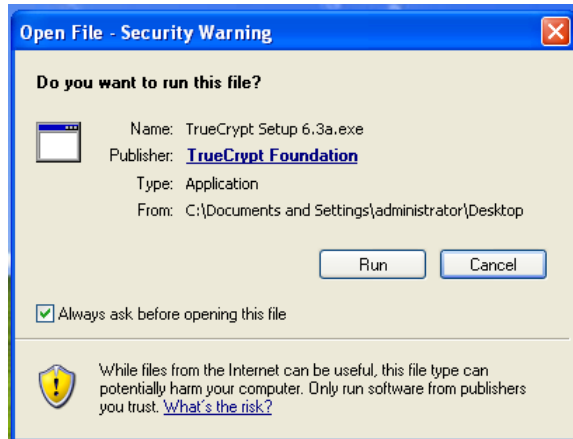
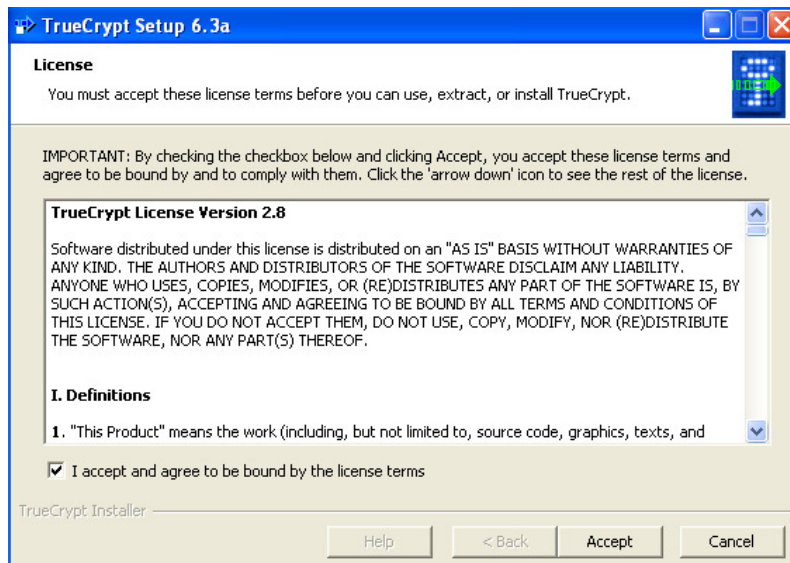


How to Encrypt a laptop using Truecrypt

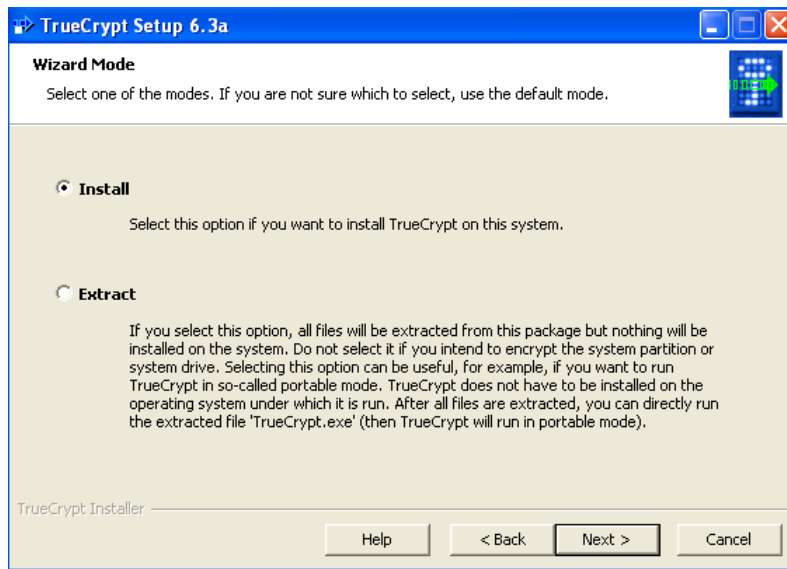
1. Download the Truecrypt installer from www.truecrypt.org . These instructions refer to version 6.3a.
2. Have a writable CD and marker pen ready to create a TrueCrypt rescue disk.
3. Make a backup of the laptop files before starting (just in case!)
4. You will need to use an ISO recorder program to write an ISO image to a CD – if you don't have such a program installed already Truecrypt will enable you to go online and download one during the process as long as you have a live internet connection.
5. The encryption process itself will probably take more than an hour, but can be interrupted and resumed if necessary (see later instructions)
6. Log in to the laptop as administrator and install TrueCrypt using the downloaded setup file.



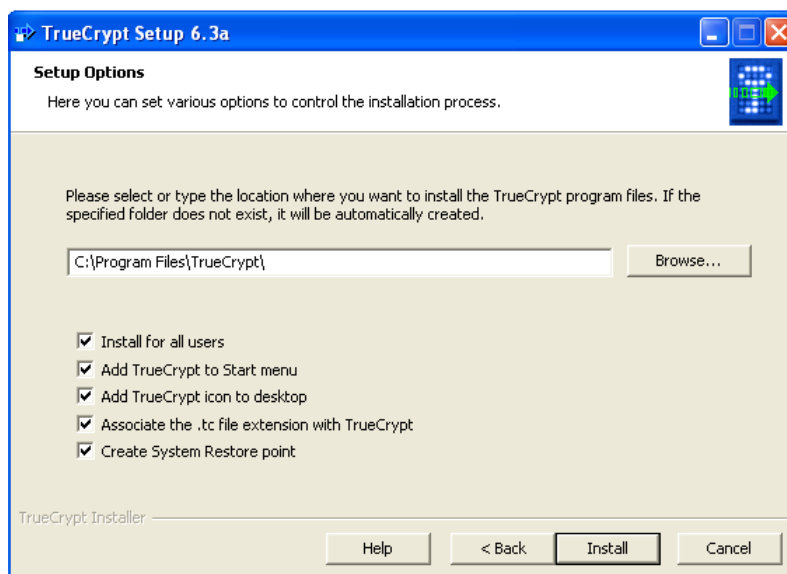
7. Click **Run**



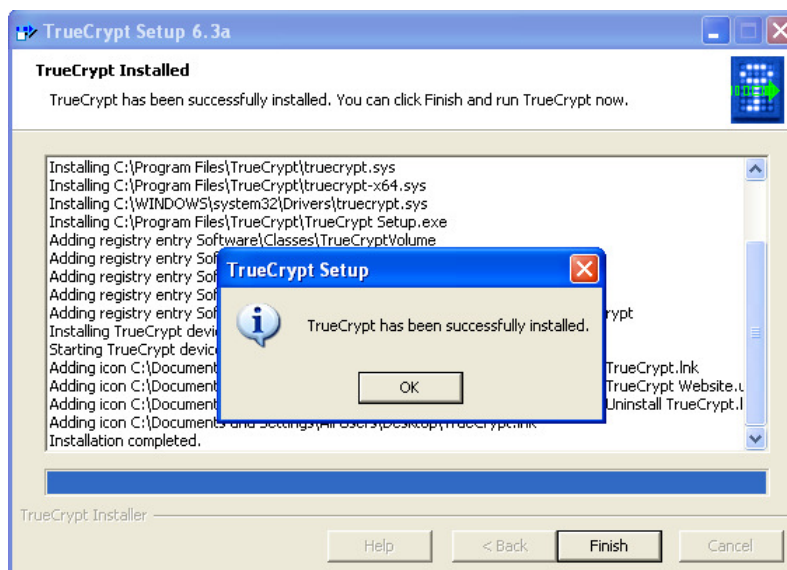
8. **Accept** the licence agreement



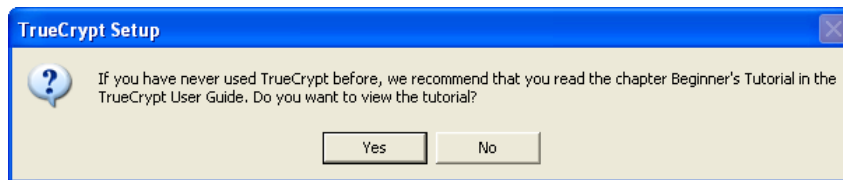
9. Accept the option to install and click **Next** to install TrueCrypt



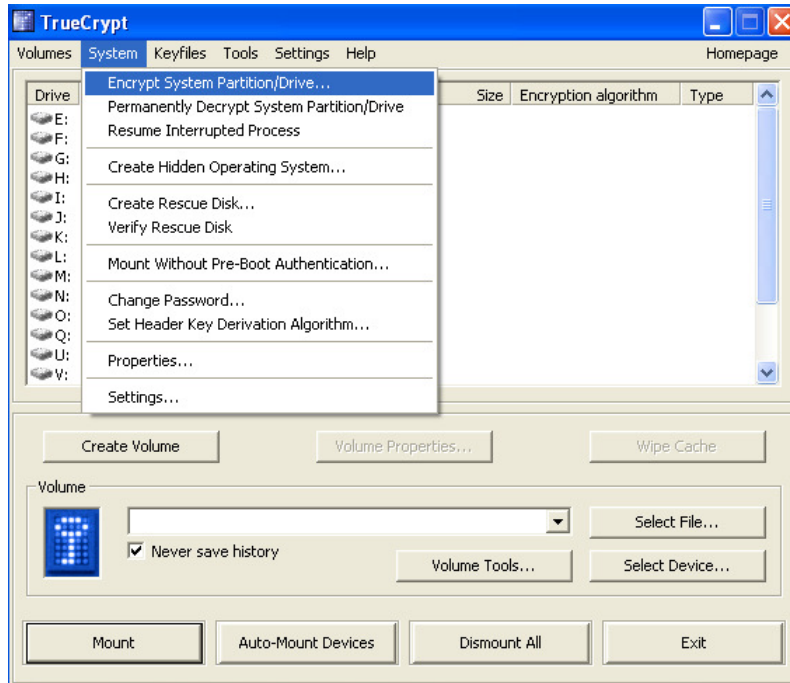
10. Accept the default setup options and click **Install**



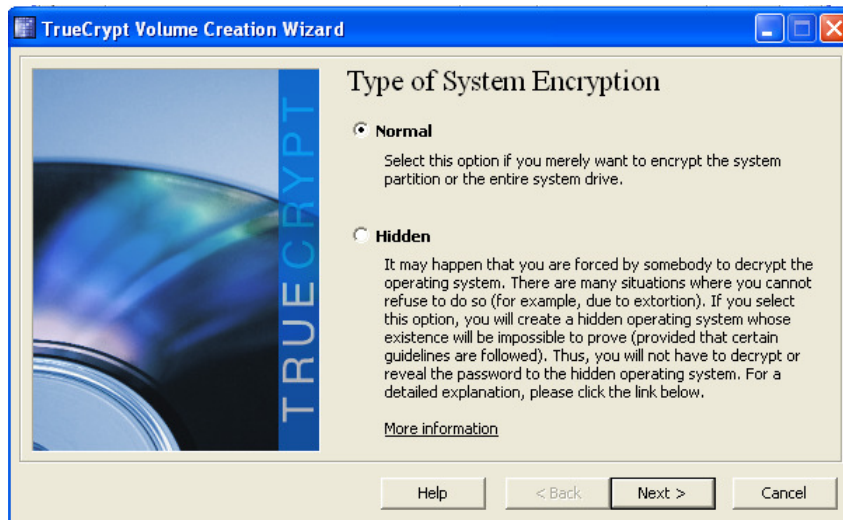
11. TrueCrypt will be installed. Click **OK**



12. You will be prompted to read the tutorial guide – do so if you wish to or click **No**, then click **Finish**.
13. Find the Truecrypt icon on the desktop and click on it to start TrueCrypt



14. Select the **System** tab and select **Encrypt system partition/drive**



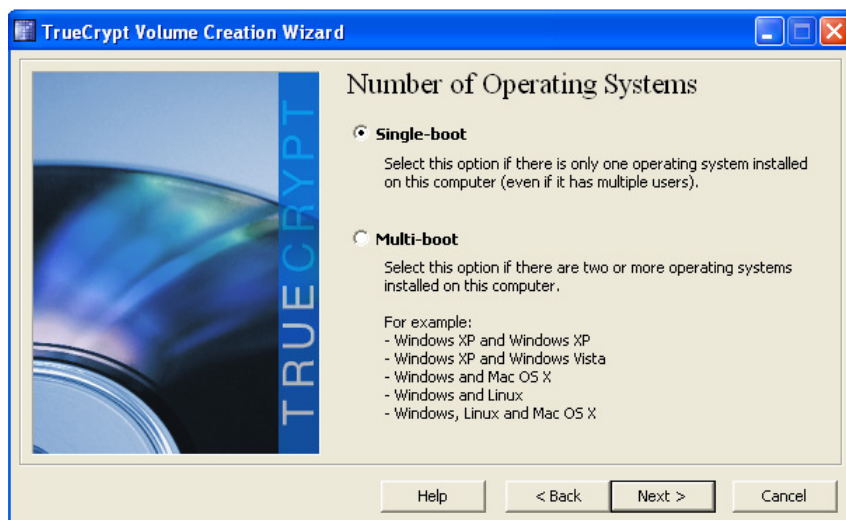
15. Select **Normal** and **Next**



16. Select **Encrypt the Whole Drive** and **Next**



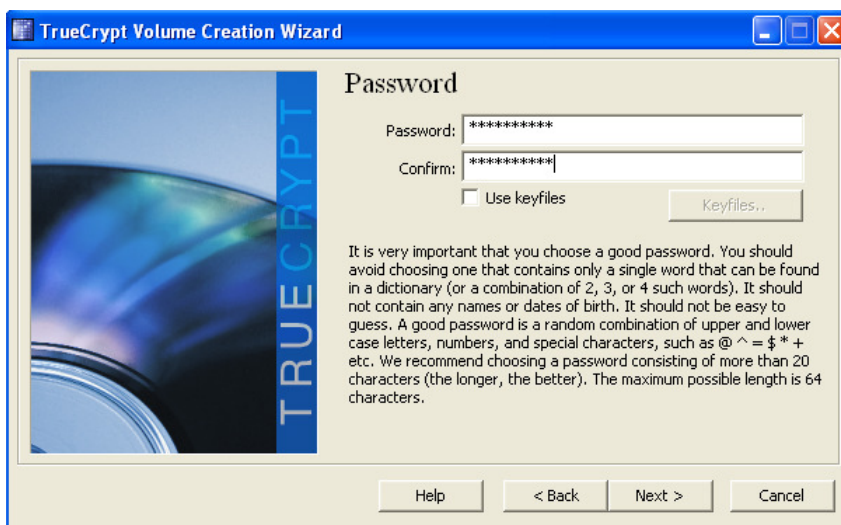
17. Select **NO** to **Encryption of Host Protected Area** and click **Next**



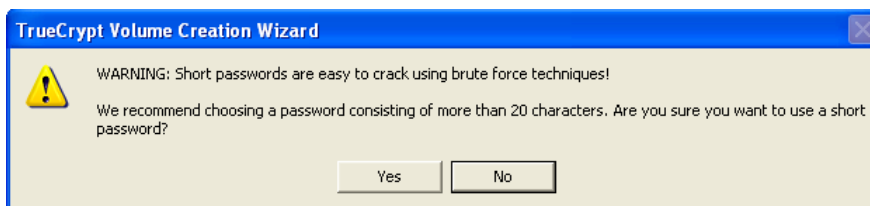
18. Select **Single Boot** and click **Next**



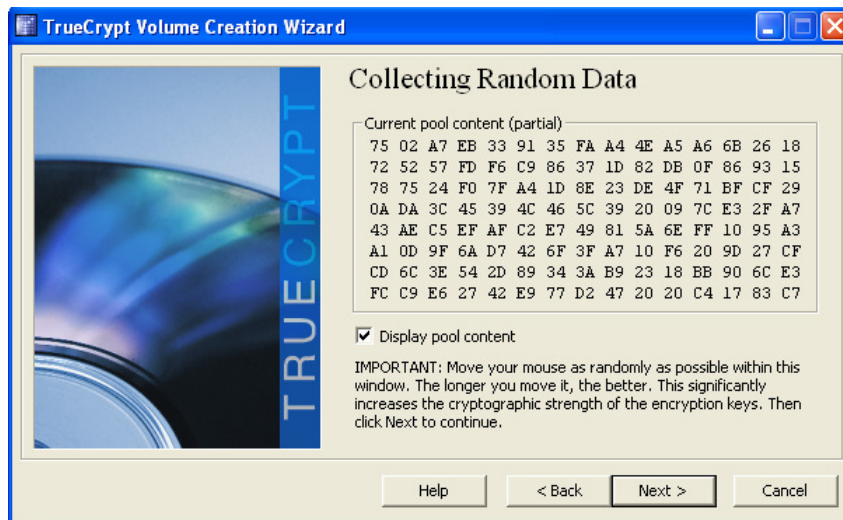
19. Click **Next** to accept the default encryption options



20. Enter a strong password and repeat it in the confirmation box. Leave the Use Keyfiles box blank.



21. If your password is less than 20 characters you will receive a warning message. Click **Yes** to continue



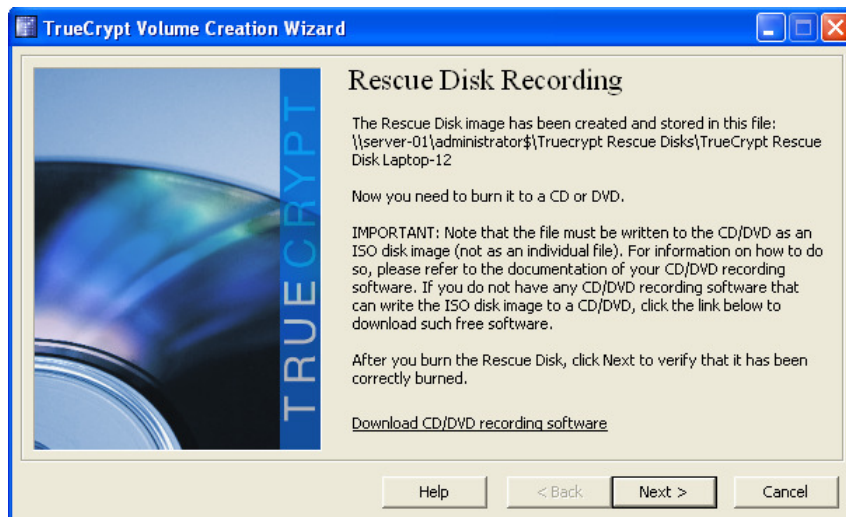
22. Follow the instructions to generate encryption keys by moving your mouse randomly , then click **Next**



23. The screen shows the keys generated, click **Next**.



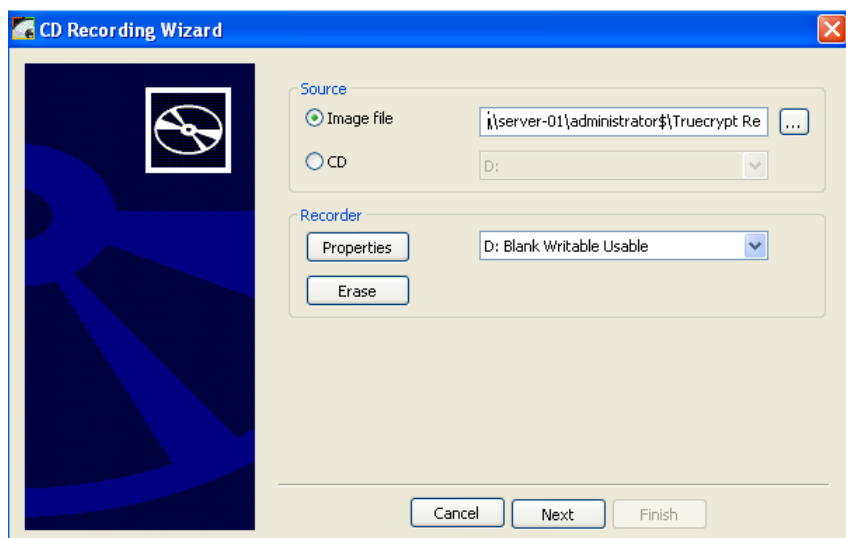
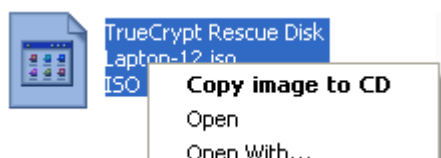
24. TrueCrypt will create an ISO image (CD image) of a TrueCrypt rescue disk for this system, for use in case of problems. It will create this in My Documents by default – you have the option to change this location. It is a good idea to make sure the file name includes the system name of the laptop unit so that you can identify which system it will rescue, and that the file name has the extension .ISO . Click **Next**.



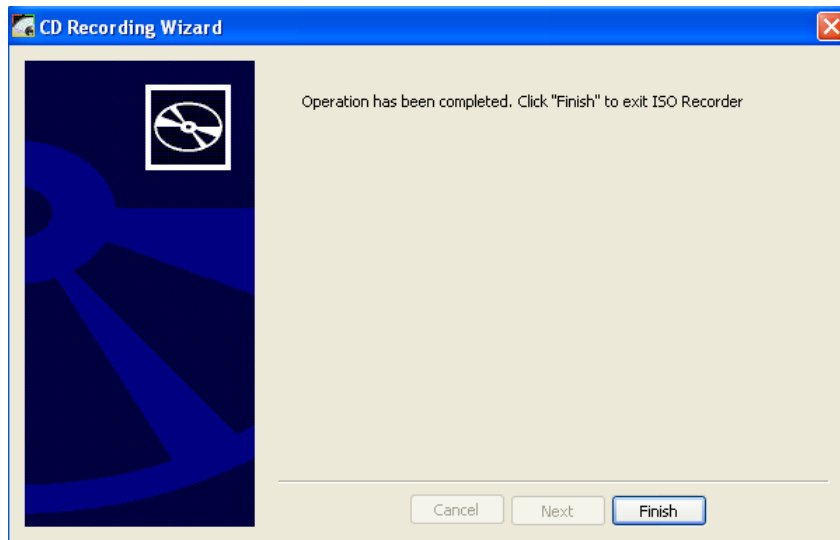
25. You will be prompted to download software to write the ISO image to the CD in the correct format. It may be that you already have software installed on the laptop that can write the ISO image to a CD, but if you are not sure then use the link provided which will take you to a page where you can download one of the software packages recommended. (I used ISO recorder)



26. Install the ISO recorder software, browse to your previously saved ISO image and right-click it to burn it to a writable CD, as below:



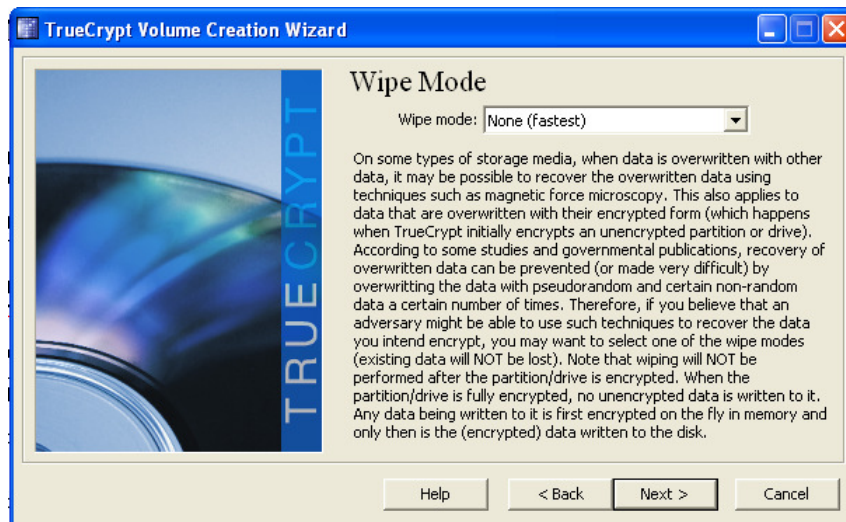
27. Click **Next** to burn the CD, and **Finish** when complete.



28. Return to Truecrypt and click Next to verify the CD



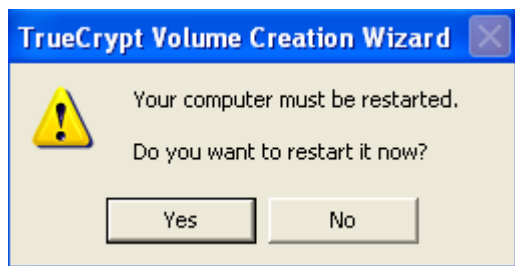
29. Remove the CD, label it eg "TrueCrypt Rescue Disk – laptop xx" and Click **Next** to continue



30. Click **Next** to accept the default Wipe Mode and continue



31. On the System Encryption Pretest screen – click **Test**. You will be prompted to print instructions in case the test fails.



32. Click on **Yes** to restart your computer and pre-test the encryption setup. You will be asked to enter the Encryption Password you created before the system re-boots. Log in as administrator again and TrueCrypt will automatically start.

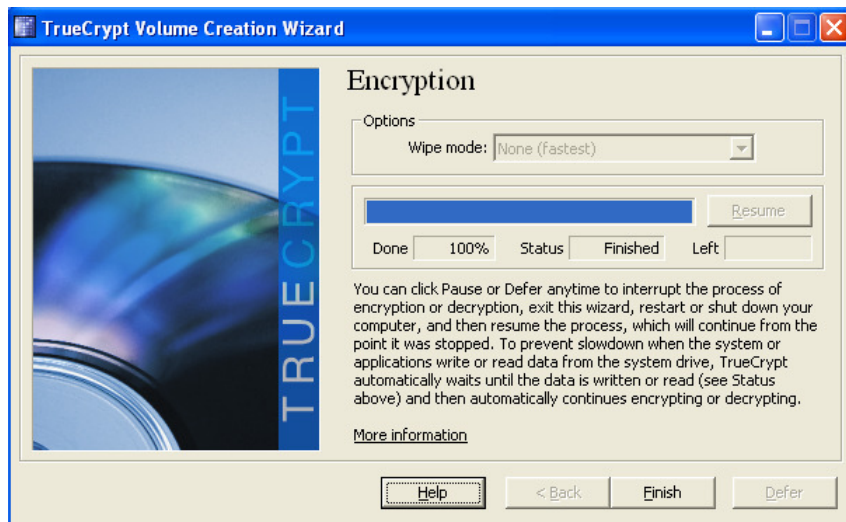


33. Click on **Encrypt** to start encrypting the whole disk. This may take several hours depending on the age of the laptop, size of the disk and the amount of data stored on it – TrueCrypt will display an estimated time for encryption and show the progress of the operation. You can pause the process, close down and restart the PC and continue later if necessary.



When the encryption is complete, you will be prompted to print a help file that explains how to use the rescue disk if required after encryption has taken place. Print this off and keep safe for emergencies.





Click **Finish**.

Whenever the system is rebooted the encryption key chosen must be entered by the user before the system will boot into Windows. The TrueCrypt Rescue Disk and the printed instructions should be stored safely away from the laptop in case you need them in the future to solve problems.

Diane Cox - May 2010