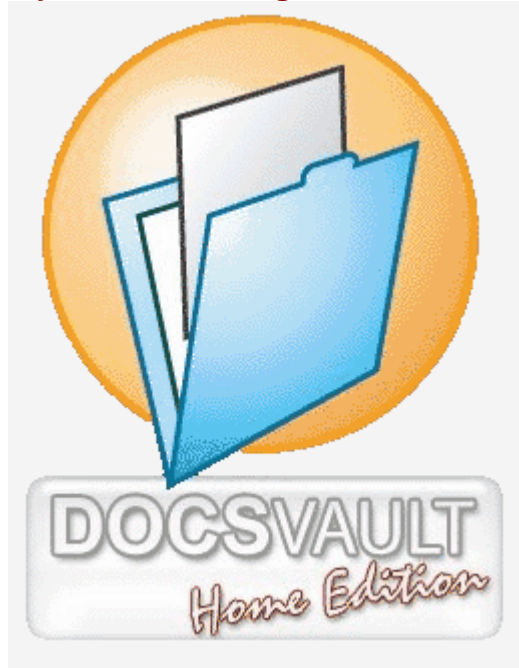


1. Introduction

Thank you for selecting Docsvault Home Edition!



Easy Data Access offers you a powerful and user-friendly digital document organizer and management software. Perfect for individual user, it is loaded with innovative features like:

- Integrated Scanning Support
- Automatic Backup Solution
- Task Manager
- Safevault for Document Security

Welcome to Docsvault!

1. Easy To Use Interface

- Docsvault has a look and feel similar to Windows Explorer. Moreover, it has a Windows Explorer type working which you are already familiar with. So you get used to Docsvault with little effort
- You can Drag and Drop files and folders within the application or from outside
- It has a simple *Cabinet* and *Drawer* type filing structure. This facilitates to organize the documents in a way that suites you best
- You can *Profile* your files and folders to add more information about them
- It has an inbuilt *Recycle Bin* to recover accidentally deleted files and folders

2. Efficient Handling Of All Kinds Of Files

- Docsvault can manage both paper files and computer generated files in an efficient manner
- Files in Docsvault can be easily emailed as attachment or exported to any external folder on local or network drive

3. Integrated Scanning Support

- Paper documents can be quickly scanned and turned into digital files through Docsvault's Scanner Window and can be saved directly in desired Drawer or Folder
- You can save the scanned documents as multipage PDF or Group 4 TIFF files along with

other image formats

- Docsvault scanner interface works with all TWAIN and WIA compliant scanners

4. Microsoft Office Integration

- Docsvault integrates itself with Microsoft Office applications such as Word, Excel and Powerpoint
- Save your files from the *File* menu of these MS Office applications directly to Docsvault

5. Find Documents Quickly

- Quickly search your documents based on their:
 - profile information
 - creation date
 - accessed date
 - file size etc.
- Search for documents using multiple words or find that specific document using the exact phrase in seconds

6. Backup Documents Regularly

- Backup your documents with few clicks
- Directly backup documents to CD/DVD media
- Schedule automatic backups at desired time
- Set Once, Daily, Weekly or Monthly backup schedules to execute backup automatically
- Restore documents with just few clicks and be up and running within no time in case of OS or hardware crash

7. Manage Tasks Efficiently

- Never miss an important task again
- See all your tasks right on the desktop and switch between today's tasks and all tasks
- Set reminders that will popup tasks at specified times
- You have the option to set every task to be reminded once or repeatedly, viz. daily, weekly, monthly or yearly
- Print out report of *Priority*, *Overdue*, *Pending* and *All* tasks

8. Document Security

- Secure all the important documents in *Safedocs* drawer ensuring the best available protection
- *Safevault* uses 128 bits of strong encryption methods to ensure absolute safety of your information
- It is impossible to break into the *Safevault* without the proper password. Once the *Safevault* is locked, it is practically not possible to break into it, not even by us
- Use the password recovery features like "Secret Question and Answer", "Password Recovery Disk" and "Password List Report" in case you forget the master password to the *Safevault*
- Secure all your valuable paper documents by scanning them directly into the *Safevault* or import important files into the *Safevault*

9. Password and Information Manager

- Store all your passwords in a secure "*My Information*" drawer in the *Safevault* using 128 bits encryption
- You can save all important information like Banks, Credit Cards, email accounts, online subscriptions, etc in tight security

2. Installation and Setup

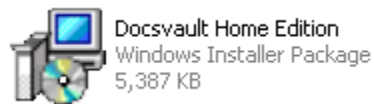
The following are the minimum and recommended specifications required to run Docsvault Home Edition:

Requisite	Required Minimum	Recommended Minimum
Processor	Pentium 200Mhz	Pentium 500Mhz
Memory	64 MB RAM	256 MB RAM
Graphics Display Resolution	800*600	1024*768
Operating system	Win 2k	Win 2k, Win XP, Win 2003
.NET Framework	Version 1.1.4322	Version 1.1.4322

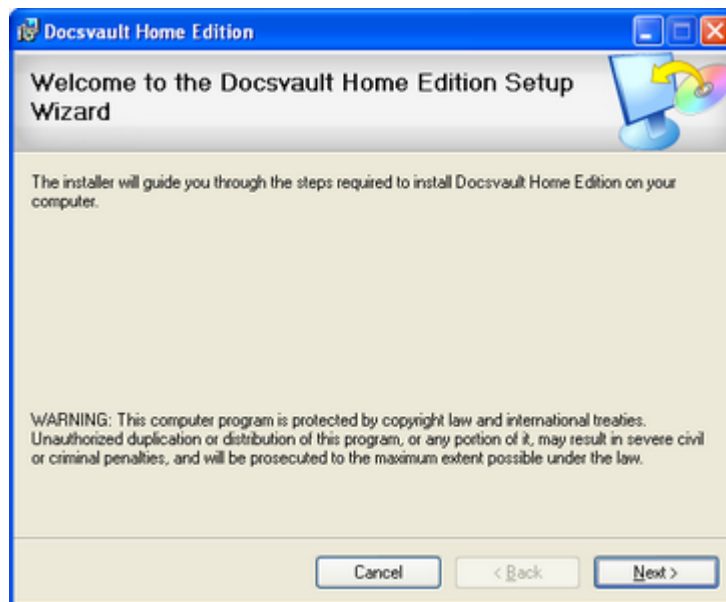
Note: The Microsoft™ .Net Framework is freely available for download from their download center [website](#)

If you are installing Docsvault Home Edition for the first time, please follow the steps given below:

1. Run the installation file "Docsvault Home Edition.exe"

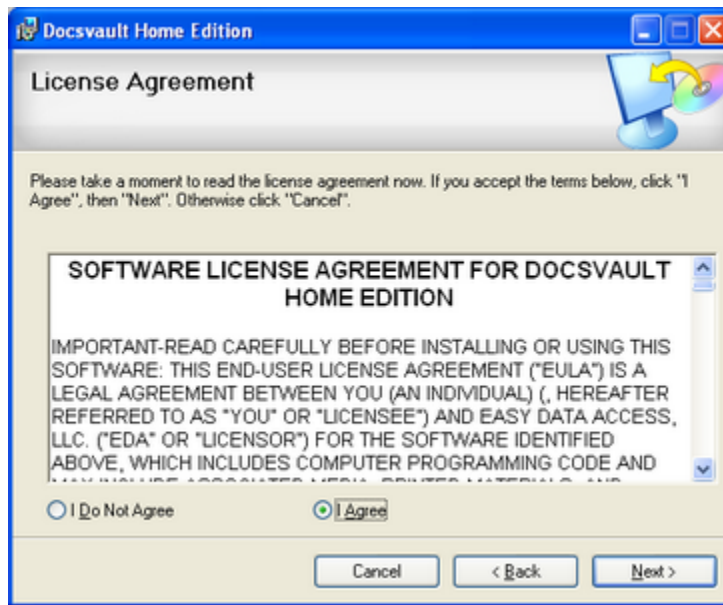


2. Installation Wizard's Welcome Window or Dialog Box pops up as shown below:



Click the **Next** Button.

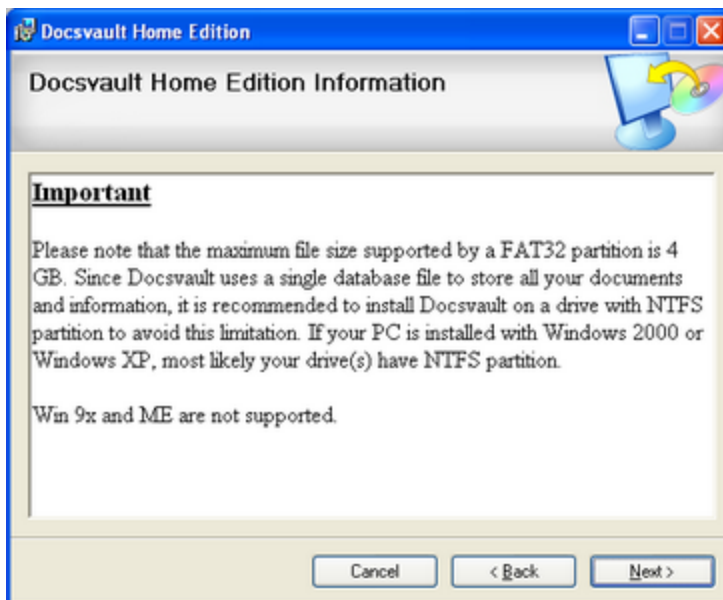
3. You get the License Agreement dialog box



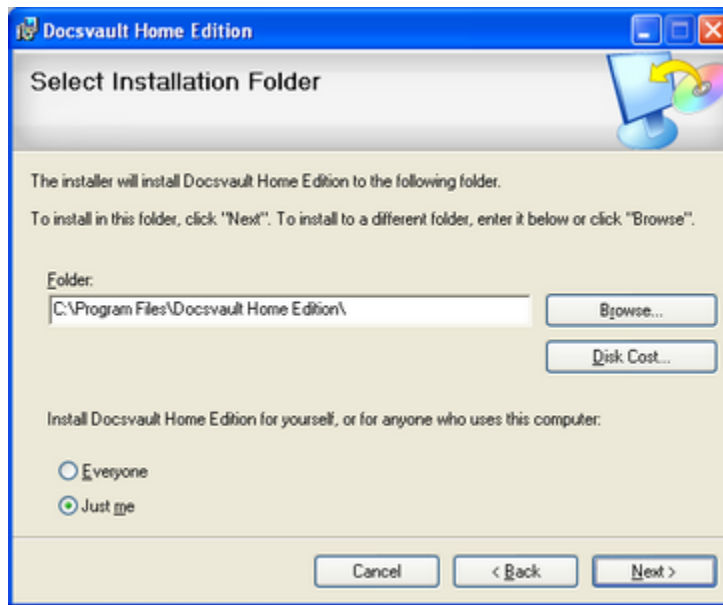
Read the License Agreement carefully and then if you agree with it click on the **I Agree** radio button.

Then click the **Next** button.

4. Docsvault Home Edition Information dialog box appears. It is recommended that you read the information carefully before proceeding further. Then click **Next** button.



5. You will be prompted with the default installation location. Select the **Browse** button to provide a new install destination if required.

**Note:**

All the documents will be stored in the database file which will be placed in the program folder at the specified location above.

If you want to Install Docsvault Home Edition for all the users then select the **Everyone** button, otherwise select **Just me**

6. Click **Next** to get a Confirmation dialog window. If you are convinced with the selections click **Next** to start the installation process
7. After the installation is complete, close the installation window by clicking **Close** button
8. You can now launch the program by double clicking on the Docsvault Home Edition icon on the Desktop

Docsvault Home Edition is a freeware application. Though, the user is requested to register his/her copy with EDA. This can be done by getting the absolutely **FREE** activation key within 30 days of installation.

To activate Docsvault installed on your computer follow the steps given below:

1. Click on the link (as shown below) that appears on the top right corner of the Main Window toolbar

30 Days Remaining.
[Get Your Free Activation Key Now](#)

2. Activation Key form appears. All you need to do is enter your name and Email ID and submit the form by clicking **Get Free Key Now** button.

Docsvault Home Edition - Free Activation Key

Name:

Note: The activation key will be bound to this name. Docsvault will display this string in the status bar and the printed task reports of the application.

Email:

Your Privacy:

The information that is collected by Easy Data Access will not be sold or rented to any third party without your permission. This information will be used to generate a unique activation key for your PC. Your email address will be used for sending your activation key and to occasionally notify you about software updates, new products and services.

3. Your activation key will be sent to the email address you provided in the form above

4. After you receive the activation email, click **Help >> Activate Docsvault** menu and enter the information exactly as it appears in the activation email. You may find it easier to copy the activation key from the email and paste it directly in the activation form.

- Online Help
- Docsvault On The Web
- Check For Updates
- Activate Docsvault**
- Request Free Activation Key
- Suggestions & Feature Request
- About Docsvault Home Edition

Docsvault Home Edition - Activate Docsvault

Name: (Enter exact as in activation mail)

Activation Key:

5. Click the **Activate Now** button and you are done. Your copy of Docsvault Home Edition is now registered.

3. Getting Started

Before learning about the detailed features, you need to get introduced to Docsvault user interface. We will now cover starting up Docsvault Application in several ways. Later, you will be acquainted with the Docsvault's main window.


You can launch the Docsvault user interface in one of the following ways:

- Using the Windows **Start** menu:
Click on **Start >> All Programs >> Docsvault Home Edition >> Docsvault Home Edition**

OR

- Using the Desktop Icon - Double click on the **Docsvault Home Edition** icon on the Desktop

OR

- Using system tray icon  - By default Docsvault will automatically start up in the system tray when windows starts. You can open up the main window by double clicking on this system tray icon

