MerlinSafe User Guide

Release 2.2

Secure Pro ULTRA USB

with MerlinSafe®

Advanced Security by MerlinCryption®
Next Generation ASBE Encryption Technology

For Windows

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1 Protect data with the Secure Pro ULTRA USB

The Secure Pro ULTRA USB is a secure USB drive that enables you to access a password-protected data storage area. This ASBE-encrypted data storage area secures your sensitive data from unauthorized access, using the MerlinSafe program.

The USB "root directory" is the first, or top-most, directory in the file folder hierarchy. From the root directory, you can launch a program to create or enter your MerlinSafe password, and then access a secure area called a **Secure Folder**. When you drag files into the **Secure Folder**, from the program interface, these files are automatically protected with ASBE encryption. The ABE-encrypted files receive an appended file extension **.ASBE** to provide visual confirmation of encryption.

USB Root Directory	Top-most folder in the file directory hierarchy and includes all sub folders	Contains the **MerlinSafe** program for user authentication and ASBE file encryption	With successful **Password** entry, a user authenticates to the **Secure Folder**

Secure Folder	Protected area to ASBE-encrypt, decrypt from, and store files, folders, and programs	Authenticated users can safely ASBE-encrypt, decrypt, securely delete, or store files and folders	**Secure Folder** provides superior data protection with **ASBE** encryption

2 System

2.1 Requirements

- Pentium CPU
- Operating Systems: Windows 10, Windows 8, Windows 8.1, Windows 7, Windows Server 2012, or Windows Server 2008.
- Access to your host computer drives
- Available USB port

The Secure Pro ULTRA USB does not require administrative rights.

Host system must support mass USB storage.

2.2 Recommendations

- Graphic accelerator that supports 24-bit color depth for best quality graphics

3 Authenticate to the Secure Folder

To protect your data, we recommend that you create your password to the **Secure Folder** right away, so you can begin to use the Secure Pro ULTRA USB to protect your valuable data.

3.1 Launch the MerlinSafe program

Plug-in the Secure Pro ULTRA USB

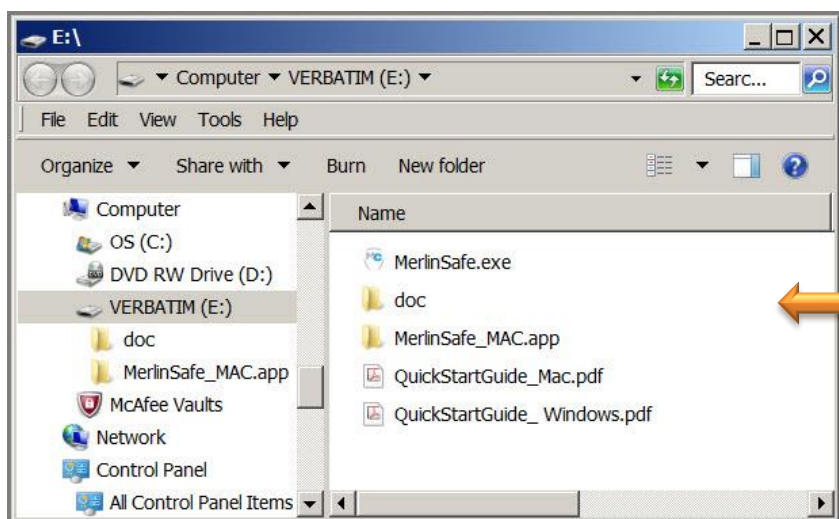Insert the Secure Pro ULTRA USB into an available USB port.

Access the Secure Pro ULTRA USB root directory

The Windows Explorer window opens automatically to the "root directory" of the VERBATIM flash drive and all its sub folders. The VERBATIM flash drive root directory displays the **MerlinSafe** programs:

- Windows **MerlinSafe.exe**, and
- a folder: **MerlinSafe_MAC.app**, contains the Macintosh MerlinSafe program.

The MerlinSafe *Quick Start Guide* for Windows, **QuickStartGuide_Windows.pdf**, is a fast-track start to help you begin to use MerlinSafe to protect your personal and financial data.

The **doc** folder contains the *MerlinSafe User Guide* for Windows, a visual walkthrough of the steps and tips for using MerlinSafe.
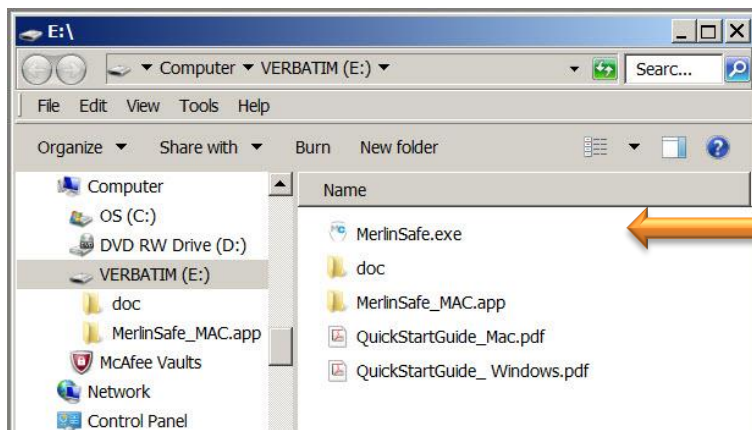

The VERBATIM USB window displays the root directory that contains:

- MerlinSafe programs for Windows and Macintosh,
- *MerlinSafe Quick Start Guides*, and
- a **doc** folder that includes the *MerlinSafe User Guides*.

If this window was previously closed, go to the taskbar, click to open the **Start** menu, and then double-click **Computer** (or **My Computer**). In the Windows Explorer (or File Explorer) window, double-click to open the drive letter assigned to your VERBATIM USB, "the removable USB drive." The root directory appears in the Windows Explorer window.
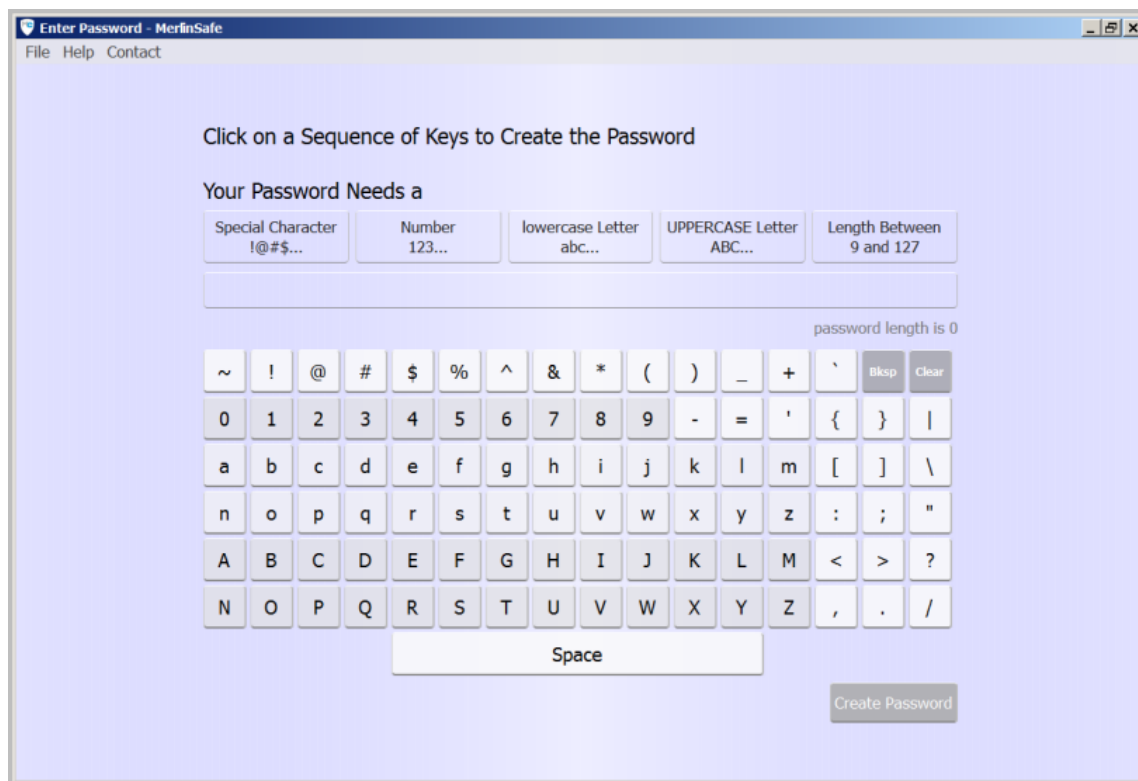
Open MerlinSafe.exe

1) In the root directory, double-click **MerlinSafe.exe** to open the program.

Double-click **MerlinSafe.exe** to open the program.

2) The **Enter Password** window displays.
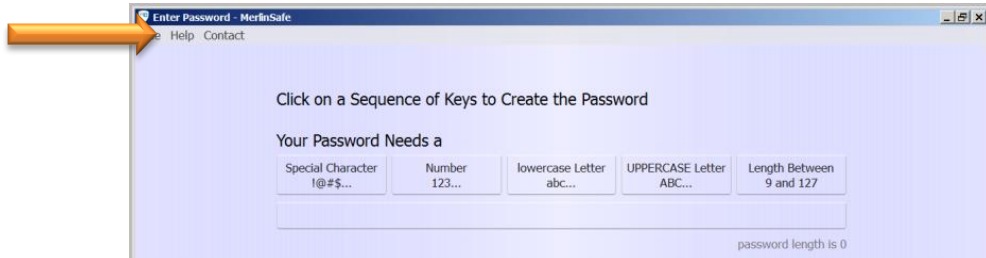
For added security, there is a **Secure Folder** on the Secure Pro ULTRA USB. In the **Enter Password** window, you can create a unique password, which is your authentication to the **Secure Folder**. After you successfully enter your password, the **Secure Folder** opens. Within the protection of the **Secure Folder**, you can encrypt, organize, and store your important ASBE-encrypted files.

3.2 Create a password

Locate the Help menu

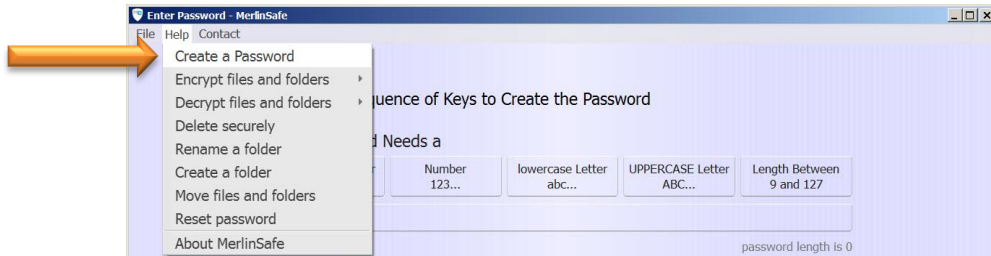The **Help** menu shows you the steps to create a password. Click the **Help** menu, and then click **Create a Password**.
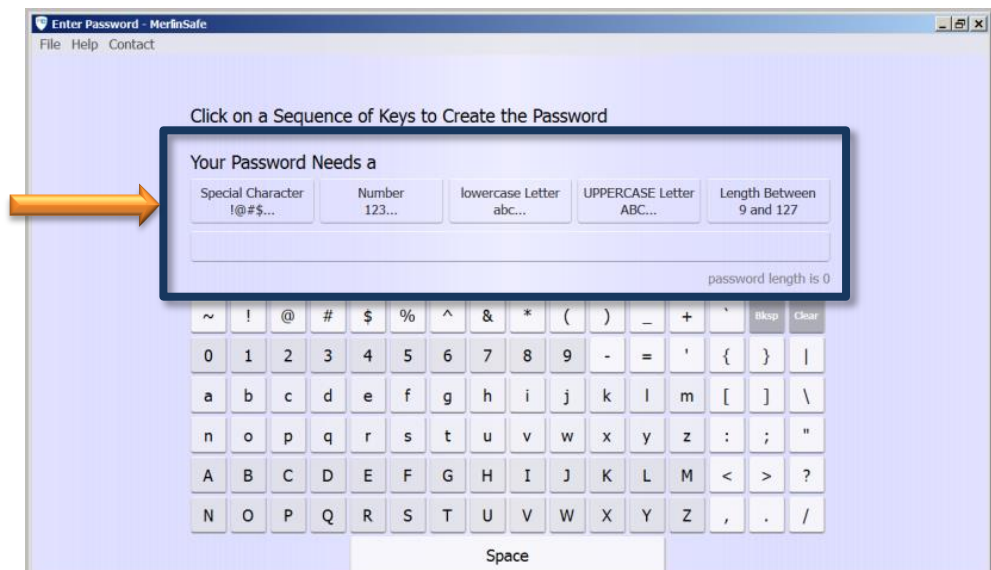
Click **Help**.

Click **Create a Password**.

Locate password rules

As you begin to create a password, the password requirements are conveniently displayed in the **Enter Password** window. This is a quick reference for you.

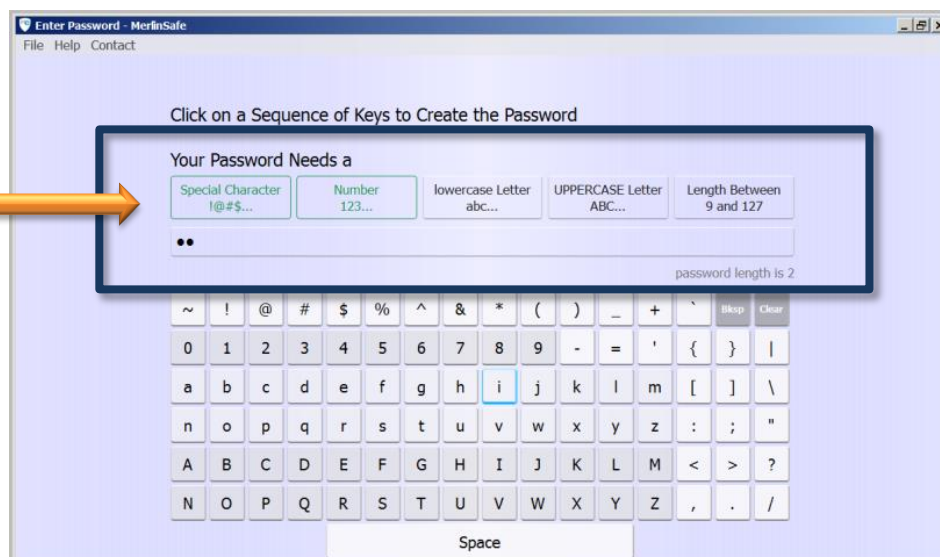Password rules display in the **Enter Password** window.

A password to the **Secure Folder** requires:

- Minimum length is 9 characters.
- Maximum length is 127 characters.
- At least one:
  - Digit: [0-9]
  - Lower case letter: [a-z]
  - Upper case letter: [A-Z]
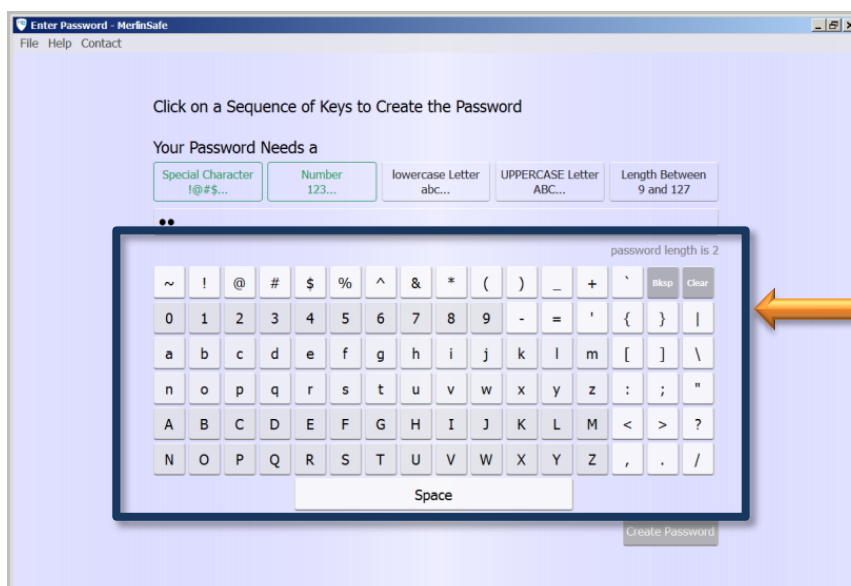 - Space or special characters: !"#$%^&'()*+,-./:;<=>?@[\]~_`{|}

Tip

"Spaces" count as characters in a password. To create one or more "space" characters in your password, use your mouse to click the **Spacebar** key.

As you click to create your new password, when "a password requirement is completed," its text color changes (from black) to green.

Use your mouse to click the individual keys on the "virtual keyboard" as you create a password. For your protection, to defeat the key logger type of malware, the "physical keyboard" on your computer is ignored. You must use the "virtual keyboard" to create your password.

In the **Create Password** window, use your mouse to click keys on the "virtual keyboard," as you create your password.

To protect you against key logger hack attacks, you CANNOT create your password by using the (physical) keyboard on your computer.
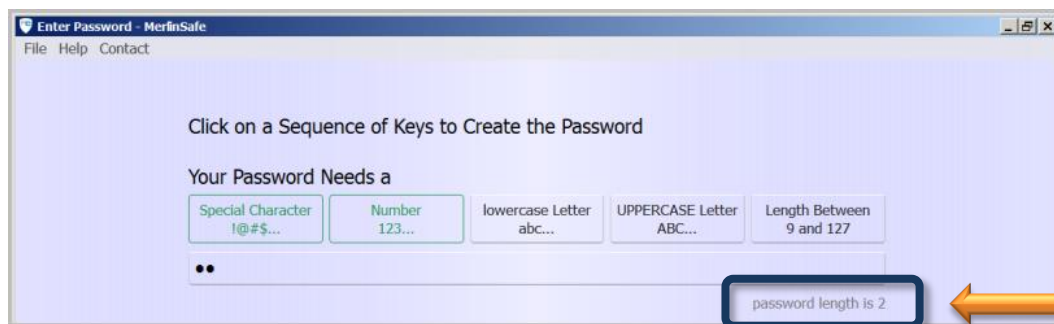
Unique virtual keyboard

For increased security, the layout of the MerlinSafe "virtual keyboard" is purposely different than the layout of a physical computer keyboard. MerlinSafe's virtual keyboard facilitates the use of stronger, more secure passwords while making them easier to remember. Simply click to create your password using a familiar "pattern" on the virtual keyboard, so you can easily remember it.

Locate the password length indicator

As you click keys on the "virtual keyboard" to create your new password, a password length indicator shows you the length of your password, as you create it.

A password length indicator displays the length of your password, as you create your password.

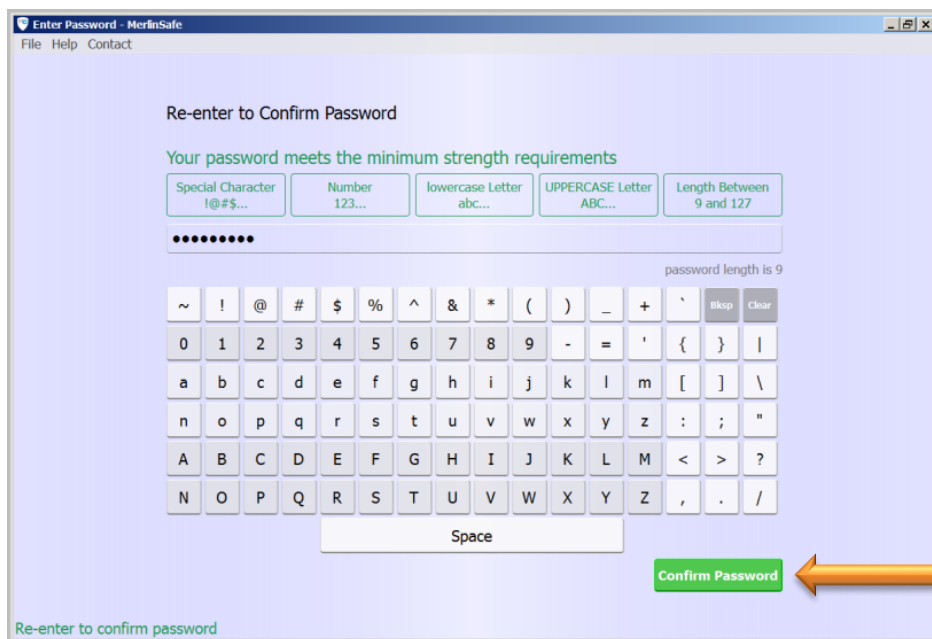## Fulfill minimum-strength requirements

1) When you finish clicking the specific keys on the "virtual keyboard" to create your password, and the minimum-strength requirements have been met, click **Create Password**.

Click **Create Password**.

2) To reenter your password, click the specific keys on the "virtual keyboard." Then, click the **Confirm Password** button, to authenticate to the **Secure Folder**.

Click **Confirm Password**.

Tip

The **Create Password** button, and the **Confirm Password** button, display as you set up a password. These buttons only show when no other password was previously established.
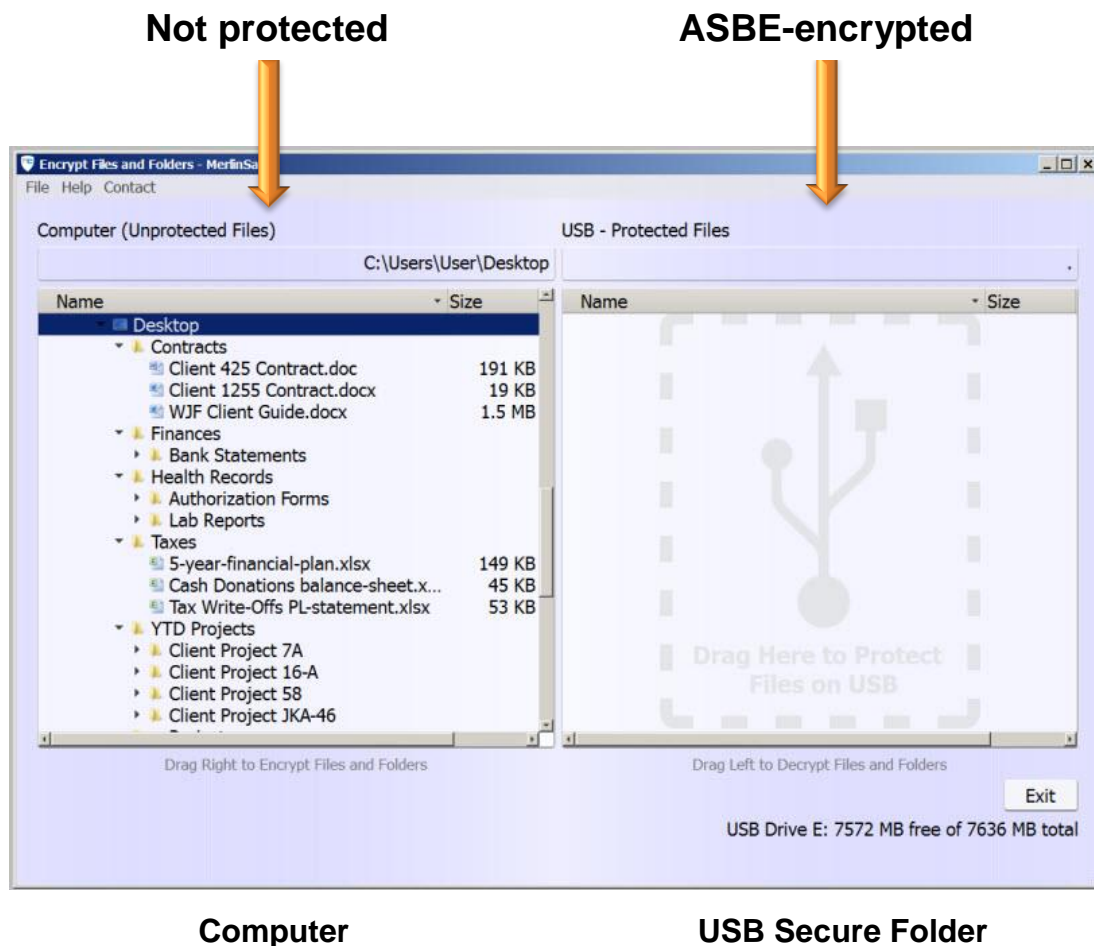
3) When you receive the message: "Important! If you forget or lose your password you will not be able to access encrypted files. Do not store passwords on your computer or within emails which may be subject to discovery or interception," click **OK**.

Click **OK**.

The MerlinSafe Encrypt Files and Folders window

In the **Encrypt Files and Folders** window, the unprotected files on your computer, display in the left panel. Your protected files, which are encrypted with ASBE on the USB, display in the **Secure Folder** in the right panel.

Not protected　　　　　**ASBE-encrypted**

Computer　　　　　　　**USB Secure Folder**

Getting started with MerlinSafe is complete:
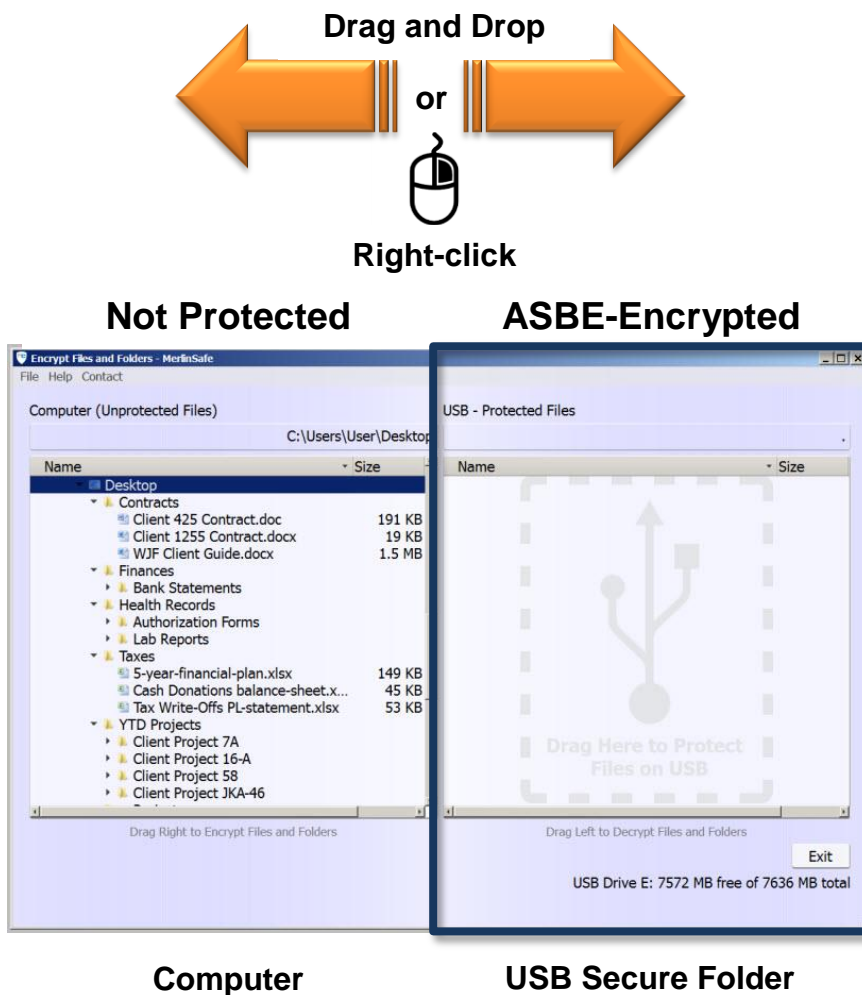
✓ Create a password.

Tip ▷　Remember your password.
(Store a copy of it in a safe place, not on your computer).

4 Secure files and folders

To manage the data between your computer and the **Secure Folder**, you can easily ASBE-encrypt and decrypt your important files and folders, with a drag and drop or a simple right-click.

ASBE-Encrypt or Decrypt Data

Drag and Drop

or

Right-click

Not Protected   **ASBE-Encrypted**

Computer   **USB Secure Folder**

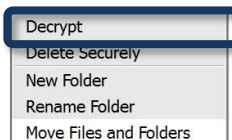**Manage Files and Folders**

The right-click menu can help you quickly manage and secure your data. Using the right-click menu, you can ASBE-encrypt, decrypt, delete, rename, and move your personal and business files and folders.

For example, this is the right-click menu to decrypt a file or folder:

| Decrypt |
| Delete Securely |
| New Folder |
| Rename Folder |
| Move Files and Folders |

4.1   ASBE-encrypt files and folders

Multiple-select files

You can ASBE-encrypt or decrypt multiple files and folders at the same time.
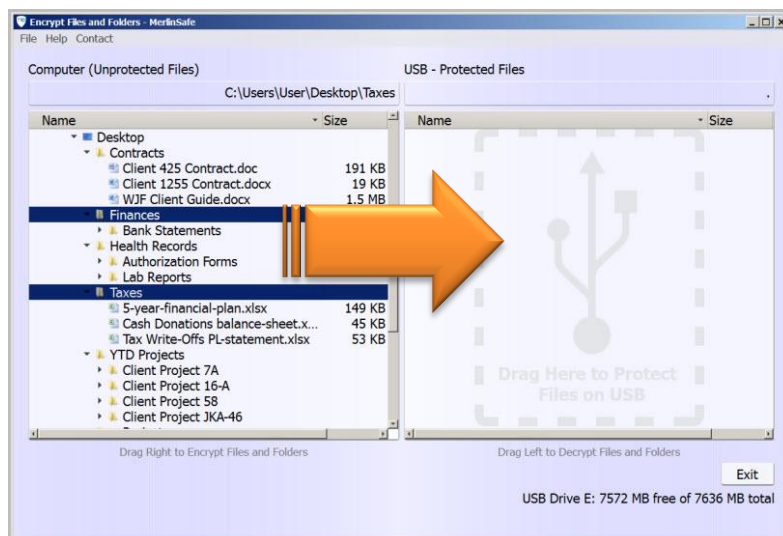To select nonadjacent folders or files, select a single folder or file, and then hold down the **Ctrl** key while clicking other files or folders that you want to select.

There are two simple ways to ASBE-encrypt files or folders from your computer, to the **Secure Folder**: (1) drag and drop, or (2) right-click. Choose whichever way you prefer.

Drag and drop encrypt

1) Drag one or more files or folders into the **Secure Folder: USB - (Protected Files)** rightmost panel.

2) Drop your files here to automatically encrypt with ASBE.

To encrypt, drag files or folders into the **Secure Folder**.

The **Secure Folder** is the rightmost panel of the **Encrypt Files and Folders** window.
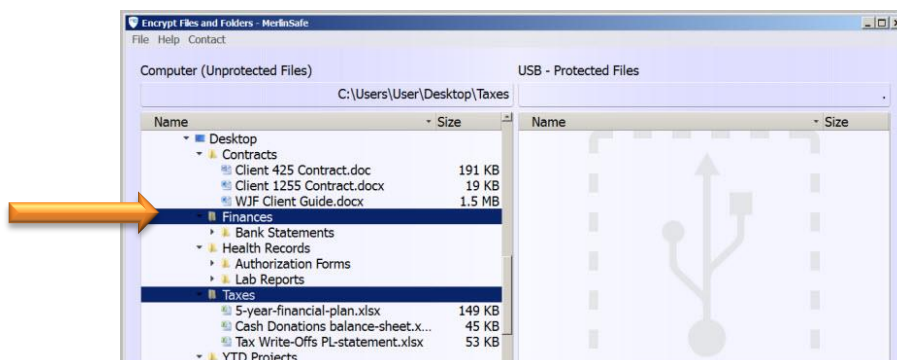
Right-click encrypt

Another way you can encrypt files and folders is with the right-click menu.

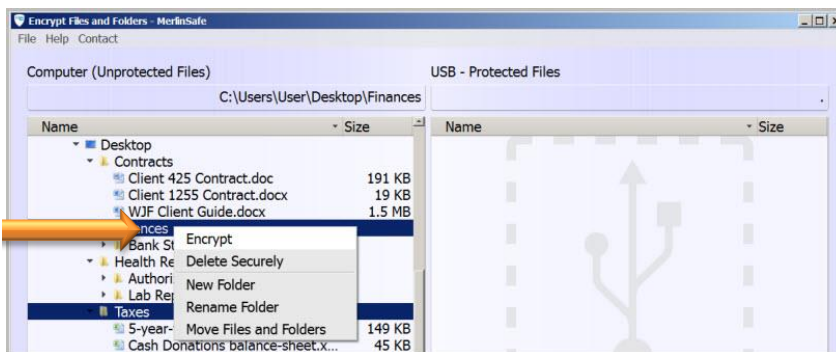1) Select the files or folders you want to encrypt.

Select the folders or files you want to encrypt.

2) Right-click the selected files or folders, and then click **Encrypt**.

After you select the files or folders, right-click, and then click **Encrypt**.

The folders and their files are automatically ASBE-encrypted, and then safely stored in the **Secure Folder**.

Locate ASBE-encrypted files

To view the contents of a folder, click the folder arrow to display the list of subfolders and files.

In the USB **Secure Folder**, an "**.ASBE**" file extension is added to encrypted files which indicates that the files have been ASBE-encrypted.

The "**.ASBE**" file extension is added to all ASBE-encrypted files.

Locate the source files

When you drag and drop or right-click to encrypt files or folders, a "copy" of each file and folder is ASBE-encrypted. These ASBE-encrypted "copies" are protected within the **Secure Folder** on the USB, in the right panel.

A "copy" of each source file or folder is ASBE-encrypted, and is stored on the USB in the **Secure Folder**.

The "source" files or folders, remain in the original location, in the unprotected left panel on the computer. As you manage the security of your confidential data, you can choose to keep the "source" files on your computer, or to delete them, after you have ASBE-encrypted the "copies" and safely stored them in the **Secure Folder**.

Each source file or folder remains in the original location

4.2   Delete files and folders securely

For optimal security, you can securely erase any ASBE-encrypted file or folder in the **Secure Folder** on the USB. You can also securely erase any unprotected file or folder on your computer in left panel. To securely erase your data, select the files or folders you want to delete, and then right-click, and select **Delete Securely** from the menu.

Delete Securely overwrites every byte five times before deleting a file so no trace lingers on the computer.

> **Tip**
>
> After you have safely ASBE-encrypted specific important files and folders into the **Secure Folder**, remove or delete the "unprotected" source files and folders from your computer. When you need a copy of the file or folder, simply decrypt it.

Delete folders

1)   Delete (or remove) all files contained in a folder, before you delete the folder. Click the folder arrow to display the contents of the folder.
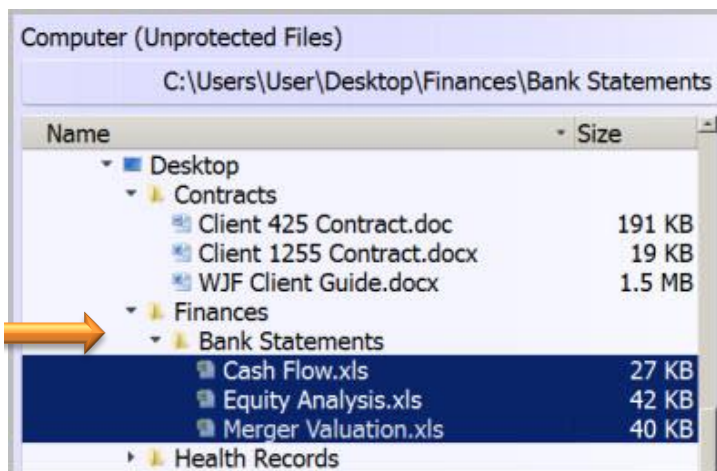
Before you delete a folder, open the folder to see if it contains any files or subfolders.

Click the folder arrow to display the contents of the folder.

2)   Select all the files contained in the folder.

In the folder you want to delete, select all the files contained in the folder.

3) Right-click the selected files, and then click **Delete Securely**.

Click **Delete Securely**.

4) When you receive the "Securely deleting a file will permanently remove the file" message, click **Yes**, if you only want to delete one file. Or, if you want to delete multiple files at the same time, click **Yes to All**.

Click **YES to All** to securely delete multiple files at the same time.

5) After the files are securely deleted, the folder is empty and ready to delete. Select the (empty) folder you want to delete.

Select the empty folder.

6) Right-click the empty folder, and then click **Delete Securely**.

Click **Delete Securely**.

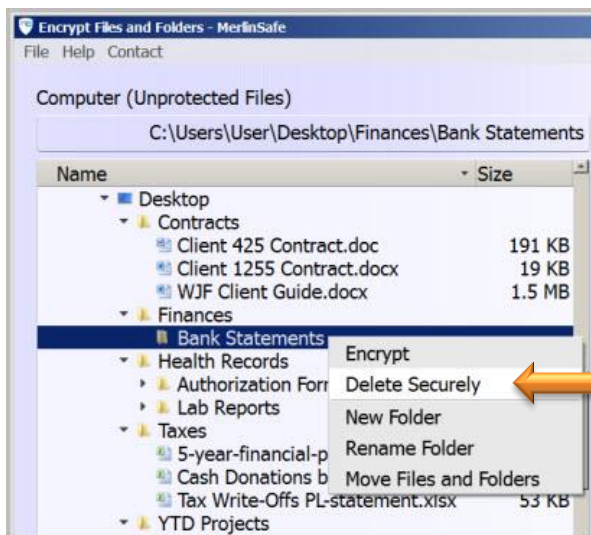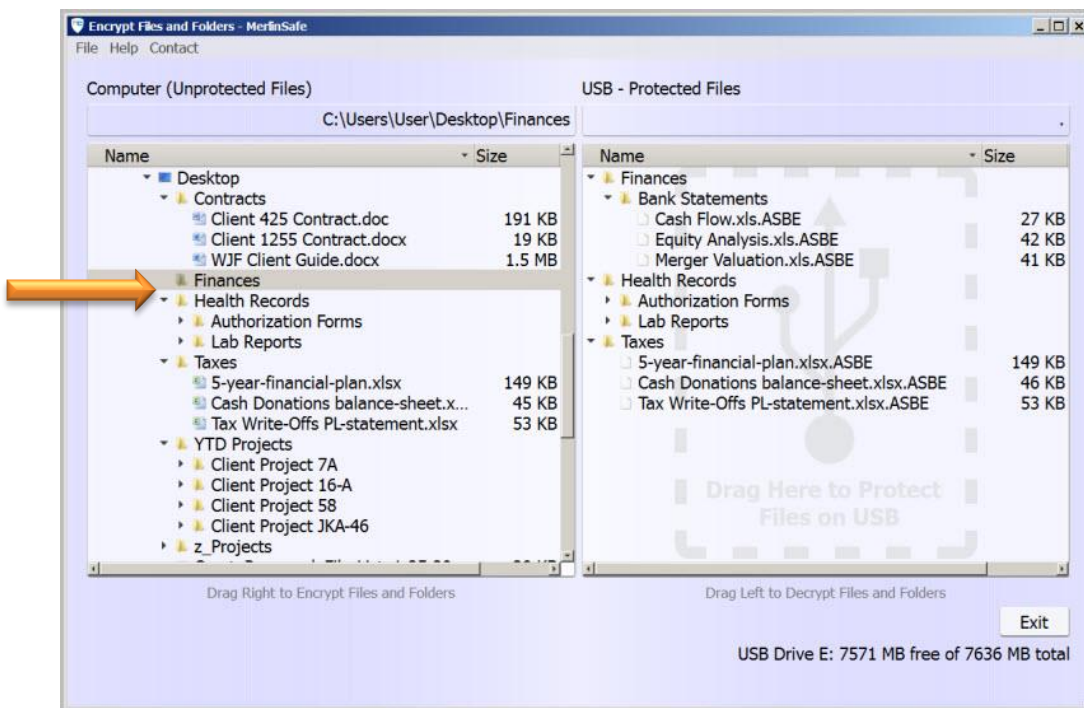The empty folder is securely deleted.

The folder is deleted, and does not display in the list of folders.

4.3   Decrypt files and folders

Decrypt files from the **Secure Folder** with drag and drop or use the right-click menu.

Choose whichever method you prefer, to decrypt files or folders from the **Secure Folder**, to your computer. To decrypt, use: (1) drag and drop, or (2) right-click.

Drag and drop decrypt

1) Before you begin to decrypt your data, first select a destination folder.

2) To decrypt folders or files, drag one or more files or folders into the **Computer (Unprotected Files)** leftmost panel.

3) Drop your files or folders into the destination folder to automatically decrypt them.

First, select a destination folder.

Select one or more files to decrypt.

Drag the selected files or folders into a destination folder in the leftmost panel.

Right-click decrypt

You can decrypt one or more files and folders with the right-click menu.

1) Select a folder as the destination for your decrypted files and folders

In the leftmost panel, select a destination folder on your computer.

In the **Secure Folder** on the USB, select one or more files or folders to decrypt.

2) Right-click the selected files and folders, and then click **Decrypt**.

Right-click, and then click **Decrypt**.

The selected folder and files are decrypted, and are located in the destination folder on the computer. These decrypted files and folders reside with the other unprotected data on the computer, in the leftmost panel of the **Encrypt Files and Folders** window.

The folder, and the files it contains, are decrypted, and are in their new location in the destination folder.

You can view the path of the "last selected folder" displayed in the upper area of the leftmost panel. The leftmost panel shows the unprotected files on the computer.

View the path of the "last selected folder" displayed in the upper area of the computer panel on the leftmost side of the **Encrypt Files and Folders** window.

The size of the free space available on the VERBATIM USB, along with the total storage capacity of the USB, is displayed in the lower area, under the rightmost panel in the **Encrypt Files and Folders** window.

The size of the free space available on the VERBATIM USB, and the total storage capacity of the USB, is displayed in the lower right corner of the **Encrypt Files and Folders** window.

4.4 Rename a folder

In the **Encrypt Files and Folders** window, using the right-click menu, you can rename a folder in either the leftmost computer panel, or the rightmost USB panel.

1) Select the folder that you want to rename.

Select the folder that you want to rename.

2) Right-click the selected folder, and then click **Rename Folder**.

Right-click the selected folder, and then click **Rename Folder**.

3) Type the new name for the folder, and then click **OK**.

Type the new name for the folder, and then click **OK**.

The renamed folder displays in the list.

4.5 Create a folder

To help you organize your files and folders in the **Encrypt Files and Folders** window, with the right-click menu, you can create a folder on the computer or the USB.

1) Before you begin to create a folder, first select a destination folder.

Select a destination folder.

2) Right-click the destination folder, and then click **New Folder**.

Right-click, and then click **New Folder**.

3) Type the name for the new folder, and then click **OK**.

Type the name for the new folder, and then click **OK**.

The new folder is located in the destination folder.

4.6   Move files and folders

You can move files and folders using the right-click menu, in either the **Secure Folder** on the USB, or in the leftmost panel on the computer.

1) Select one or more files or folders you want to move to a different location. (*For example, move the **Taxes** folder into the **Finances** folder.)*

Select one or more folders or files for the move.

2) Right-click the folder you want to move, and then click **Move Files and Folders**.

Right-click the folder, and then click **Move Files and Folders**.

3) In the **Choose destination folder** window, select a "destination folder," and then click the **Select Folder** button.

In the **Choose destination folder** window, select the destination folder.

Click **Select Folder**.

The folder, and the files it contains, is relocated to the destination folder.

The folder is relocated to the destination folder.

Secure Folder timeout

Ten minute timeout

For your protection, once you have authenticated to the **Secure Folder** with your password, MerlinSafe automatically closes the **Encrypt Files and Folders** window, after ten minutes of inactivity in the **Secure Folder**. The **Enter Password** window displays to prevent unauthorized access to your ASBE-encrypted data.

Exit MerlinSafe

When you exit the **Secure Folder**, you are leaving your files and programs safely ASBE encrypted. Click the **Exit** button to close the **Secure Folder**, and then exit **MerlinSafe**.

Click **Exit** to close the **Secure Folder**, and then exit MerlinSafe.

4.7 Enter an existing password to the Secure Folder

Once you have established your password, the next time you open MerlinSafe, a **Secure Sign In** button displays in the **Encrypt Files and Folders** window.

After a password is established, for your protection, the password rules do not display in the **Enter Password** window.

Once a password exists, the **Secure Sign In** button displays.

1) Click the keys on the "virtual keyboard" to enter the password that you previously established.

Click the characters on the "virtual keyboard" to enter your password.

Click **Secure Sign In**.

2) To authenticate to the **Secure Folder**, click **Secure Sign In**.

4.8   Reset the password

Locate help to reset a password

The **Help** menu shows you the steps to reset your password. Click the **Help** menu, and then select **Reset Password**.

Click **Help**.

To view the steps in **Help**, click **Reset Password**.

CAUTION! Resetting the password deletes the existing password, and all the files and folders are deleted from the **Secure Folder**.

To reset your password:

1) Before you reset the password, remove all important files from the **Secure Folder**. (Quickly decrypting the files is a simple solution.)

2) In the **Enter Password** window, click the **File** menu, and then click **Reset Password**.

Click **File**.

Click **Reset Password**.

1. When you receive the "Changing the Password for the Secure Folder will DELETE ALL FILES in the Secure Folder" message, click **Yes**.

Click **Yes**.

To create a password:

Follow the password rules displayed in the **Enter Password** window.

1) Click the keys on the "virtual keyboard" to create a password.

2) Click **Create Password**.

Reenter your password to confirm and authenticate to the **Secure Folder**.

3) Reenter your password.

4) Click **Confirm Password**.

5 Safely Remove Hardware

Before you unplug your Secure Pro ULTRA USB from the USB port of your computer, you have to safely remove the device. Otherwise, you risk corrupting the data on your USB Drive. A quick way to safely remove the USB is to use the **Safely Remove Hardware and Eject Media** button on the Taskbar.

To safely remove the USB, on the Taskbar, click the **Safely Remove Hardware and Eject Media** button.

Click the **Safely Remove Hardware and Eject Media** button.

Secure Pro ULTRA USB with MerlinSafe®

Frequently Asked Questions

Q1: If I forget my password, how do I resolve this?

> **A1-1**: If there are no ASBE-encrypted files currently stored in the **Secure Folder** on the VERBATIM flash drive, first, plug in the Secure Pro ULTRA USB into a USB port on the host computer. Next, follow the steps listed below, to reset the password, and then create a password to the **Secure Folder**.
>
> - Double-click the **MerlinSafe.exe** file in the root directory.
>
> - In the **File** menu, click **Reset Password**.
>   (This deletes the password. If you had files stored in the **Secure Folder**, this reset also would delete those stored files.)
>
> - Click keys on the "virtual keyboard" to create a password.
>
> - Click **Create Password**.
>
> - Reenter the password, and then click **Confirm Password** to authenticate to the **Secure Folder**.
>
> - In the **Encrypt Files and Folders** window, you can encrypt your important files and safely store them in the **Secure Folder**.
>
> **A1-2**: If ASBE-encrypted files are currently stored in the **Secure Folder** on the VERBATIM flash drive, and the user forgets his or her password, the user will not be able to decrypt those files.
>
> - The password to the **Secure Folder** needs a "reset." To protect your data, a reset deletes all the ASBE-encrypted files and folders stored in the **Secure Folder**. Follow the steps in **A1-1** to reset the password, and then create a password.

Q2: What happens if a hacker tries a "Brute Force" attack on the **Secure Folder**?

> **A2**: After ten "failed" password-entry attempts, MerlinSafe deletes all files in the **Secure Folder** to prevent an unauthorized access of data.
>
> - The password is deleted.
>
> - All files previously stored in the **Secure Folder** are permanently deleted.
>
> - Follow the steps in A1-1 to create a new password to the **Secure Folder**.

Q3: If I am using MerlinSafe on the VERBATIM USB, and a **Name Error** message displays, how do I proceed?

> **A3**: A name conflict can occur. Some characters allowed in file and folder names on the Mac, are not allowed in file and folder names in Windows. The error message displays the first *invalid* character.
>
> A file or folder name in Windows cannot contain any of the following characters:
>
> **\ / : * ? " < > |**
>
> 1) Delete the invalid character in the file or folder name.
>
> 2) Or, change the invalid character to a valid character, in the file or folder name.

Q4: If I see a **Destination Path Is Too Long** message while I am using MerlinSafe on the VERBATIM USB, why does this happen?

> **A4**: If a file name, and its full path, are over 256 characters long, the resulting ASBE-encrypted file will exceed the Windows file name length limit.
>
> The solution is: change the file name, or path, to a total length that is shorter than 256 characters.

Q5: How do I proceed if I see an **Encrypt Failed** warning while I am trying to encrypt a file or folder to the **Secure Folder** in MerlinSafe?

> **A5**: A few specific system files may trigger the **Encrypt Failed** warning, if the file is already in use by your computer, and is not currently available to MerlinSafe.
>
> Close the file that was open in another program, and then ASBE-encrypt the file or folder.

Q6: If I get an **Encrypt Failed** or **Decrypt Failed** error message, what does this mean?

> **A6-1:** Windows does not allow a user to "overwrite" files that are:
>
> - in "protected" directories (folders), such as the root directory of the C drive (C:\) and other directories, or
> - designated by the operating system as "privileged" files, or
> - already in use by another program.

Encrypt files *from* "protected" folders:

- Within the "protected" folder on the computer, select the files you want to encrypt.

- To encrypt, drag the selected files, from the left panel on your computer, to the **Secure Folder** on the USB.

ASBE-encrypted files, cannot be decrypted *to* a "protected" folder.

- First, select an existing non-protected folder as the destination folder on your computer, or create a new folder.

- To decrypt, drag selected files from the **Secure Folder**, to a non-protected destination folder on your computer.

A6-2 In the left panel of the **Encrypt Files and Folders** window, a read-only property may be set for the *original* source file on your computer. This source file will have the original name of the file.

- First, turn off the read-only property for the source file.
  - o Locate the source file on your computer. Right-click the source file, and click **Properties**.
  - o On the **General** tab, select the **Read-only** check box for the **Attributes** option, and then click **OK**.
- You can replace the source file, with the decrypted (copy of the source) file *from* the **Secure Folder**.
  - o Within the **Secure Folder**, select the (copy of the source) file you want to decrypt.
  - o Drag the selected file from the **Secure Folder**, to the computer, where the source file is located.

A6-3: If the file is a "system" file, you need to obtain administrator rights to the file, before you can decrypt (overwrite) the file.

Note: Make sure you validate that there are no adverse consequences, if you overwrite this specific system file.

Q7: I save my encrypted files to a different location before I reset my password. I reset my password. Then, I create a password exactly the same as the previous one. However, I am not able to decrypt those saved files. Why does this happen?

A7-1: For your protection, the ASBE encryption process is designed to ensure that the encryption key is different every time you establish a new password, even if the new password is the same as the previous one.

A7-2: Before you reset your password, simply decrypt your important files to a temporary location, while you create a new password. Then, encrypt the files with the new password into the ASBE-protected **Secure Folder**.

Q8: When I attempt to delete a folder, and I right-click: **Delete Securely**, I get an alert that tells me that the folder is not empty. But when I open the folder and look at its contents, it appears empty - am I doing anything wrong?

A8: A folder can appear empty, and yet there can be *hidden* folders or files that do not display.

Hidden files are generated two different ways.
1) In both Windows and Mac computers, a *program* can create hidden files that are unknown to the user.
2) On a Mac, the Mac operating system creates hidden files known as "metafiles."

Knowledgeable IT support staff and system administrators can advise you if it is safe to delete a specific hidden file.

The Windows and Macintosh operating systems each have a different way to *hide* a file, folder, or drive.

Windows

In Windows, you can either view or hide a file, folder, or drive. After you insert the USB, a Windows Explorer window automatically displays the drive letter assigned to the USB, for example: Computer / VERBATIM (E:).

If you cannot view a file, folder, or drive in Windows:
1) After you insert the VERBATIM USB, the Windows Explorer window opens, and then displays the drive letter assigned to the USB.
2) On the **Tools** menu, click **Folder Options…**,
3) Click the **View** tab.
4) Click the option: **Show hidden files, folders, or drives**.

Any formerly hidden files, folders, or drive letters, will now display.

Macintosh
In the Mac operating system (OS), a file or folder is *hidden* if its name begins with a period (character), for example: **.init_rc**.

To find a file or folder that is *hidden* on a Mac computer, you have to:

- go "below" the (easy-to-use) *graphical* user interface, and then
- access the Mac OS engine underneath, which is the (not as user-friendly) *command line* interface of Unix.

All commands typed into the *command line* interface of Unix, are *case sensitive*, and must be entered exactly, including any "spaces" that are a part of the command.

To access Unix and the interior of the Mac operating system, you have to access a program called **Terminal**. When you open a **Terminal** window, a Unix program automatically runs that is named: *bash*. This program, *bash*, is what is called a "shell" and it performs tasks like the Mac Finder. The *bash* program lets you navigate through your hard drive, and see what is inside the folders and documents.

If you cannot view a file, folder, or drive in the Mac operating system:

1) Click **Launchpad** on the **Dock** taskbar.

2) Click **Other**.

3) Click the **Terminal** app, to view the **Terminal** window entitled *bash*.

Type a command in the *bash* window, to navigate to the **Secure Folder** on the VERBATIM USB. The command is *case sensitive* and includes a "space" after: **cd**.

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4. In the *bash* window, type:

   cd /Volumes/VERBATIM/System_DoNotEnter/SecureFolder1

   Then, press Return.

The next step in the *bash* window, is to navigate to the sub-folder you were working in, when you received the error message.

First, type: **cd** (and then press the Spacebar). When you type the name of the sub-folder, accurately follow the capitalization of your sub-folder name, exactly as you have already named it.

For example: **cd Finances**.

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5. Type: cd *(the name of your sub-folder),* and then press Return.

   In this example, **Finances** is the sub-folder, and the sub-folder name is typed and capitalized exactly as the original sub-folder name.

   The command: **ls –a**, generates a list of all the files and folders, including *hidden* files, folders, and shortcut links. This command begins with a lower case L: **ls –a**. Remember to type the "space" in the middle of this command.

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6. Type: **ls –a**

   Then, press Return.

   Any previously *hidden* files or folders, will now display, for example: **.init_rc**.

   This (previously) hidden file, **.init_rc**, has a file name that begins with a period.

   The command: **ls –a***,* generates and displays a list of files and folders (including any *hidden* files and folders).

   .. (Two dots) indicate a parent folder.

   . (One dot) indicates the current folder.

   Even if the folder is completely empty, a set (one and two dots) always displays.

Macintosh and Windows
If you use the Secure Pro ULTRA USB on both a Mac and a Windows computer, there may be Mac "metafiles" *hidden* in a folder.

- A Mac computer generates metafiles. A metafile contains information about a file or folder for internal use by the Mac operating system. The metafile name begins with a *period*, *underscore*, for example: **._**(followed by the associated name of the file or folder). Since a metafile name begins with a period, metafiles are *hidden*.

- In Windows, if you attempt to delete a file or folder in MerlinSafe, *that was originally created on a Mac*, the associated metafile may still be present but not visible, because a metafile is *hidden* and does not display.

- It is safe to delete a metafile, because Windows does not use them, and the Mac automatically recreates them, if needed.

Q9: If I copy all the files and folders, and the MerlinSafe program, from the Secure Pro ULTRA USB, to a different computer hard drive, external hard drive, or another USB, for a backup, the MerlinSafe program does not run. Why does this happen?

> **A9:** For your protection, your version of the MerlinSafe program only runs on the specific VERBATIM USB you have purchased.