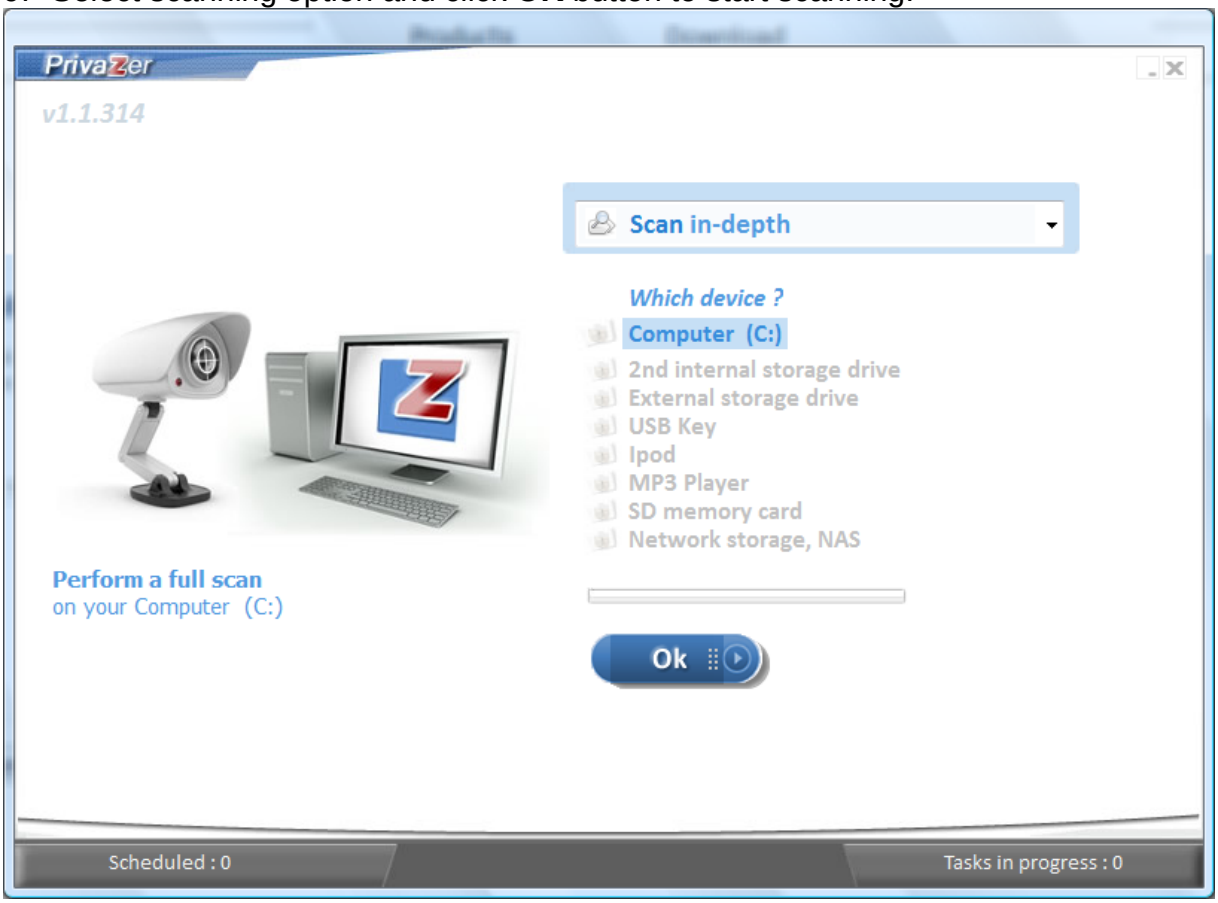

7. Uncheck options for shortcuts and contextual menu if not required. Click **Close** button.



8. Select **Yes** to allow PrivaZer to save useful cookies for easy signon (default, recommended for home users) or **No** (recommended at work). Click **OK** button.



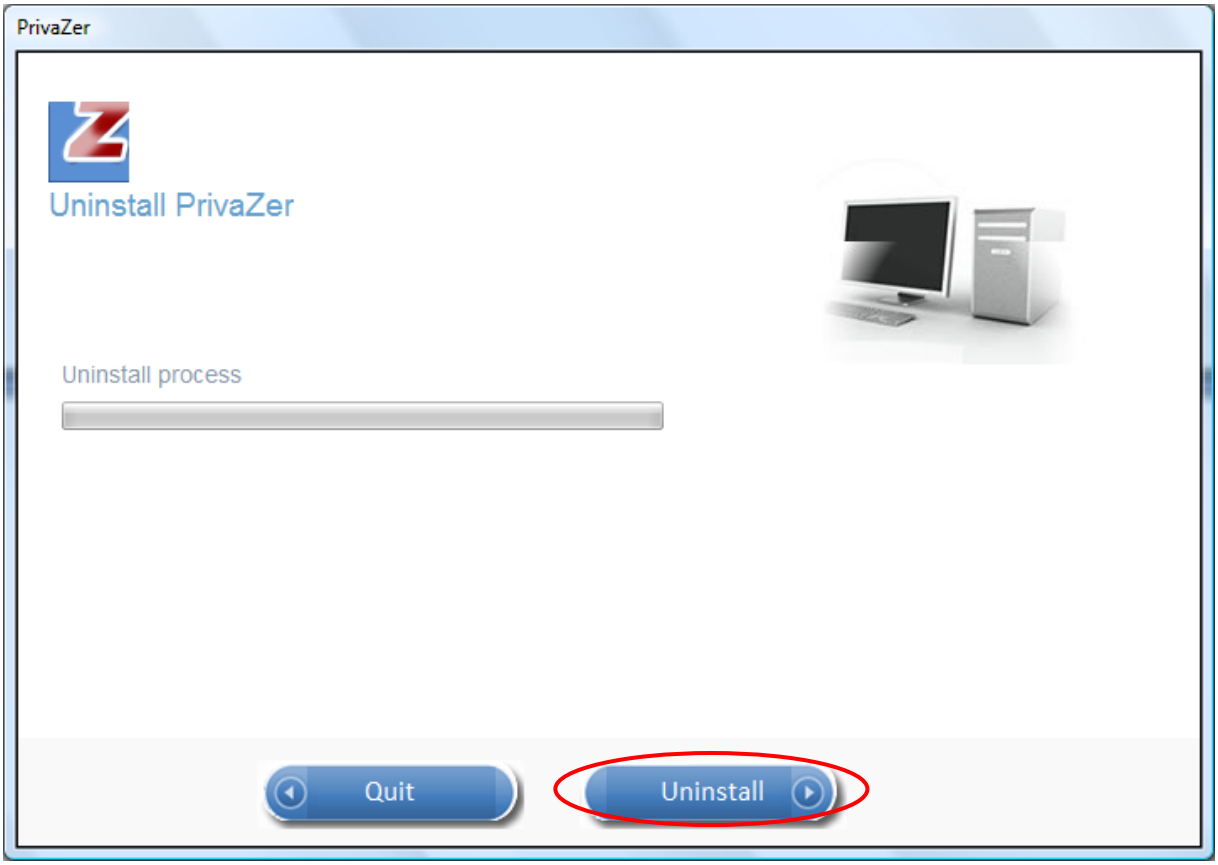

9. Select scanning option and click **OK** button to start scanning.



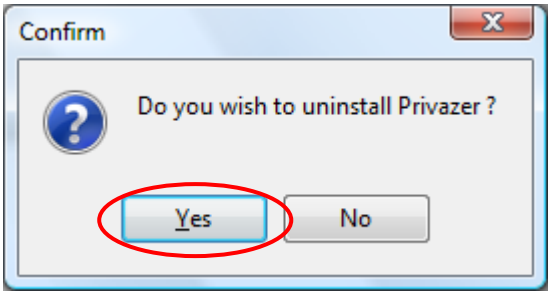
# Uninstall PrivaZer

To uninstall PrivaZer, select Start → All Programs → PrivaZer → **Uninstall PrivaZer**.

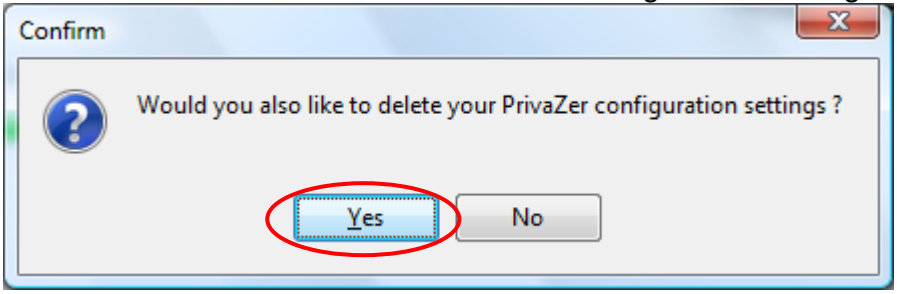
1. Click **Uninstall** button to start uninstall.



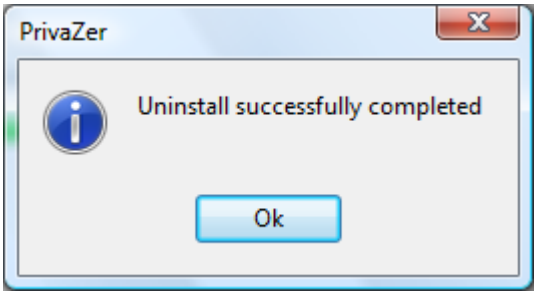

2. Click **Yes** button to uninstall or **No** to cancel uninstall.



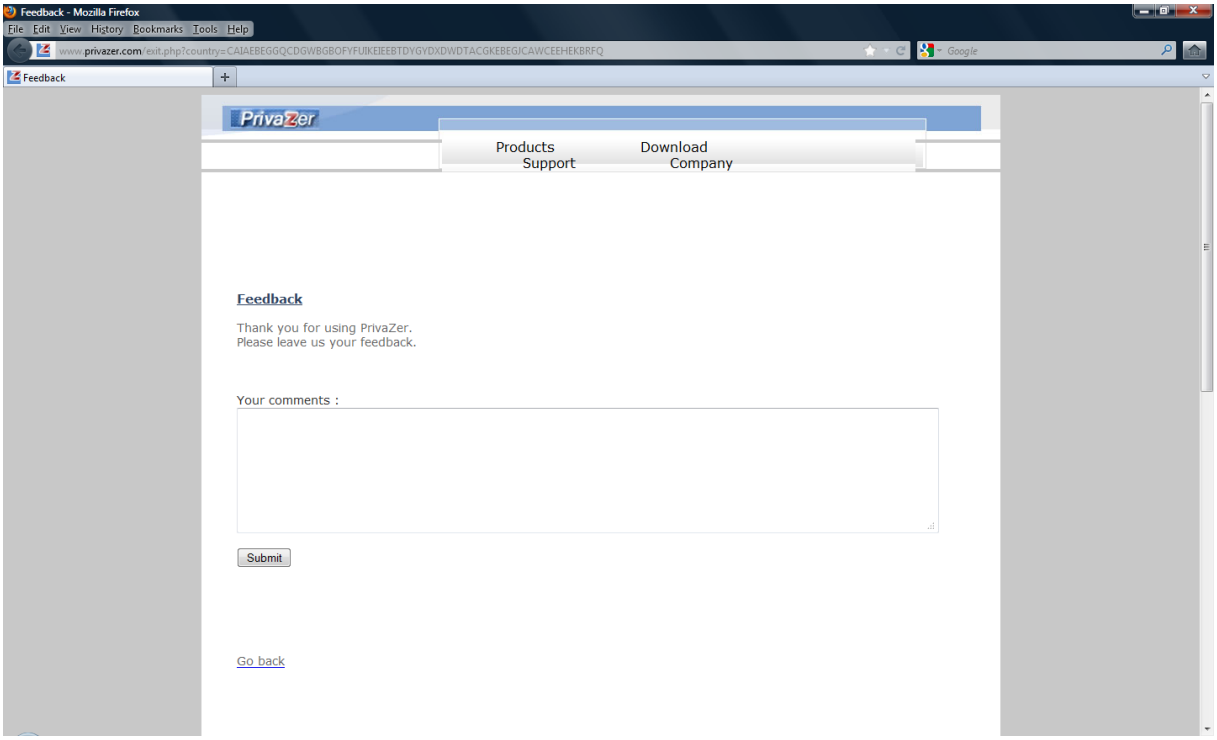

3. Click **Yes** button to remove PrivaZer configuration settings.



4. Click OK button after uninstall is completed.



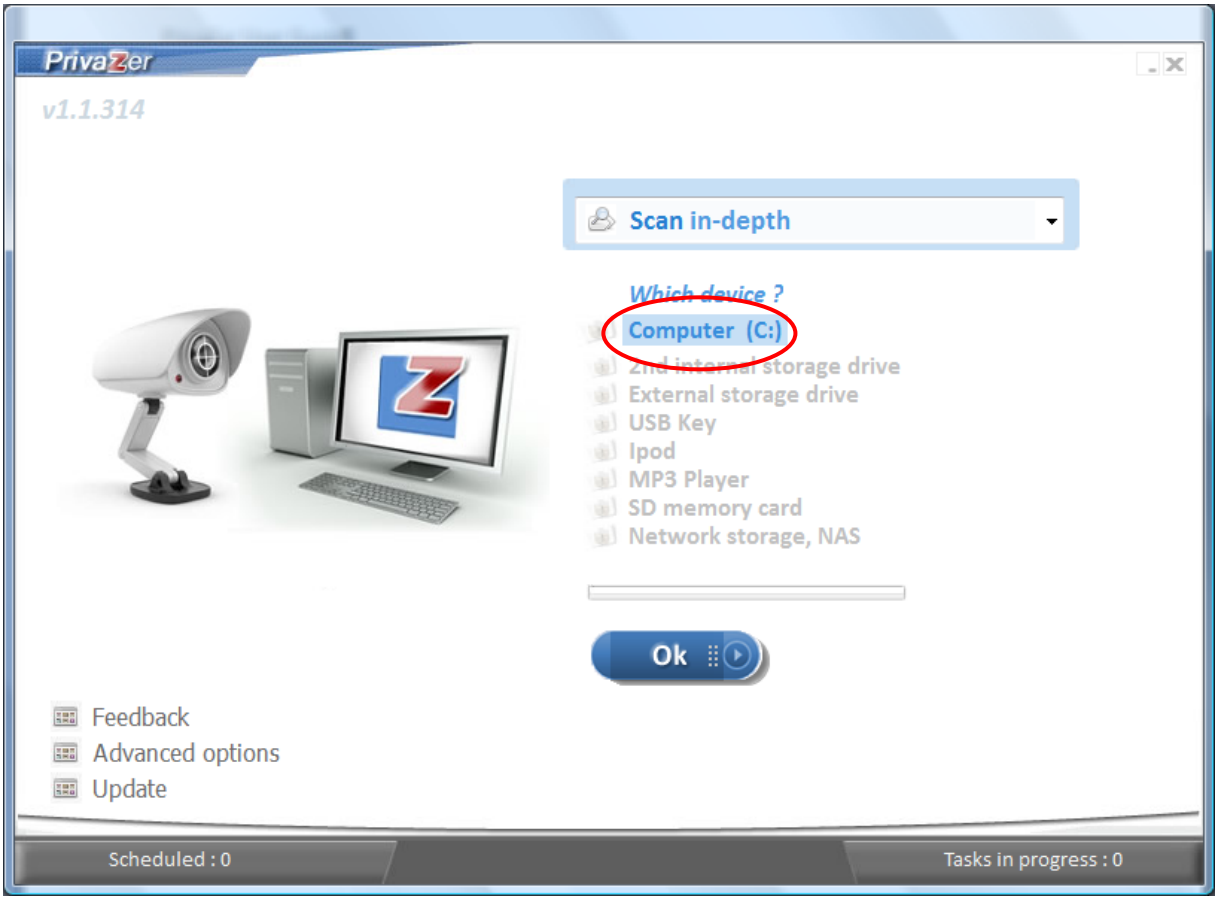

5. Enter your comments or feedback (if any) at privazer.com and click **Submit** button.



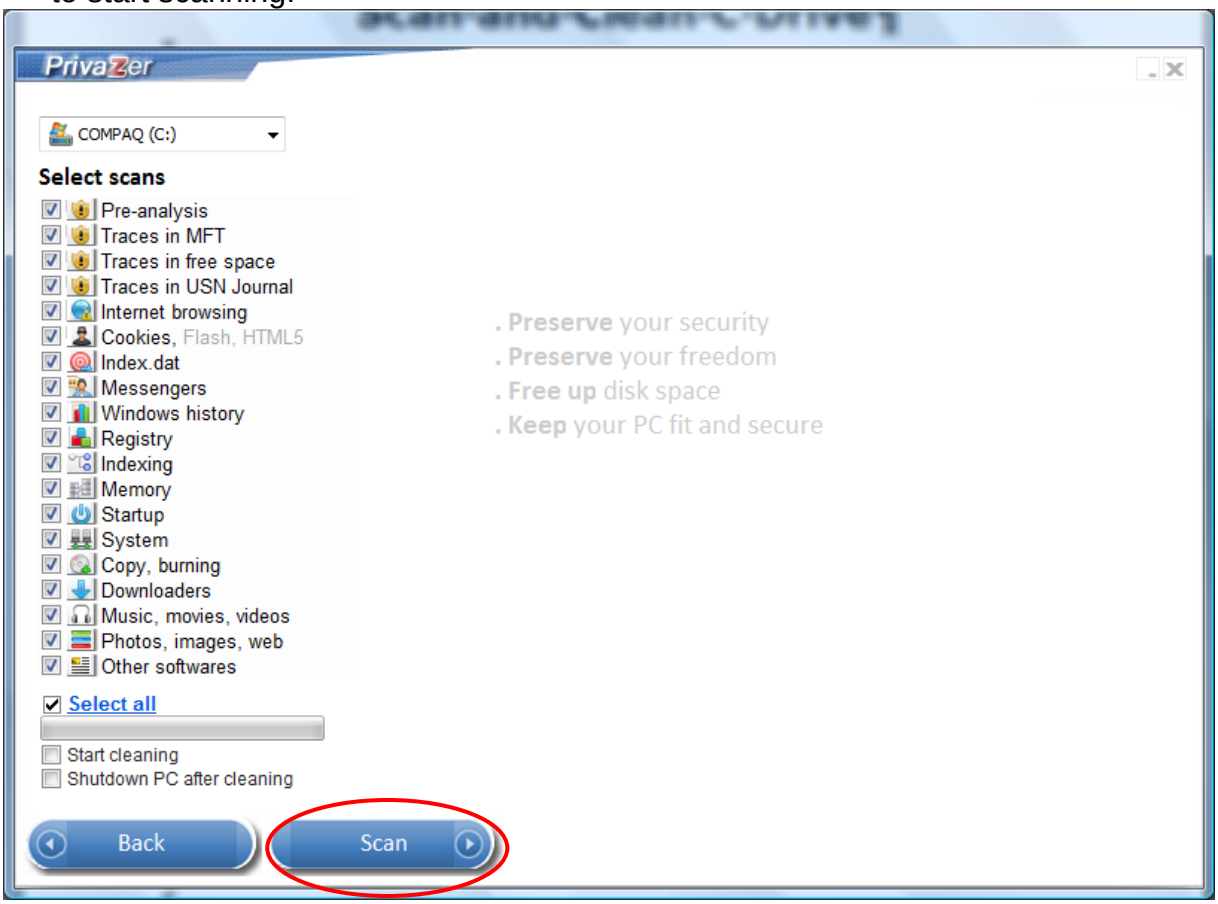
# Scan and Clean C Drive

PrivaZer can scan and remove residual traces in MFT, free space and USN journal, internet activities, registry, USB history and software use in your computer hard drives. The scan and clean results are displayed in their respective viewers.

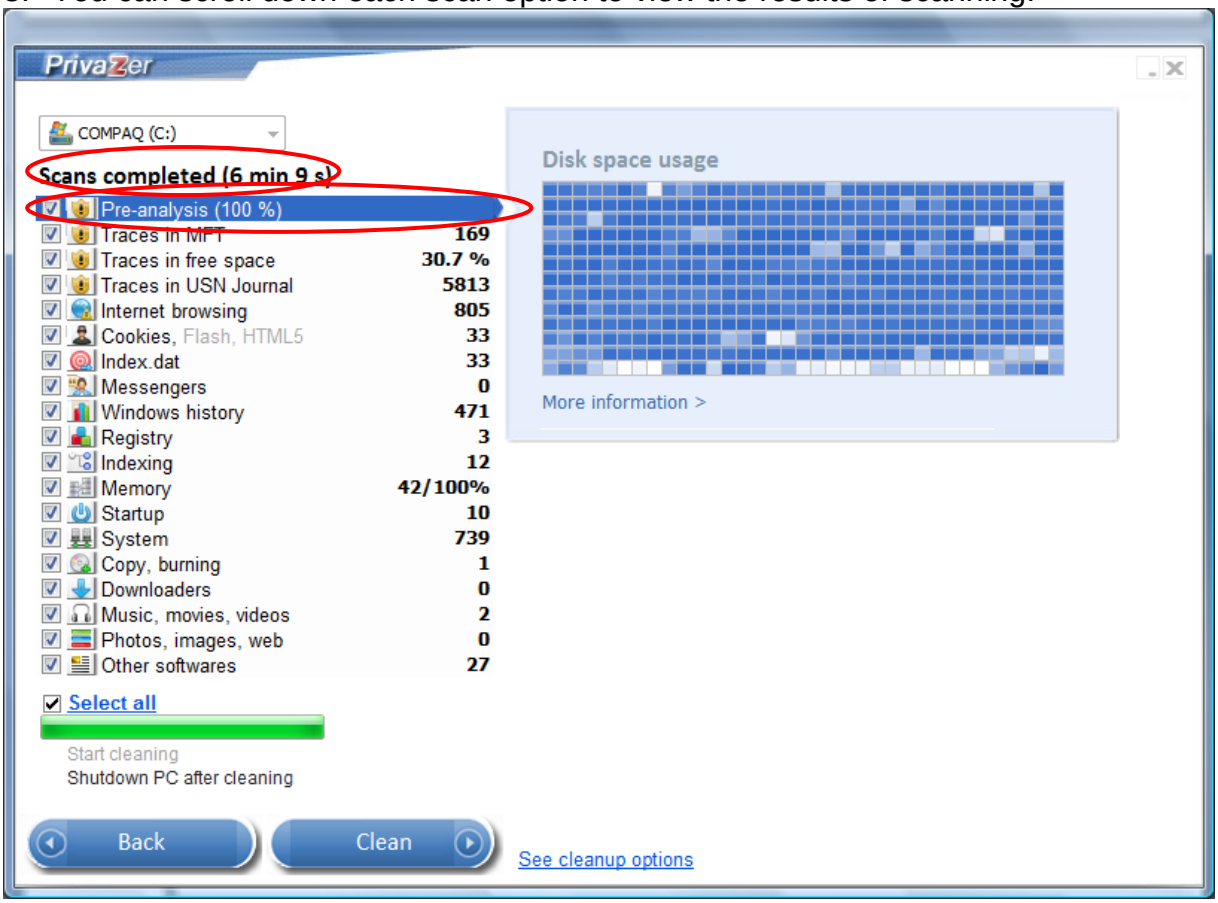
1. Select **Scan in Depth** from the dropdown list and select **Computer (C:)**. Click **OK** button



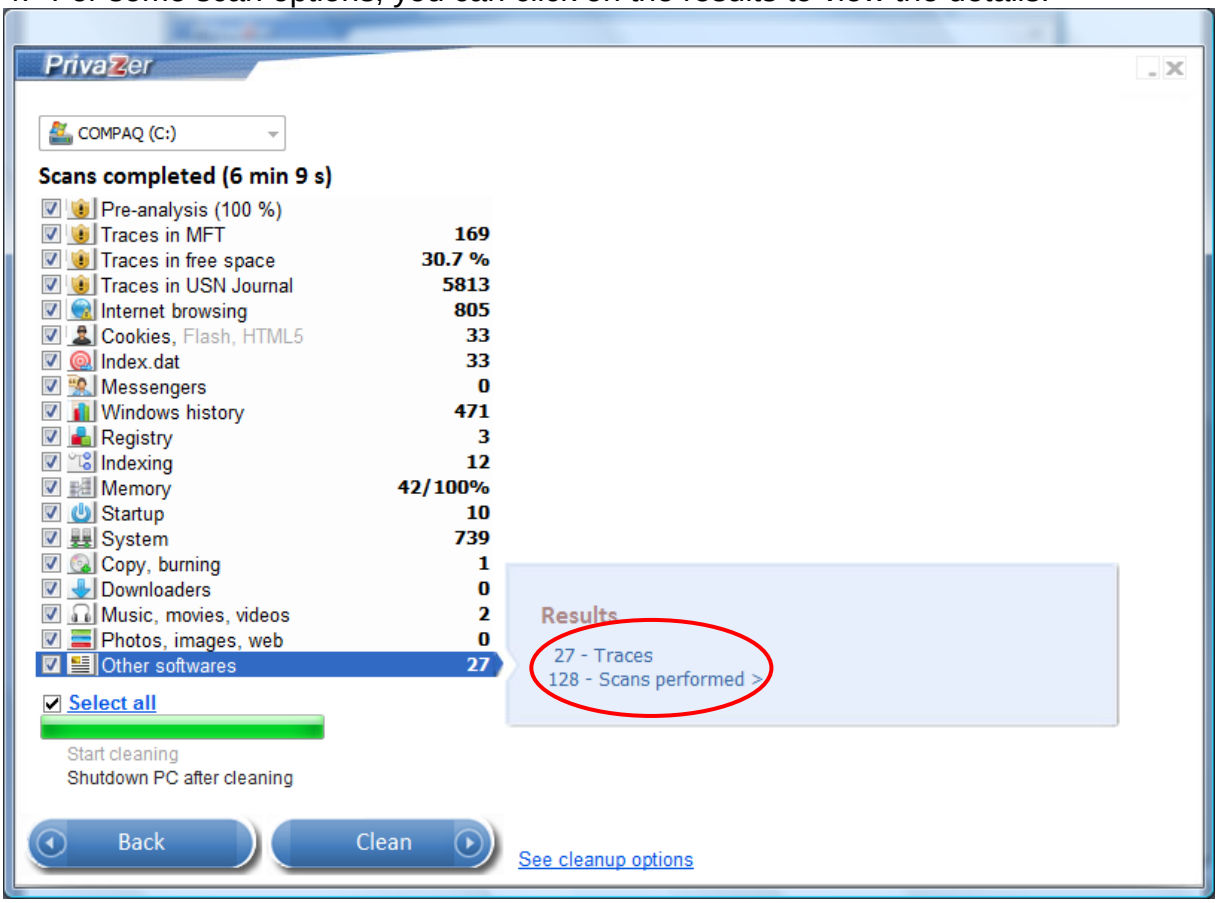
2. Uncheck any options from the list if you do not wish to scan all. Click **Scan** button to start scanning.



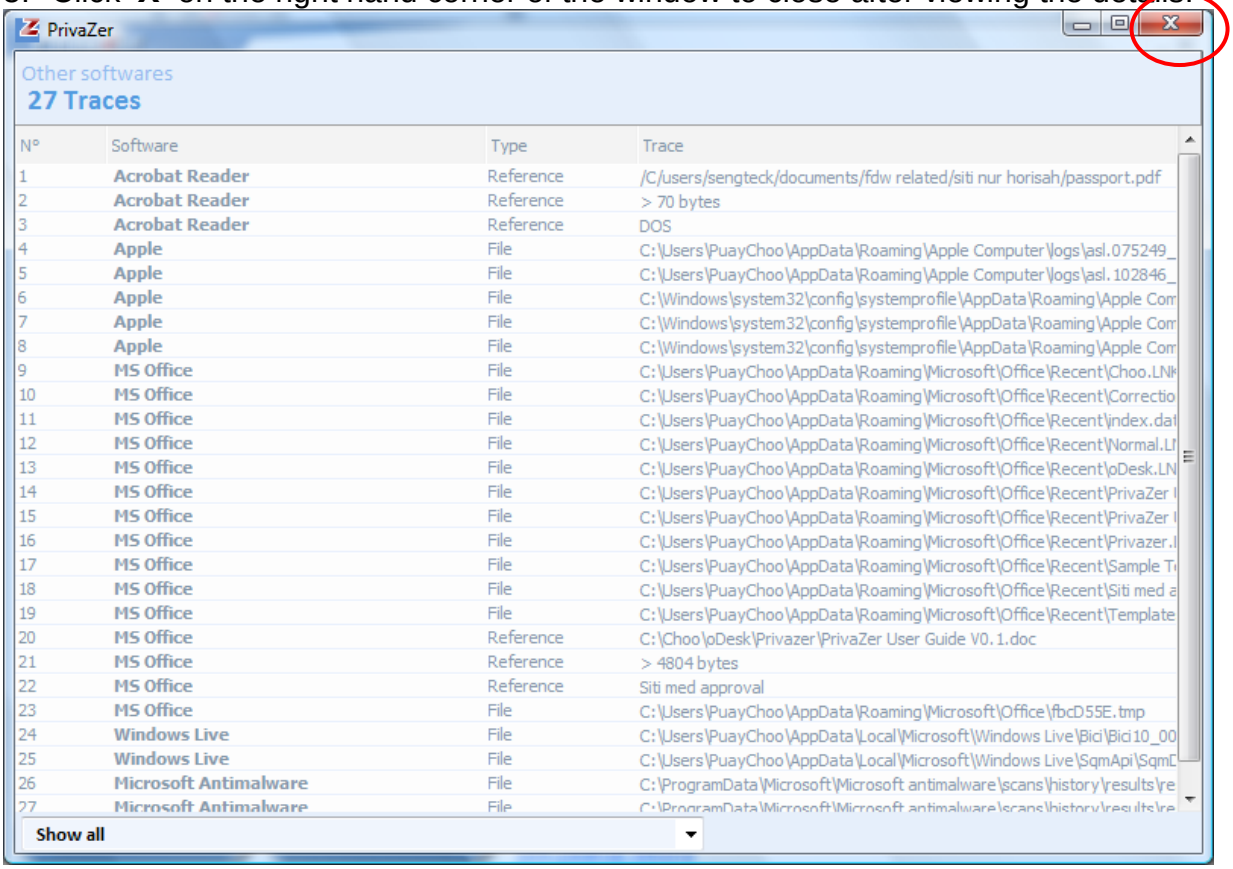

3. You can scroll down each scan option to view the results of scanning.



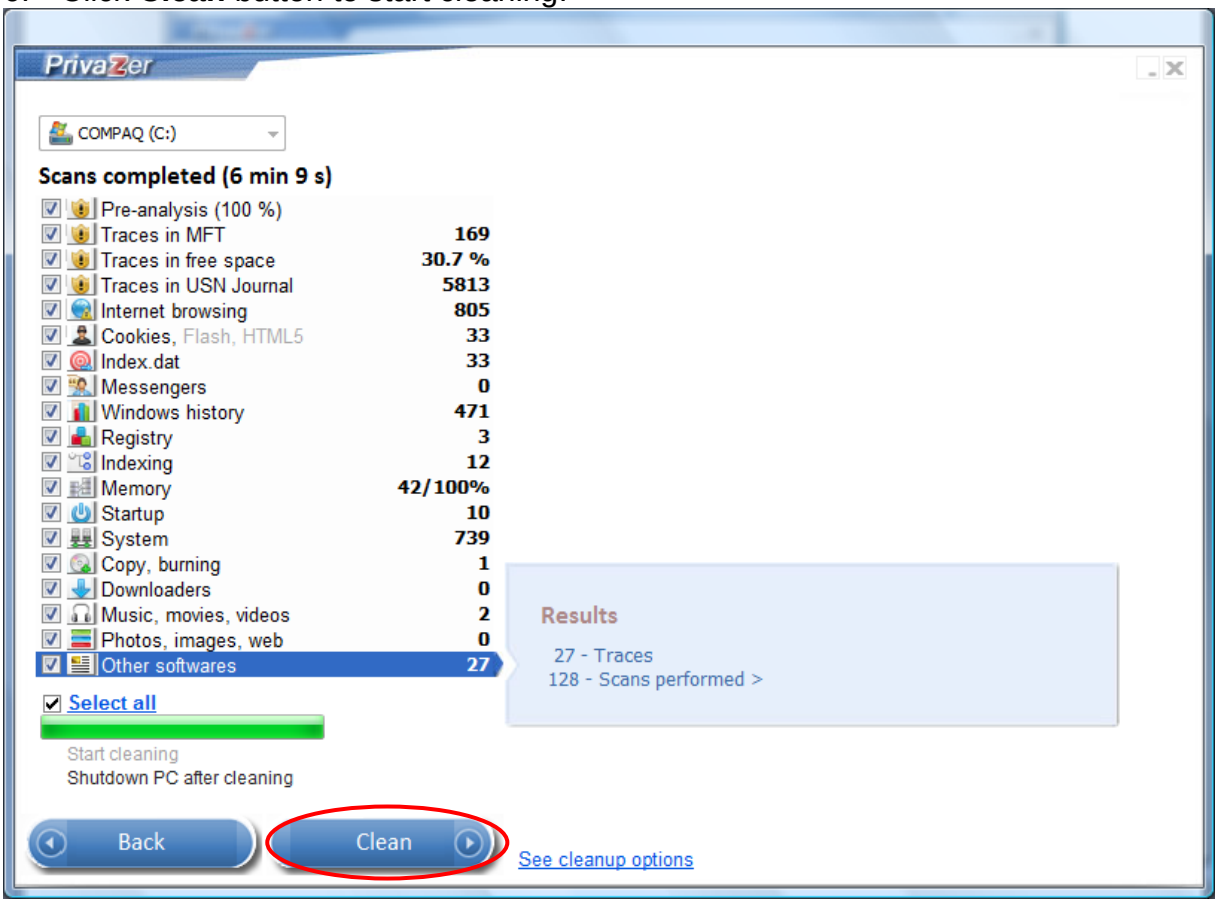
4. For some scan options, you can click on the results to view the details.



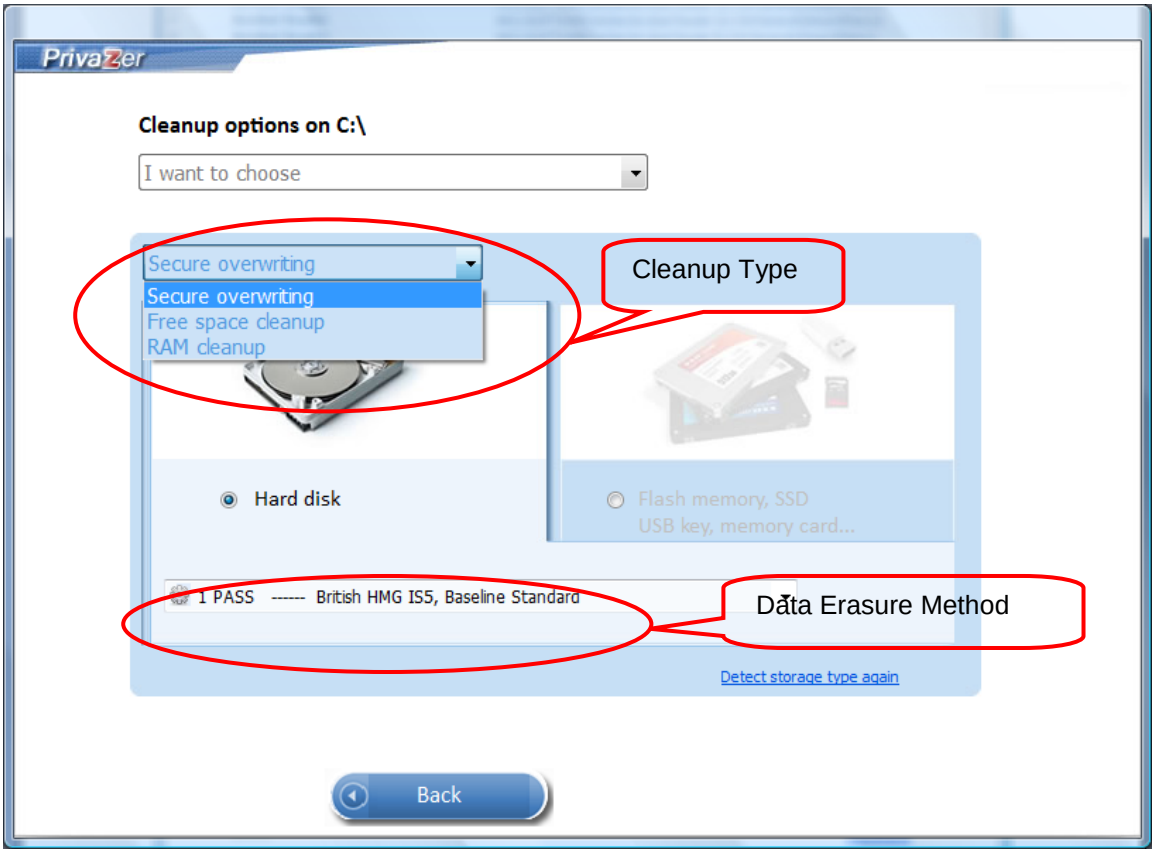

5. Click **'X'** on the right hand corner of the window to close after viewing the details.



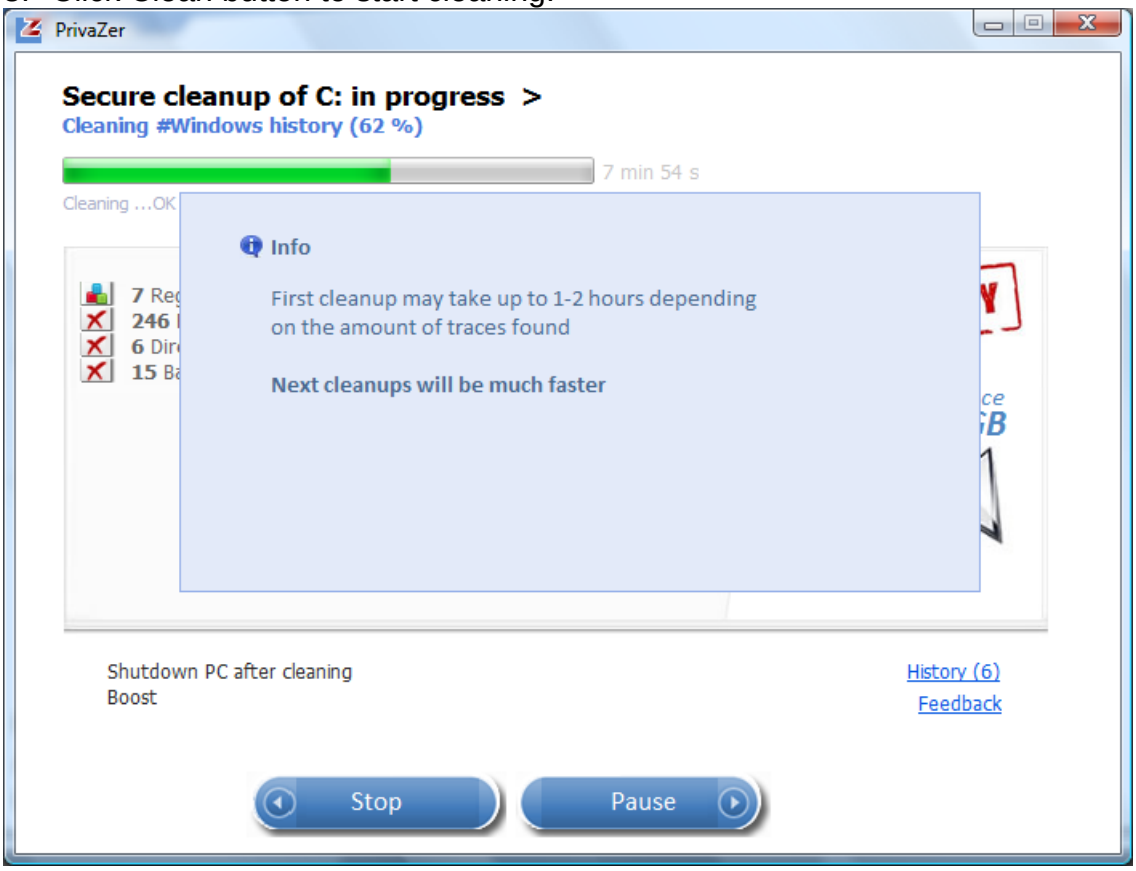
6. Click **Clean** button to start cleaning.



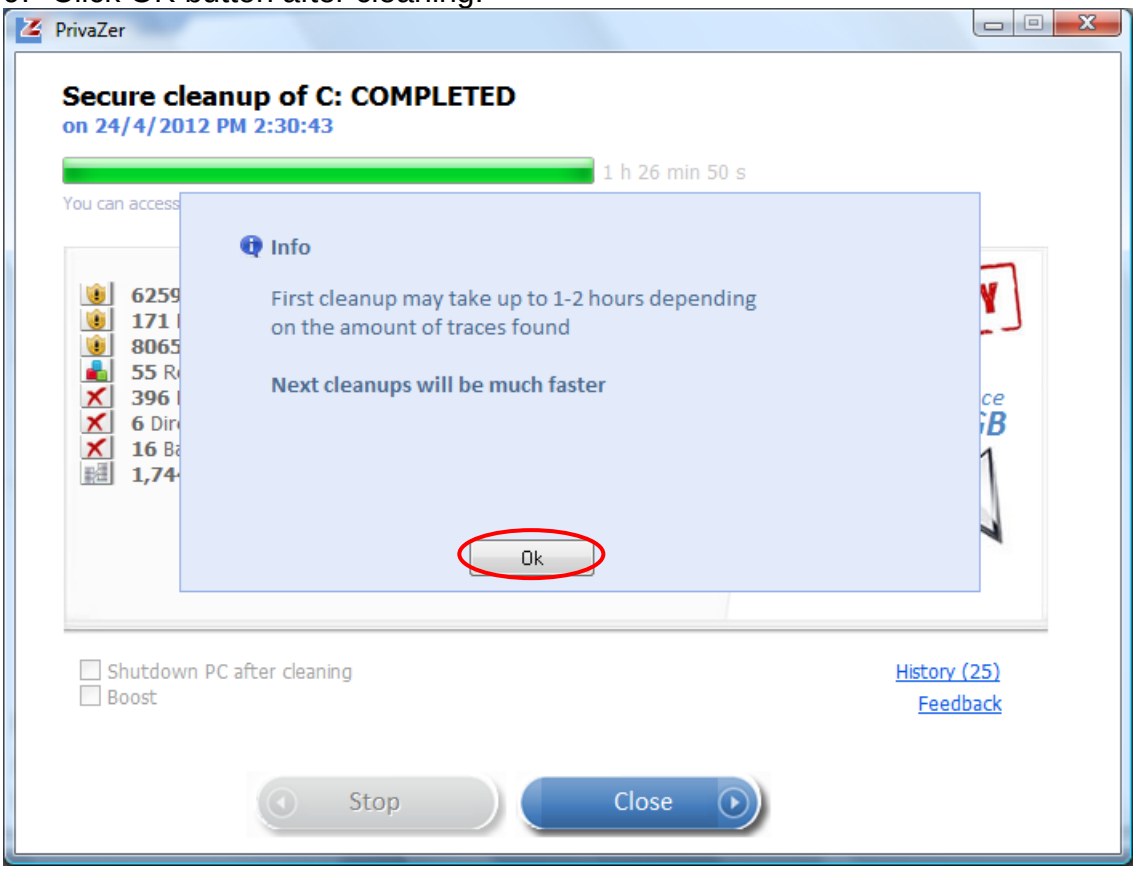

7. Click **See Cleanup Options** to change the cleanup options. The default is PrivaZer recommendations. You can select your own cleanup type and erasure method and click **Back** button.



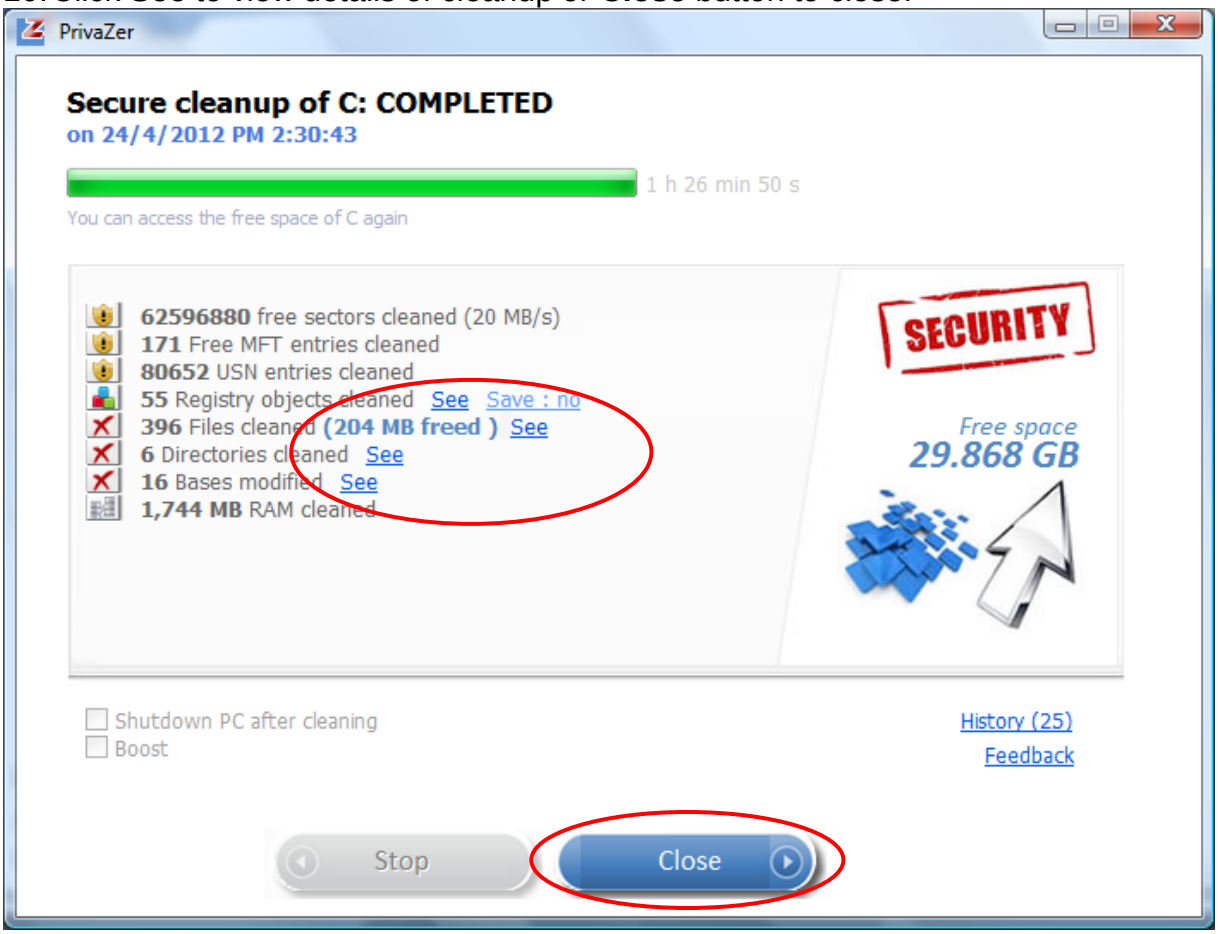
8. Click Clean button to start cleaning.



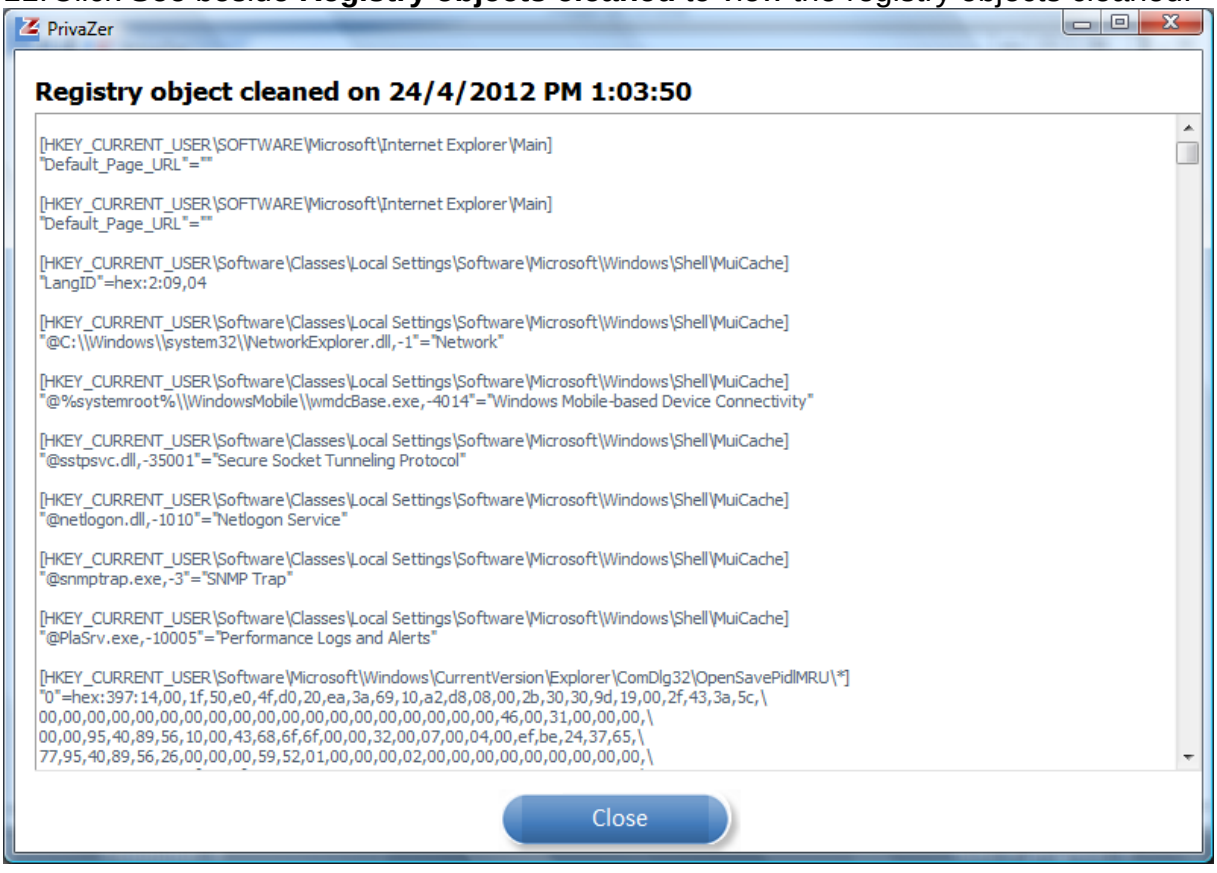

9. Click OK button after cleaning.



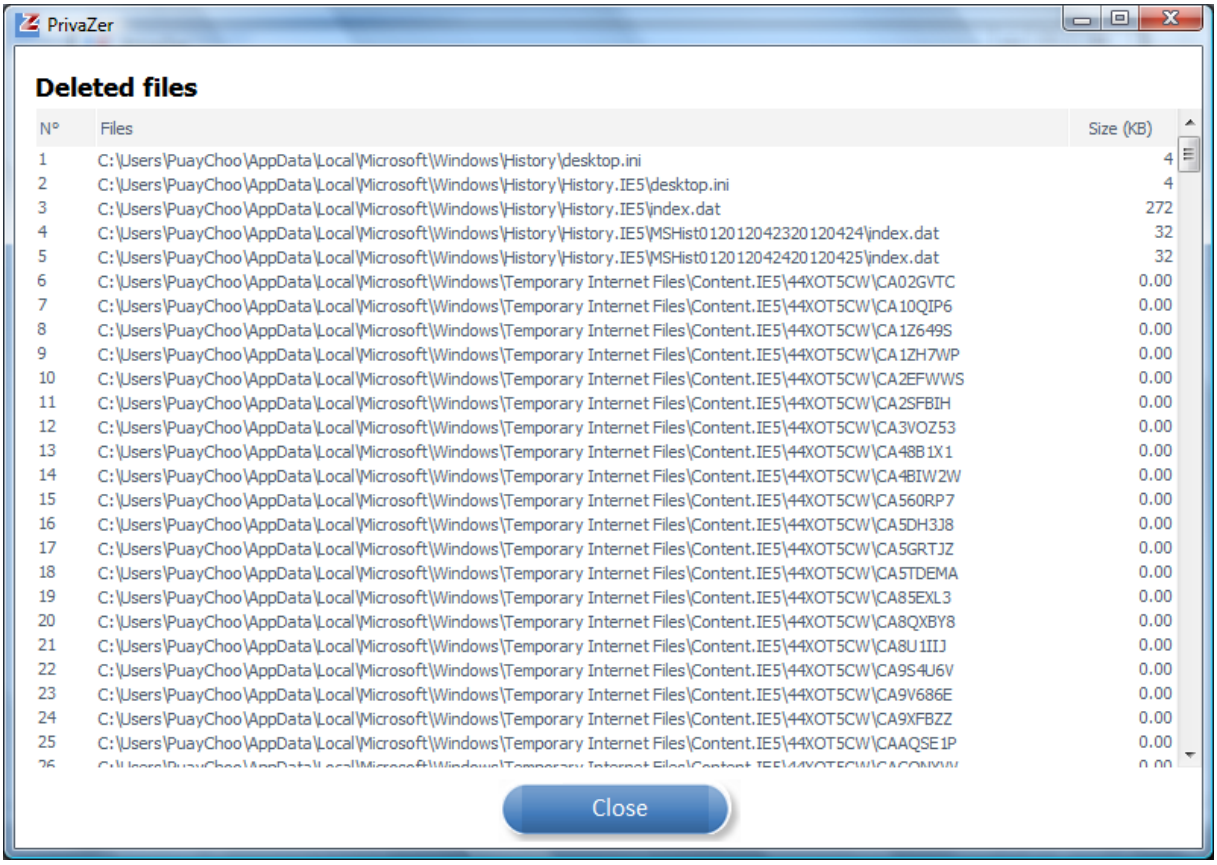
10. Click **See** to view details of cleanup or **Close** button to close.



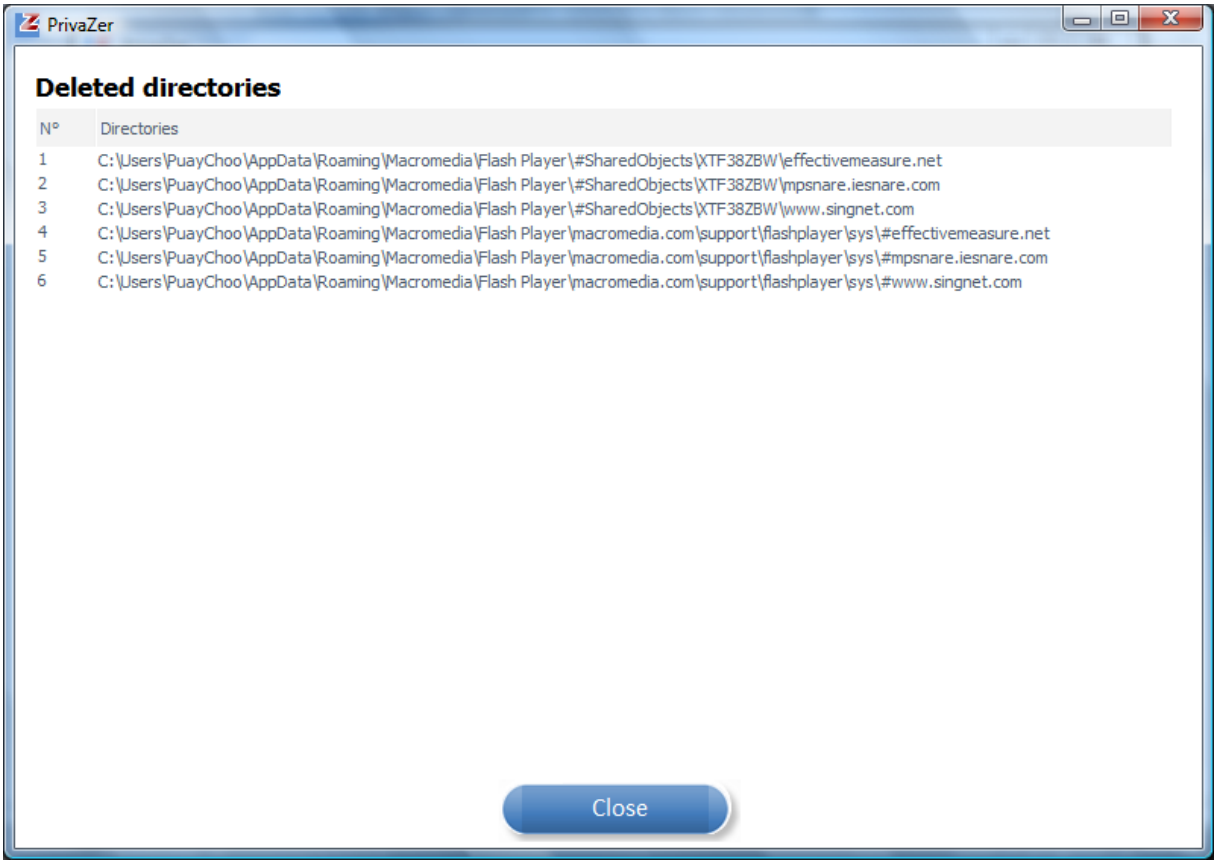

11. Click **See** beside **Registry objects cleaned** to view the registry objects cleaned.



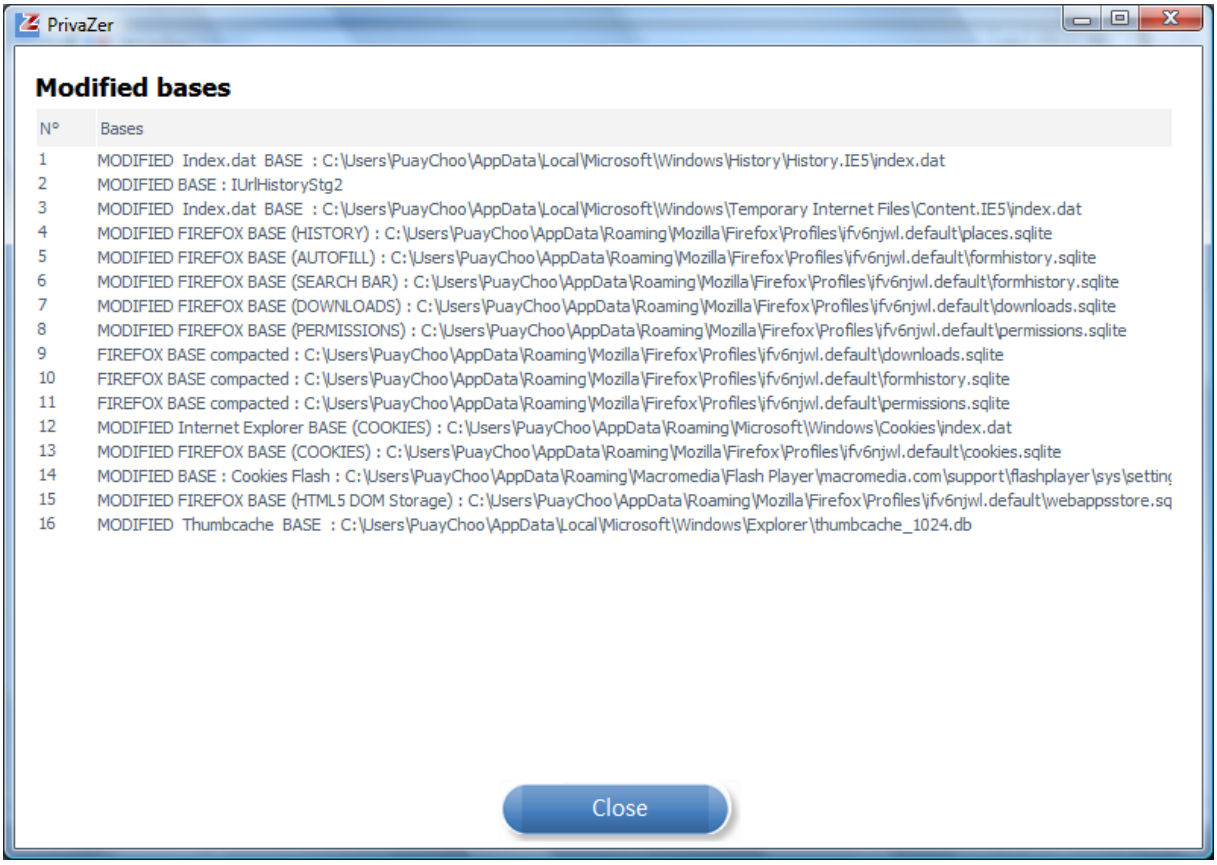
12. Click **See** beside **Files cleaned** to view the files cleaned.




13. Click **See** beside **Directories cleaned** to view the folders cleaned.

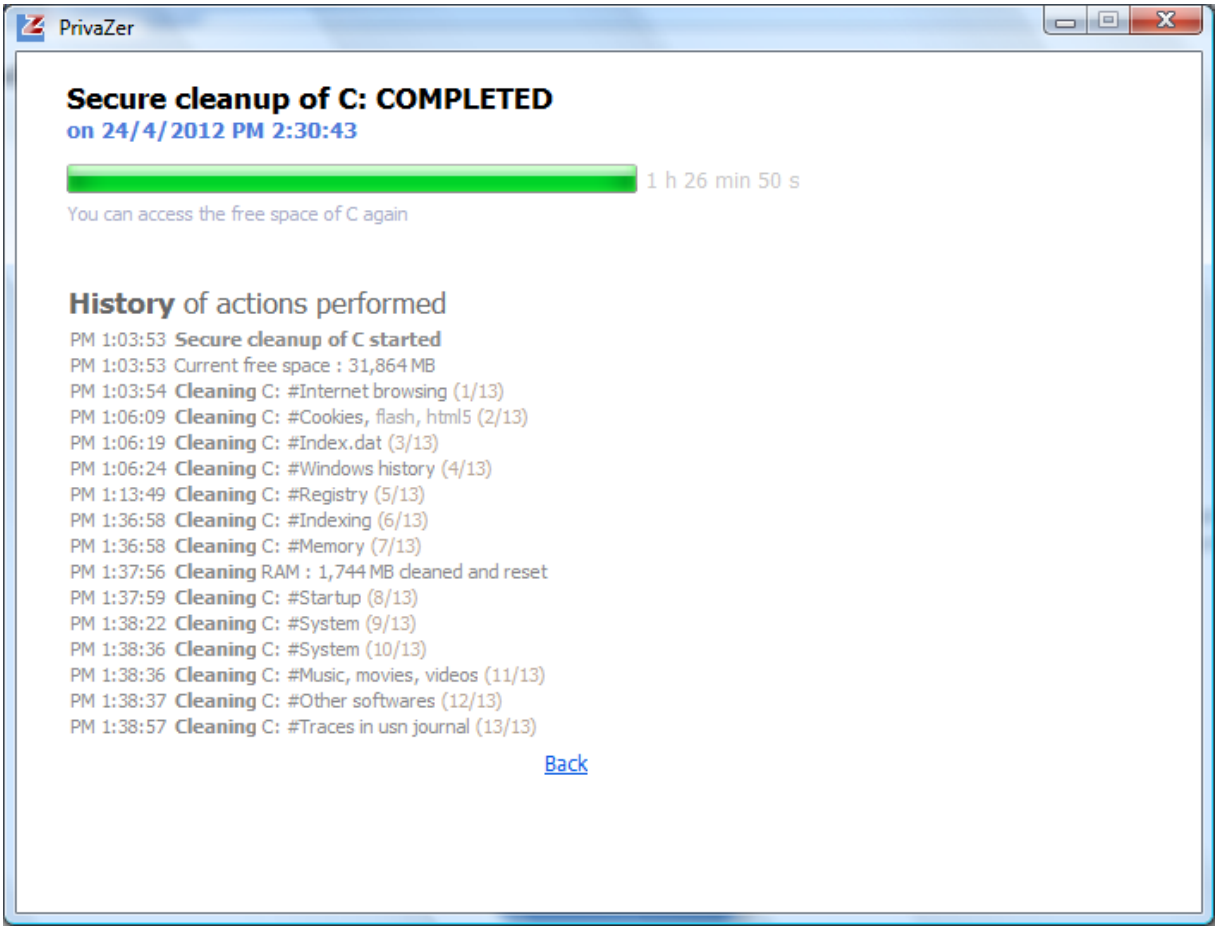


14. Click **See** beside **Bases modified** to view the modified bases.

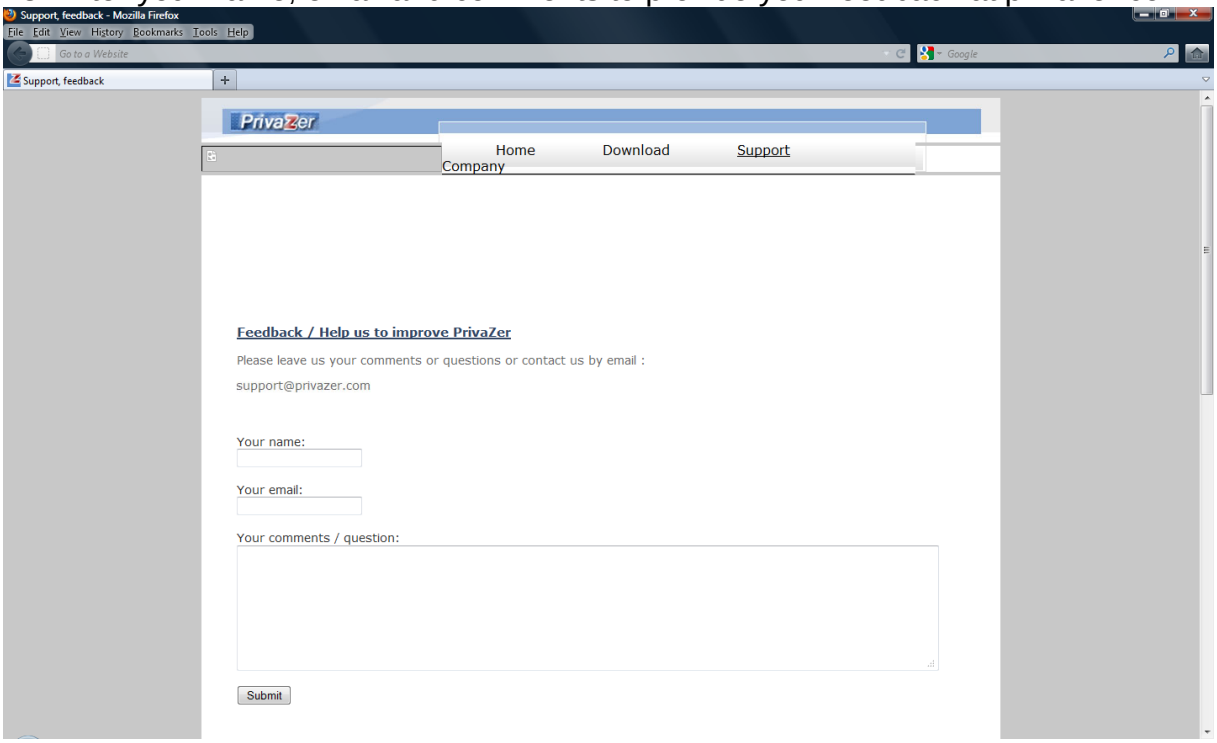



15. Click **History** below to view the history of actions performed.

16. Click **Back** to return.




17. Click **Feedback** below to provide your comments or feedback to PrivaZer.
18. Enter your name, email and comments to provide your feedback at privazer.com.

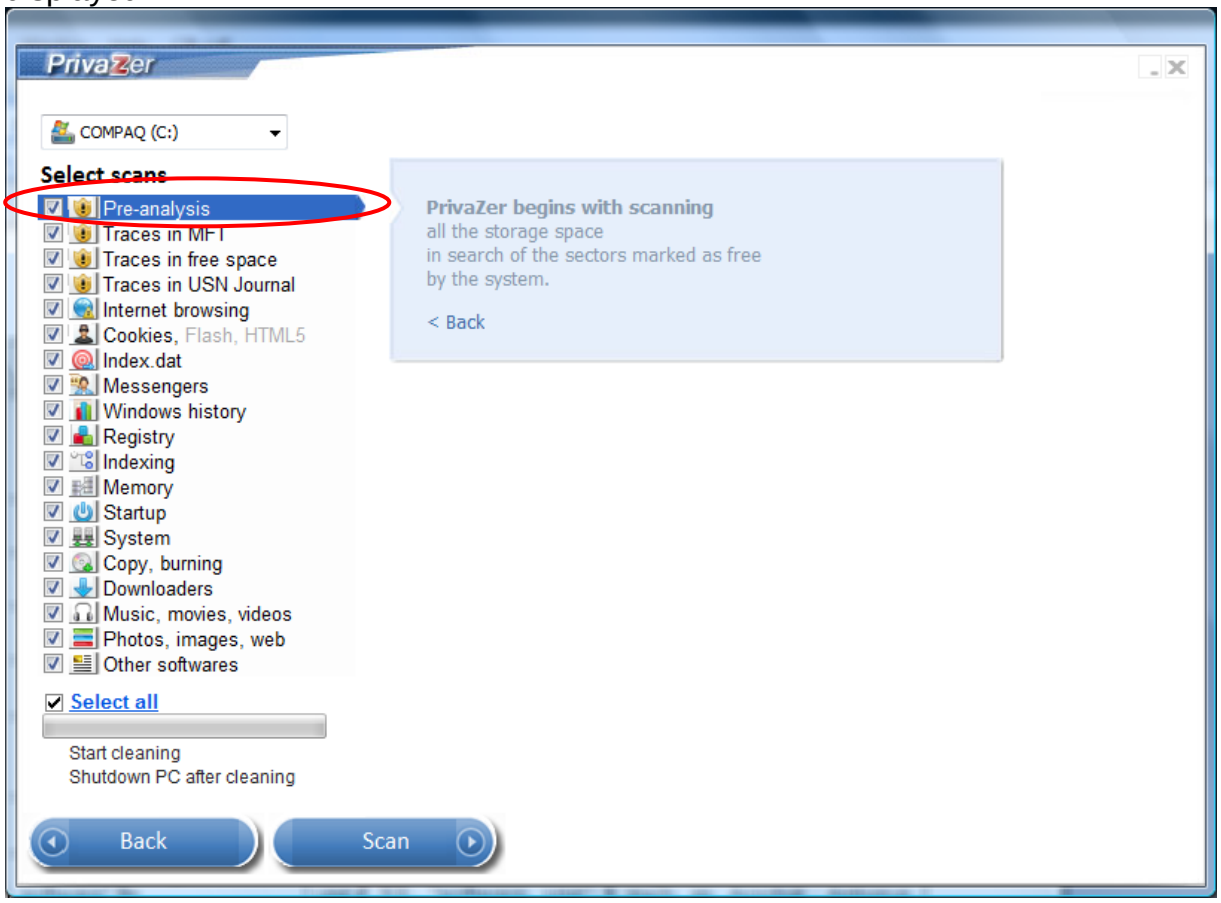


# Scan Options

| Scan Option | Description |
|---|---|
| Pre-analysis | PrivaZer scans storage space in search of sectors marked as free by the system. |
| Traces in MFT | When a file is deleted, its name, size, modification date, path are not erased from the file allocation table. PrivaZer scans to remove residual traces of files. |
| Traces in free space | When a file is deleted, the space it occupies is considered as free but not erased as long as another file takes its space. PrivaZer scans the free space to locate traces of previous files and overwrites/ resets to zeros corresponding sectors. |
| Traces in USN Journal | The USN journal records details of changes made to your files (deletion, creation, renaming, etc). PrivaZer locates residual traces of previous files in the USN journal. |
| Internet Browsing | PrivaZer deletes unwanted traces of your internet activities in the browsers – Internet Explorer, Firefox, Chrome, Safari, Opera and Flash. |
| Cookies | PrivaZer detects cookies – Flash cookies, Silverlight cookies, Tor cookies, HTML5 storages, Appcache and IndexedDB. You can select the set of cookies to keep for easy login (recommended for home users). |
| Index.dat | Index.dat files may contain traces of your activities. PrivaZer scans your system to find all index.dat files on your computer and analyze their content. |
| Messengers | PrivaZer retrieves histories of messages and useless files of messengers like MSN, Yahoo, Skype, etc. |
| Window history | PrivaZer detects useless histories stored by windows like software use and files. |
| Registry | PrivaZer detects residual traces and errors in the registry. |
| Indexing | Your files are indexed by Windows Indexing Service for fast searching. Deleted files may still be present in the index for a certain period of time. PrivaZer scans the index and recover residual traces of previous files. |
| Memory | PrivaZer detects potential traces in RAM, Pagefile.sys and Hiberfil.sys.<br><br>When you close a program, traces may still exist in RAM, PrivaZer cleans up and resets to zero the RAM free space overriding residual traces.<br><br>The Pagefile.sys may also contain traces of your activities. The Pagefile.sys needs to be cleaned at computer shutdown.<br><br>When computer hibernates, memory is copied into Hiberfil.sys. PrivaZer checks that Hiberfil.sys is actually reset to zero by the system. If not PrivaZer overwrites it with zeros during cleanup process. |
| Startup | PrivaZer detects unwanted traces in auto start and start menus. |
| System | PrivaZer detects unwanted traces and thumbnails stored by the system. |
| Copy, burning | PrivaZer detects unwanted traces of software use for copying and burning. |
| Downloader | PrivaZer detects unwanted traces of software use for |

| Scan Option | Description |
|---|---|
| | downloading. |
| Music, movies, videos | PrivaZer detects unwanted traces of software use for playing music, movies and videos. |
| Photos, images, web | PrivaZer detects unwanted traces of software use for photos, images and web. |
| Other software | PrivaZer detects unwanted traces of software use such as Acrobat, Antivirus, Microsoft office. |

In addition to the information listed above, you can refer to the PrivaZer scan screens. Click on each scan option, explanation of what the scan option does is displayed.



# Cleanup Options (Data Erasure)

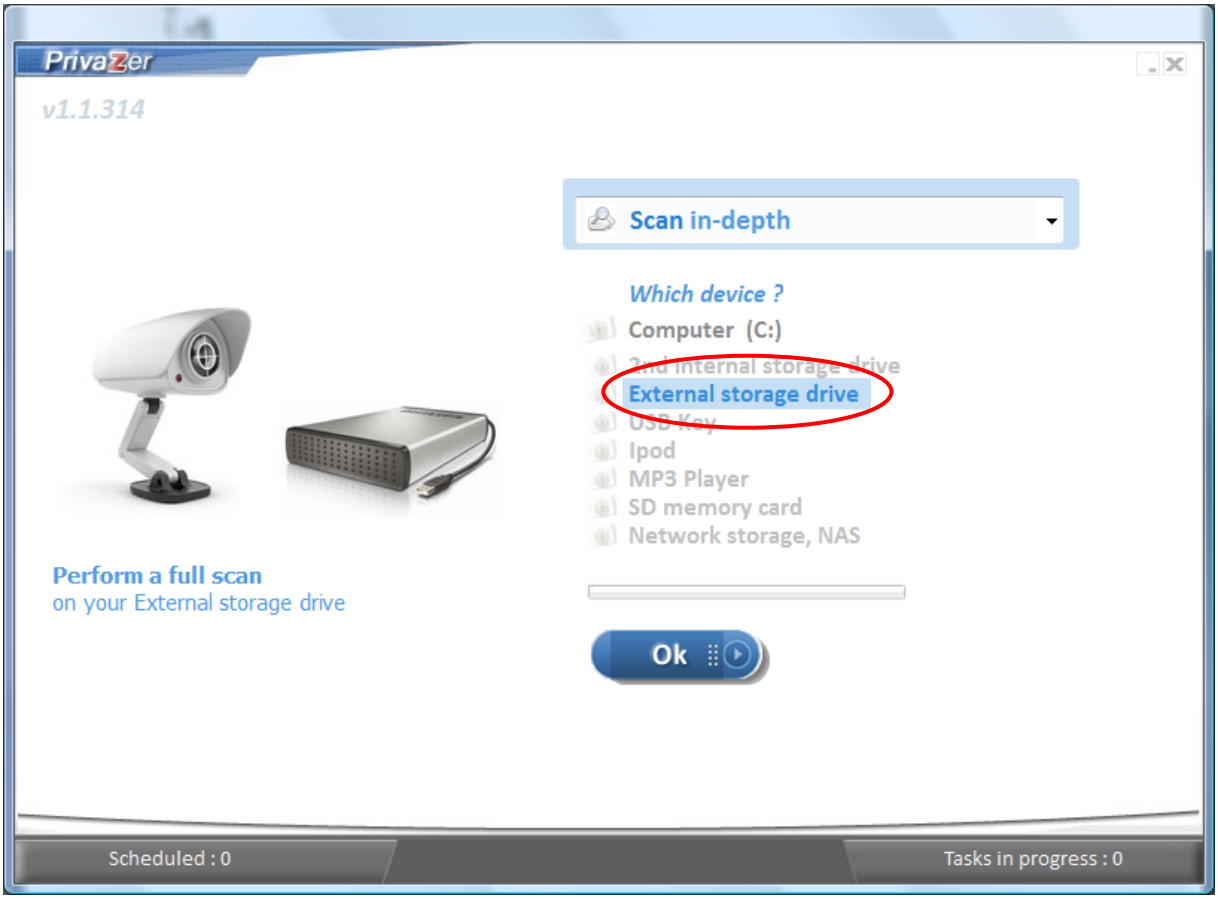
Data erasure is a software based method of overwriting data that completely destroys all electronic data residing on a hard disk drive or other digital media. PrivaZer provides the following overwriting standards for cleanup.

| Overwriting Standard | Overwriting Rounds | Overwriting Pattern |
|---|---|---|
| British HMG IS5, Baseline Standard | 1 | Overwritten with zeroes with verification. |
| British HMG IS5, Enhanced Standard | 3 | 3 passes overwriting algorithm: 1st pass - with zeroes, 2nd pass - with ones and the last pass with random bytes (last pass is verified). |
| Russian GOST P50739-95 | 2 | Calls for a single pass of zeroes followed by a single pass of random byte. |
| German Federal Office for Information Security | 3 | Non-uniform pattern, its complement. |
| US Navy NAVSO P-5239-26 | 3 | 3 passes overwriting algorithm with last pass verification. |
| USA DoD 5220.22-M Department of Defence | 3 | 3 passes overwriting algorithm: 1st pass - with zeroes, 2nd pass - with ones and the last pass with random bytes. With all passes verification. |
| Canada Communications Security Establishment ITSG-06 | 3 | All 1s or 0s, its complement, a pseudo-random pattern. |
| German VSITR | 7 | Calls for each sector to be overwritten with three alternating patterns of zeroes and ones and in the last pass with character. |
| Bruce Schneier’s Algorithm | 7 | 7 passes: 1st pass - with ones, 2nd pass - with zeroes and then 5 times with random characters. |
| Canadian RCMP TSSIT OPS-II | 7 | 7 passes overwriting algorithm with 3 alternating patterns of zeroes and ones and the last pass - with random character (with last pass verification). |
| Peter Gutmann's Algorithm | 35 | 35 passes with various algorithms, including all of the other listed methods. |

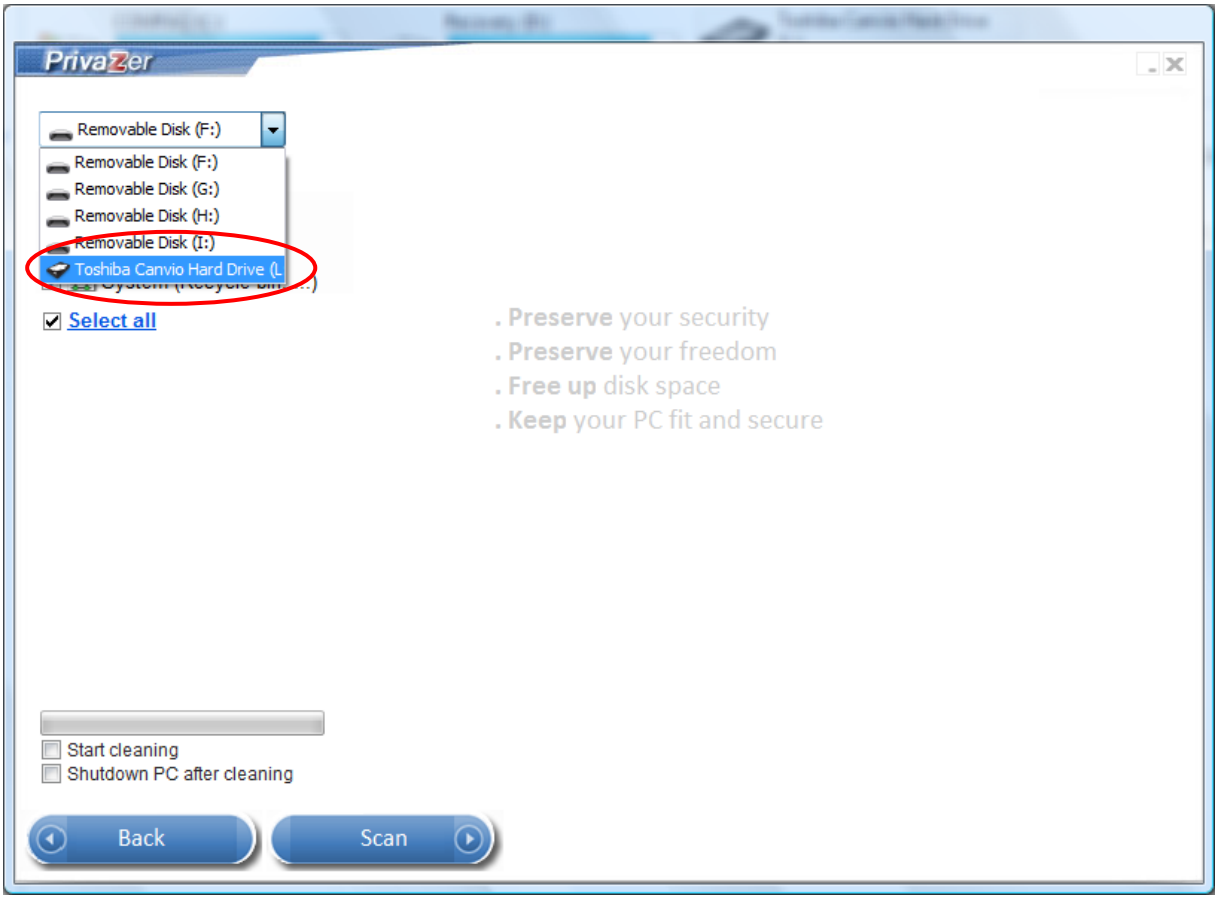
# Scan and Clean an External Drive

PrivaZer can scan and clean devices like external harddisk, USB key, iPod, MP3 Player, SD memory card and NAS for traces in MFT, free space and USN journal.

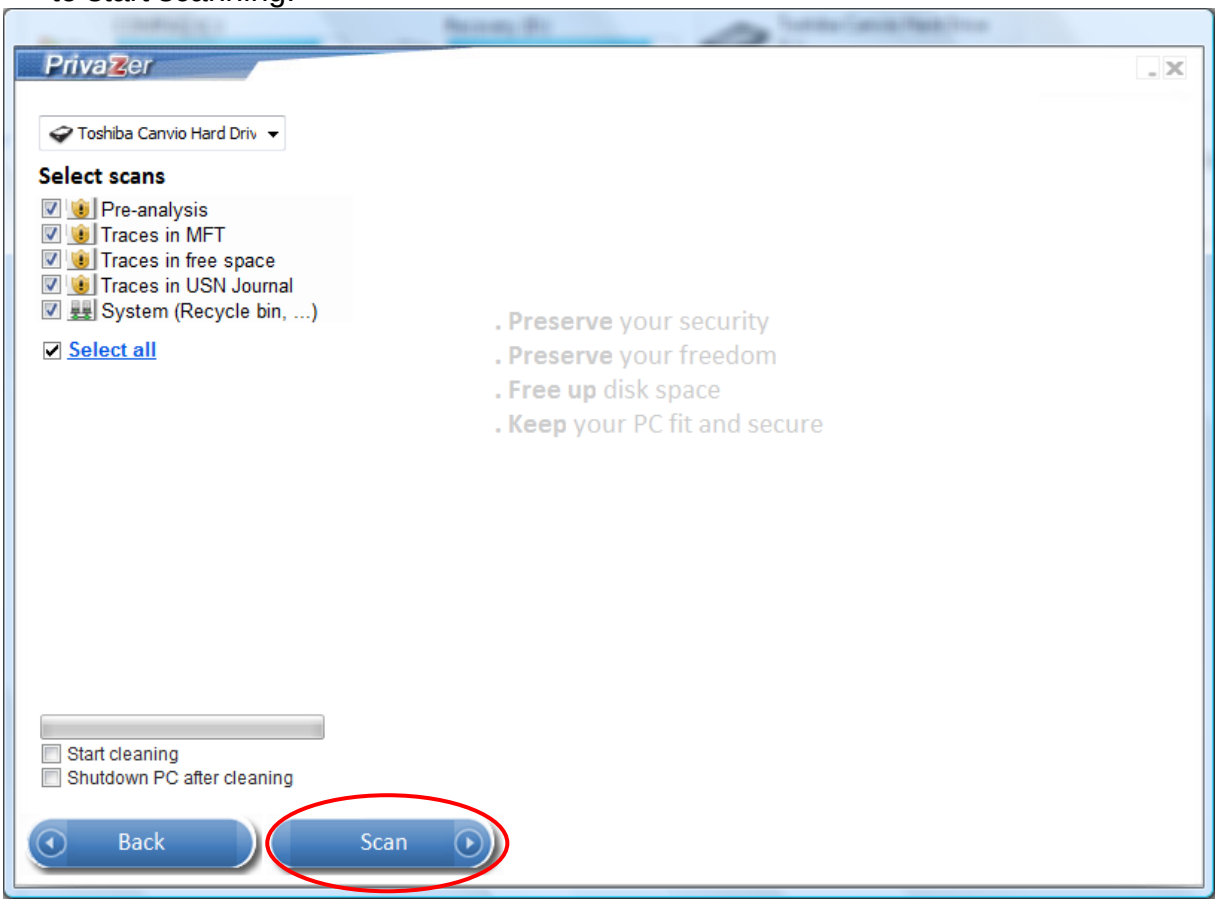
1. Select **Scan in Depth** from the dropdown list and select **External Storage Drive**.
2. Click **OK** button



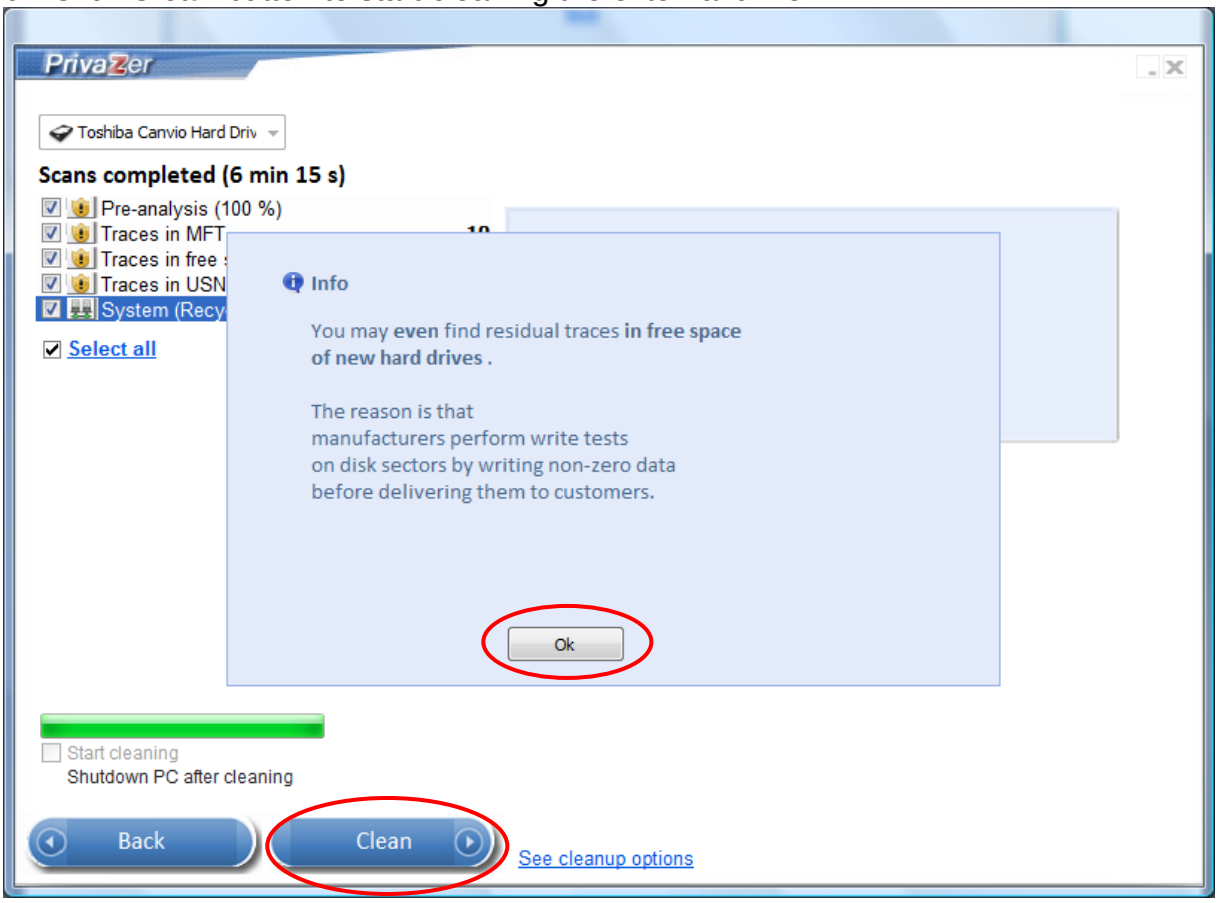
3. Select external drive to be scanned and click **Scan** button.



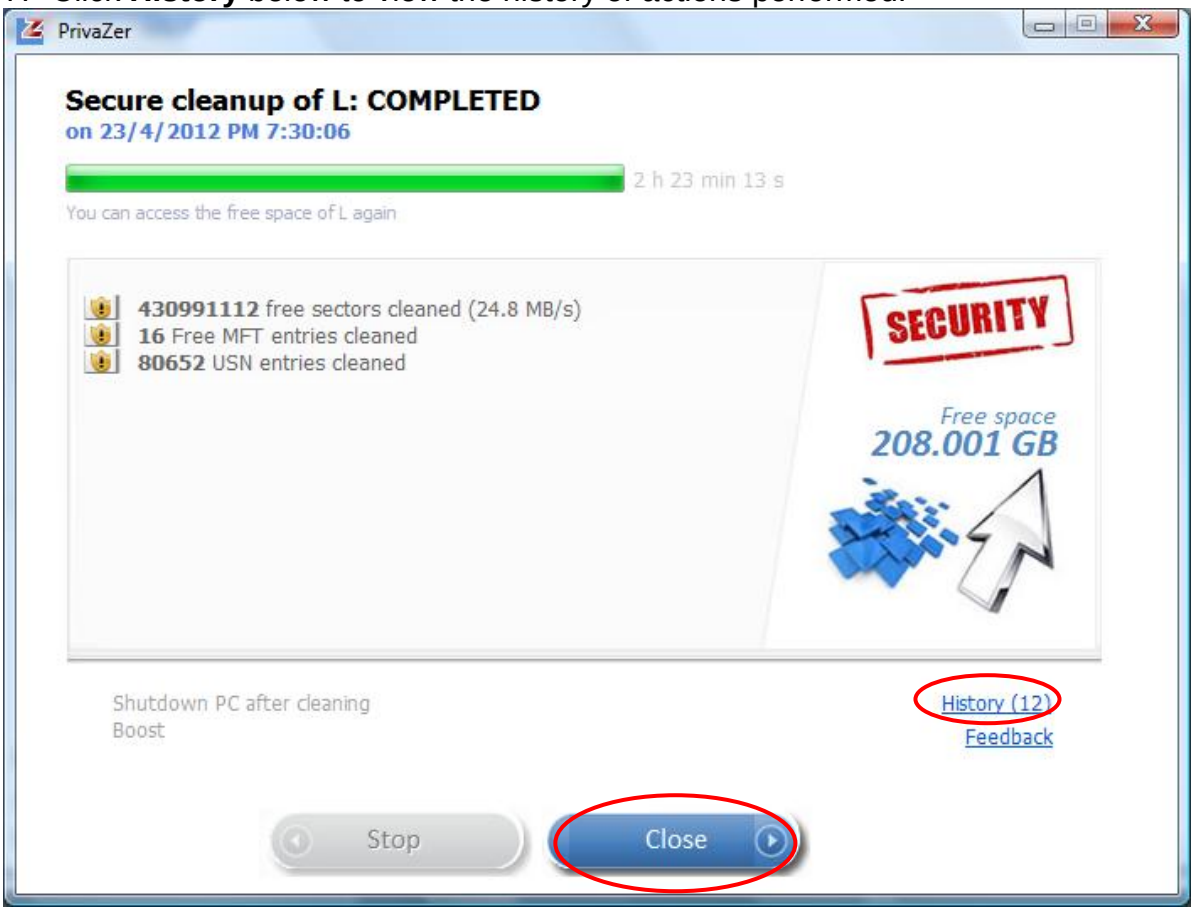

4. Uncheck any options from the list if you do not wish to scan all. Click **Scan** button to start scanning.



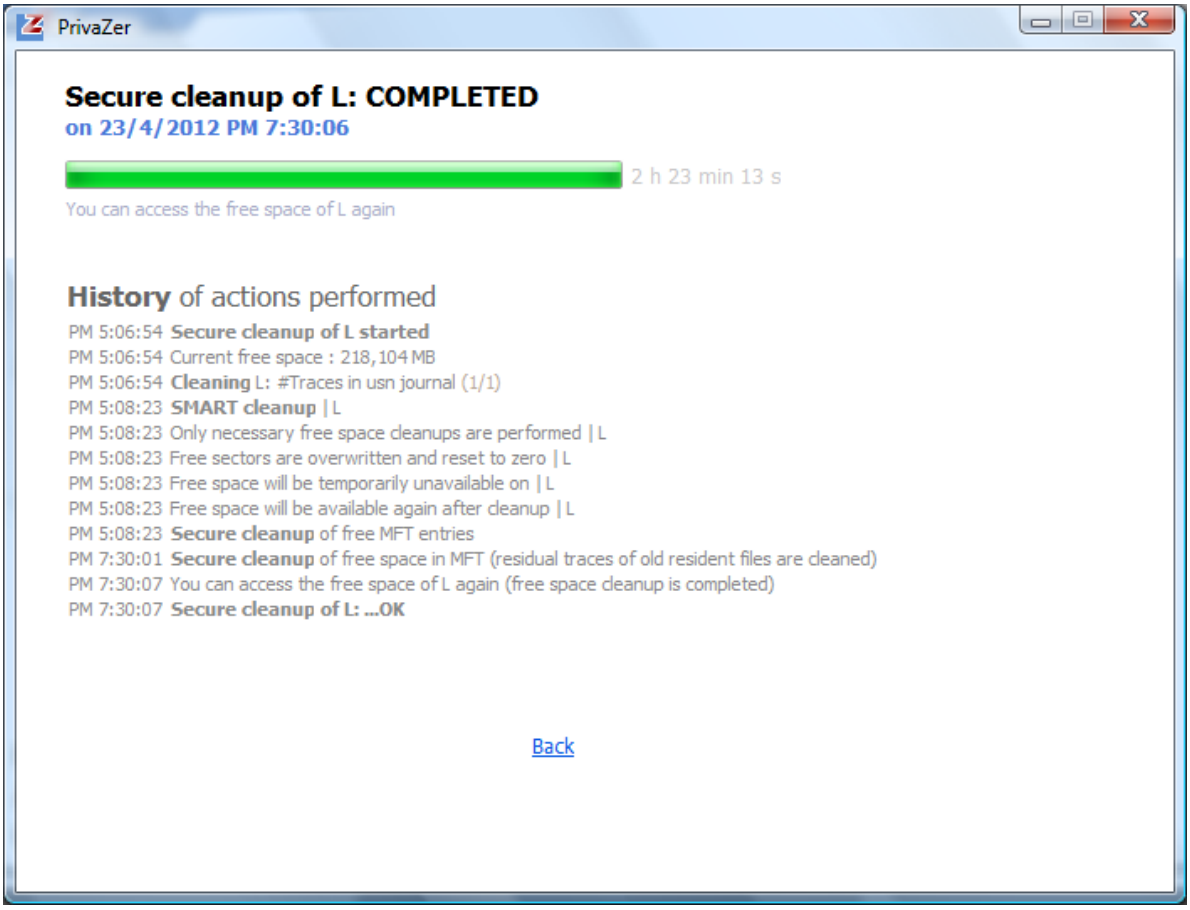
5. Click **OK** after reading the info message.
6. Click **Clean** button to start cleaning the external drive.




7. Click **History** below to view the history of actions performed.



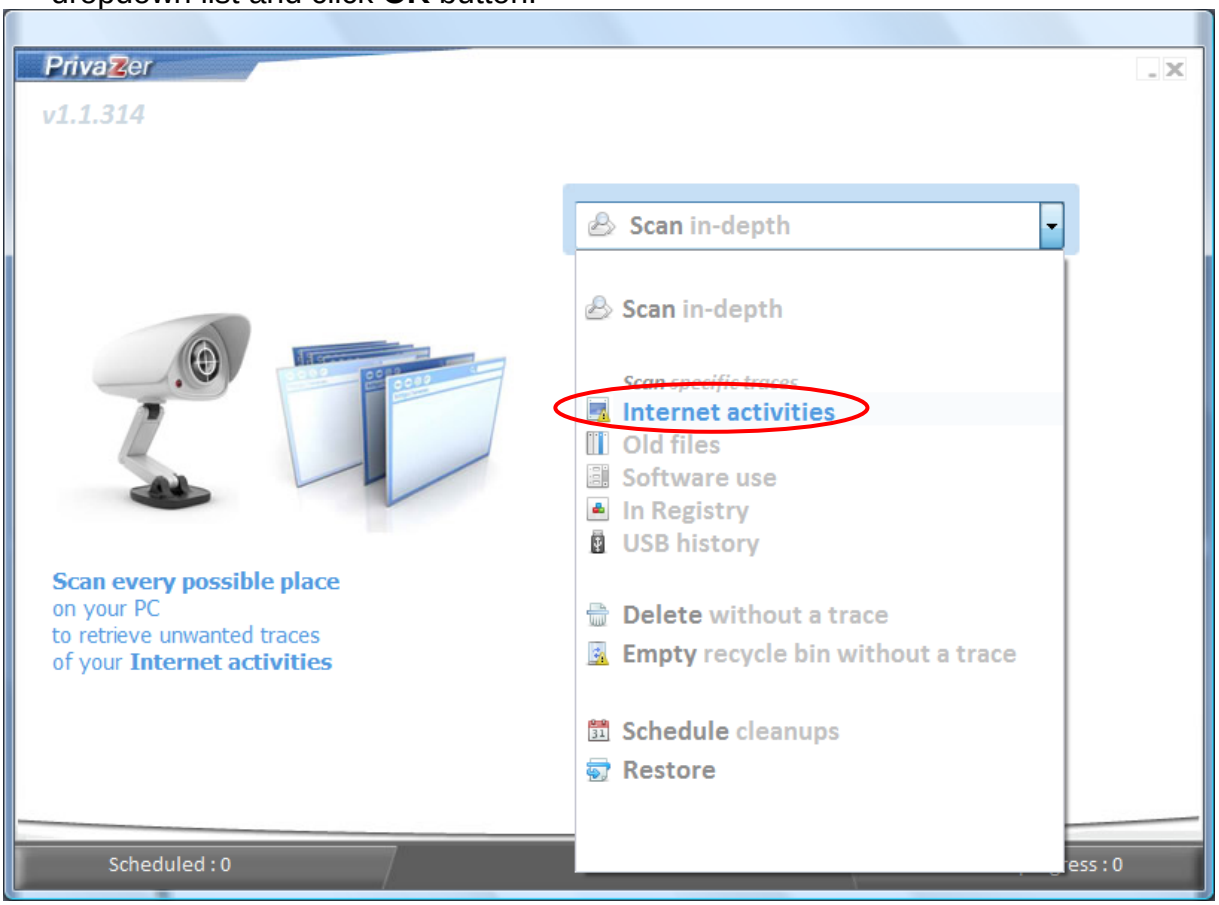
8. Click **Back** to return.



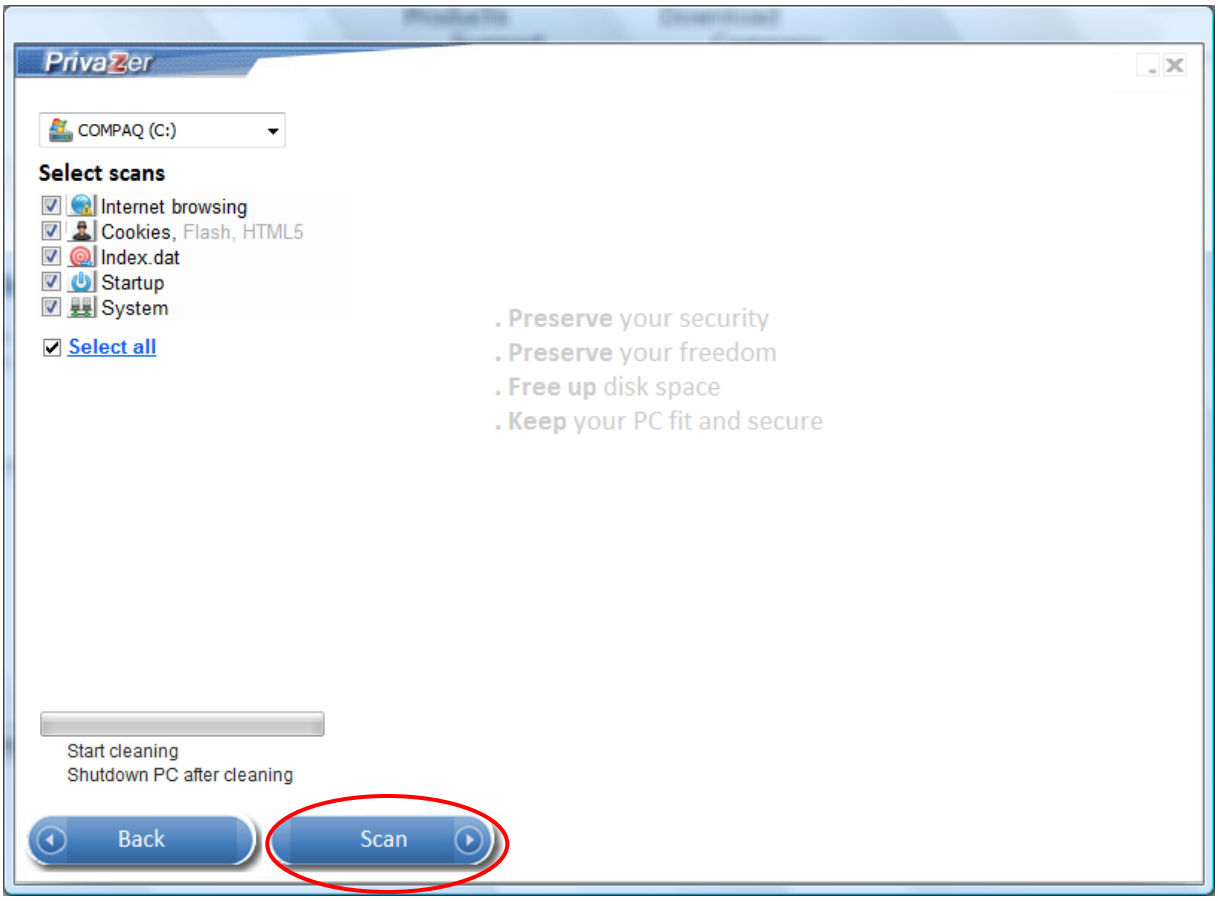
# Clean Traces of Internet Activities

As you browse the internet, the sites and images are saved in your computer to allow faster loading instead of downloading from the web page again. Your online activities may leave sensitive traces and put you at risk for a bad consequence. PrivaZer can remove browser history, cache, cookies, index.dat to keep internet browsing private.

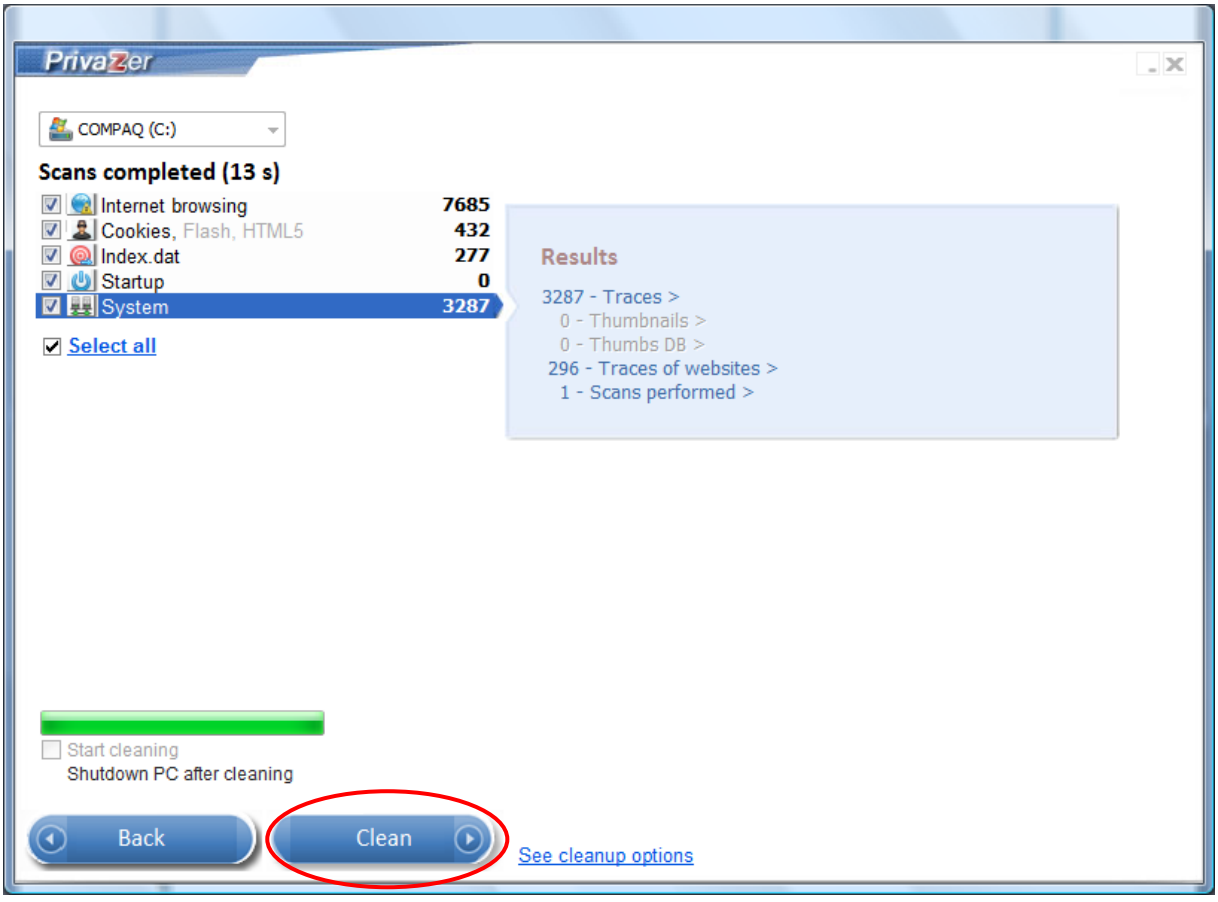
1. To remove traces of internet activities, select **Internet activities** from the dropdown list and click **OK** button.



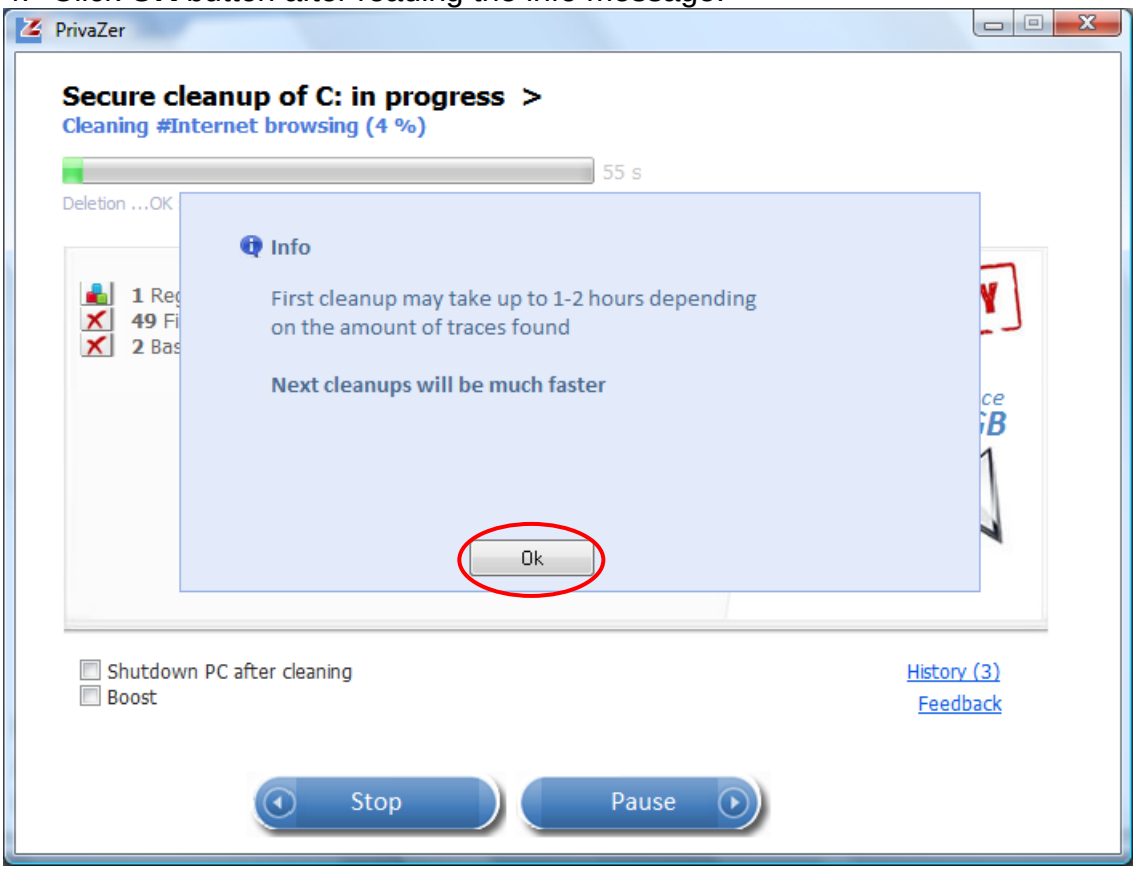
2. Uncheck any options from the list if you do not wish to scan all. Click **Scan** button to scan internet activities.



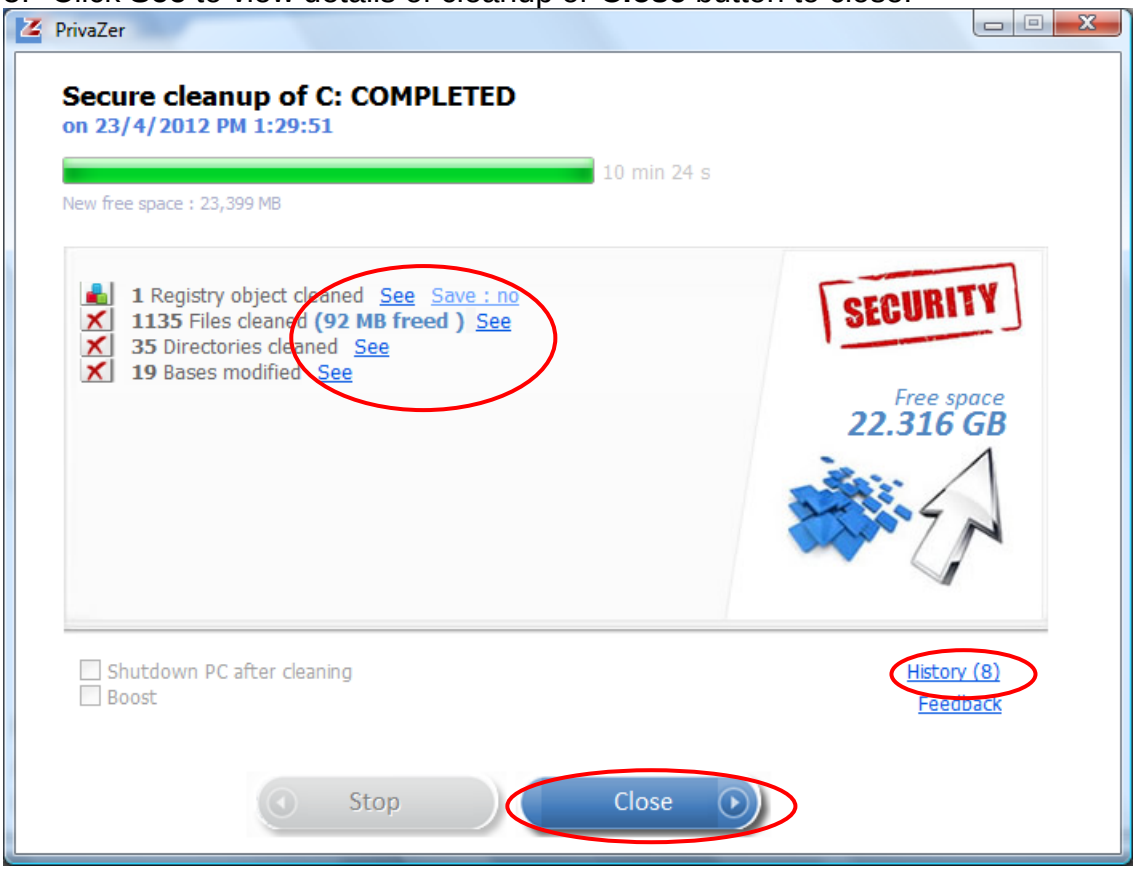

3. Click **Clean** button to remove internet activities.



4. Click **OK** button after reading the info message.



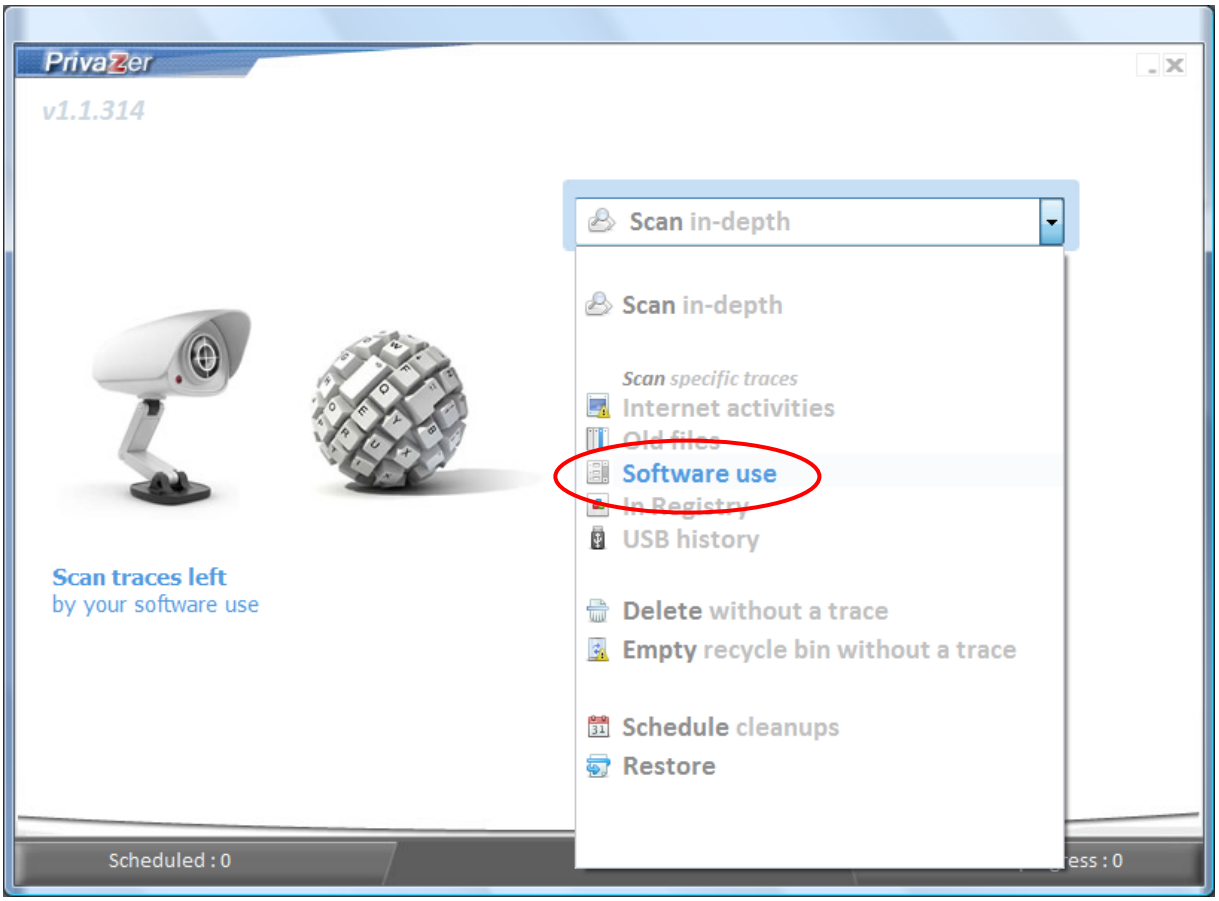

5. Click **See** to view details of cleanup or **Close** button to close.



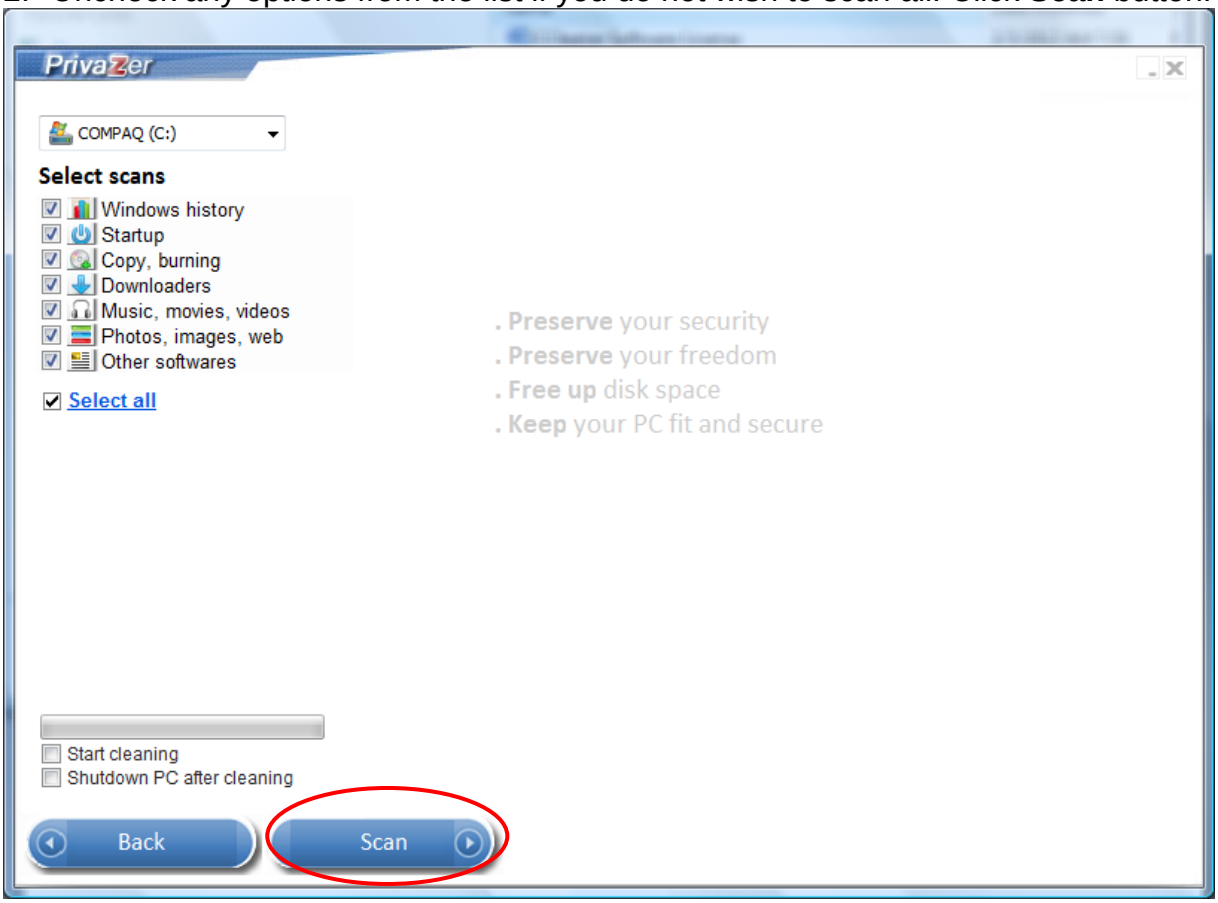
# Clean Traces of Software Use

Whenever you install, update, uninstall, use a software, download, copy, remove files, listen to music or watch videos in your computer, your actions are recorded in the window history. PrivaZer can remove unwanted window history and traces of software use to protect your privacy.

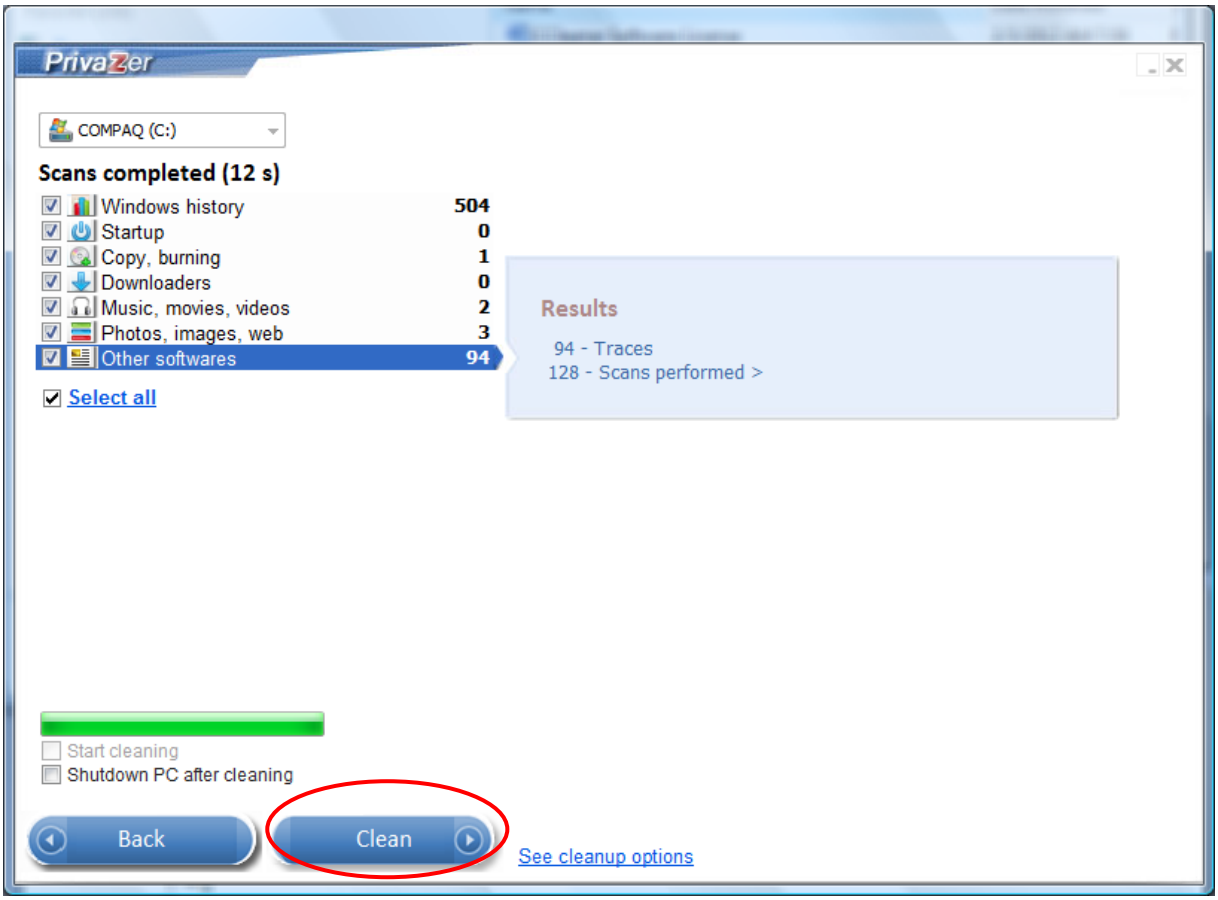
1. To remove traces of software use, select **Software use** from the dropdown list and click **OK** button.



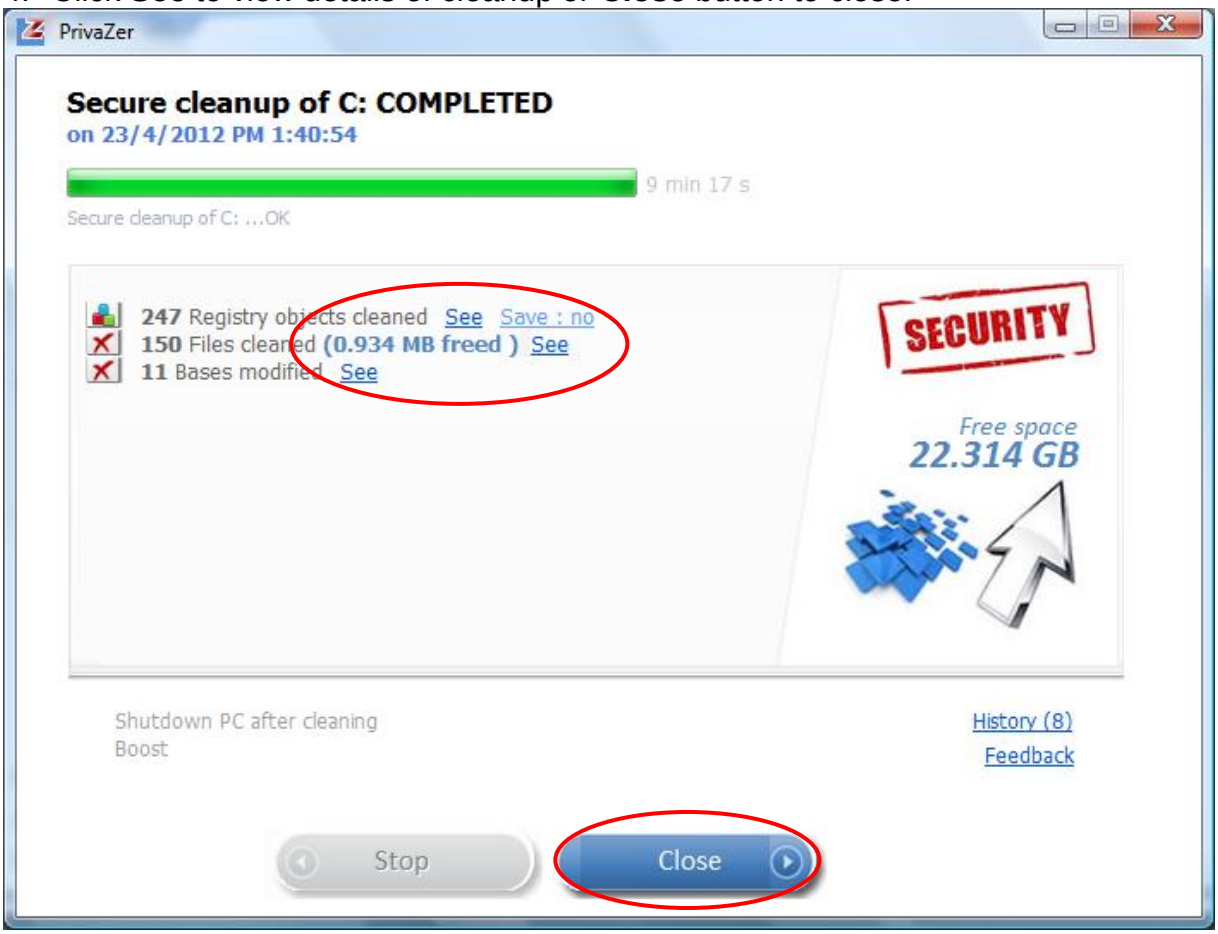
2. Uncheck any options from the list if you do not wish to scan all. Click **Scan** button.




3. Click **Clean** button.



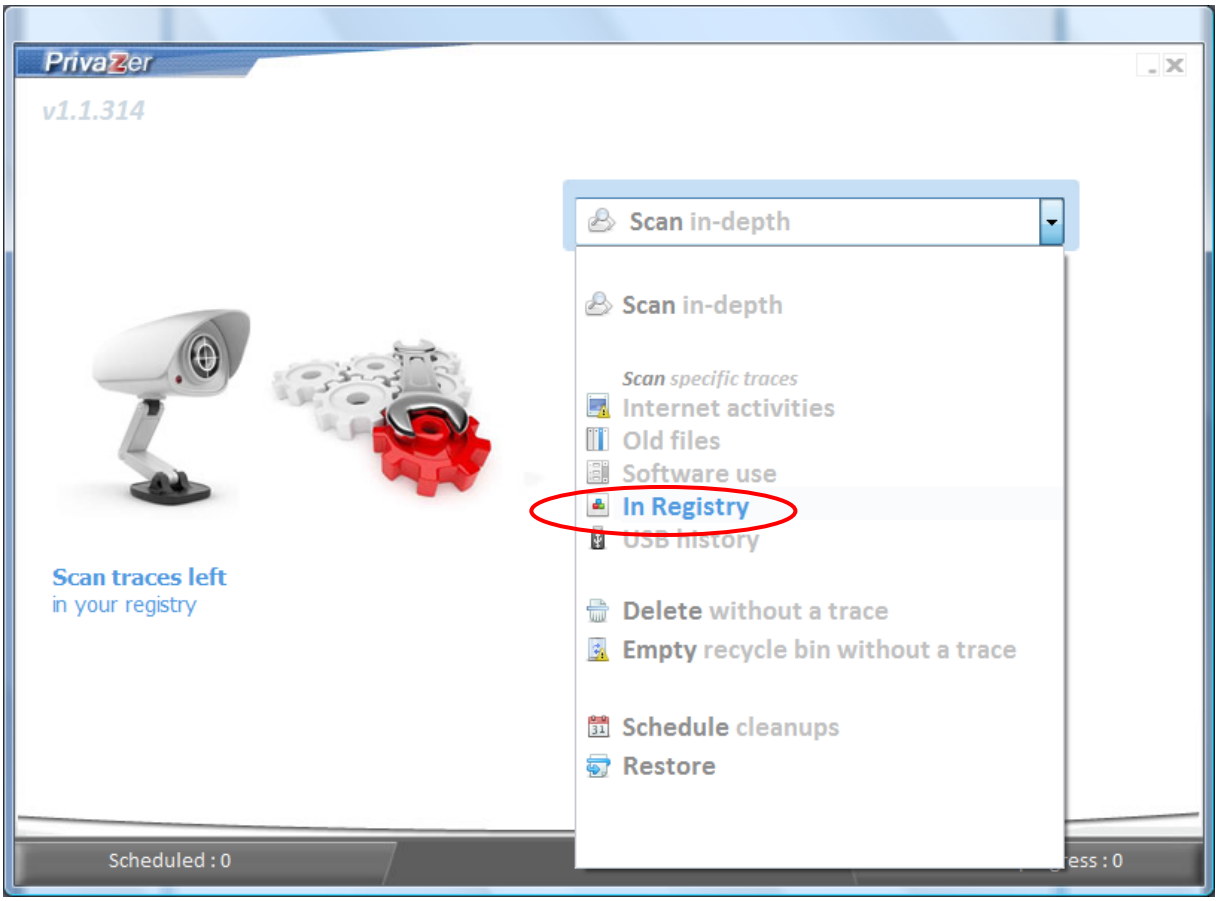
4. Click **See** to view details of cleanup or **Close** button to close.



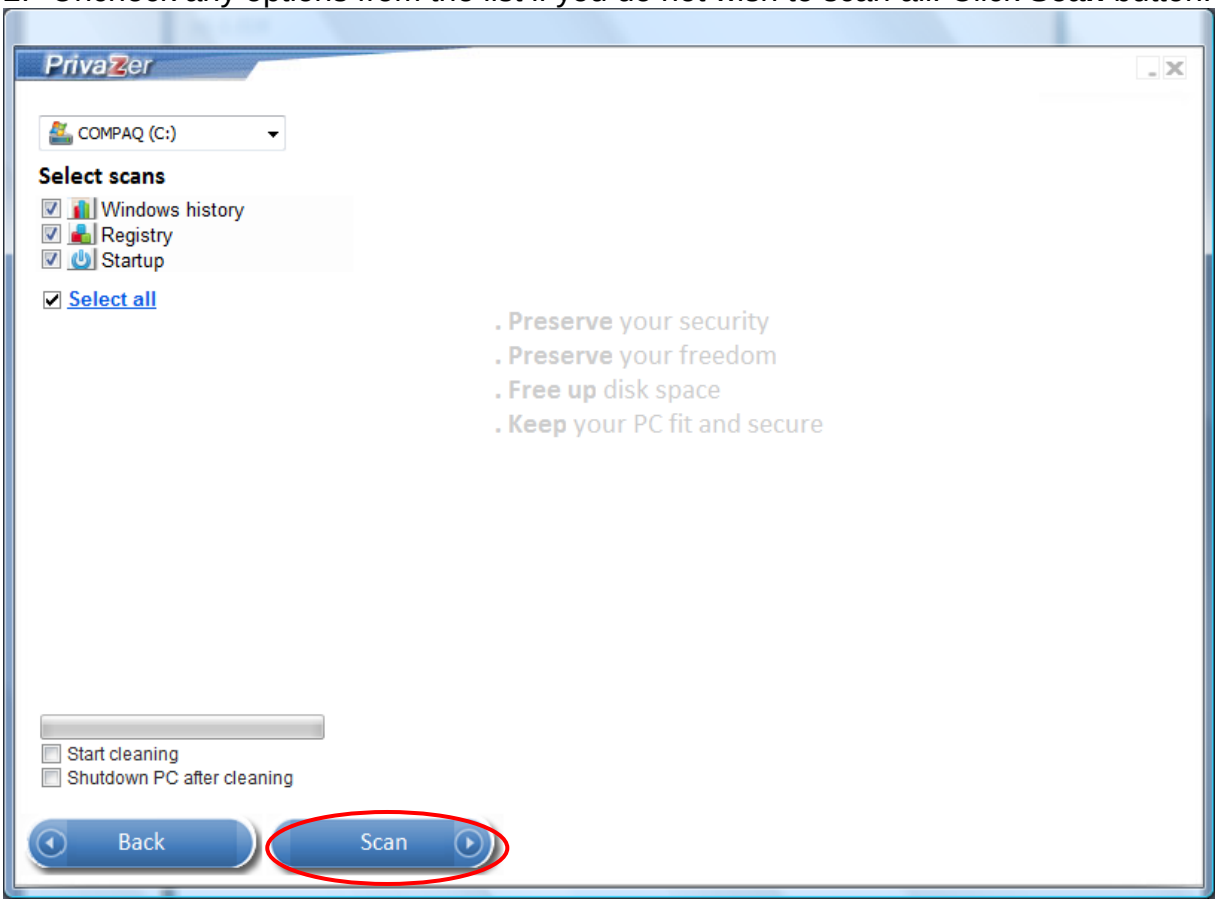
# Clean Traces in Registry

The window registry stores all configuration and application settings in a logical repository. Over time, the registry becomes cluttered with missing or broken links when we install, upgrade or uninstall software. PrivaZer removes missing or broken links so that the registry can run more efficiently.

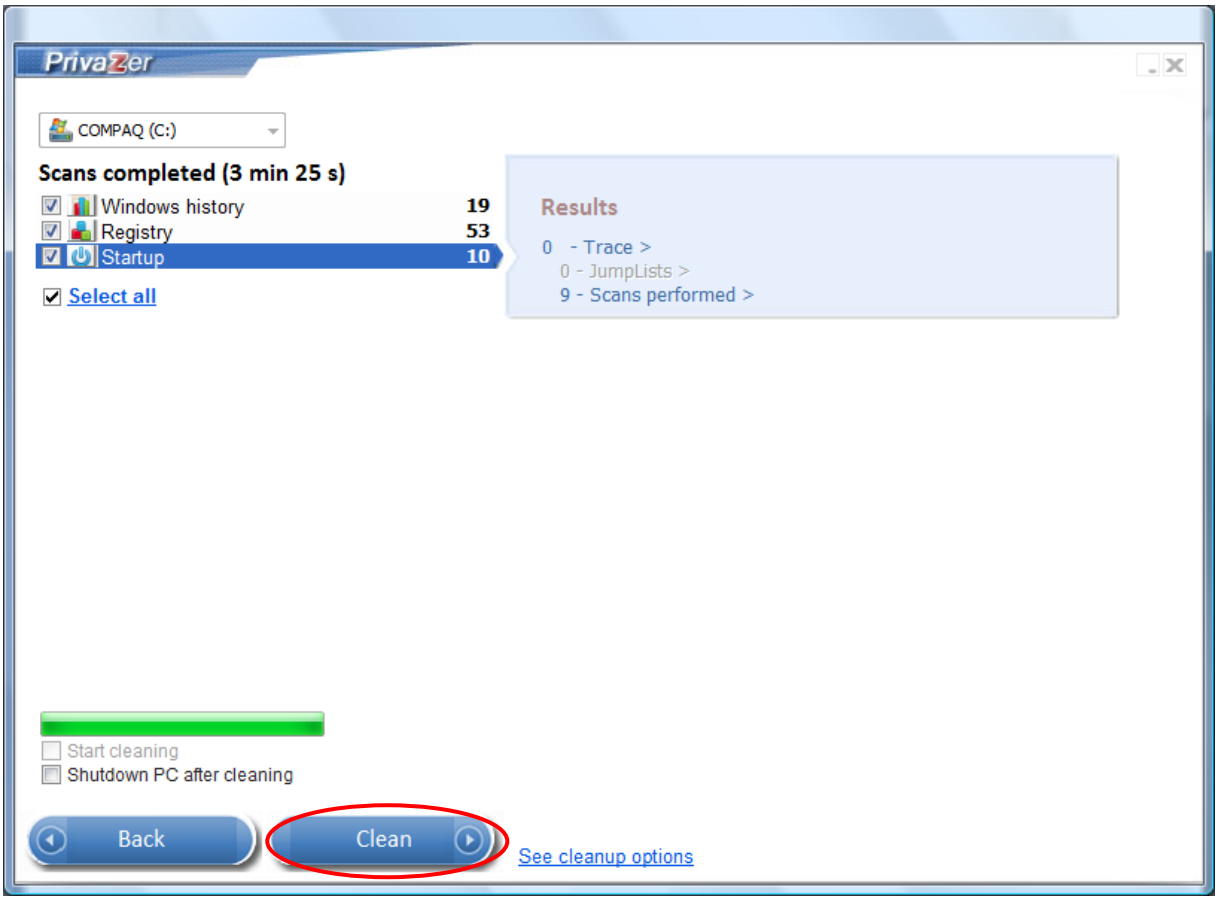
1. To remove traces in registry, select **in Registry** from the dropdown list and click **OK** button.



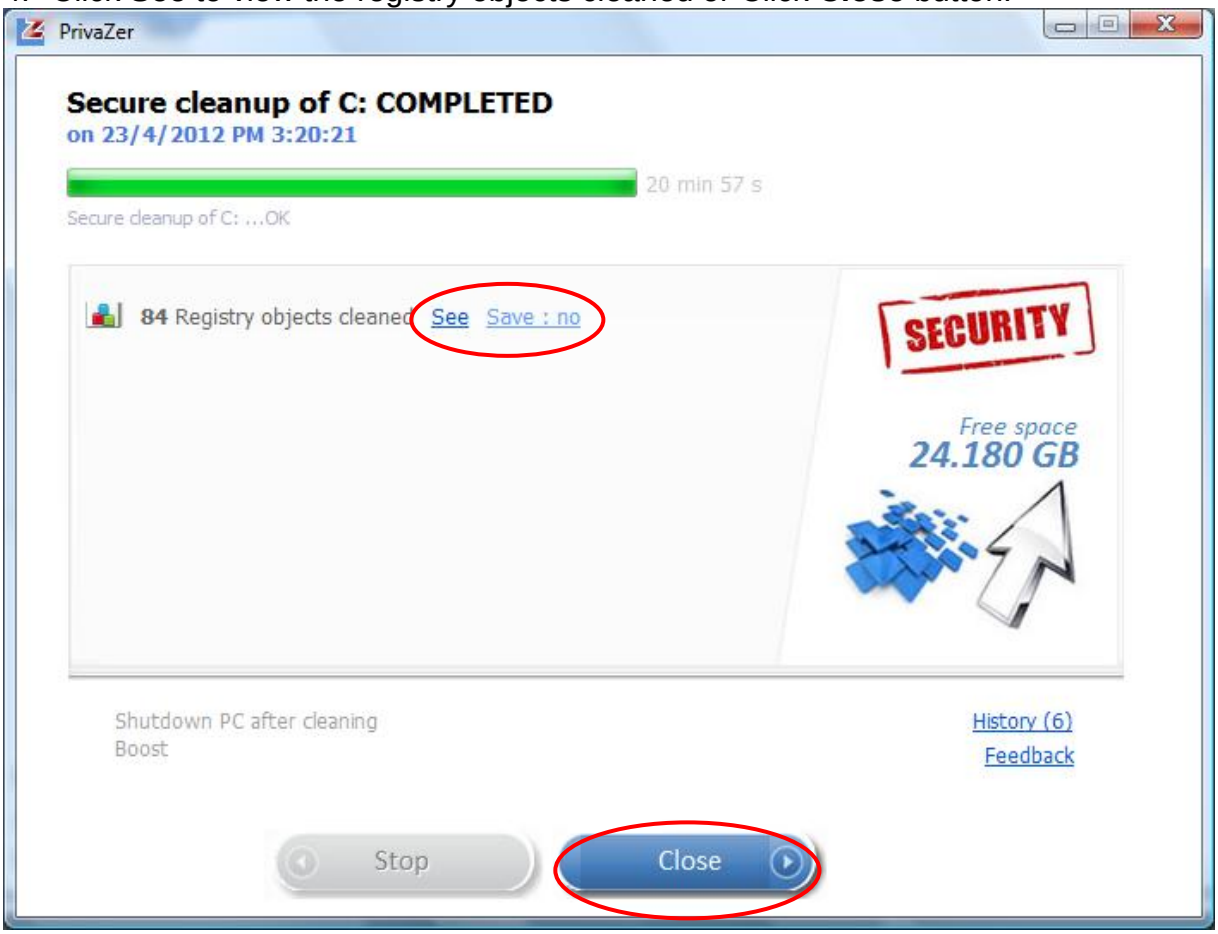
2. Uncheck any options from the list if you do not wish to scan all. Click **Scan** button.




3. Click **Clean** button.



4. Click **See** to view the registry objects cleaned or Click **Close** button.

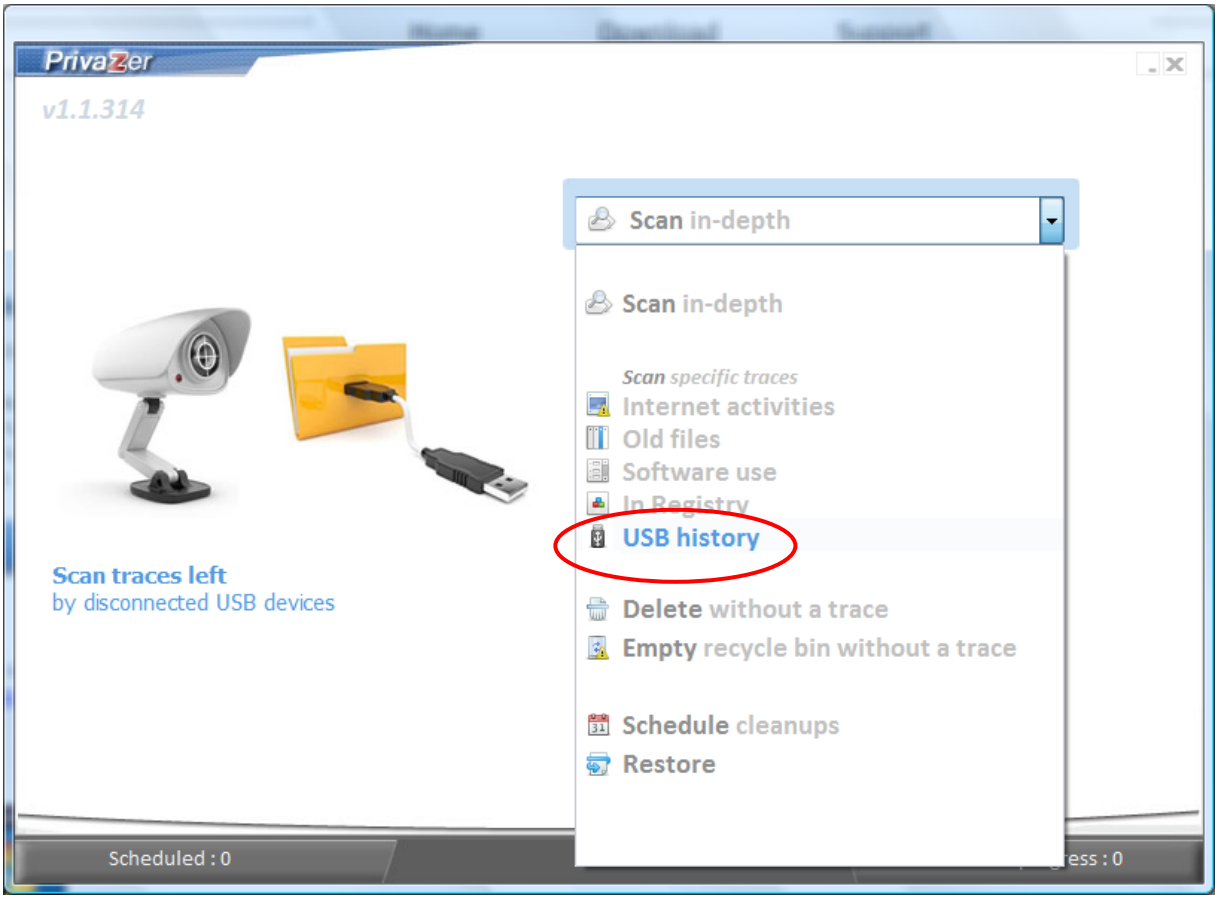


# Clean USB History

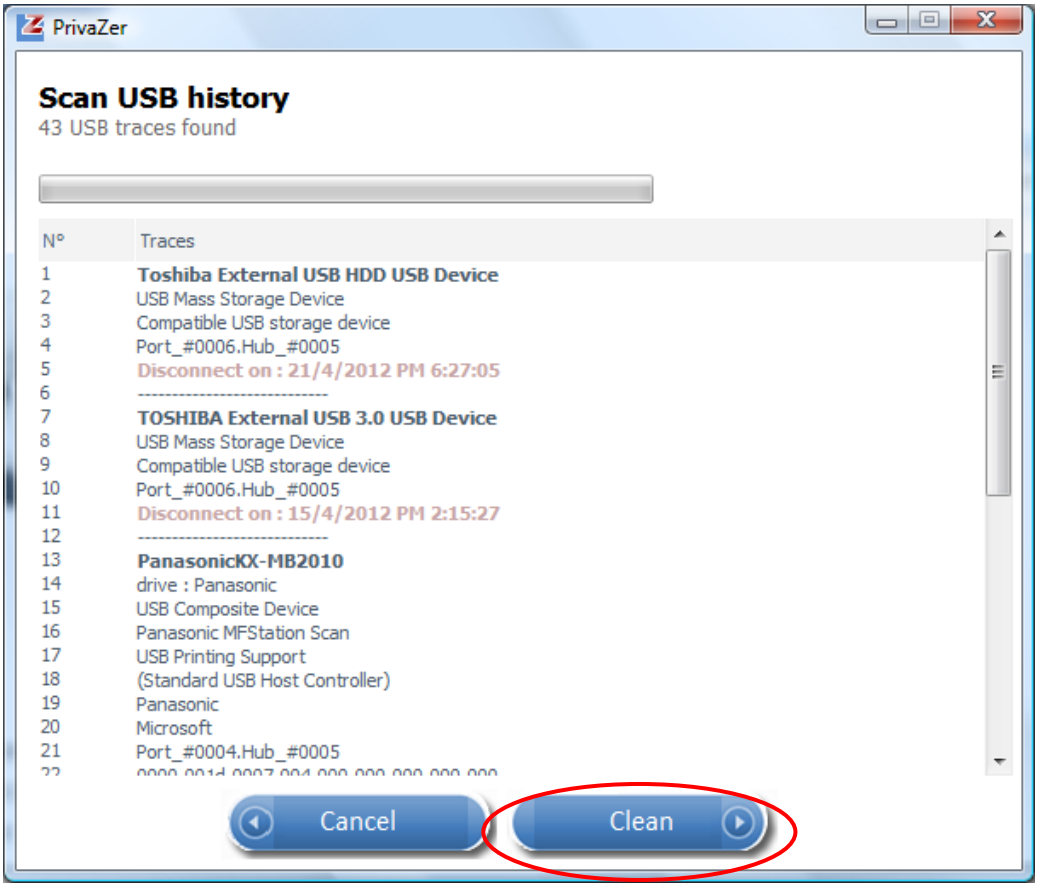
We use the USB port to plugin to many devices like external hard disks, printers, mobile phones, cameras, MP3 players, etc. The USB history is stored in registry files. PrivaZer can remove residual traces of disconnected devices to protect your privacy.

Note

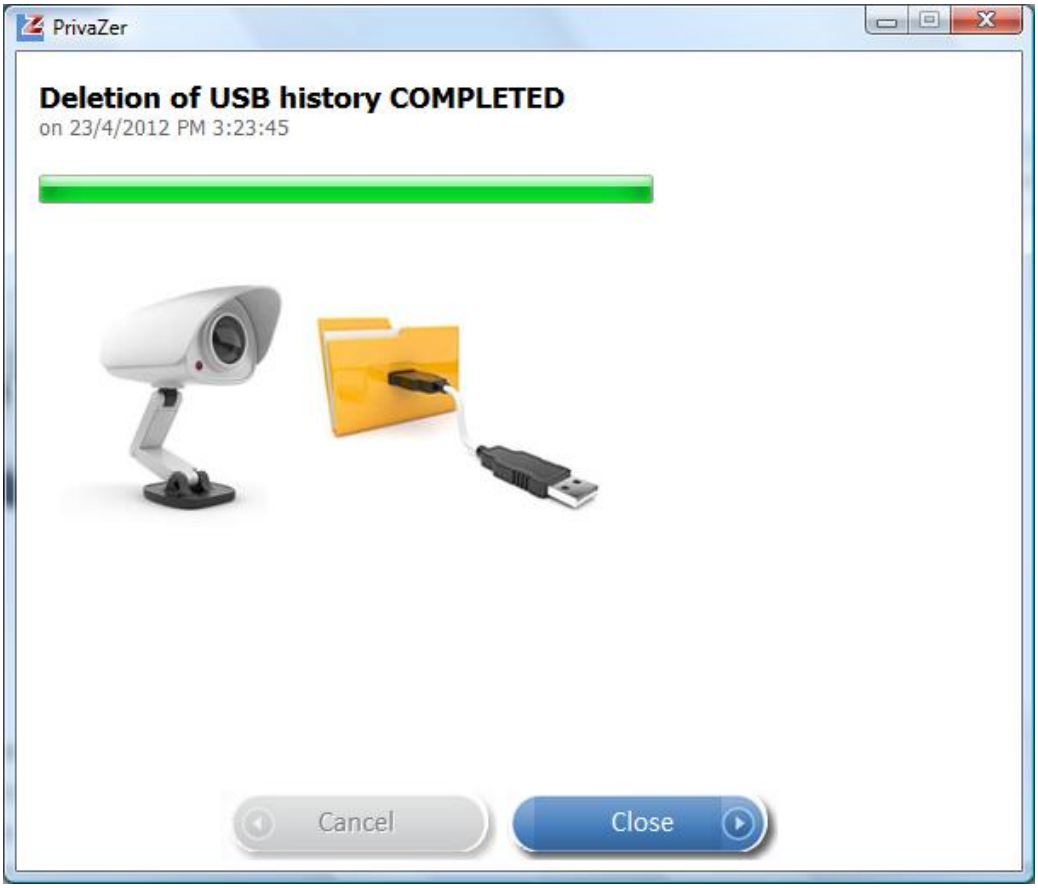
1. To remove USB history, select **USB History** from the dropdown list and click **OK** button.



2. Click **Clean** button.




3. Click **Close** button.

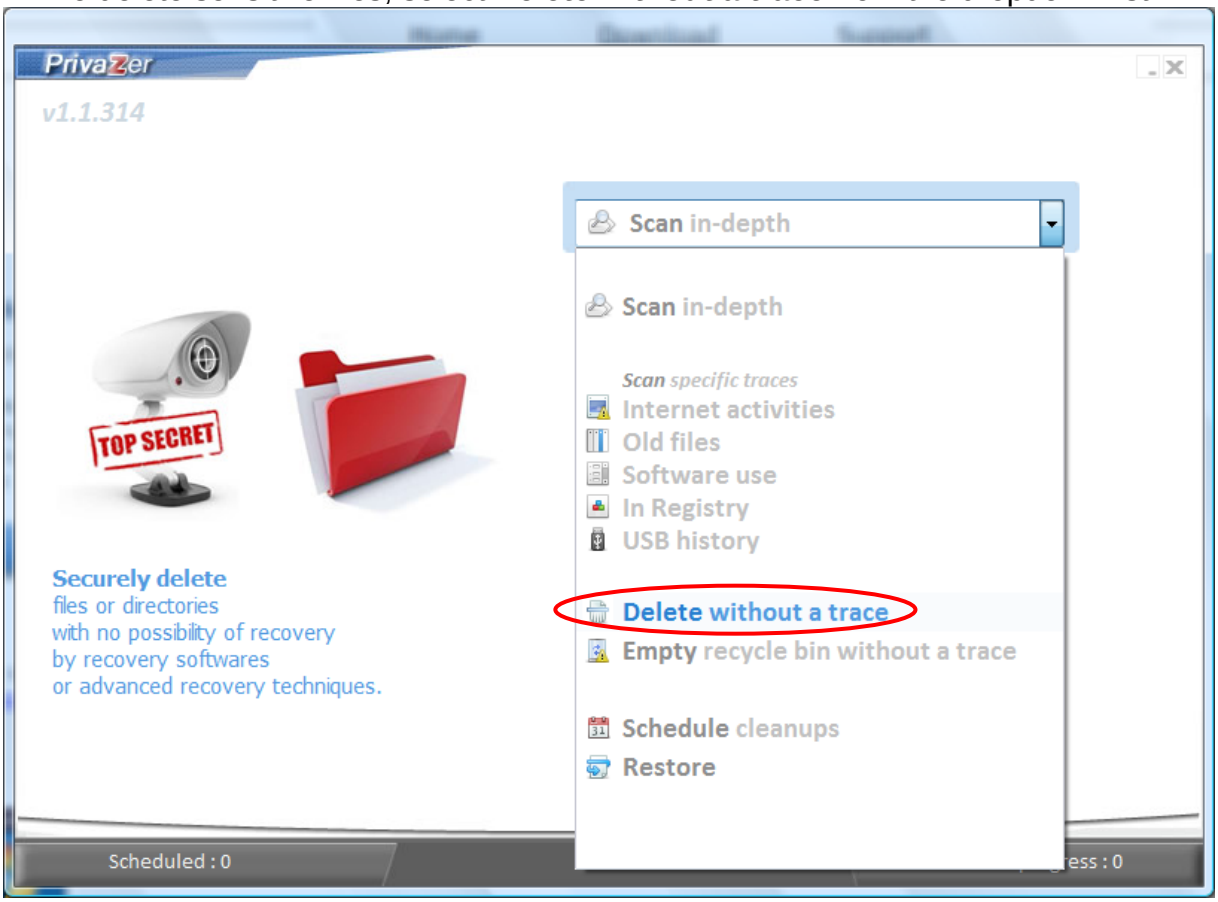


# Delete Files or Folders Securely

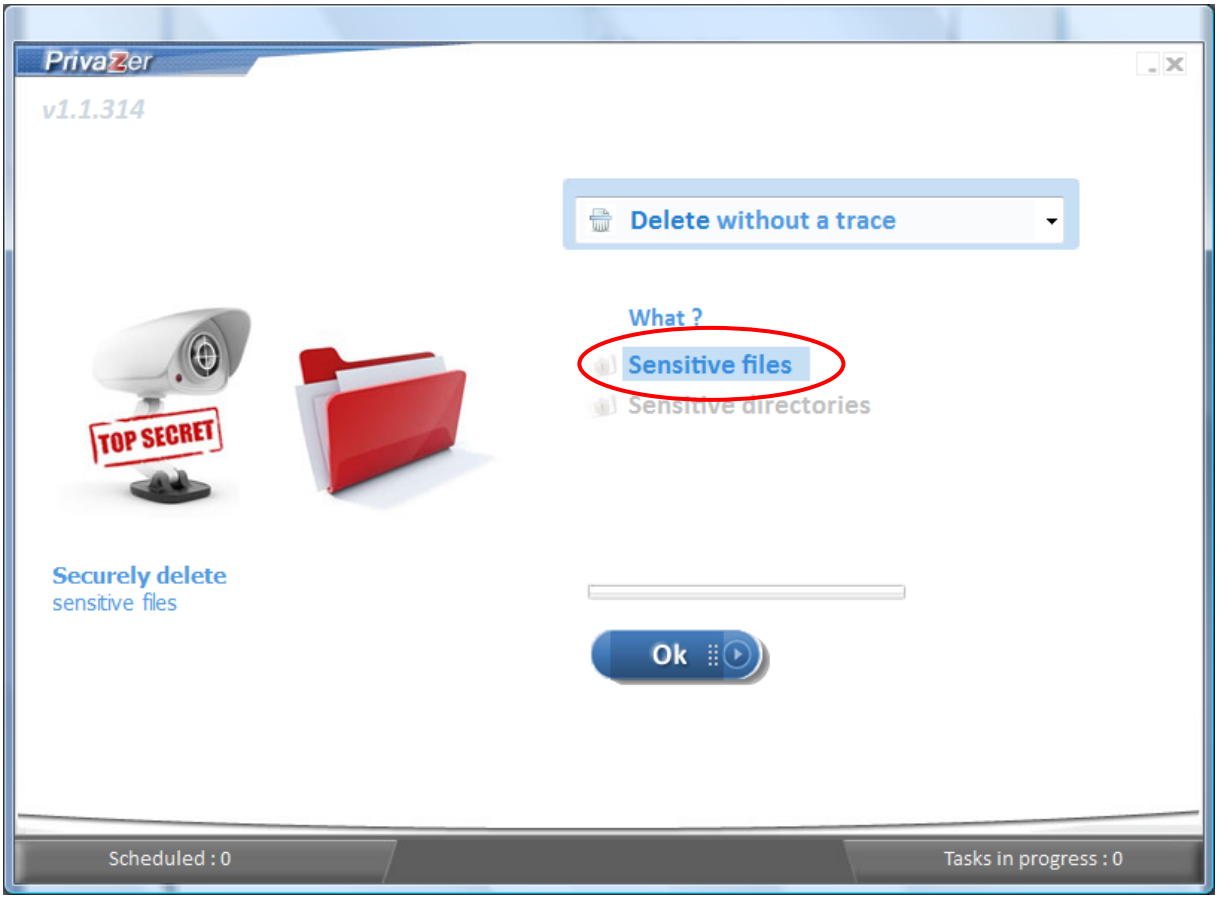
When a file or folder is deleted, its name, size, modification date and path are not erased from the file allocation table. PrivaZer can remove residual traces in file table (FAT or MFT) and free space to avoid any possibilities of recovery.

## Delete Files Securely

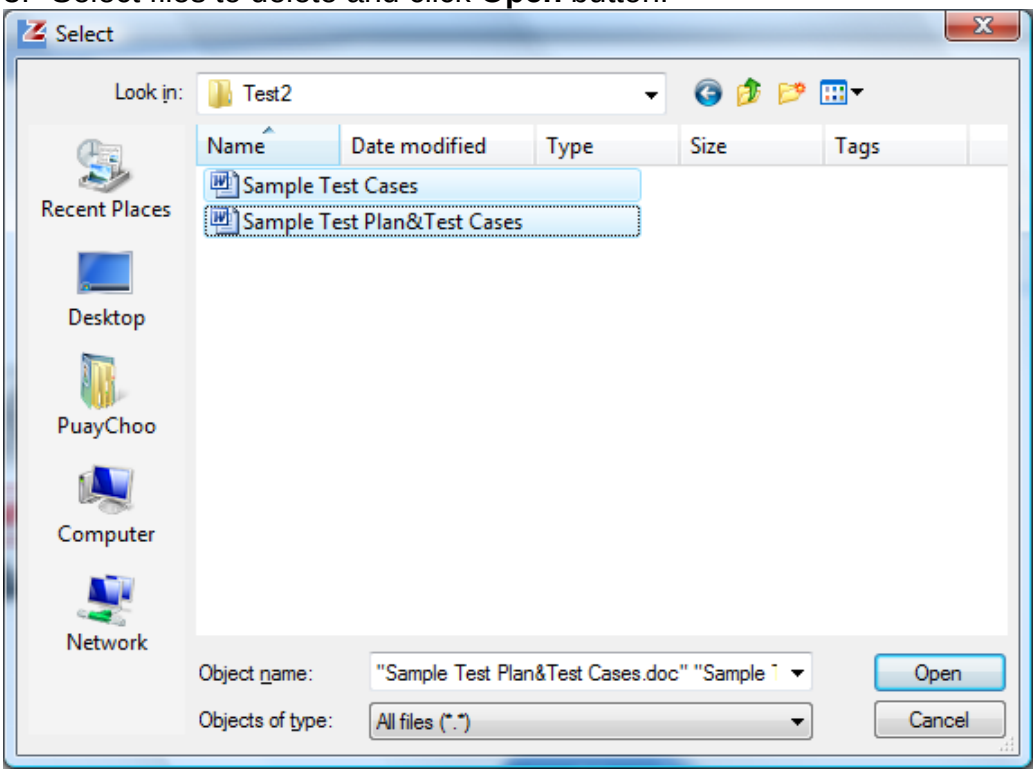
1. To delete sensitive files, select **Delete without a trace** from the dropdown list.



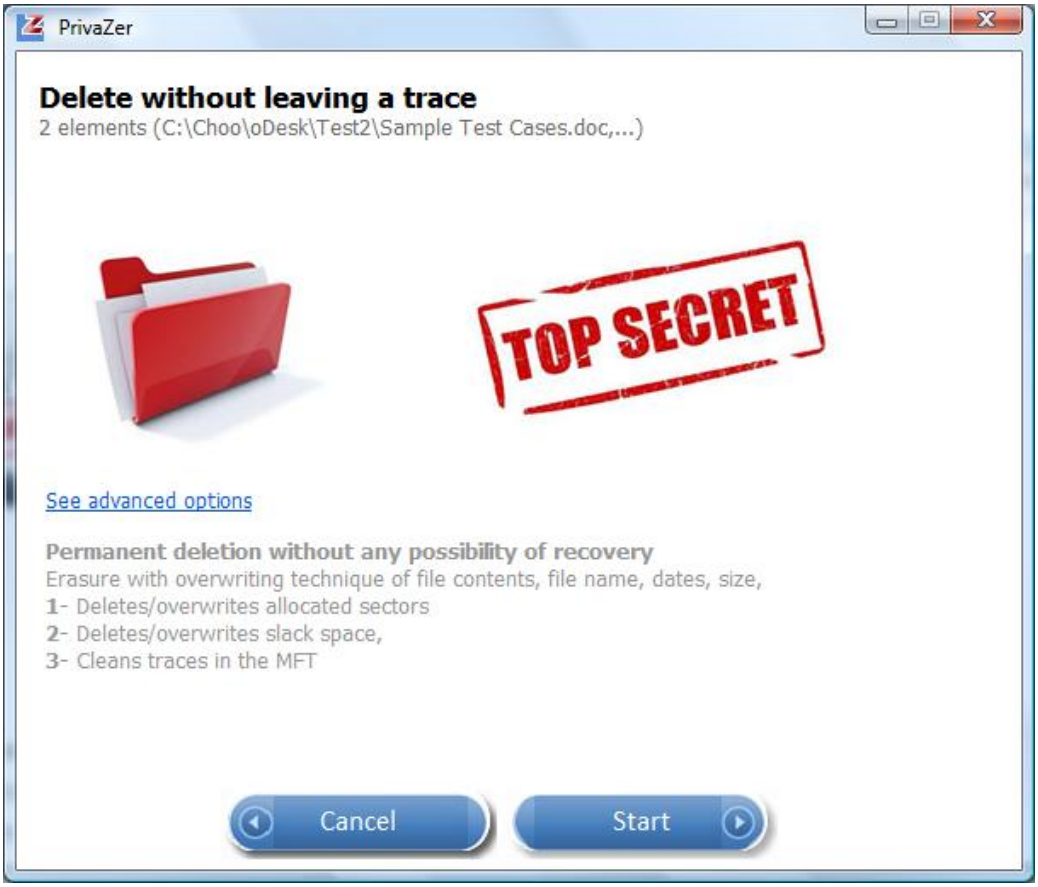
2. Select **Sensitive Files** and click **OK** button.



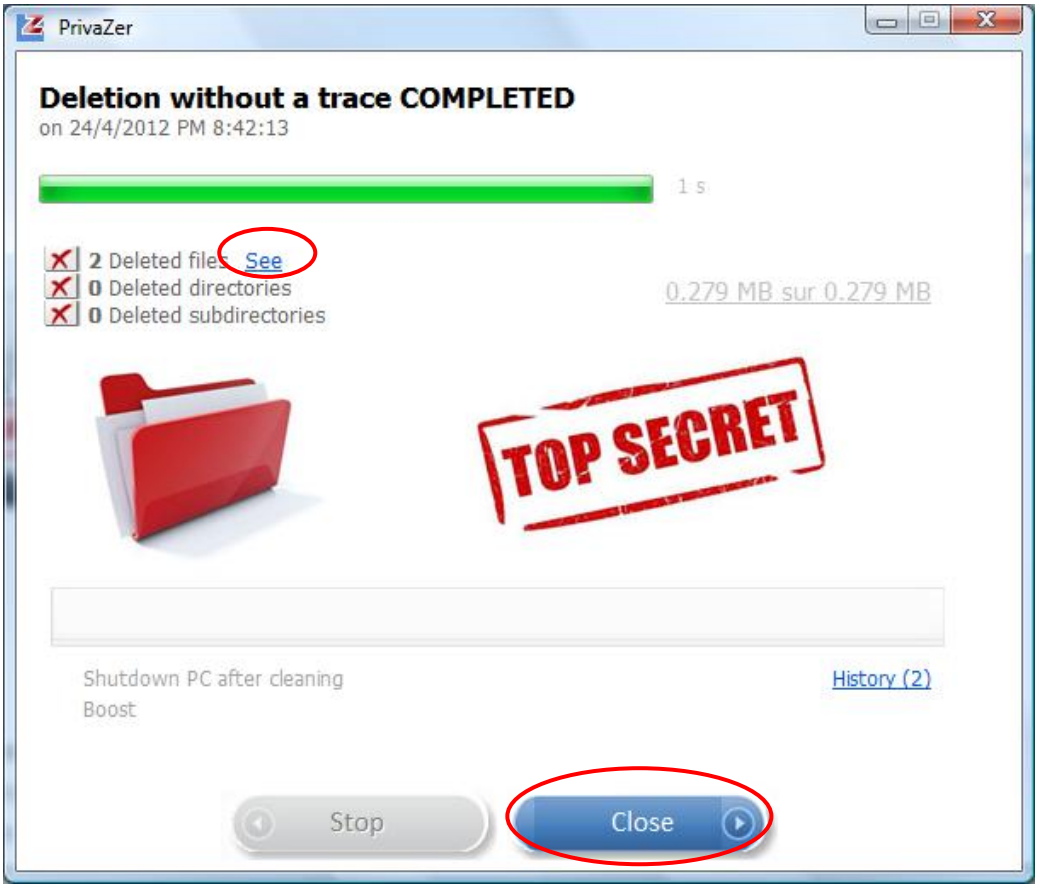

3. Select files to delete and click **Open** button.



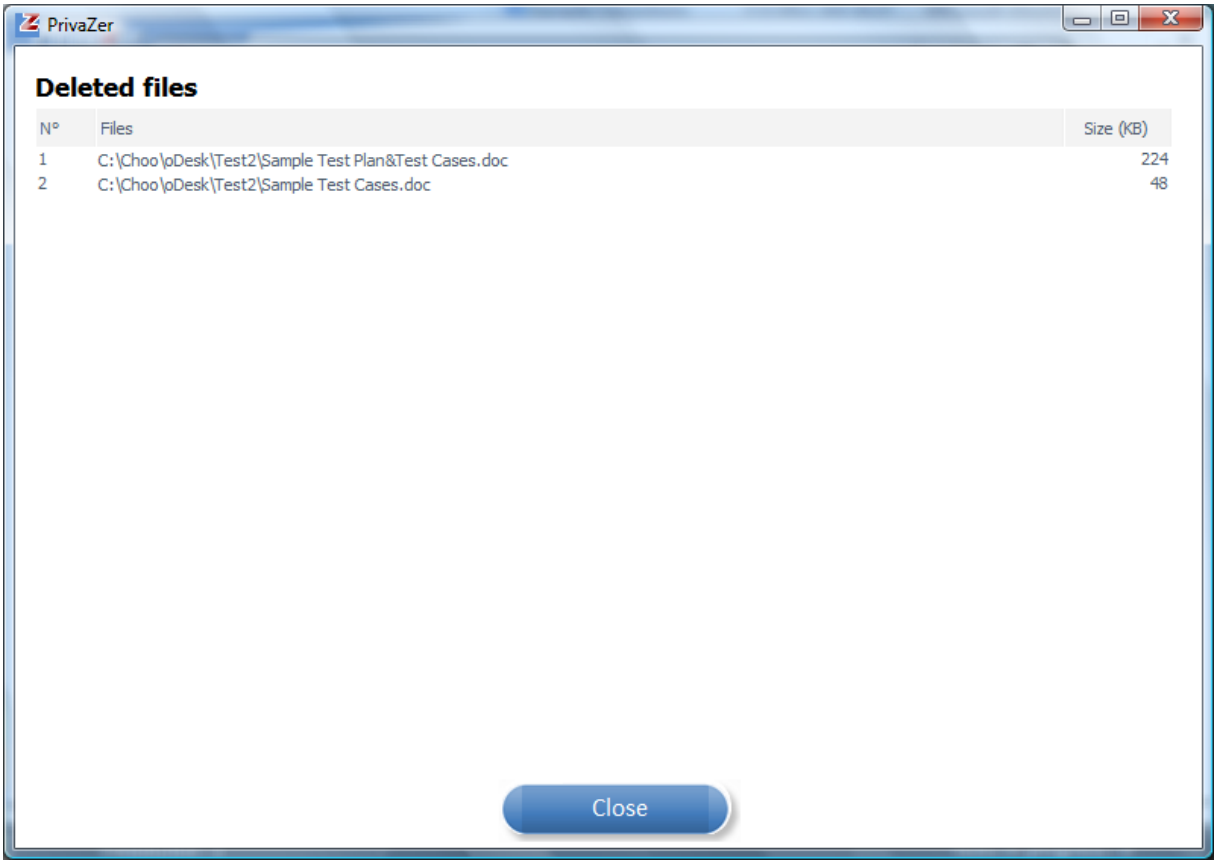
4. Click **Start** button.




5. Click **See** to view deleted files or **Close** button to close.

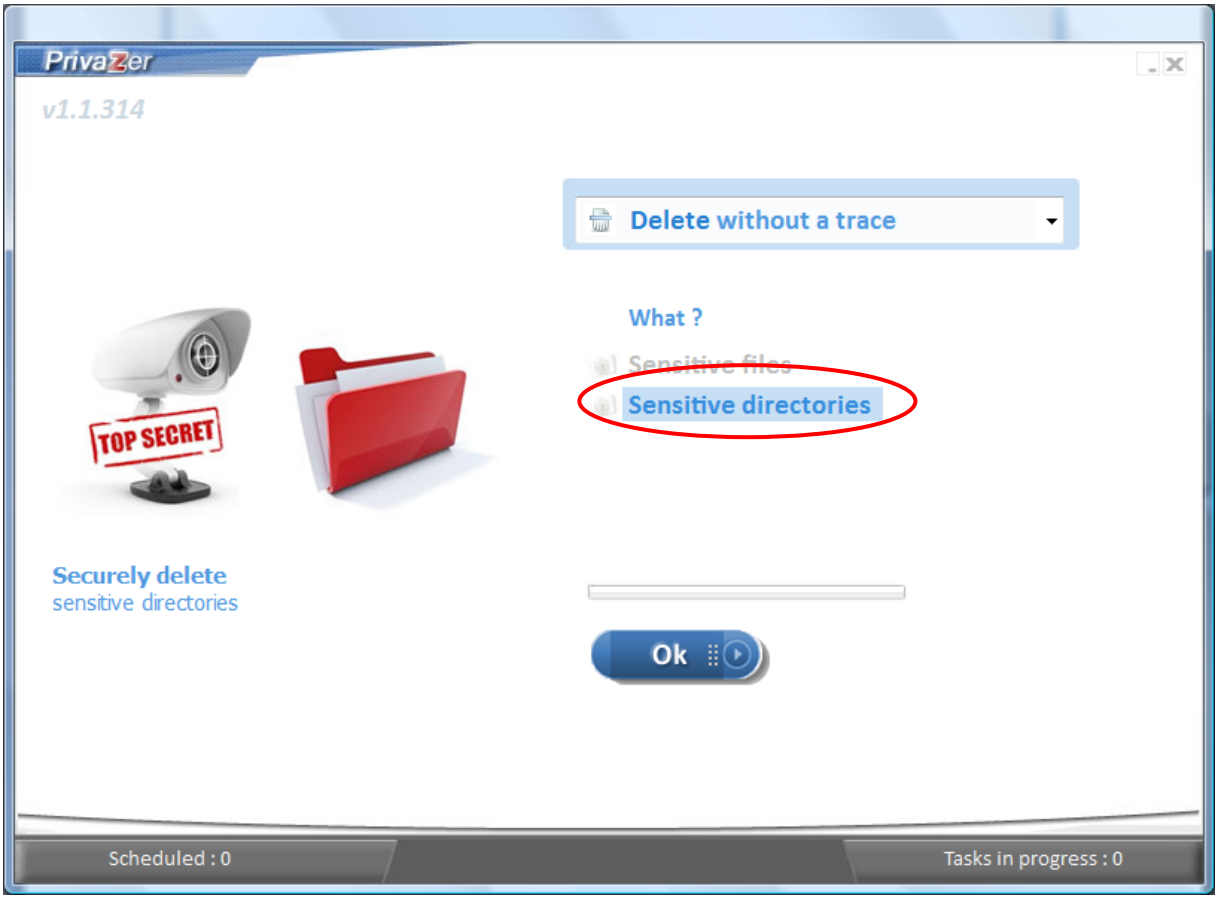


6. Click **Close** button.

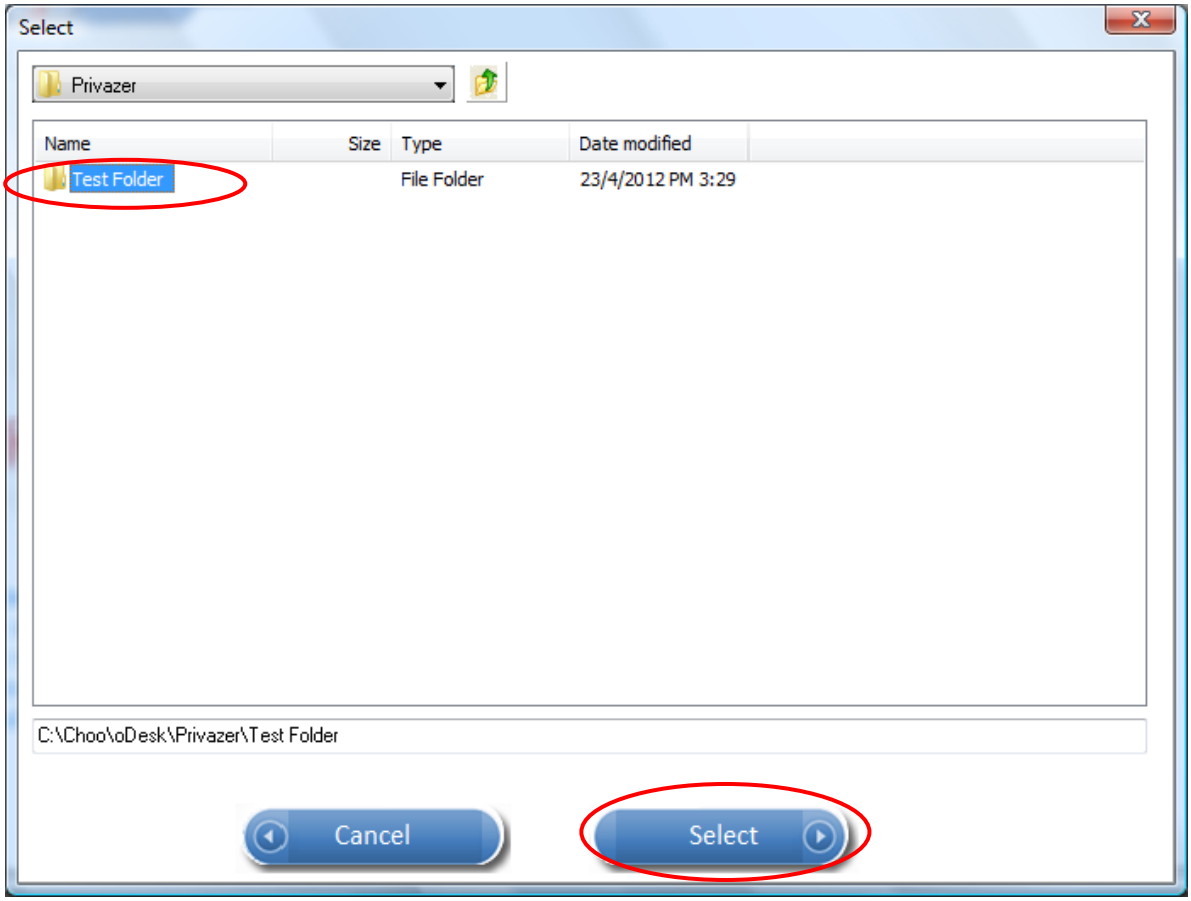


# Delete Folders Securely

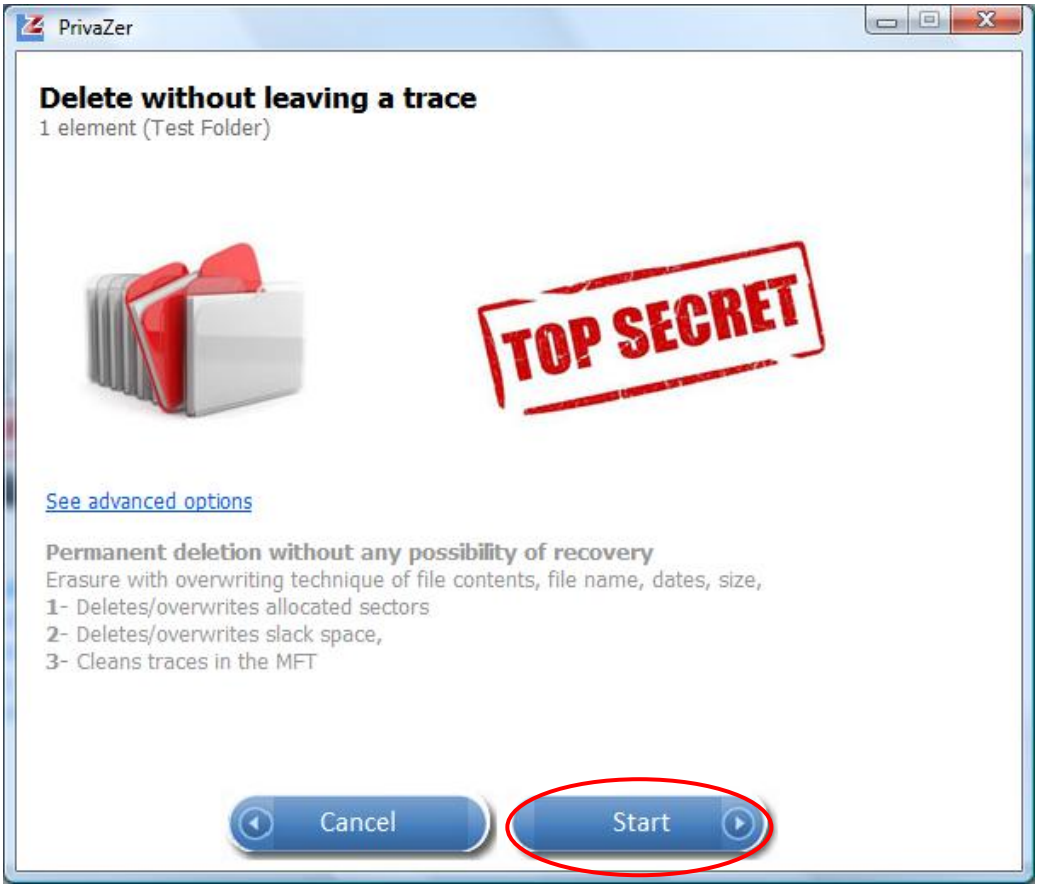
1. To delete sensitive folders, select **Delete without a trace** from the dropdown list.
2. Select **Sensitive Directories** and click **OK** button



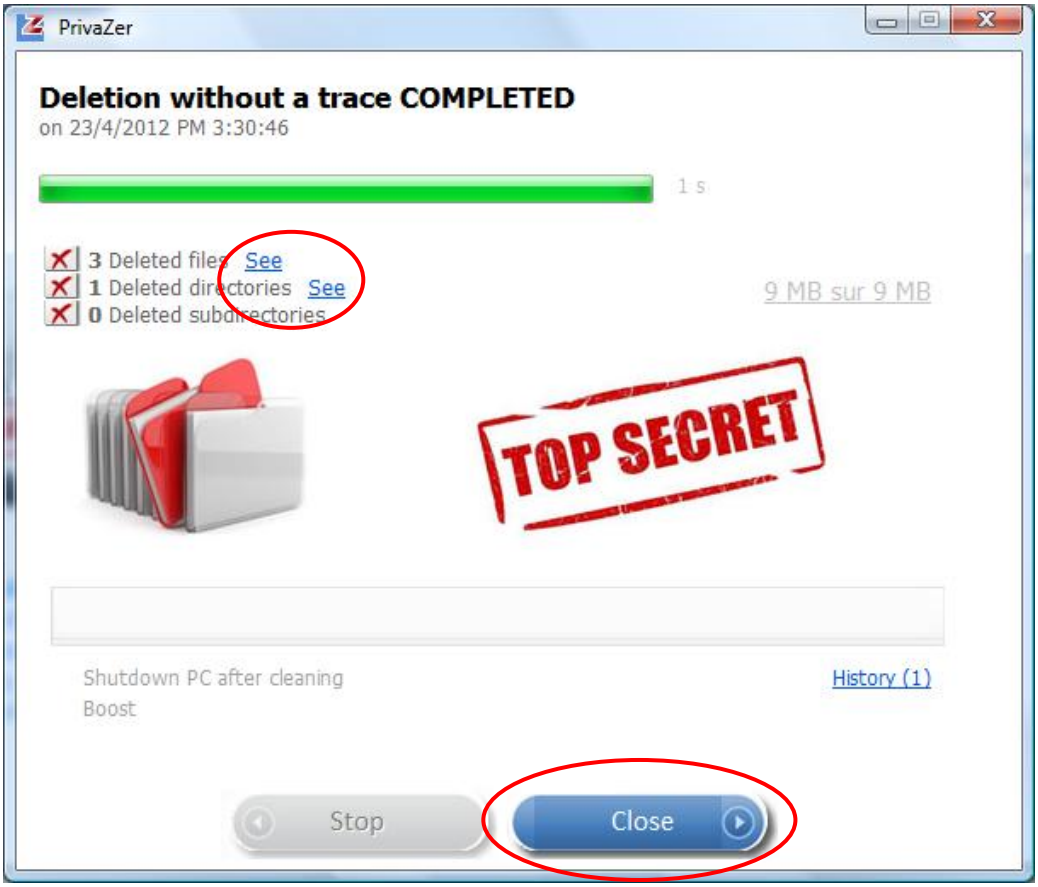
3. Select folders to delete and click **Select** button.



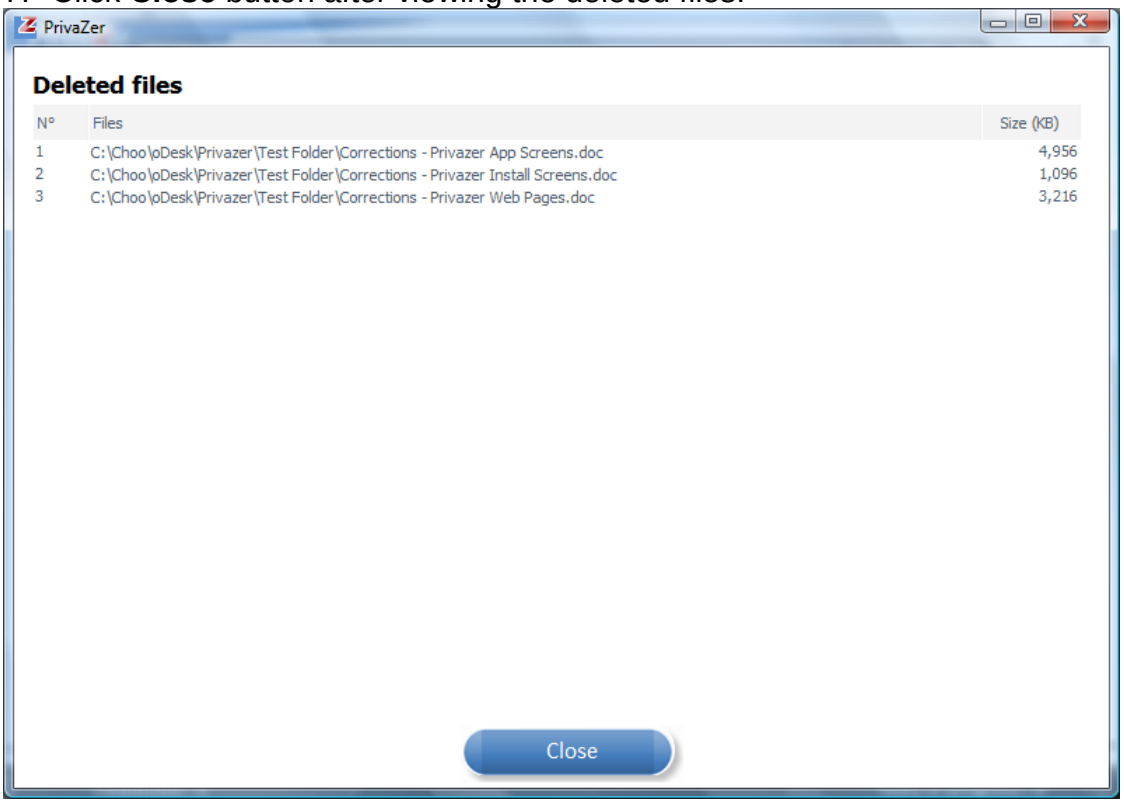

4. Click **Start** button.



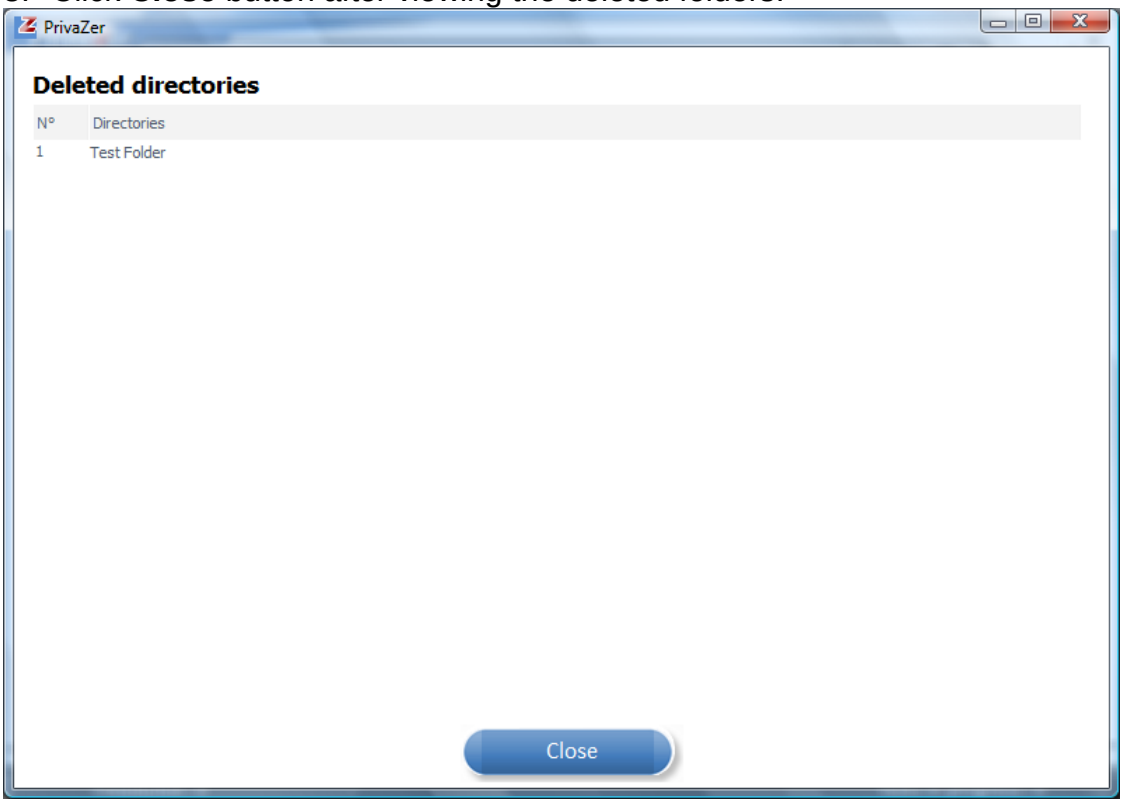
5. Click **See** to view deleted files/ folders or **Close** button to close.




7. Click **Close** button after viewing the deleted files.



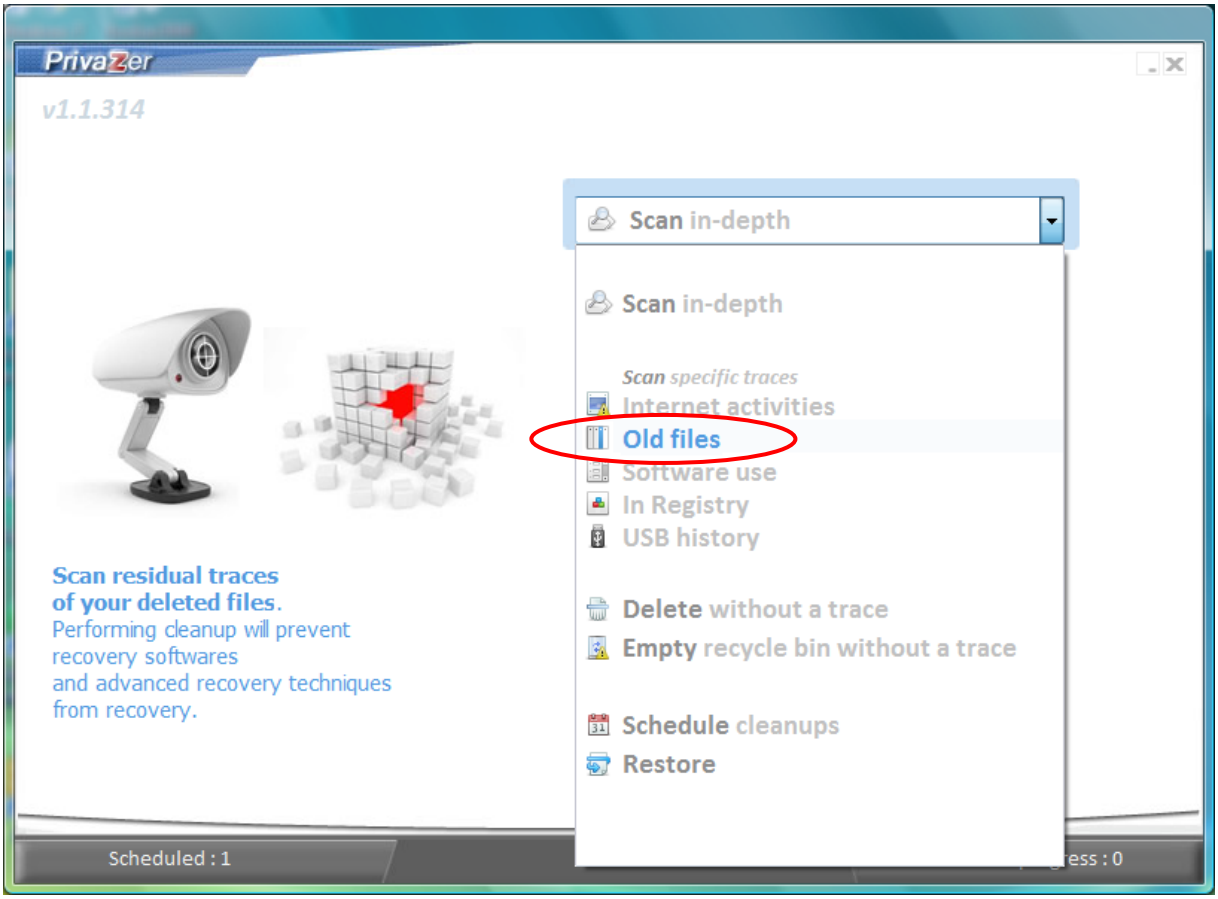
8. Click **Close** button after viewing the deleted folders.



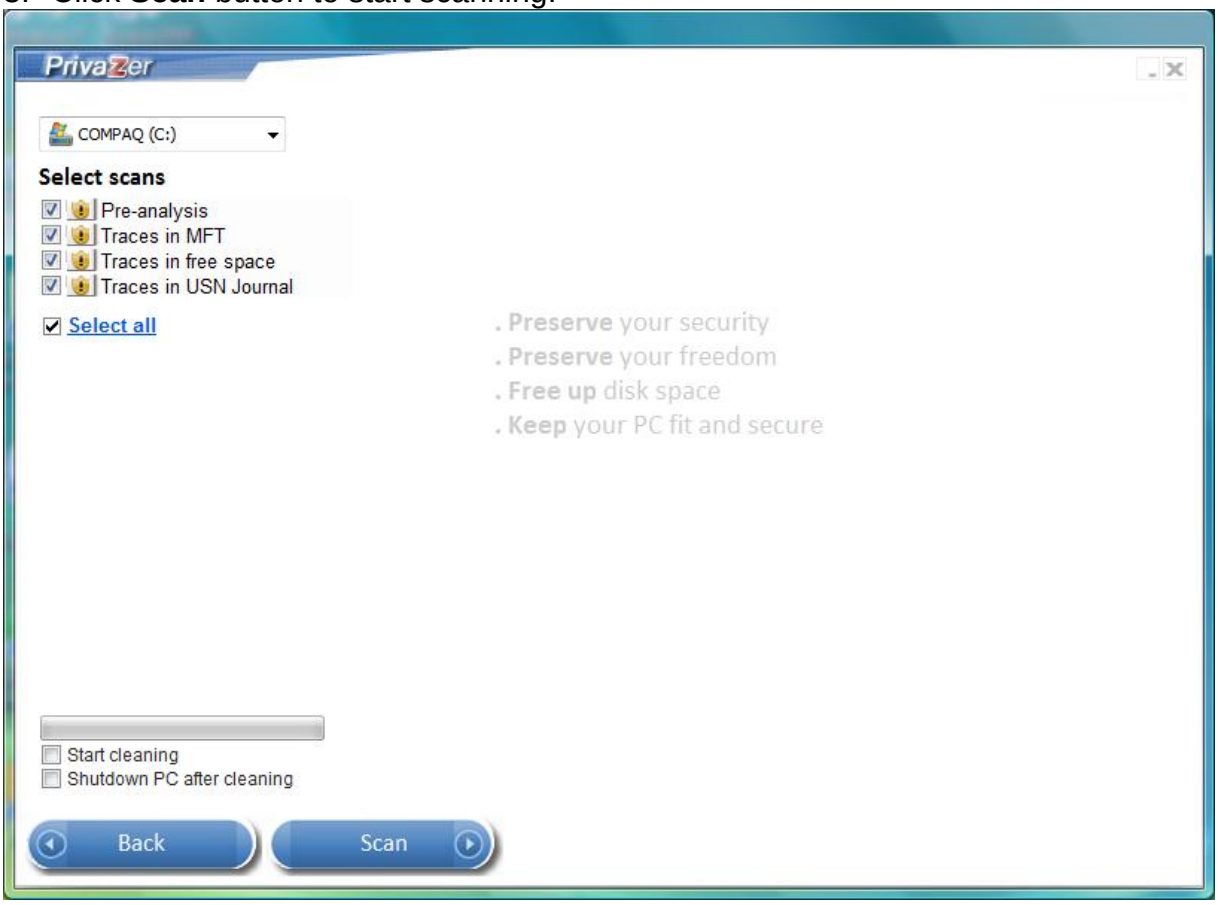
# Clean Traces of Deleted Files

PrivaZer can scan and remove residual traces of your deleted files to prevent recovery software and advanced recovery techniques from recovery.

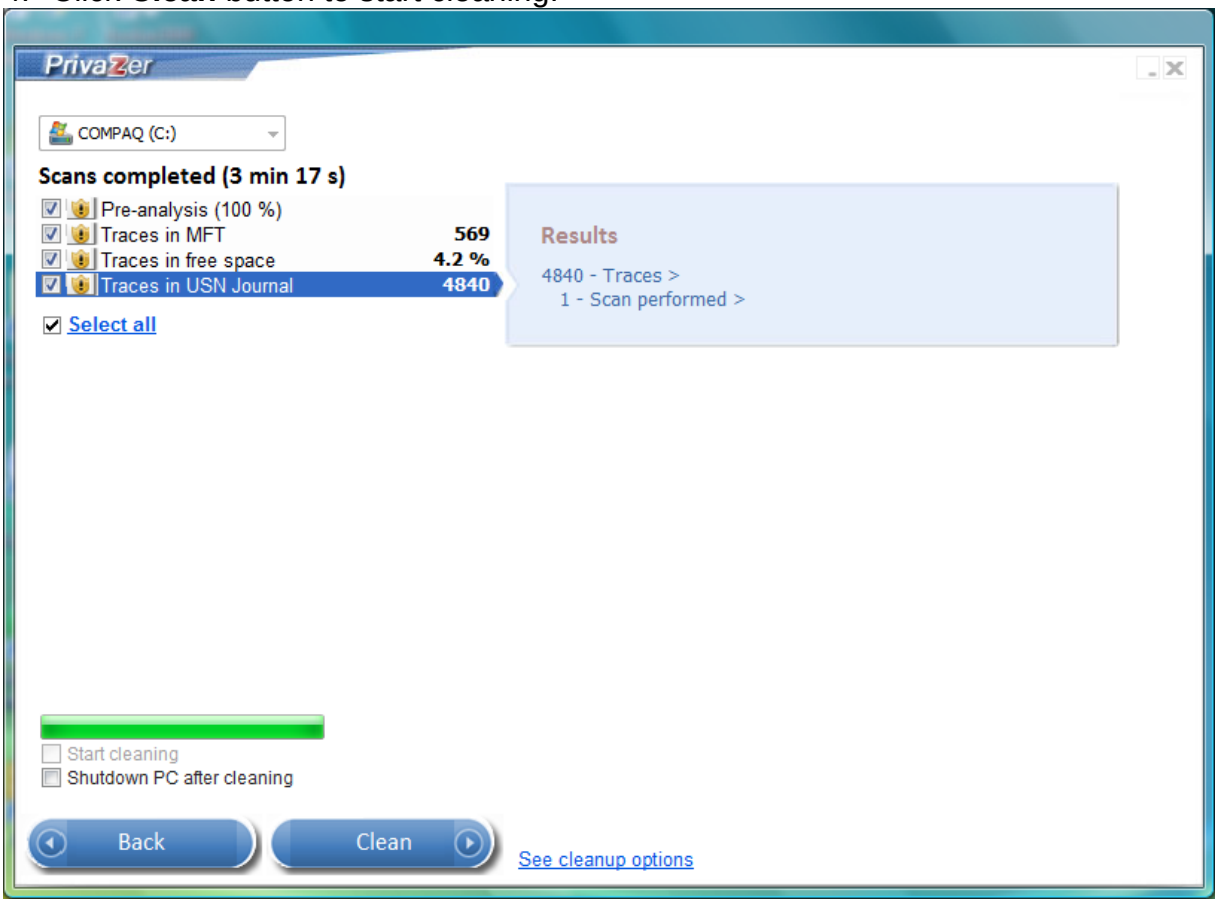
1. To remove traces of deleted files, select **Old files** from the dropdown list and click **OK** button.



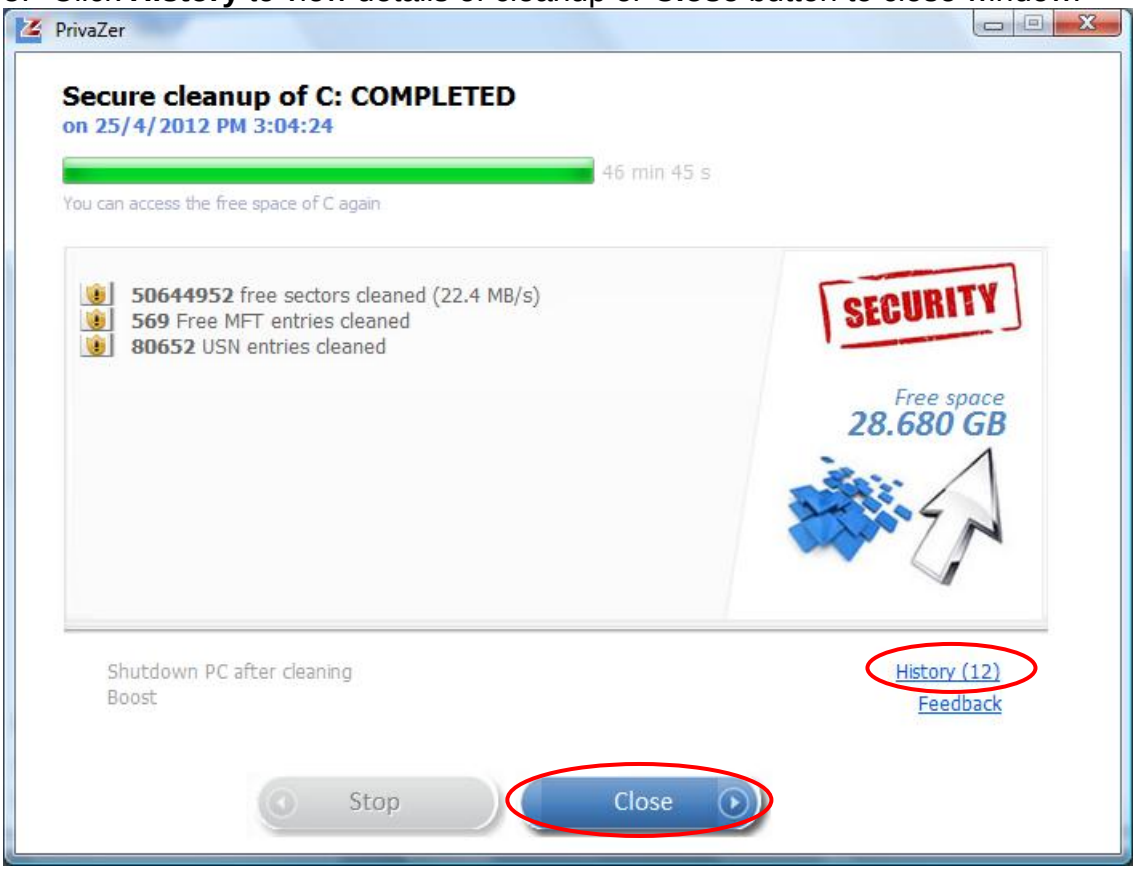
2. Uncheck any options from the list if you do not wish to scan all.
3. Click **Scan** button to start scanning.



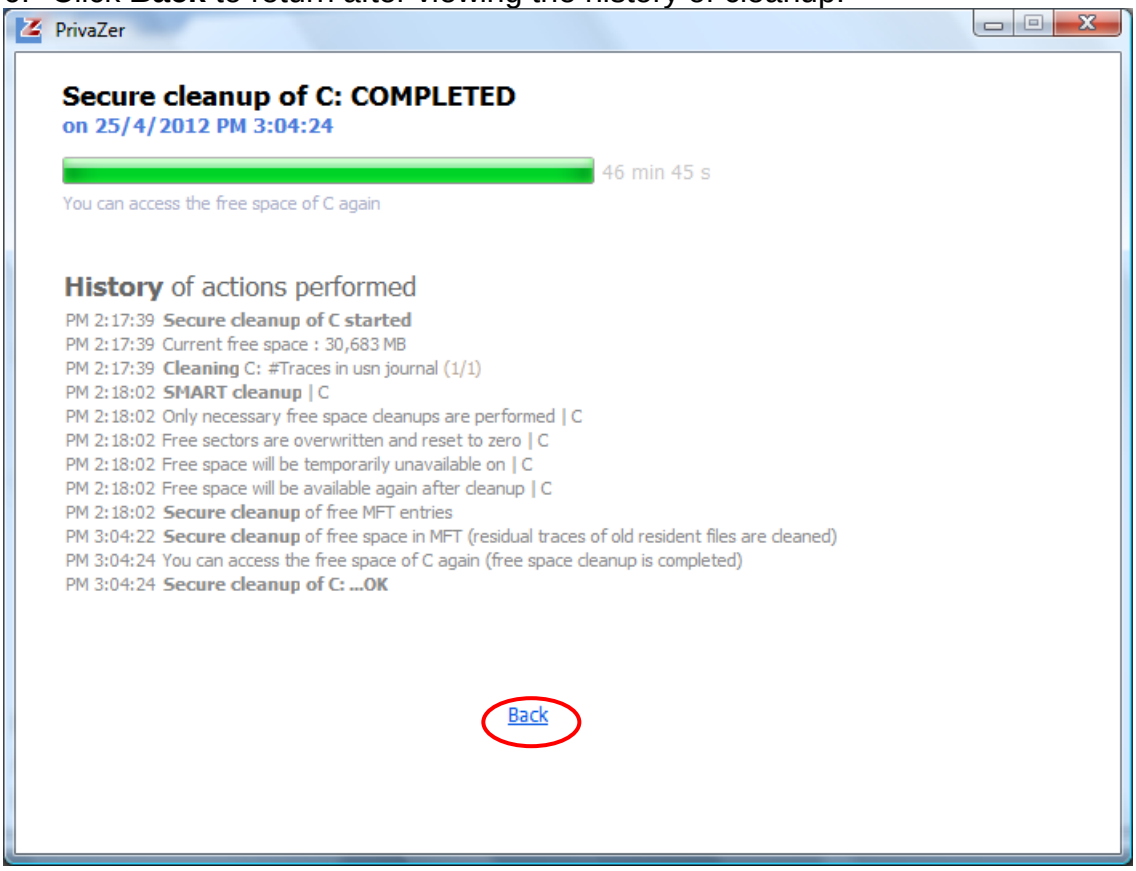

4. Click **Clean** button to start cleaning.



5. Click **History** to view details of cleanup or **Close** button to close window.



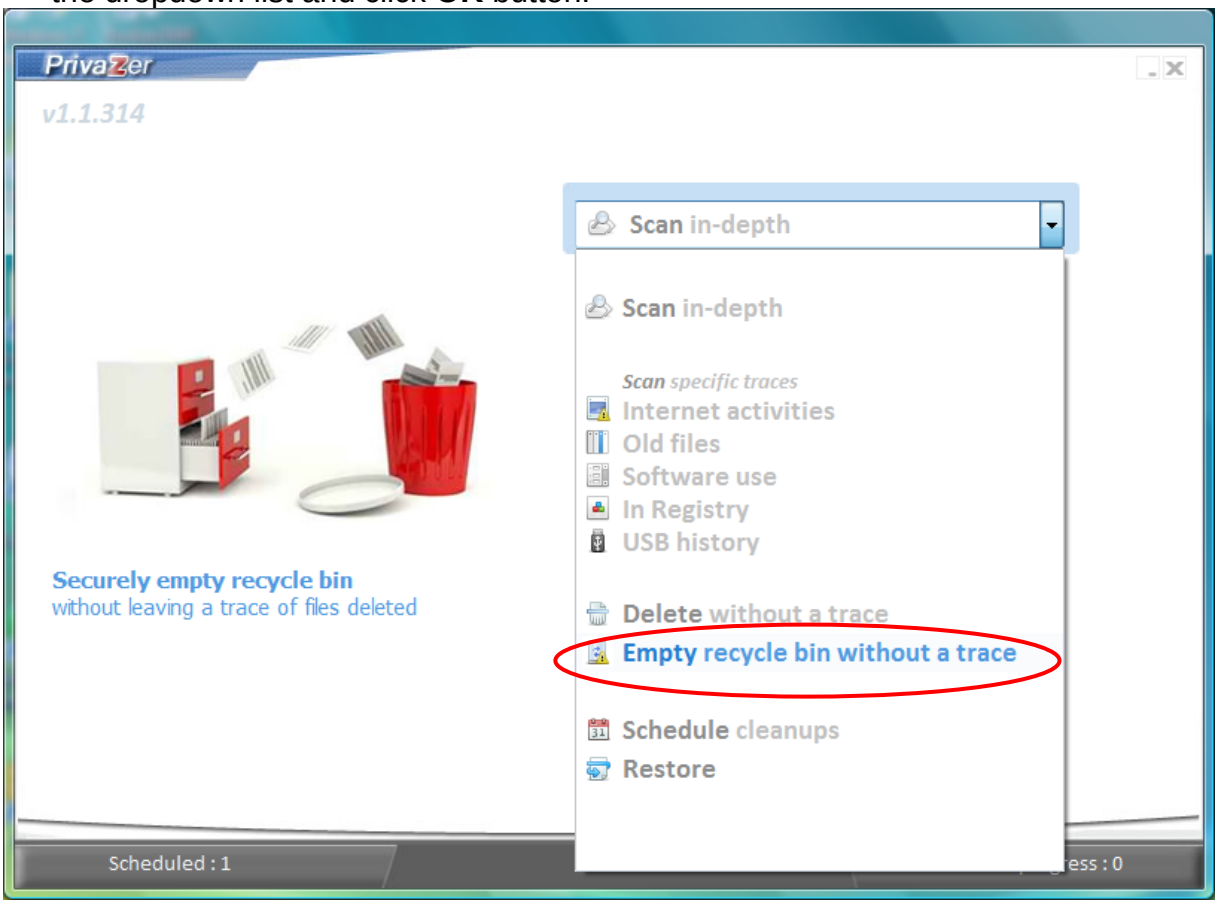

6. Click **Back** to return after viewing the history of cleanup.



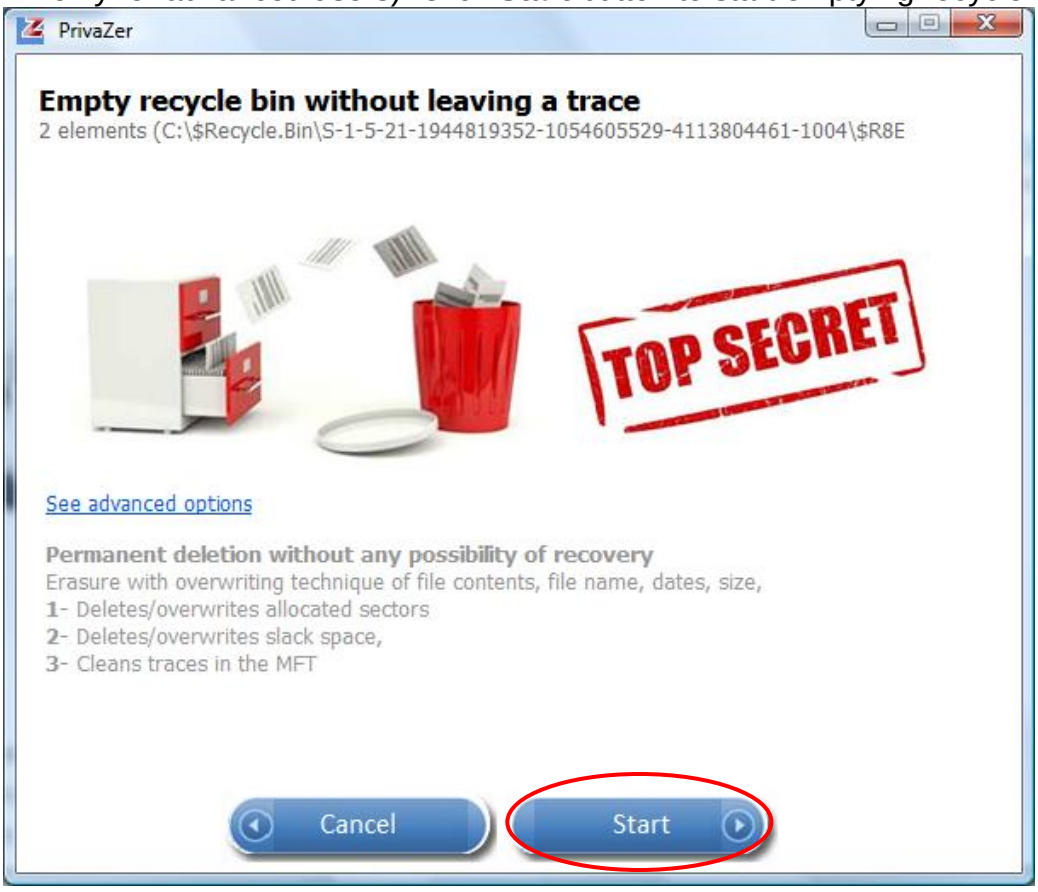
# Empty Recycle Bin

PrivaZer uses erasure with overwriting technique to delete any files or folders in the recycle bin permanently. It deletes or overwrites allocated sectors, free space and clean traces in MFT to prevent any possibilities of file recovery.

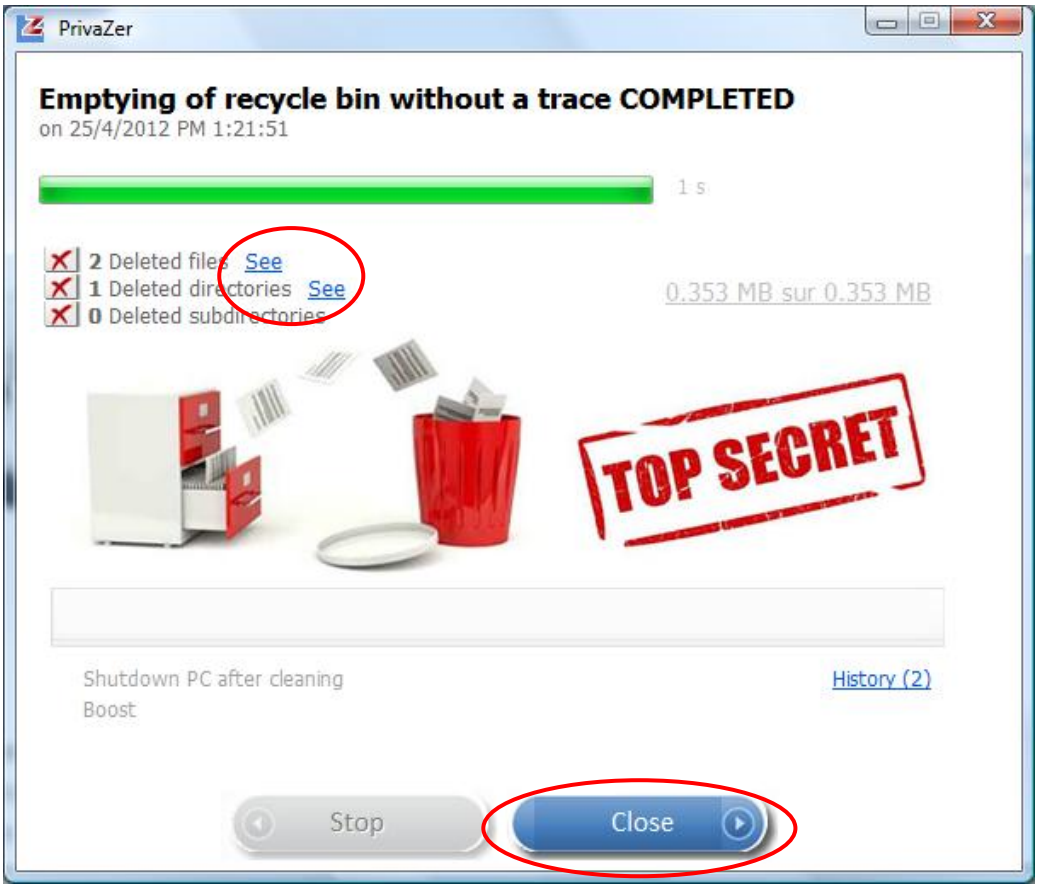
1. To empty recycle bin securely, select **Empty recycle bin without a trace** from the dropdown list and click **OK** button.



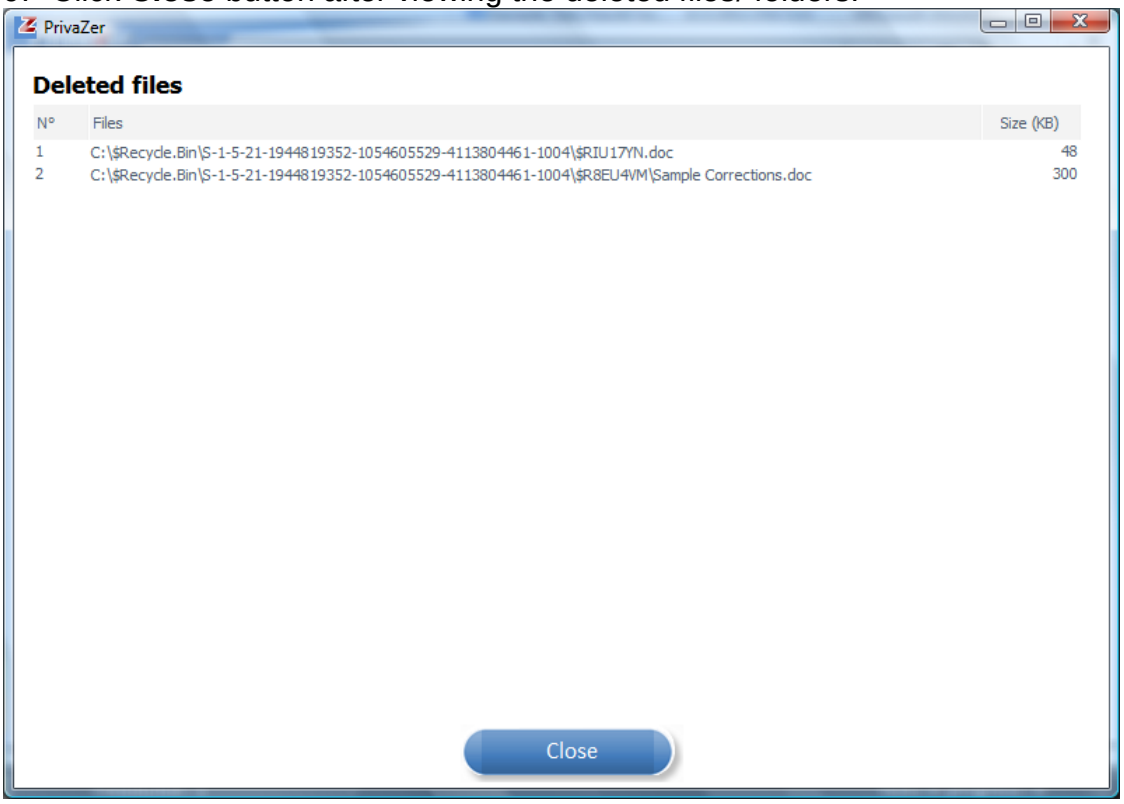
2. Click **See Advanced Options** to select your own erasure method (recommended only for advanced users). Click **Start** button to start emptying recycle bin.




3. Click **See** next to Deleted Files or Folders to view details. Click **Close** button.



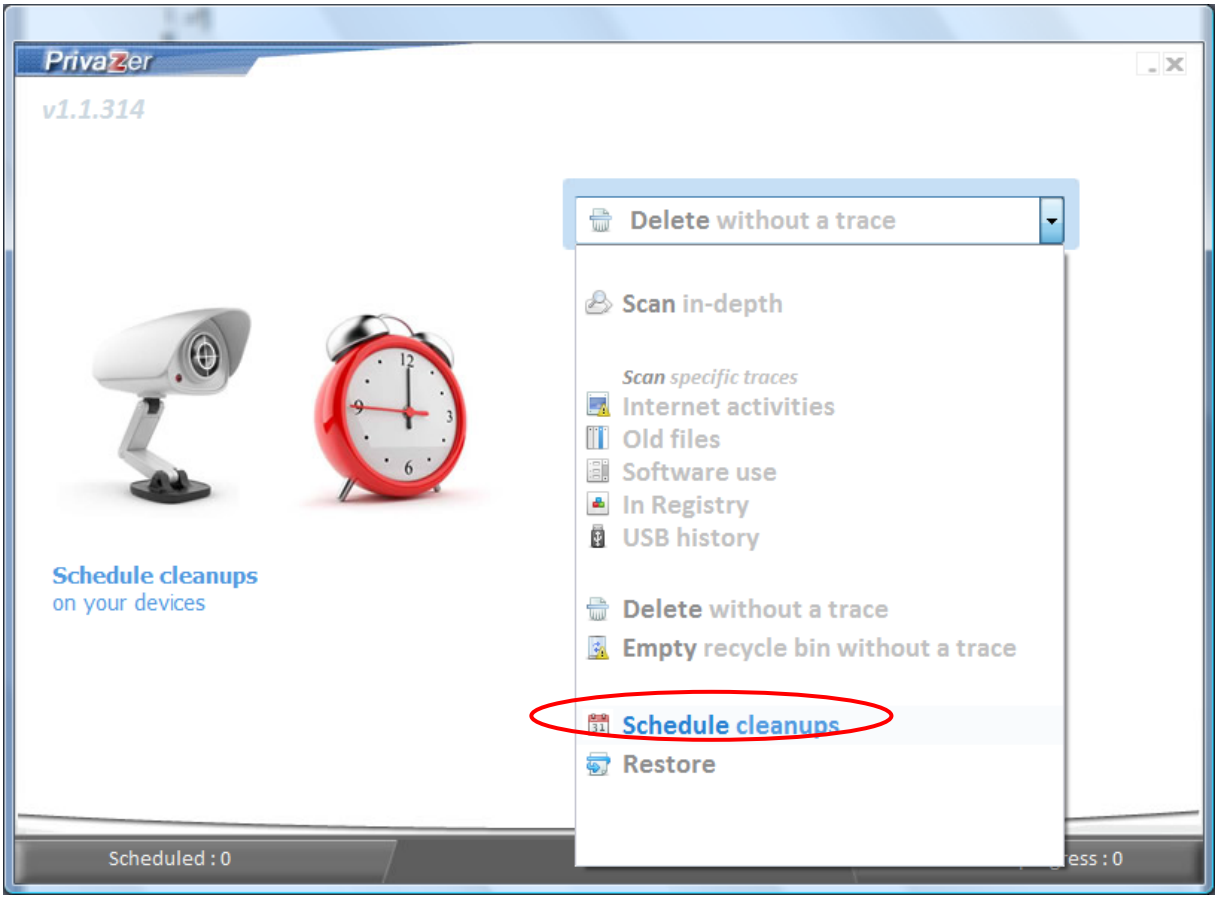
9. Click **Close** button after viewing the deleted files/ folders.



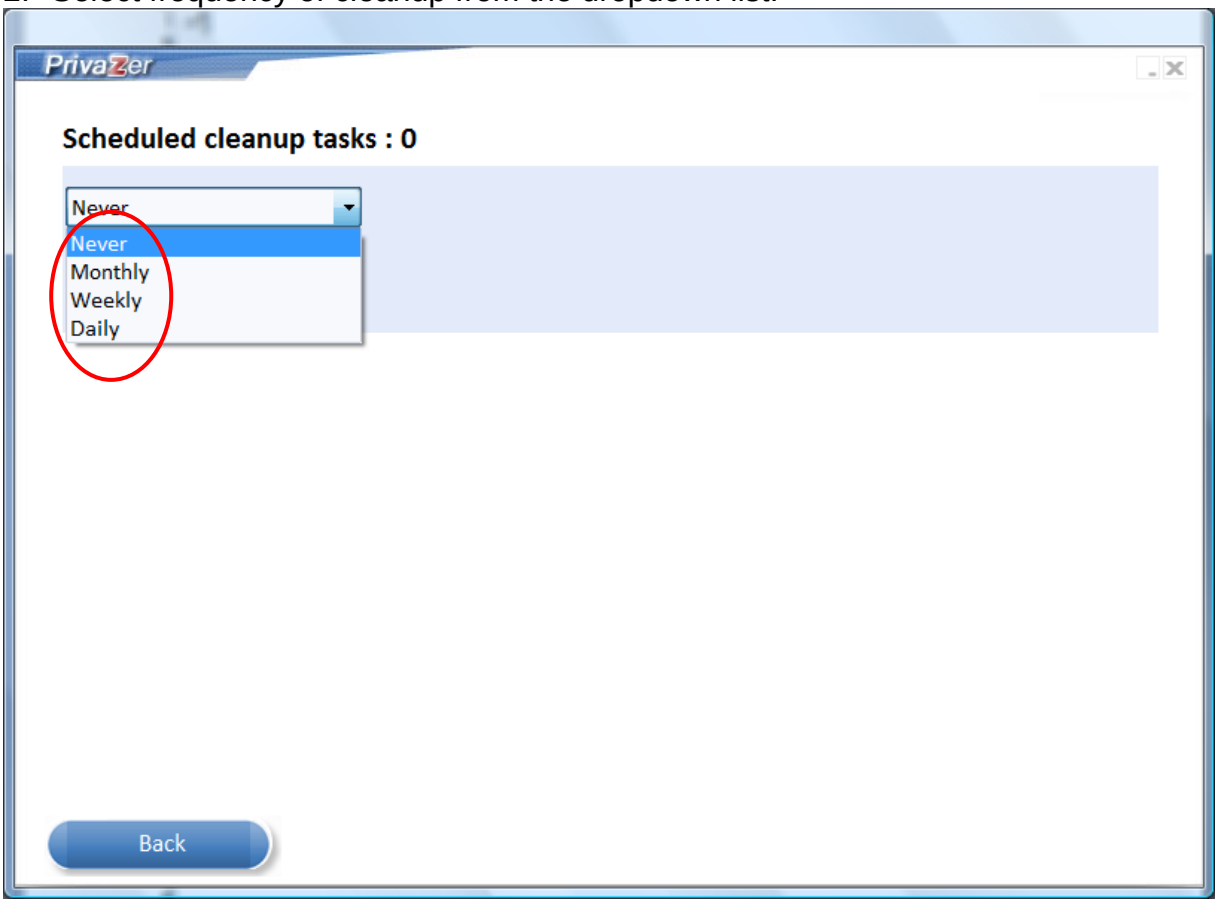
# Schedule Cleanup

You can schedule cleanup to run automatically on a regular basis: daily, weekly or monthly.

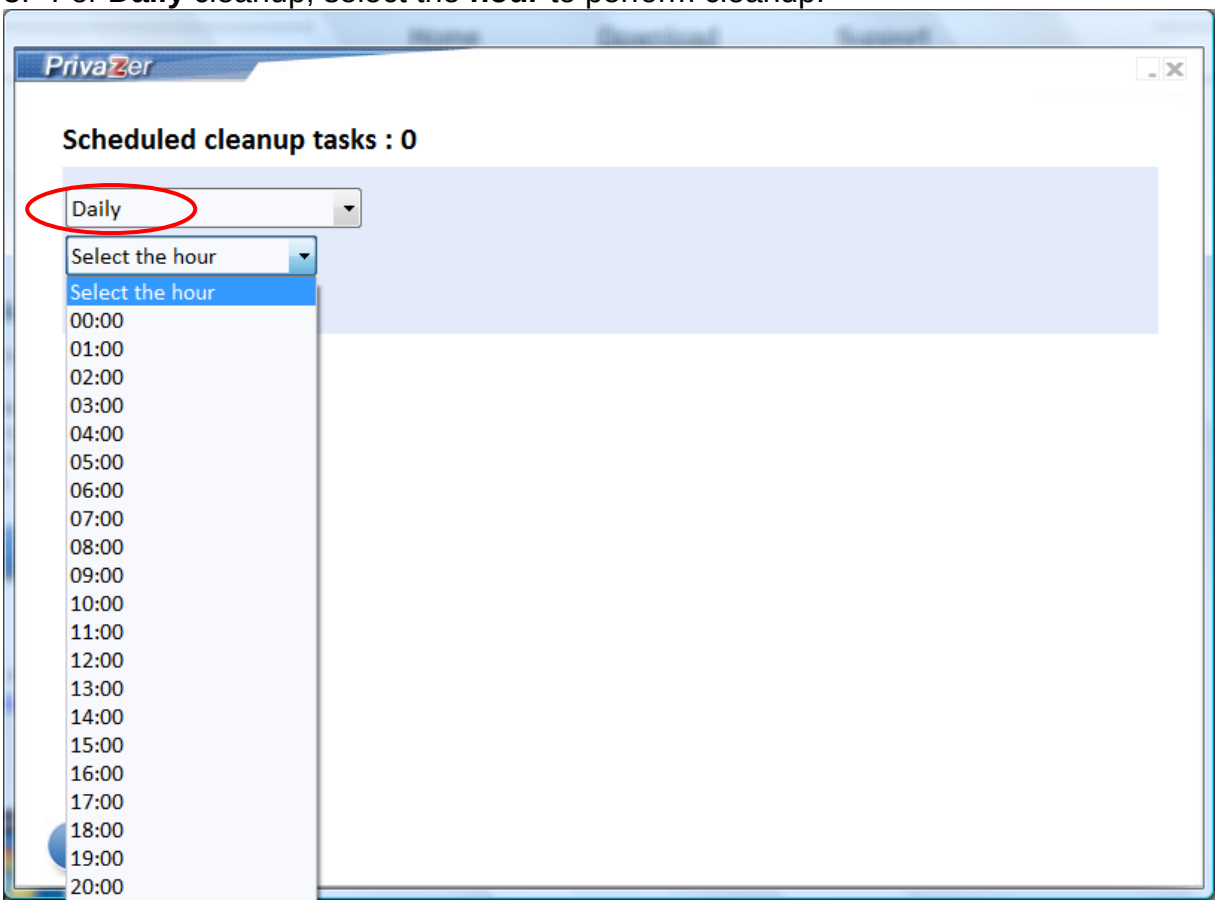
1. To schedule a cleanup, select **Schedule cleanups** from the dropdown list and click **OK** button.



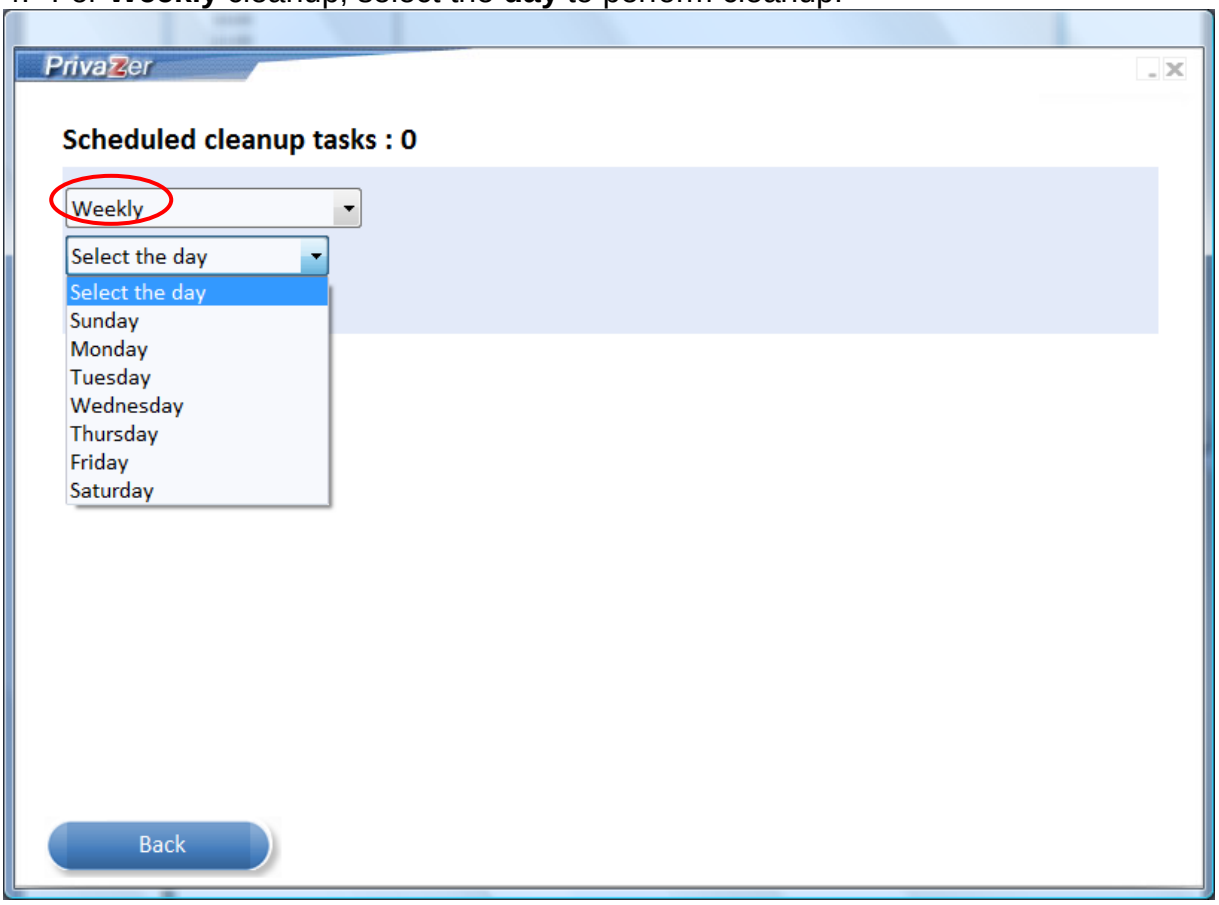
2. Select frequency of cleanup from the dropdown list.



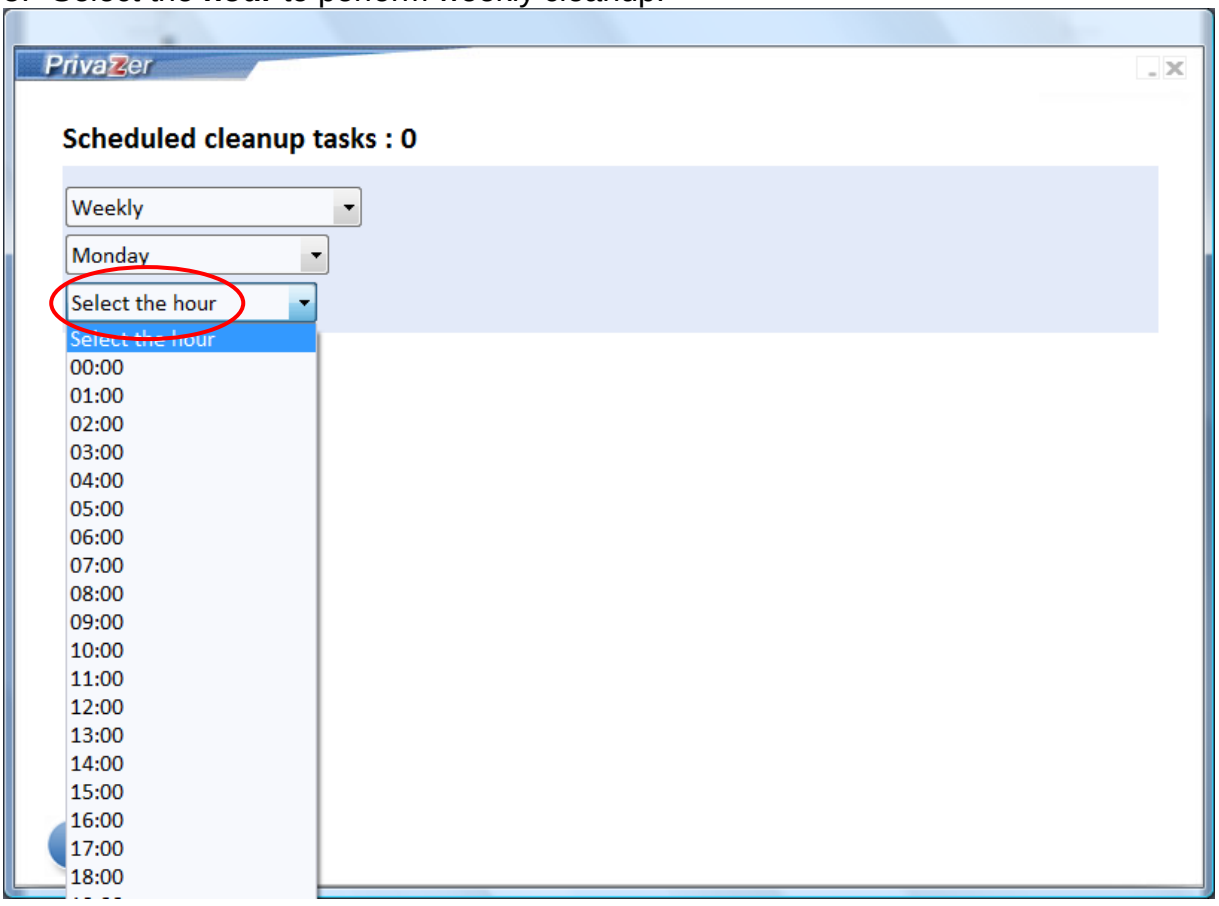

3. For **Daily** cleanup, select the **hour** to perform cleanup.



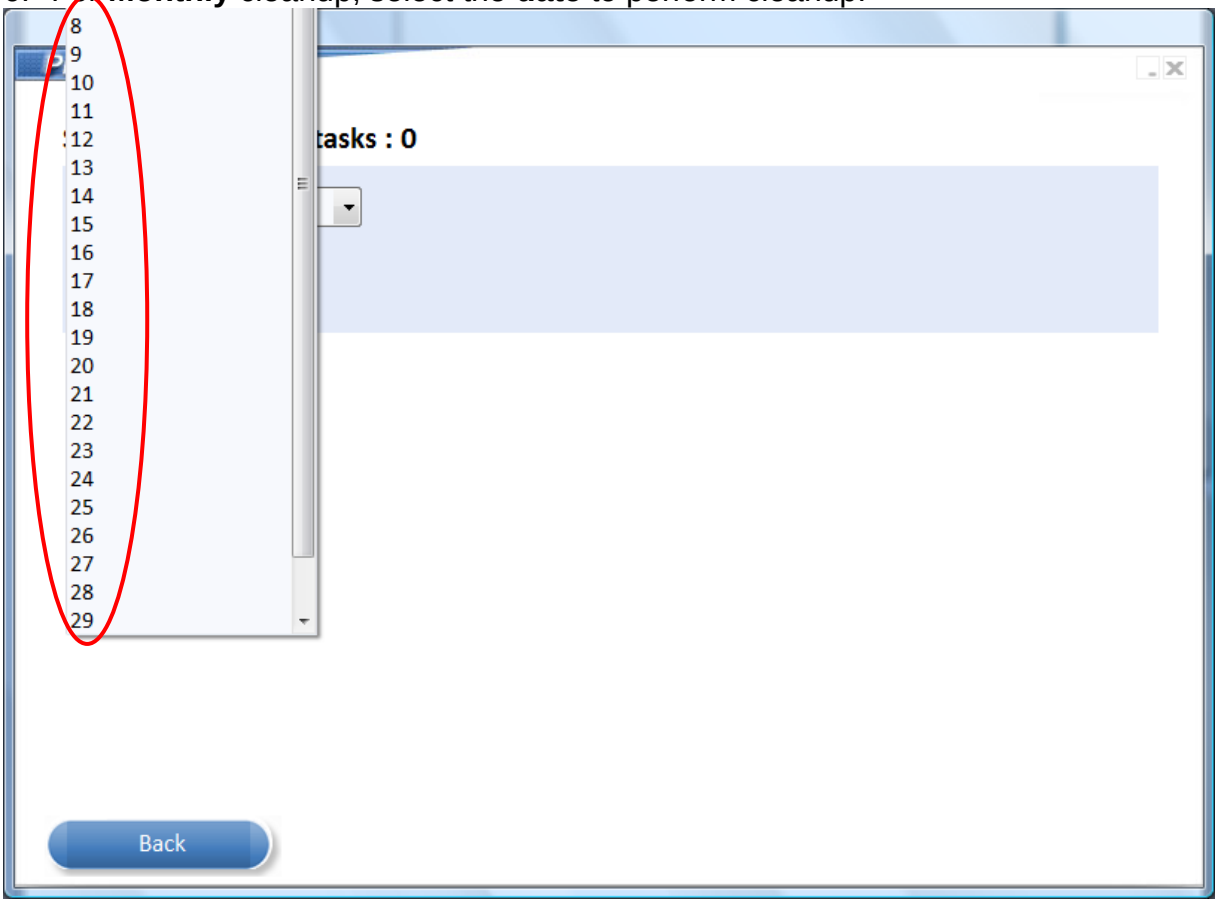
4. For **Weekly** cleanup, select the **day** to perform cleanup.



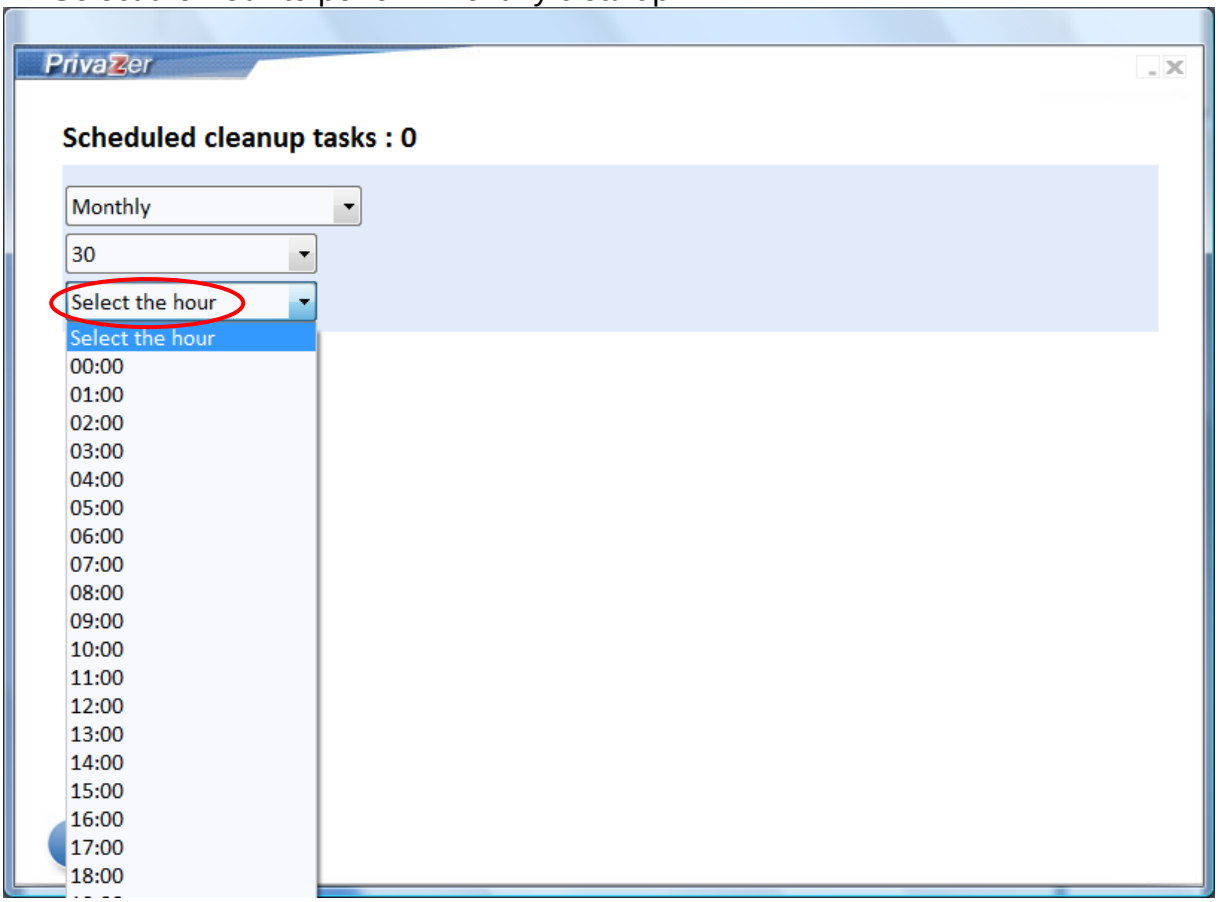

5. Select the **hour** to perform weekly cleanup.



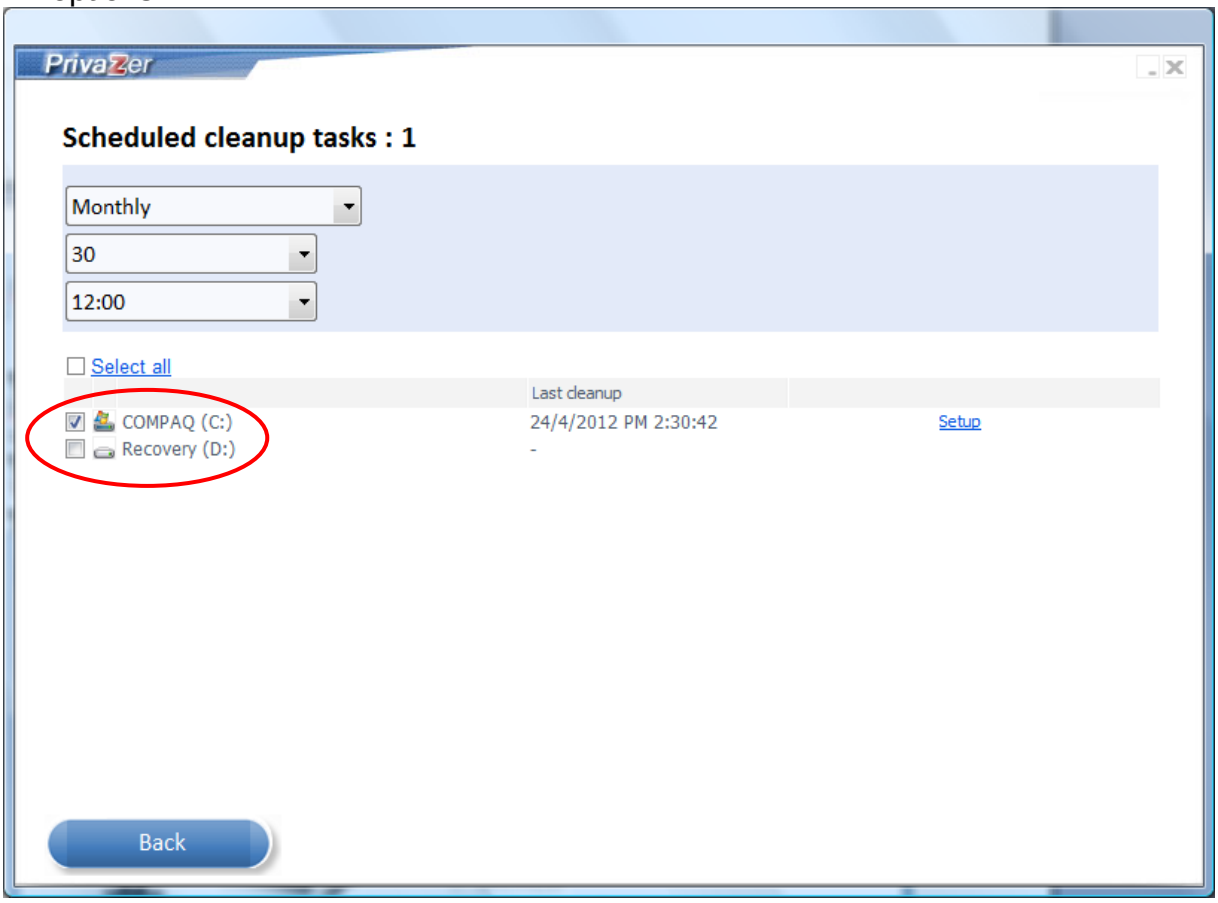
6. For **Monthly** cleanup, select the **date** to perform cleanup.



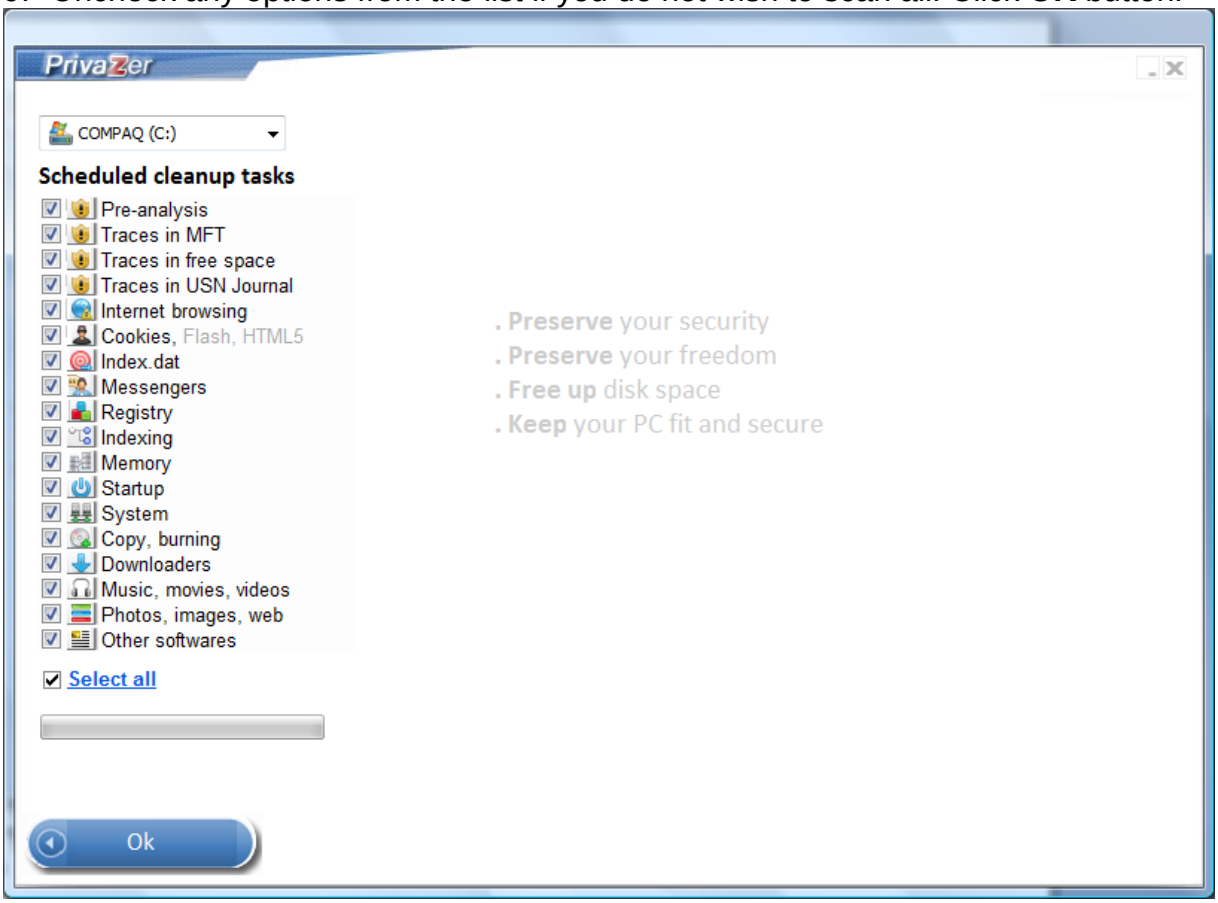

7. Select the **hour** to perform monthly cleanup.



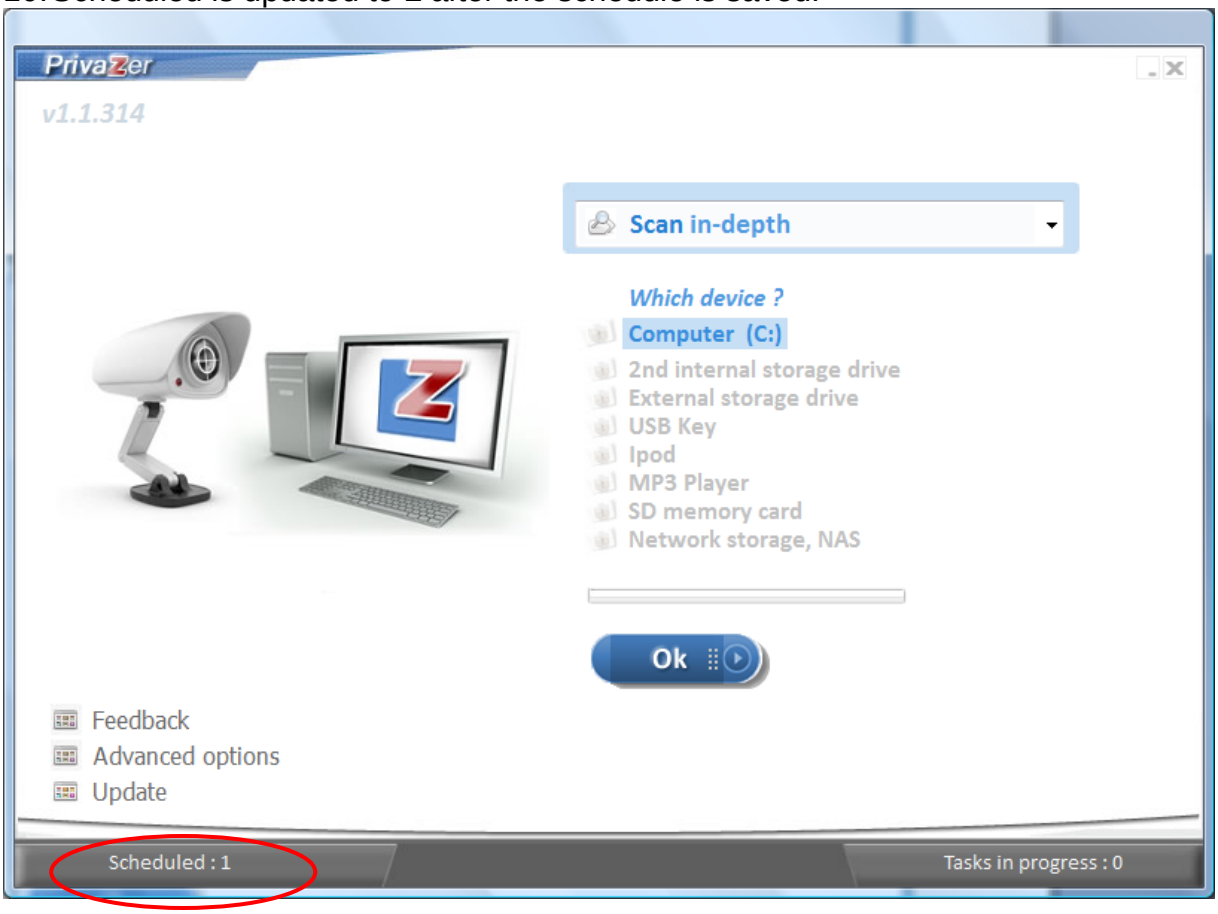
8. After selecting the schedule, check the drive for cleanup. Click **Setup** to view scan options.




9. Uncheck any options from the list if you do not wish to scan all. Click **OK** button.



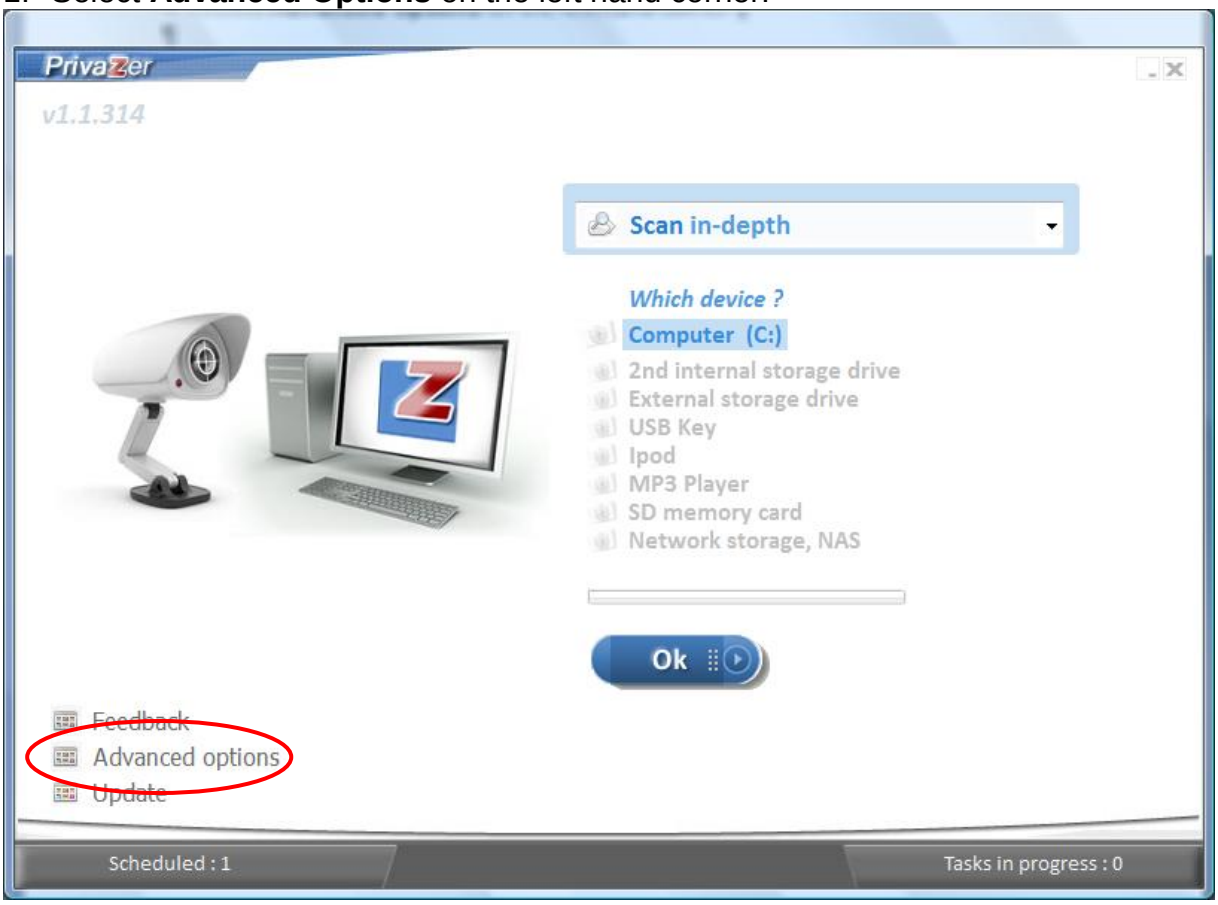
10. Scheduled is updated to **1** after the schedule is saved.



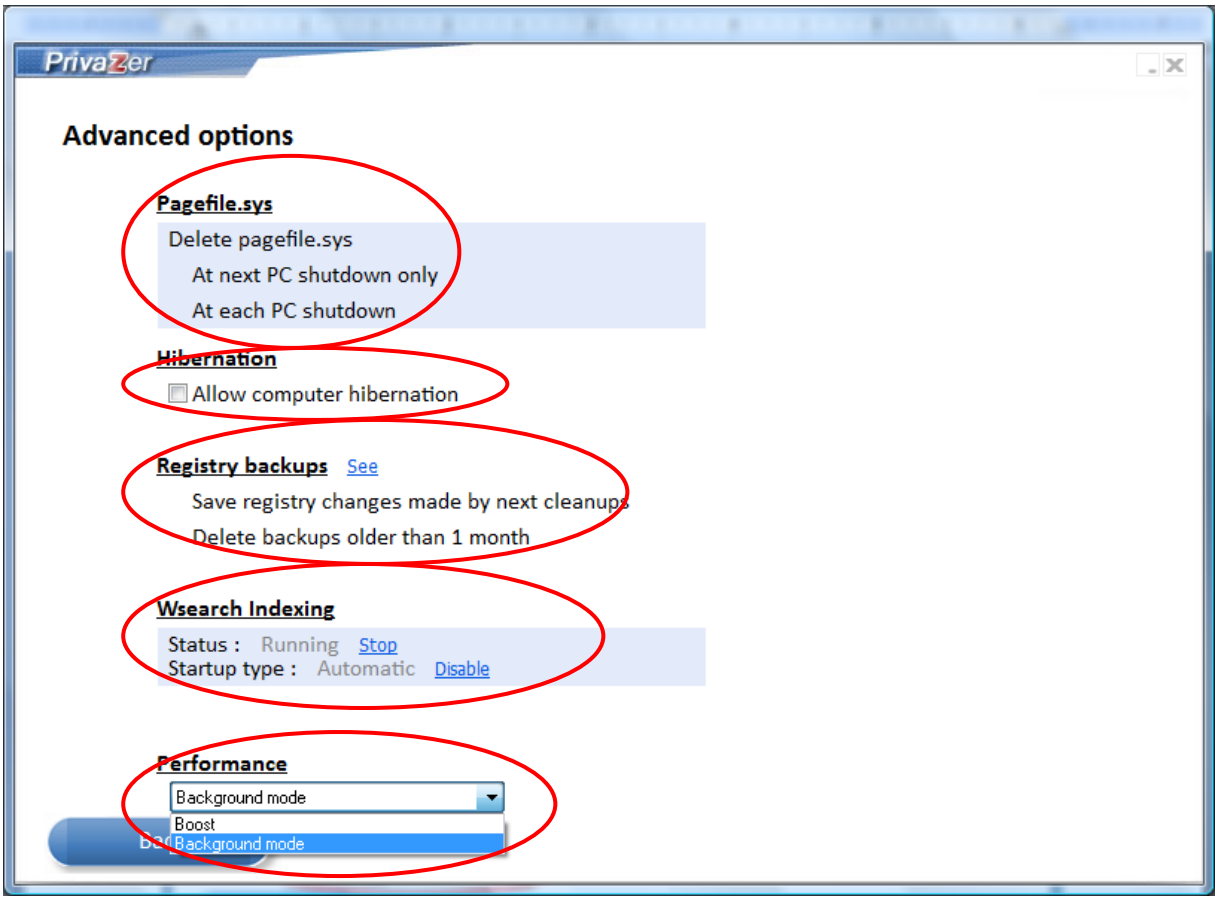
# Advanced Options

PrivaZer provides advanced options to allow users to configure and save their settings.

1. Select **Advanced Options** on the left hand corner.



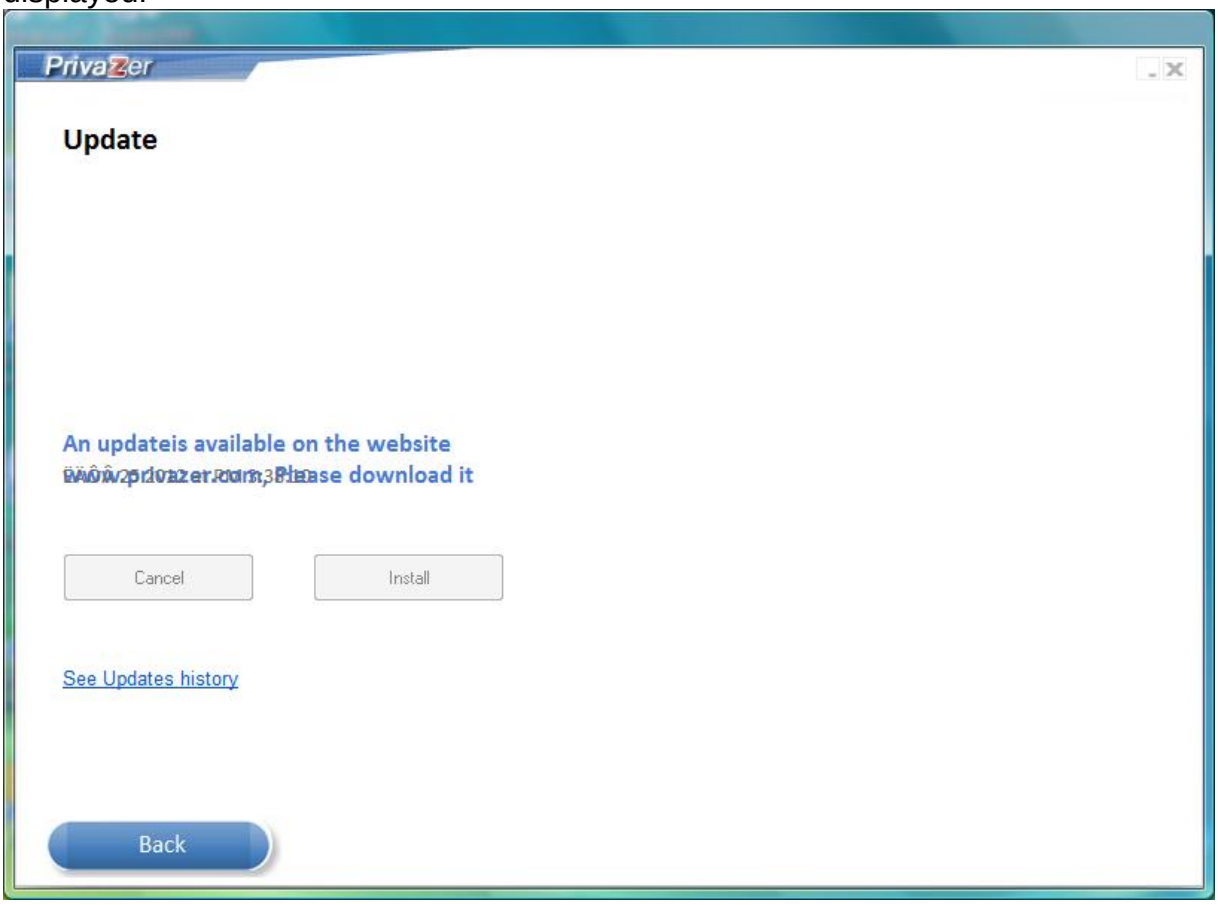
2. Check options to delete pagefile.sys at **next** or **each computer shutdown**.
3. Check option to allow computer to **hibernate**.
4. Check options to **save** or **delete** registry changes.
5. Click **Stop** to stop Wsearch indexing. Click **Disable** to disable Wsearch indexing.
6. Select **Background mode or Boost mode** in **Performance** dropdown list for scanning and cleaning.



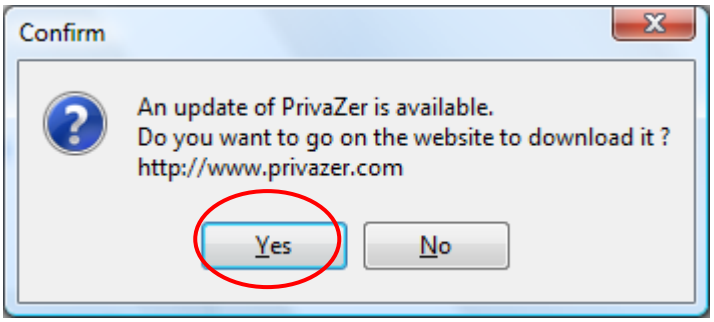
# Software Update

You should install the latest version of PrivaZer to scan and clean your computers and external devices accurately and efficiently.

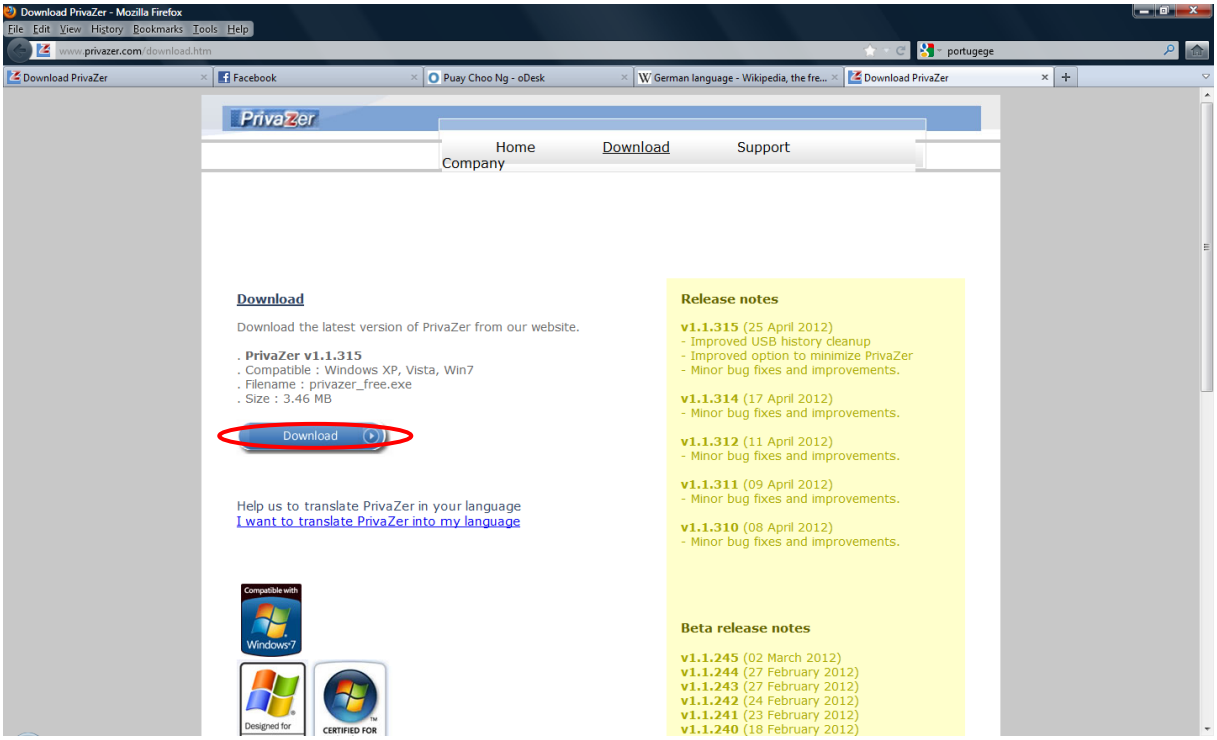
1. To check for updates, select **Update** on the left hand corner.

2. PrivaZer checks for updates in privazer.com.
3. If PrivaZer version installed on your computer is **older** than the one in privazer.com, a message prompting you to download the latest version is displayed.
4. 

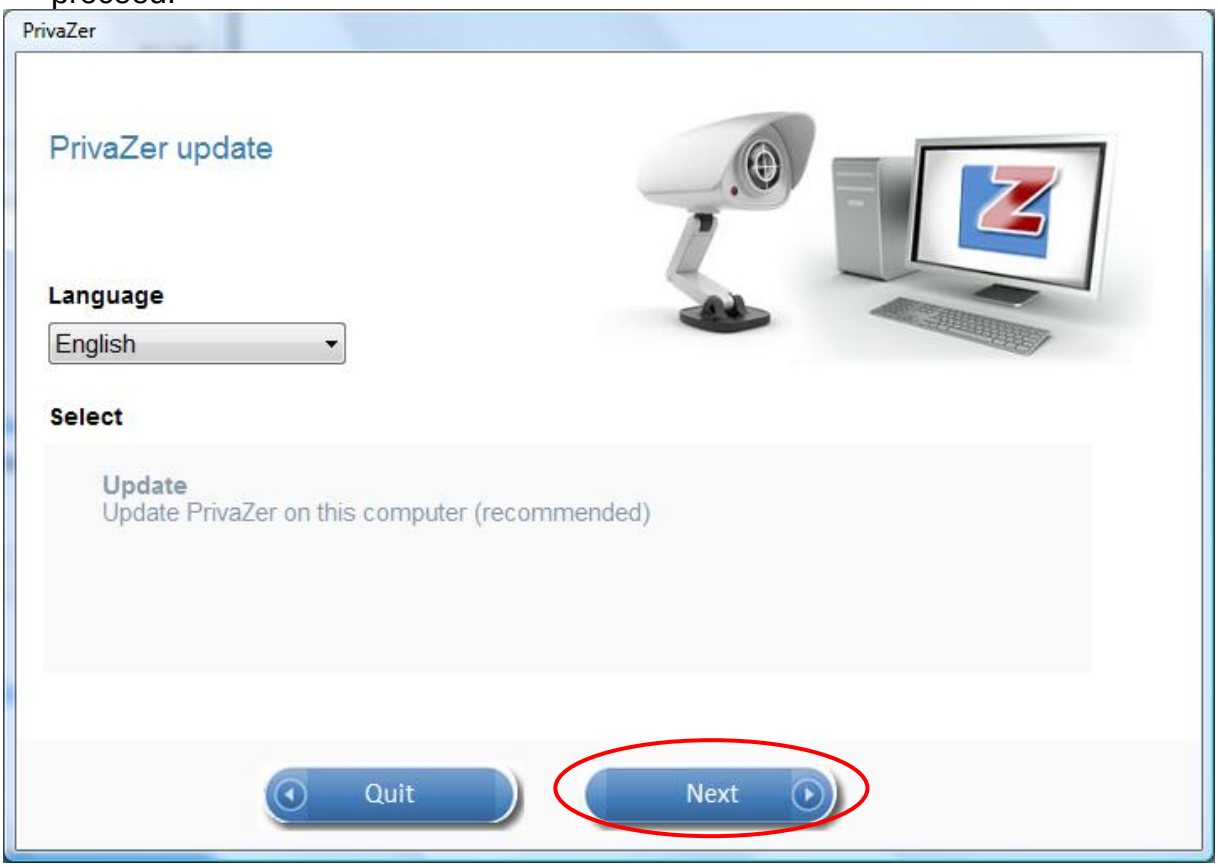

5. Click **Yes** to download the latest version or No to cancel the download.



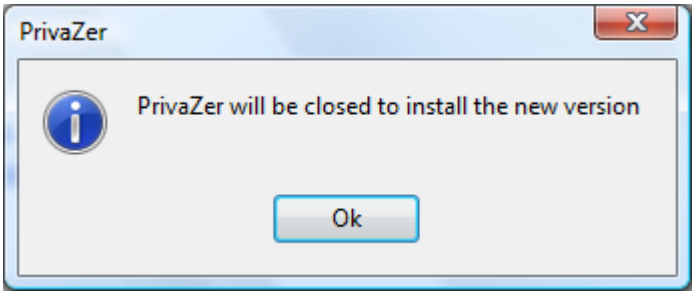
6. Click **Download** button to download the software.



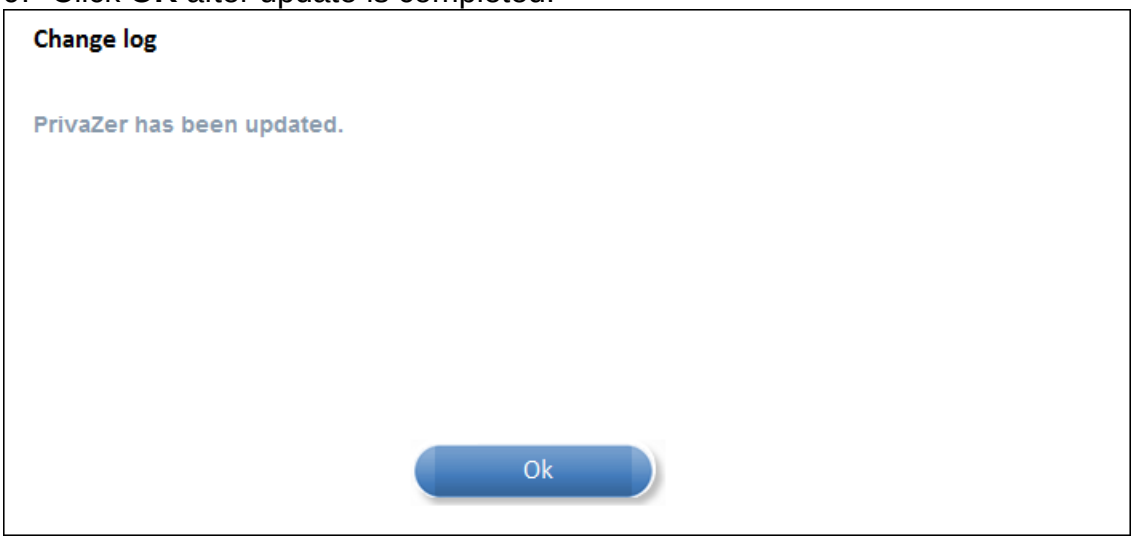

7. Double click on **privazer_free.exe** to start installation. Click **Next** button to proceed.



8. Click **OK** to close the old version of PrivaZer.

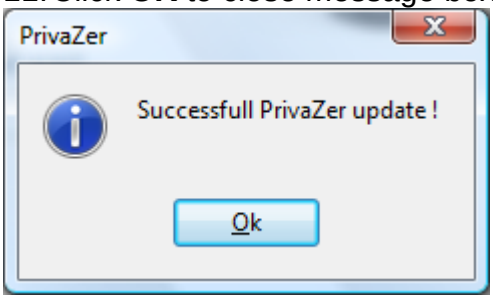



9. Click **OK** after update is completed.

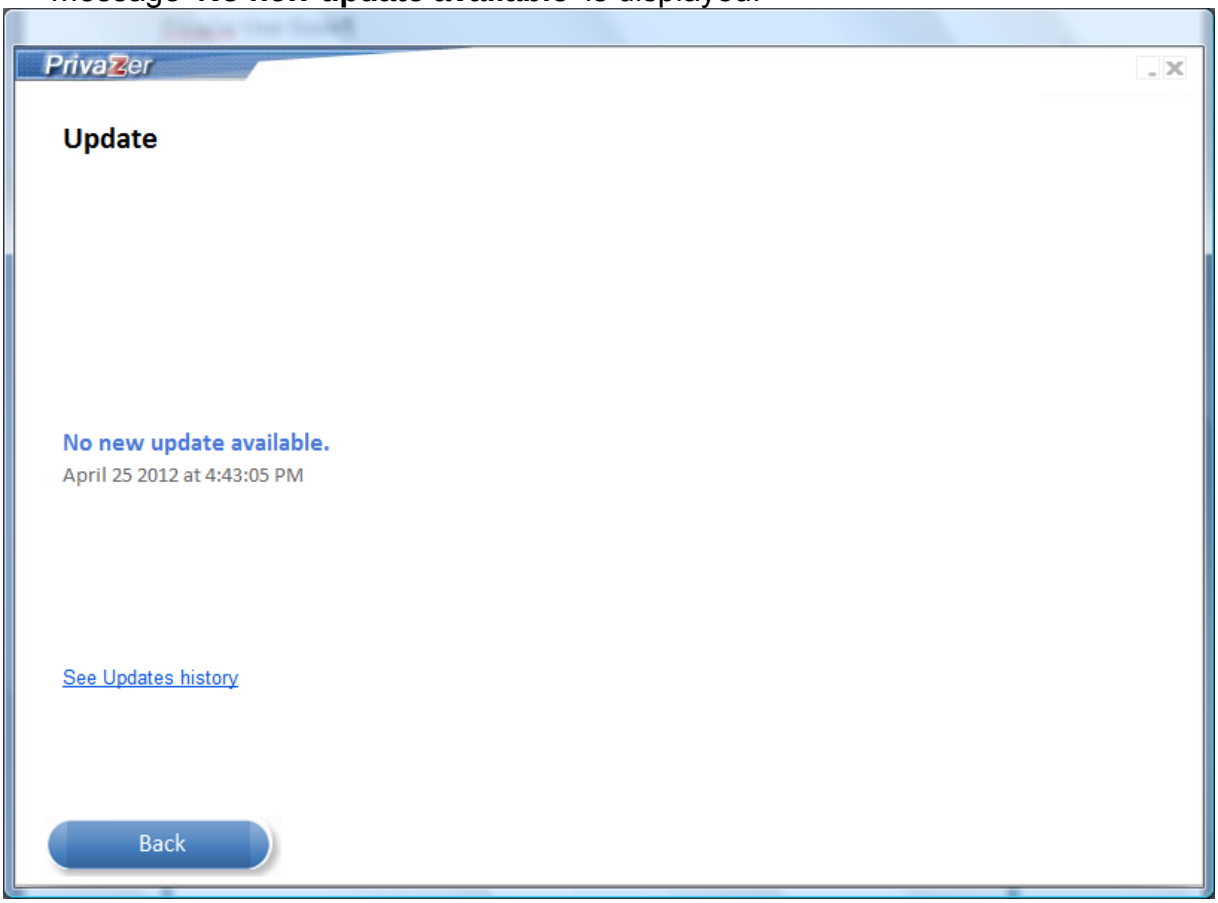



10. Check the **version** on the top left hand corner of the window.

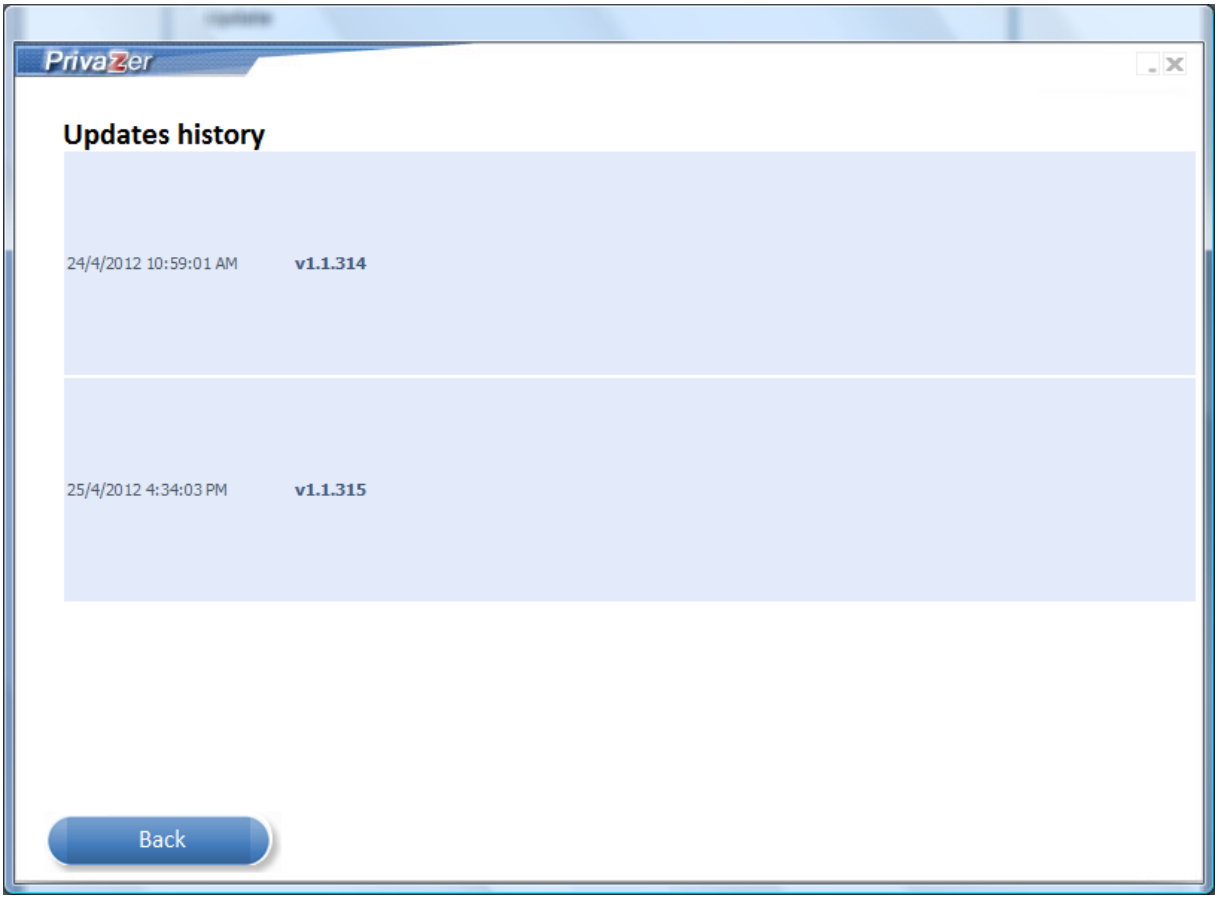
11. Click **OK** to close message box.




12. If PrivaZer version installed on your computer is the **same** as privazer.com, a message '**No new update available**' is displayed.



13. Click **See Update history** to check the software update history. Click **Back** to return.



# Support

Support for PrivaZer is available by sending email to **support@privazer.com**.

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