

# 3LuSecureOffice

- 3LuSecureOffice is a file manage platform
- You can create and edit MS office files inside the platform
- You can drag drop any existed files into the platform
- Each file in the platform will be encrypted
- You can create directory tree to store classified files

**System requirement:**

Ms Windows operate system

Ms Office software installed

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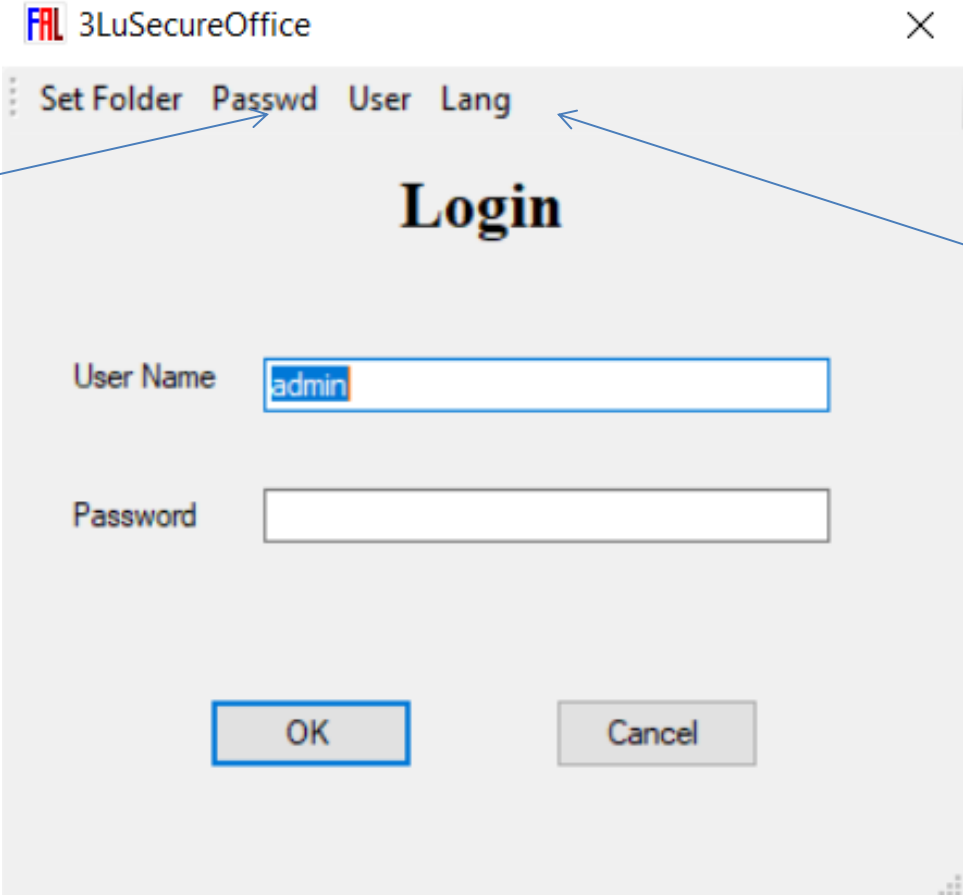
# Start up

After installation of 3LuSecureOffice there is a shortcut on desktop as below. Double click it to run the program.



# Login

during first log in, the default password will be empty. You can modify it.



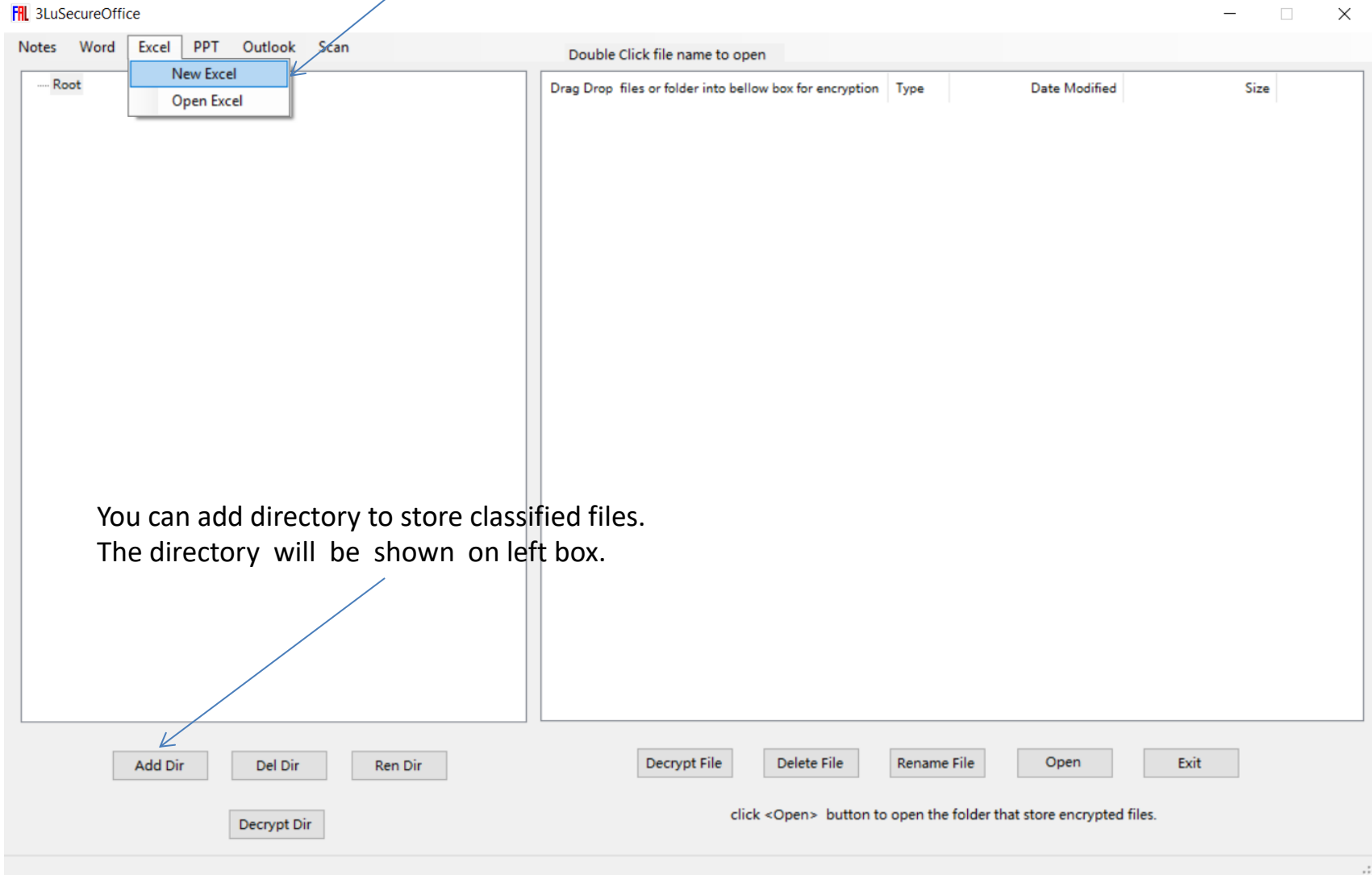
The screenshot shows a Windows-style dialog box titled "3LuSecureOffice" with a close button (X) in the top right corner. The dialog has a menu bar with four items: "Set Folder", "Passwd", "User", and "Lang". Below the menu bar, the word "Login" is displayed in a large, bold, serif font. There are two input fields: "User Name" containing the text "admin" and "Password" which is empty. At the bottom, there are two buttons: "OK" and "Cancel".

Annotations with blue arrows point to the "Passwd" and "Lang" menu items:

- An arrow from the text "Change password" points to the "Passwd" menu item.
- An arrow from the text "Change language" points to the "Lang" menu item.

# Main Interface

You can create MS office files. The file name will be shown on right box.



# Open and edit file

Directory tree

File name list

The screenshot shows the 3Lu Cloud Data Guard application window. The interface is divided into two main sections: a directory tree on the left and a file list on the right. The directory tree shows a hierarchy starting from 'Root' with folders like 'Doc', 'Password', 'Tax', 'Finance', and 'Investment'. The 'Doc' folder is selected. The file list on the right shows a table of files with columns for 'Drag Drop files or folder into bellow box f...', 'Type', 'Date Modified', and 'Size'. The files listed are 'pass1234.docx', 'Report.pptx', 'retire benefit.xlsx', and 'Two little stars.mp3'. A blue arrow points from the text 'Double click file name to open it for edit' to the 'retire benefit.xlsx' file. At the bottom of the window, there are buttons for 'Add Dir', 'Del Dir', 'Ren Dir', 'Decrypt File', 'Delete File', 'Rename File', 'Open Folder', and 'Exit'. A 'Decrypt Dir' button is also present. A note at the bottom states: 'After decryption click <Open Folder> button to open the folder that store encrypted files.'

3Lu Cloud Data Guard

Notes Word Excel PPT Outlook Scan

Root

- Doc
- Password
  - Email
  - Visa
  - Friends
  - Others
- Tax
- Finance
  - Finance Report
  - Bank
- Investment
  - Real Estate
  - Stock
  - Partner

☐ Delete original after Drag drop file

Double Click file name  Search File

Drag Drop files or folder into bellow box f...	Type	Date Modified	Size
pass1234.docx	file	5/10/2019 5:31:54...	14 KB
Report.pptx	file	5/10/2019 5:31:54...	36 KB
retire benefit.xlsx	file	5/10/2019 5:31:54...	14 KB
Two little stars.mp3	file	5/10/2019 8:40:24...	4242 KB

Double click file name to open it for edit

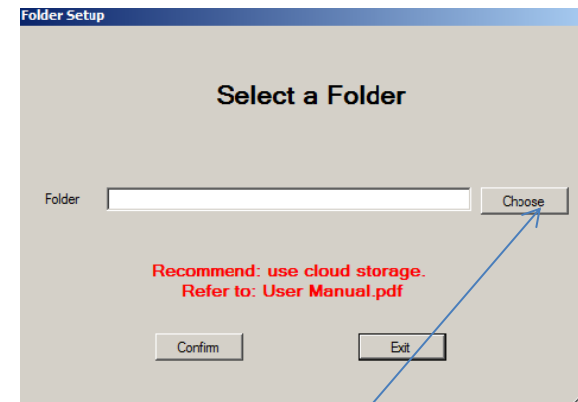
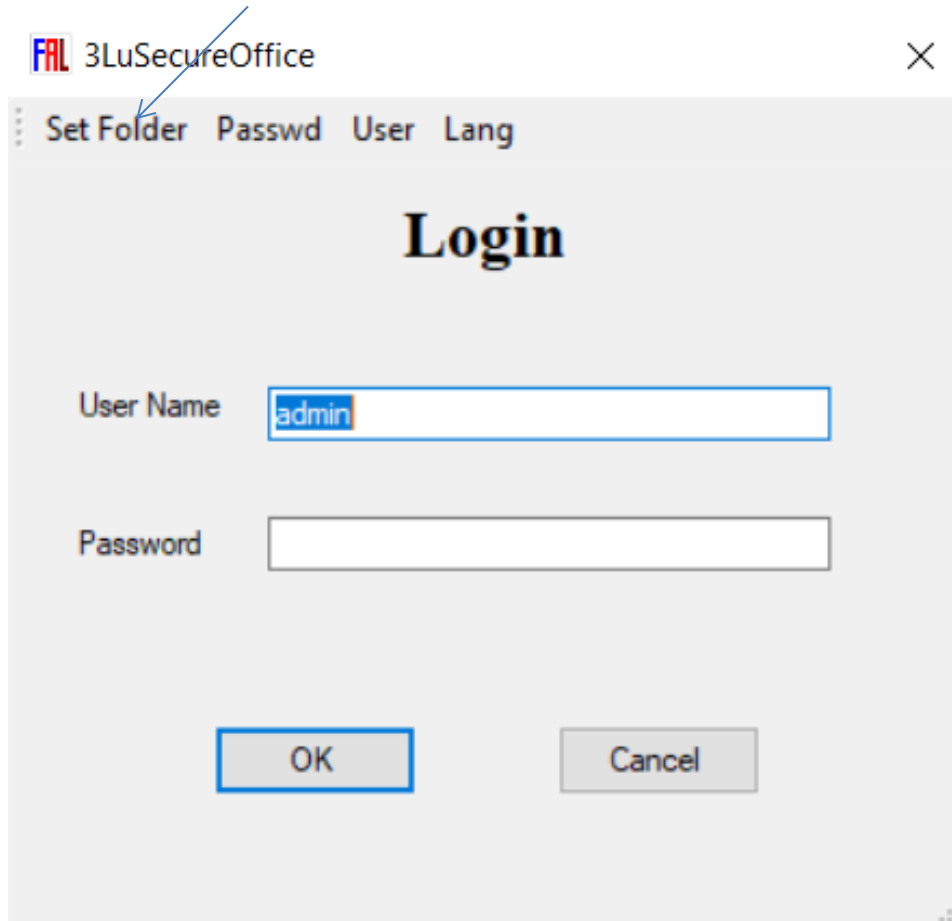
Add Dir Del Dir Ren Dir Decrypt File Delete File Rename File Open Folder Exit

Decrypt Dir

After decryption click <Open Folder> button to open the folder that store encrypted files.

# Where do my files store in ?

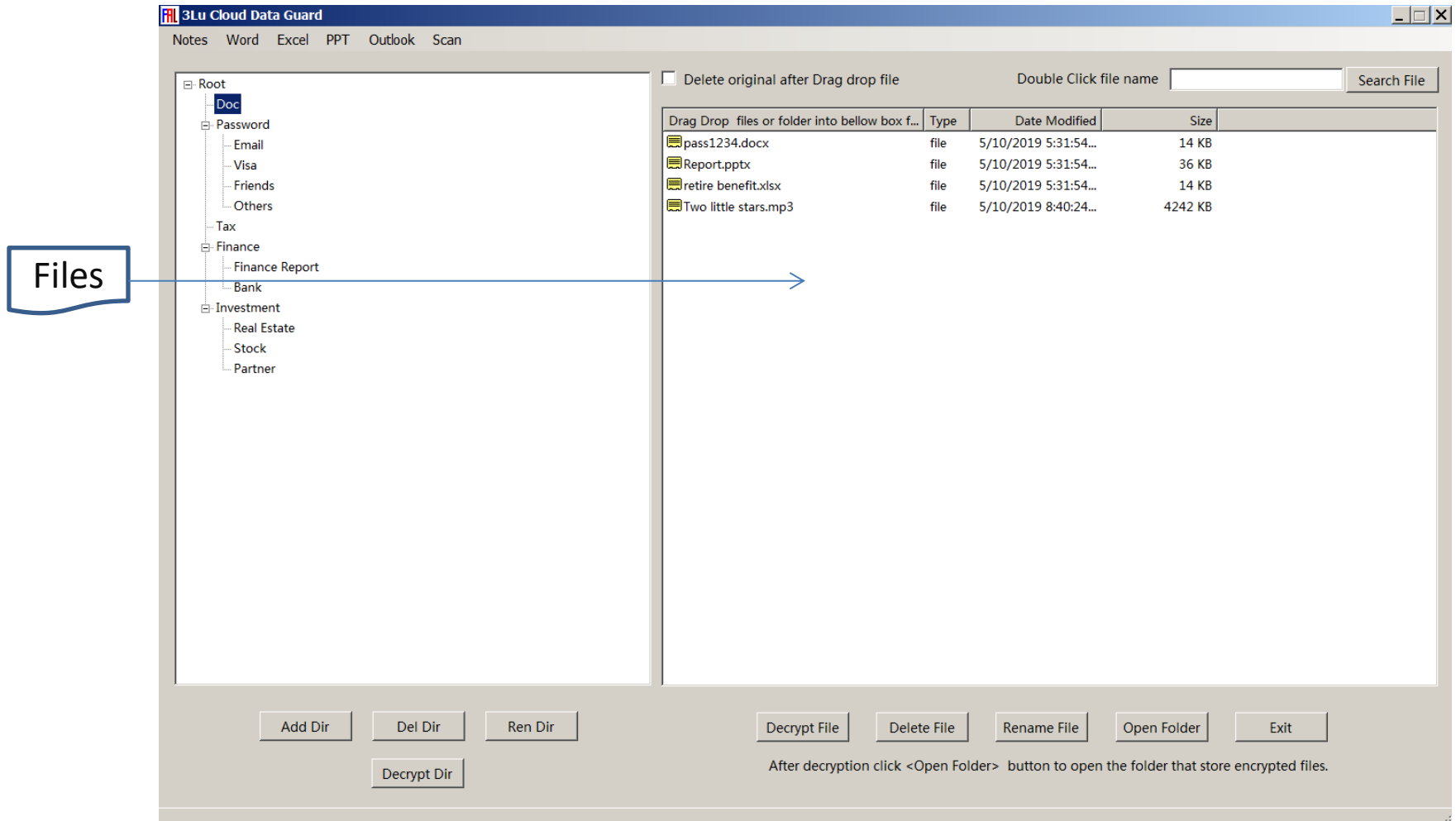
3LuSecureOffice has a default folder to store your files.  
click Set Folder to change default folder



choose a folder in PC.  
to store files.

# Import existed files or directory

Drag any type of file or directory outside and drop it into the right frame. The files will be encrypted automatically.



# Export files or directory

1. Select directory

A. Select files

2. Click **Decrypt Dir** button to Export directory

B. Click **Decrypt file** button to Export files

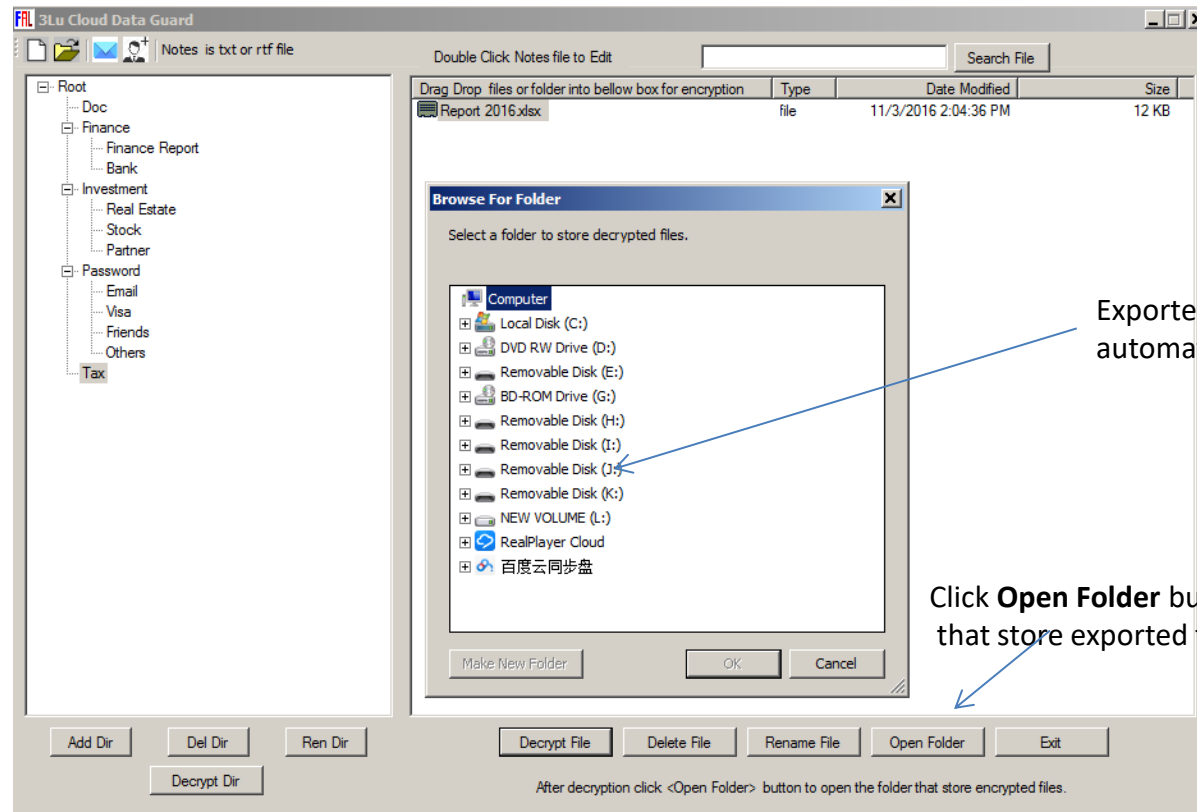
The screenshot shows the 3Lu Cloud Data Guard application window. The left pane displays a tree view of the file system under 'Root'. The 'Doc' directory is selected, and its contents are listed: Password, Email, Visa, Friends, Others, Tax, Finance, and Investment. The 'Investment' directory is highlighted with a blue arrow. The right pane shows a list of files with columns for 'Type', 'Date Modified', and 'Size'. The files listed are 'pass1234.docx', 'Report.pptx', 'retire benefit.xlsx', and 'Two little stars.mp3'. A blue arrow points to the 'Two little stars.mp3' file. At the bottom, there are buttons for 'Add Dir', 'Del Dir', 'Ren Dir', 'Decrypt Dir', 'Decrypt File', 'Delete File', 'Rename File', 'Open Folder', and 'Exit'. A blue arrow points to the 'Decrypt Dir' button. Another blue arrow points to the 'Decrypt File' button. A text box at the bottom right says 'After decryption click <Open Folder> button to open the folder that store encrypted files.'

Drag Drop files or folder into bellow box f...	Type	Date Modified	Size
pass1234.docx	file	5/10/2019 5:31:54...	14 KB
Report.pptx	file	5/10/2019 5:31:54...	36 KB
retire benefit.xlsx	file	5/10/2019 5:31:54...	14 KB
Two little stars.mp3	file	5/10/2019 8:40:24...	4242 KB



# Where are the exported files stored ?

3LuSecureOffice set a default folder named **Restore** to store exported files temporary.



Important:

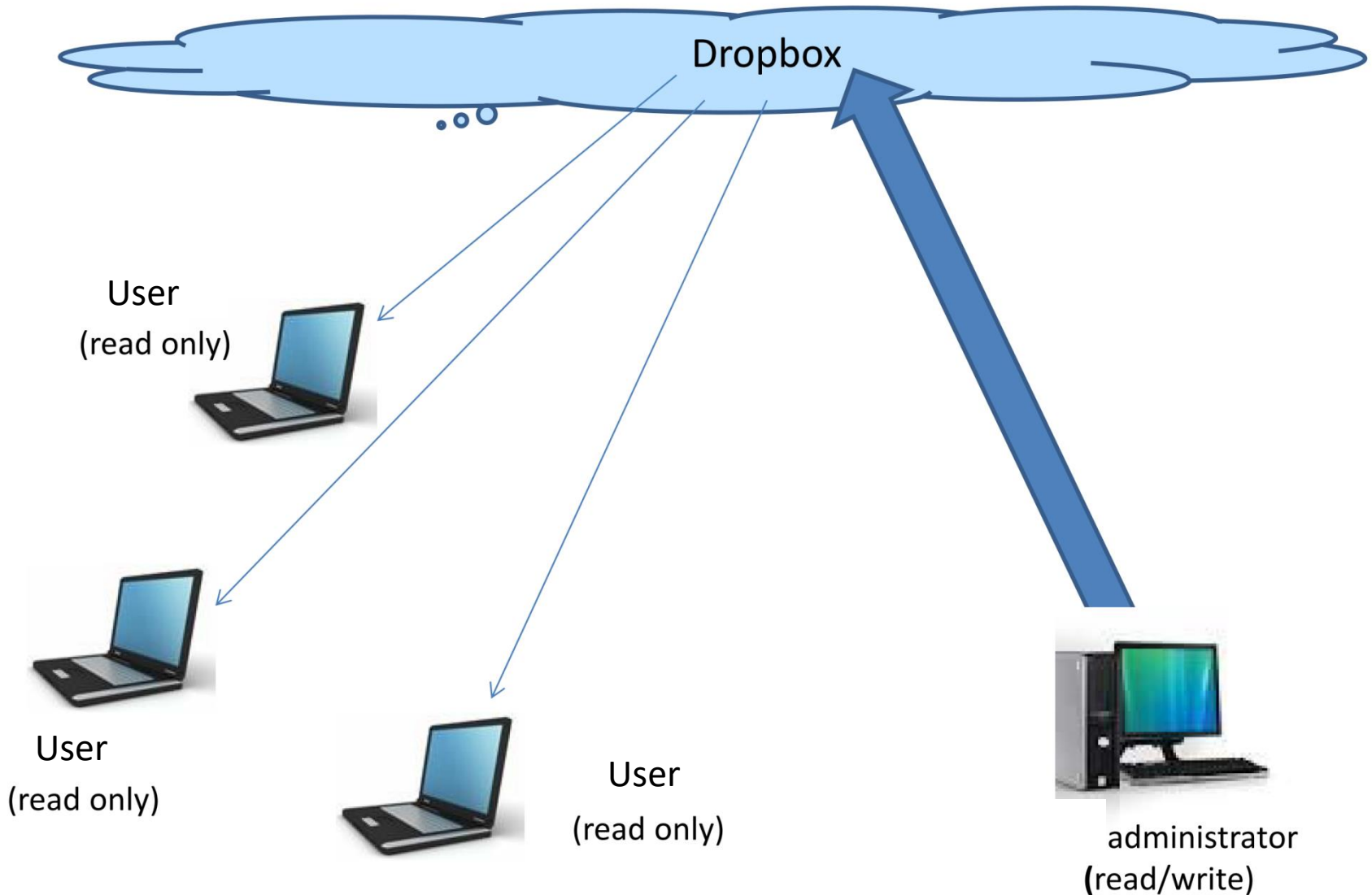
for security the files in the **Restore** folder would be deleted as you exit 3LuSecureOffice program.

# Share your documents

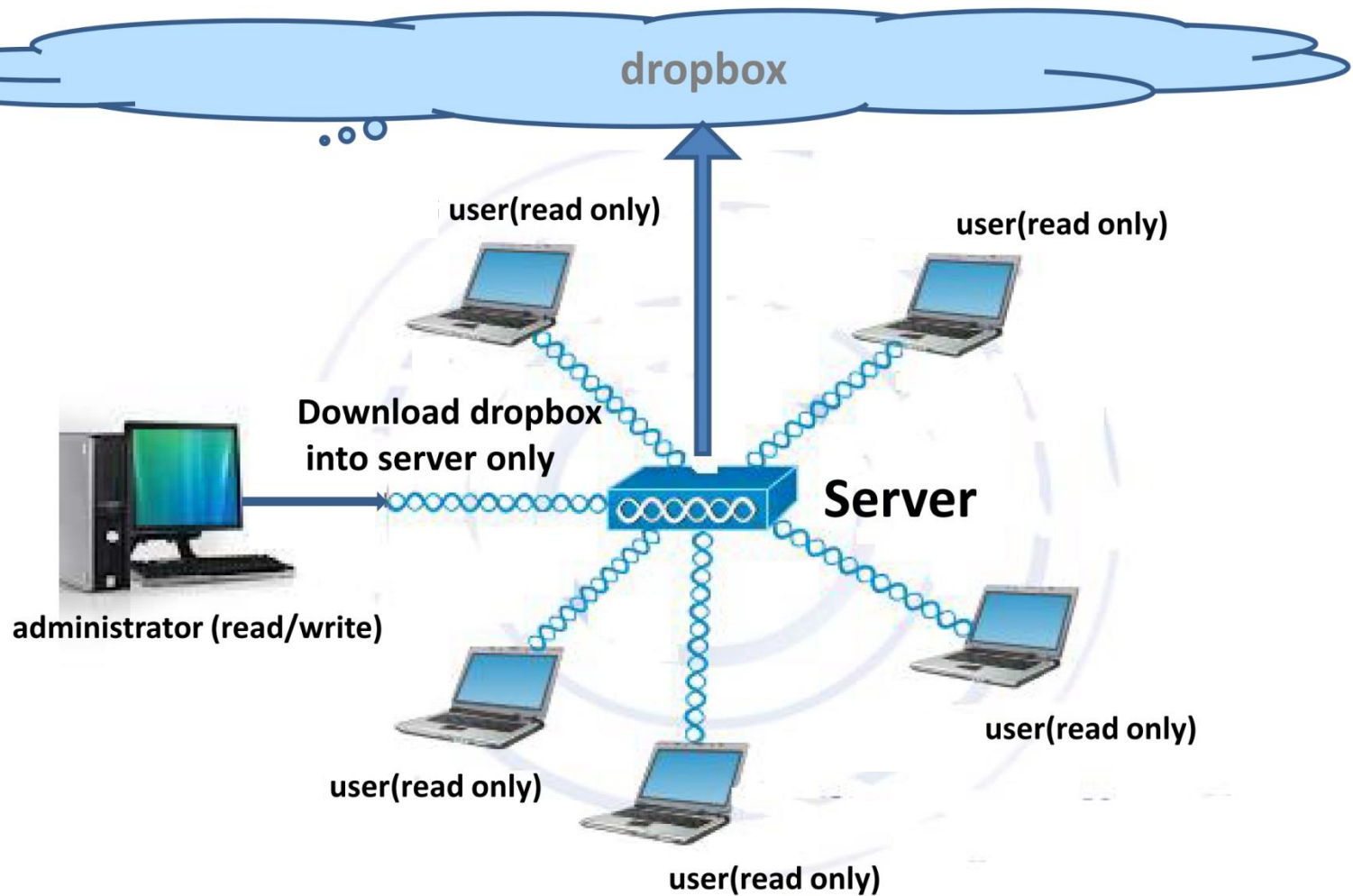
There are three ways to share your documents.

1. Share all encrypted files through Cloud to the team.
2. Share selected files through company local network to the team.
3. Send emails with selected encrypted files to the members of the team.

# Share all Encrypted Files through Cloud



# Share encrypted files through local network



# Email Selected Encrypted Files to Team

