

VARIABLECONSTANT PGP Security Instructions for Windows

Date: 5/27/2018

Version 1.1

PGP Installation/Configuration Steps:

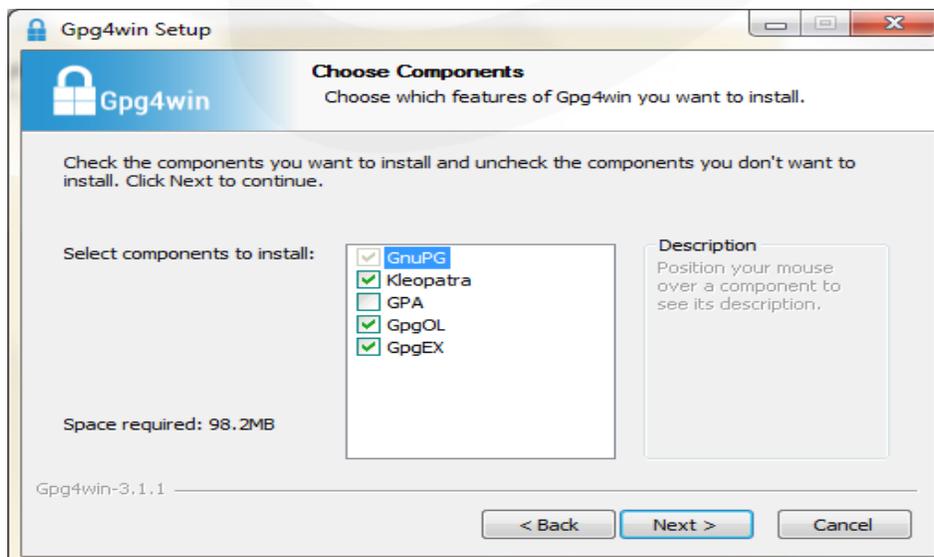
1. PGP 4 Windows Download Link:

<https://www.gpg4win.org/get-gpg4win.html>

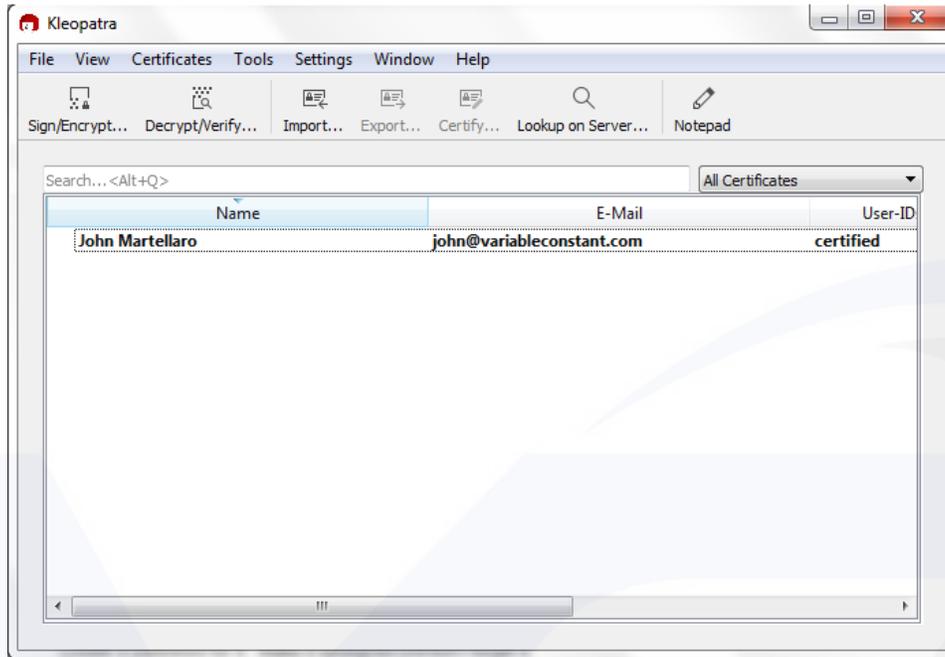
Selecting \$0 will allow one to download it, otherwise you can provide a donation.



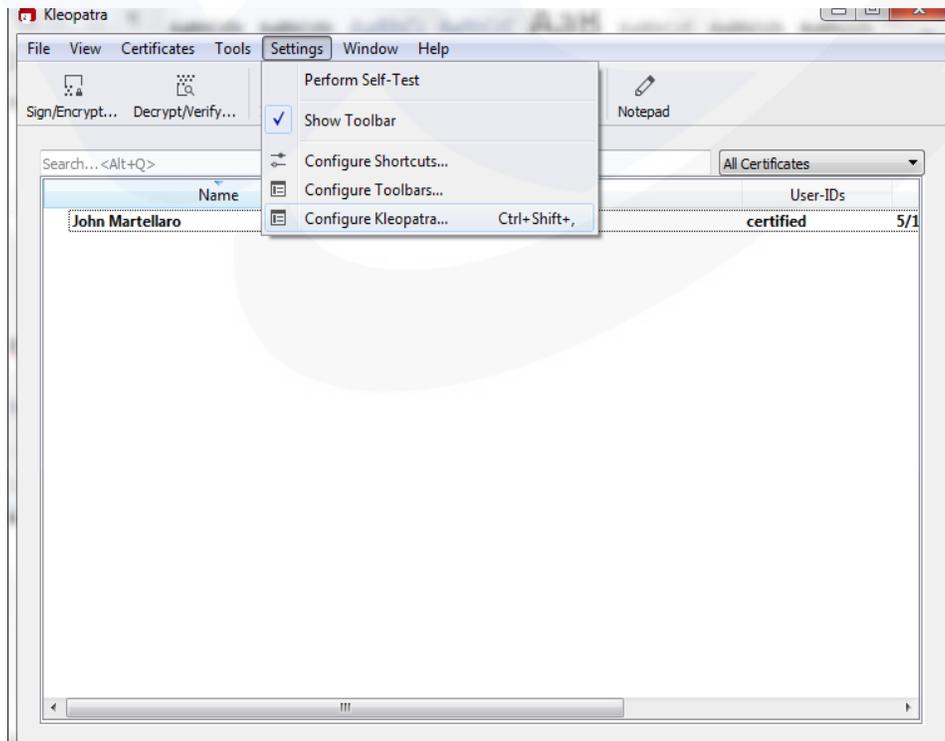
2. Install the Downloaded App (Select GnuPG, Kleopatra, GpgOL, GpgEx)



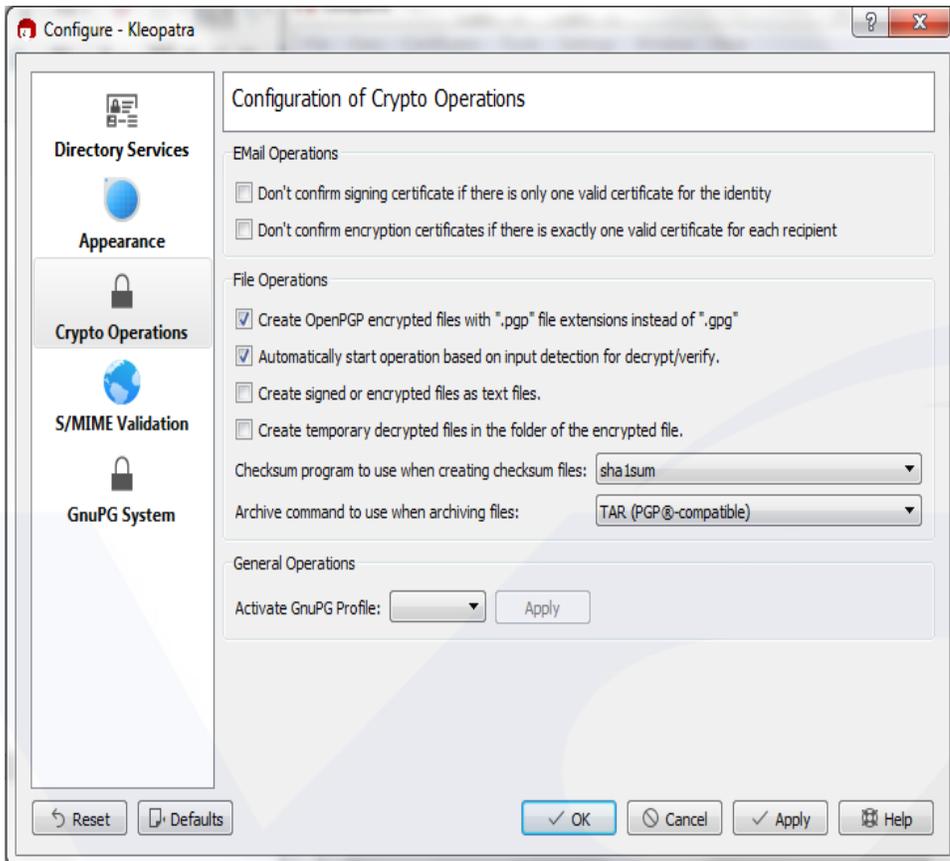
3. Once Installed, Open Kleopatra



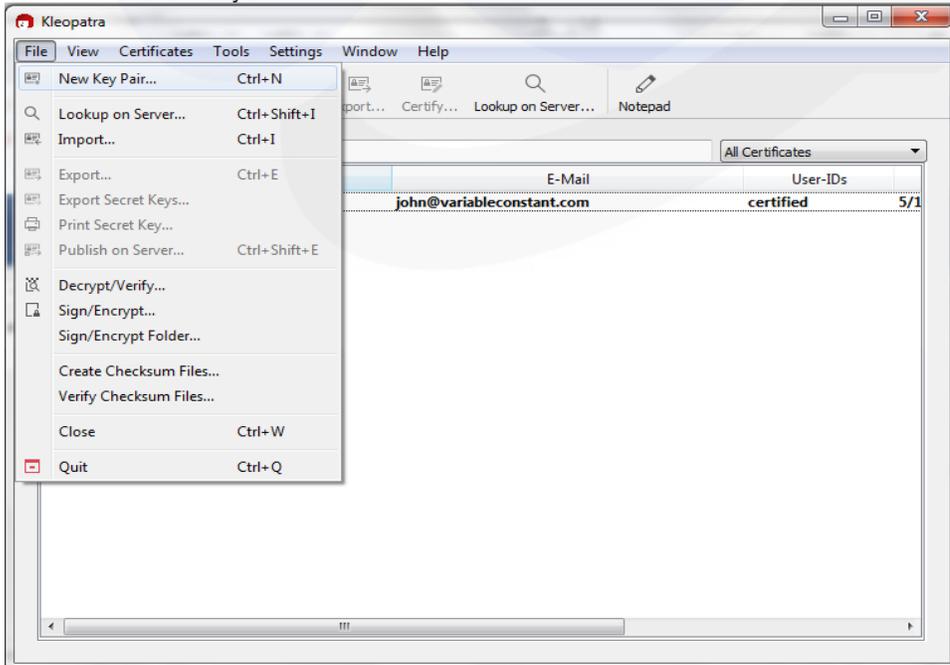
4. Click Settings -> Configure Kleopatra



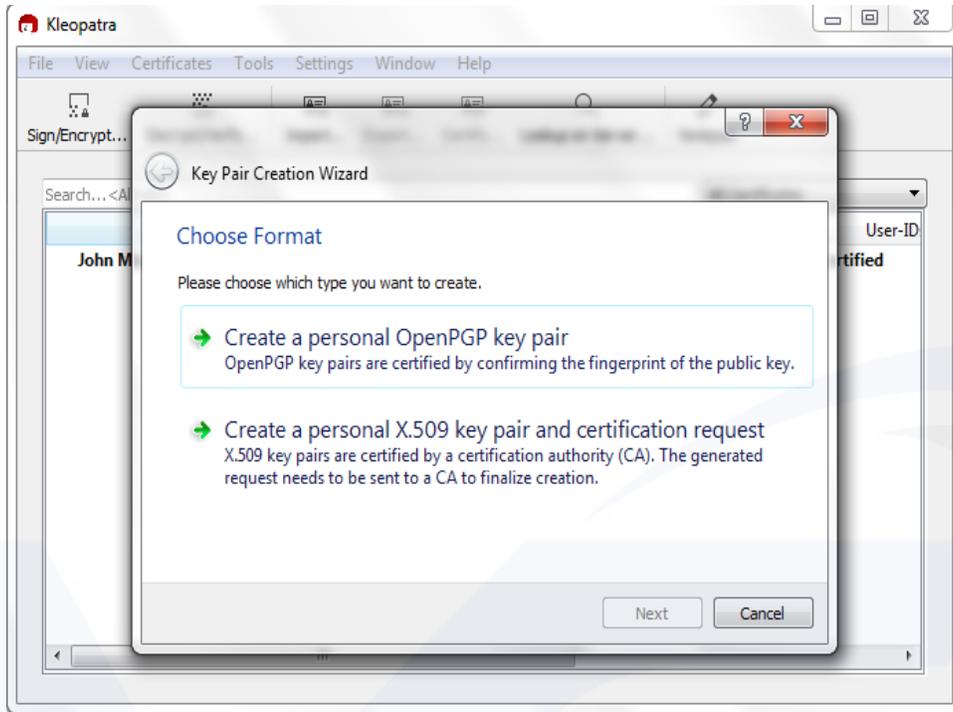
5. Click Crypto Operations
Check the box for Create OpenPGP Encrypted files with ".pgp" file extensions instead of ".gpg"
Click Ok



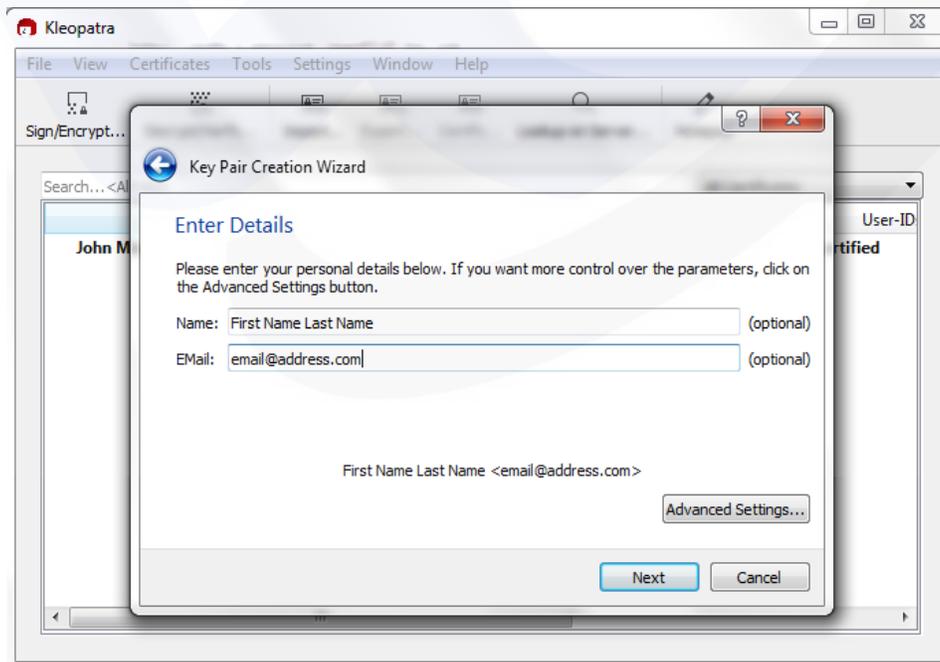
6. Click File -> New Key Pair



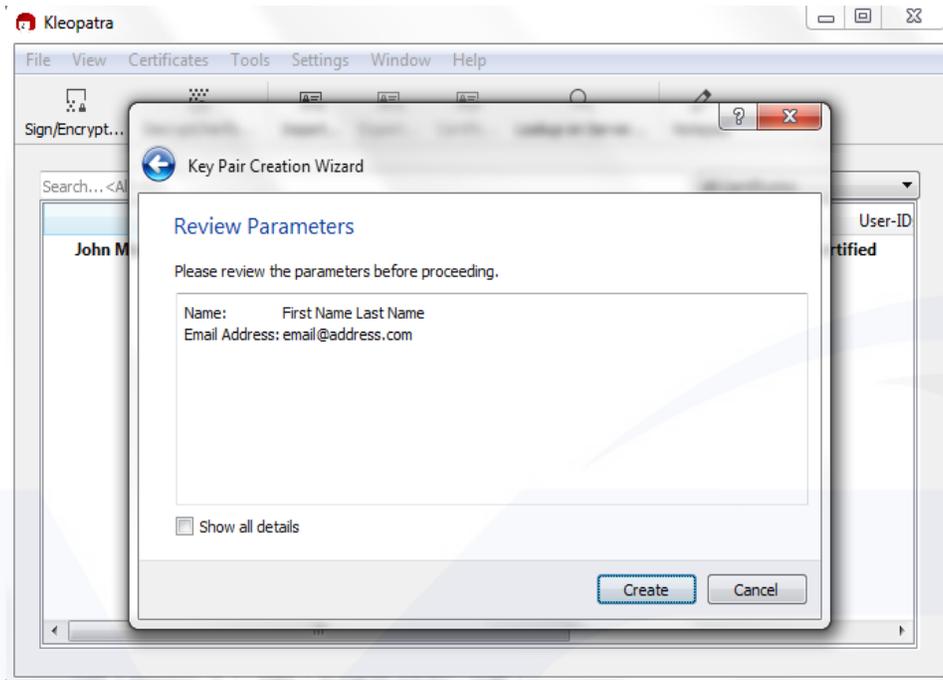
7. Select Create a personal OpenPGP key pair



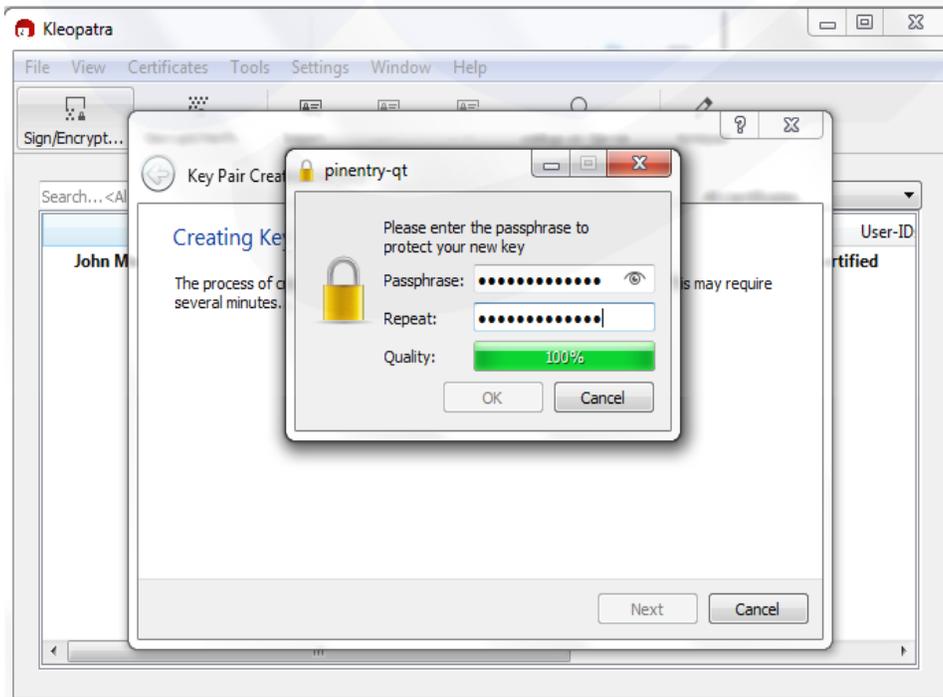
8. Fill in the Name Field, and Email Field your information, and Click Next



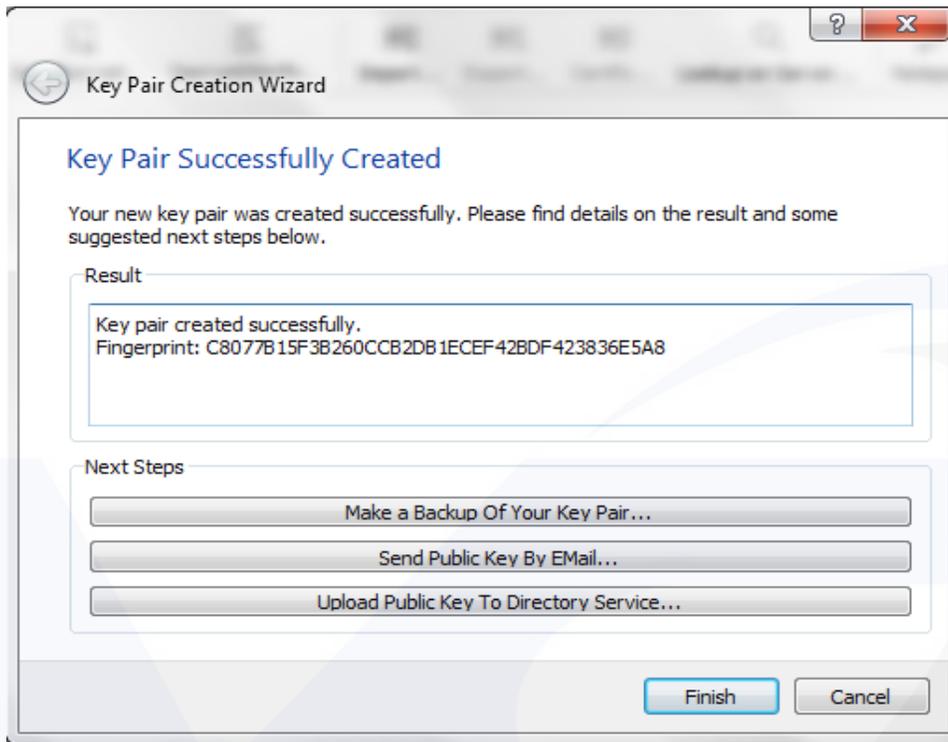
9. Click Create



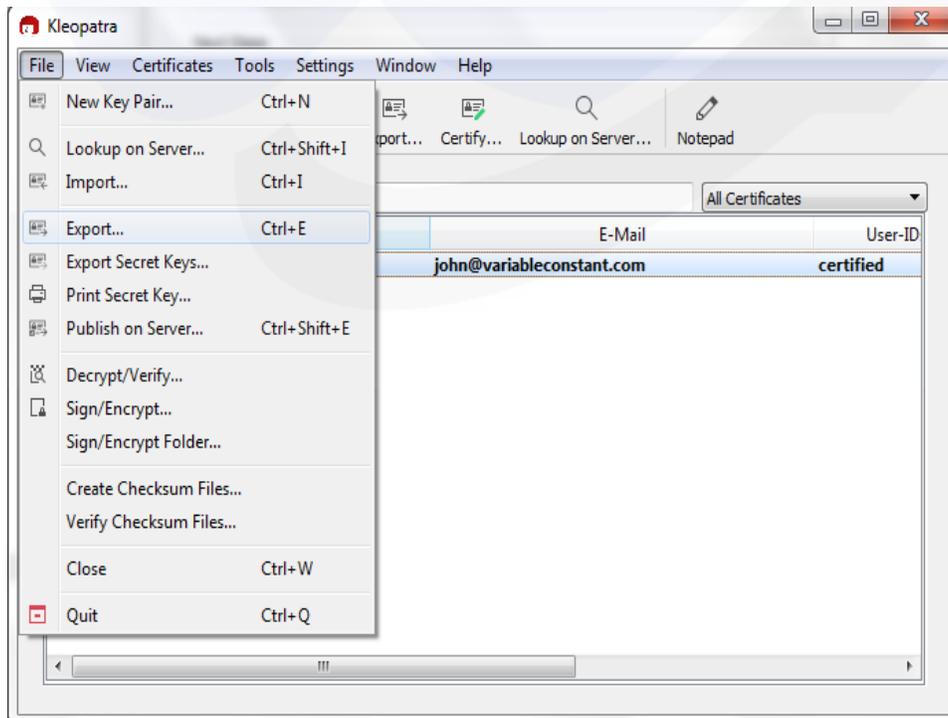
10. Create a Secure Password, Click Ok
Make it different than anything you have ever used before. You will use this frequently.
A good way to make new passwords is to make a sentence.
(e.g.) I like to play tennis with my friends at 2PM on Sundays - llptwmfa2PMoS



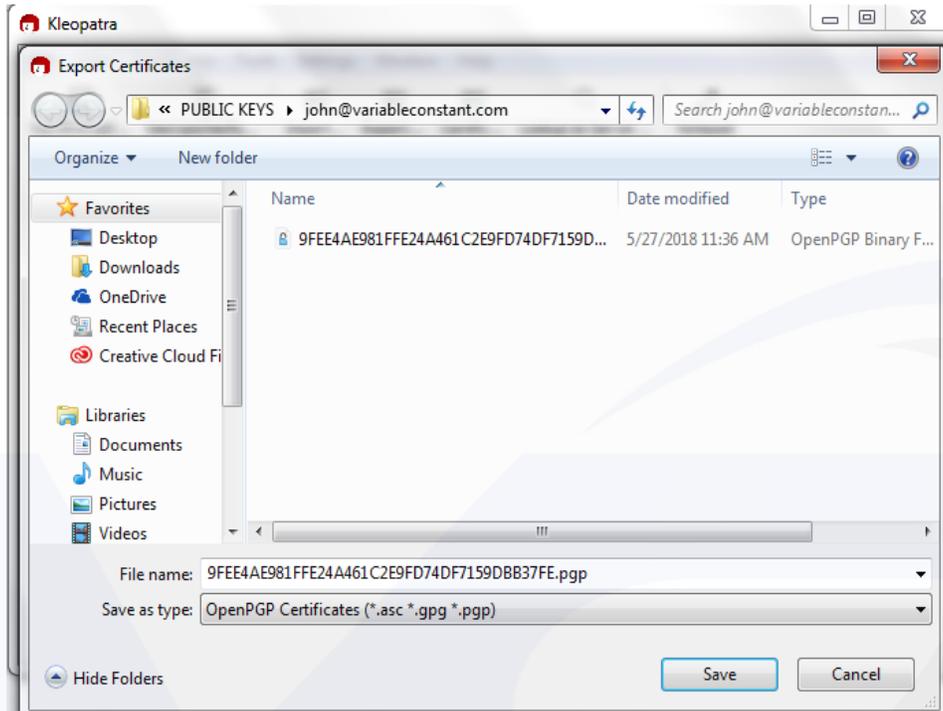
11. Just Click Finish (**Do NOT** Upload Public Key To Directory Service)



12. Select the new entry, and then click File->Export



13. Save the public key. This is what you will share with others. My folder structure is PGP KEYS->Public Keys -> email associated with key (e.g. john@variableconstant.com) -> Public Key.



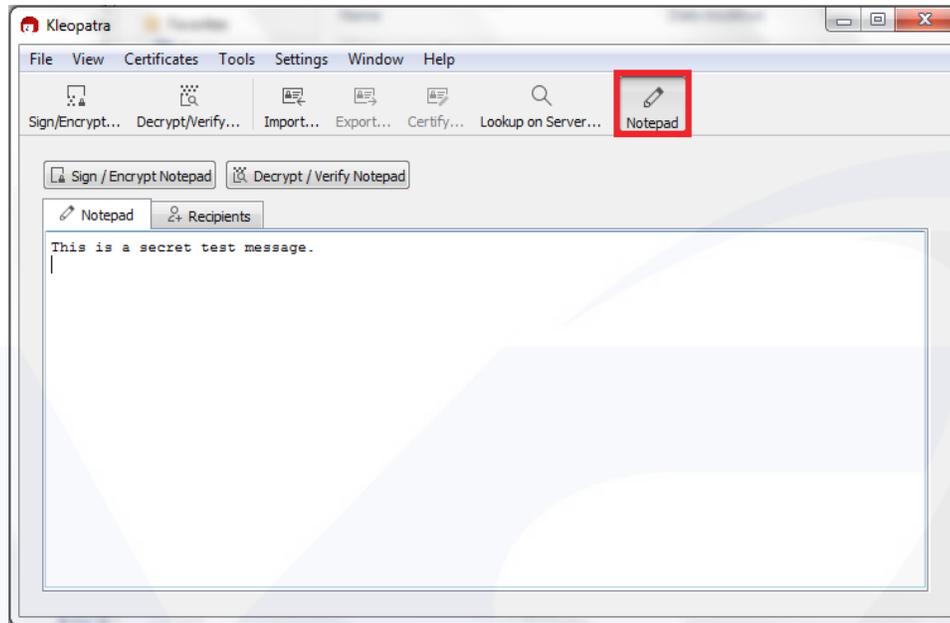
Import PGP Keys

- Option 1: If the application is installed, you can either double click the public key someone shared, and Kleopatra will automatically add it.
- Option 2: Click Import from the Kleopatra Menu

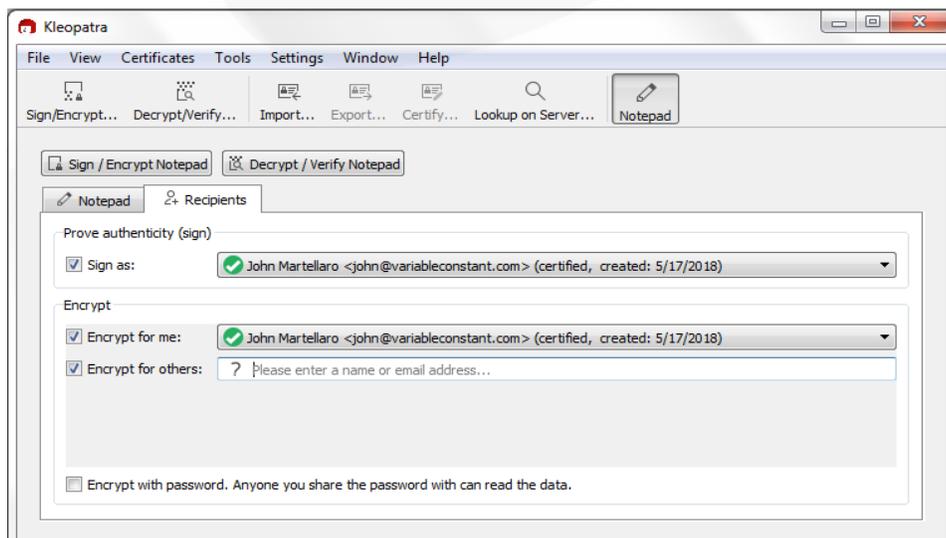


Encryption Example:

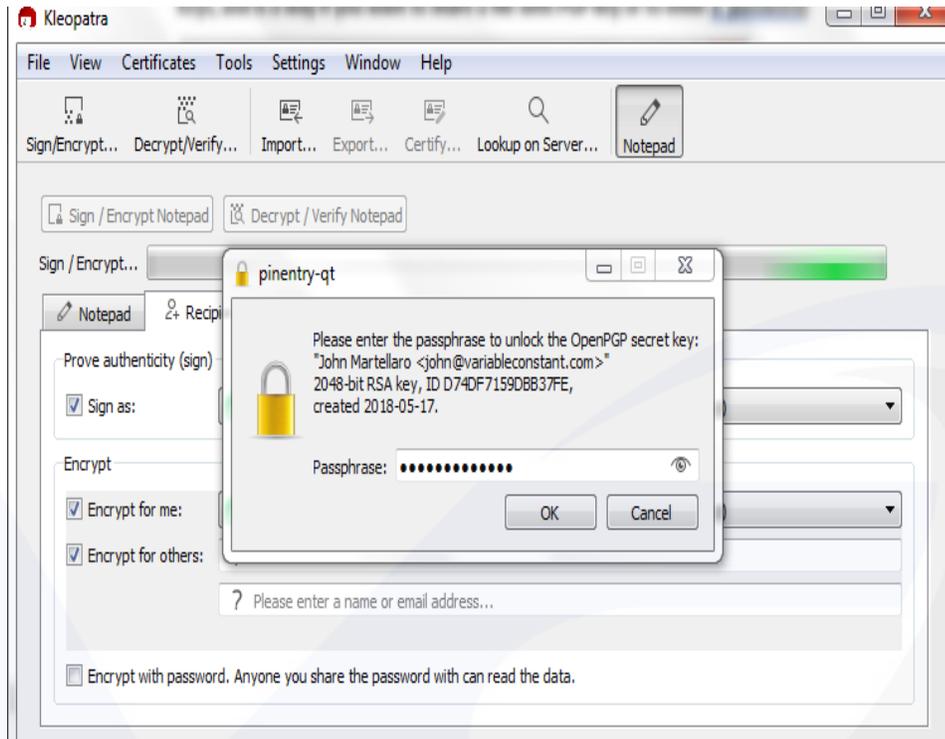
- From Kleopatra -> Click Notepad



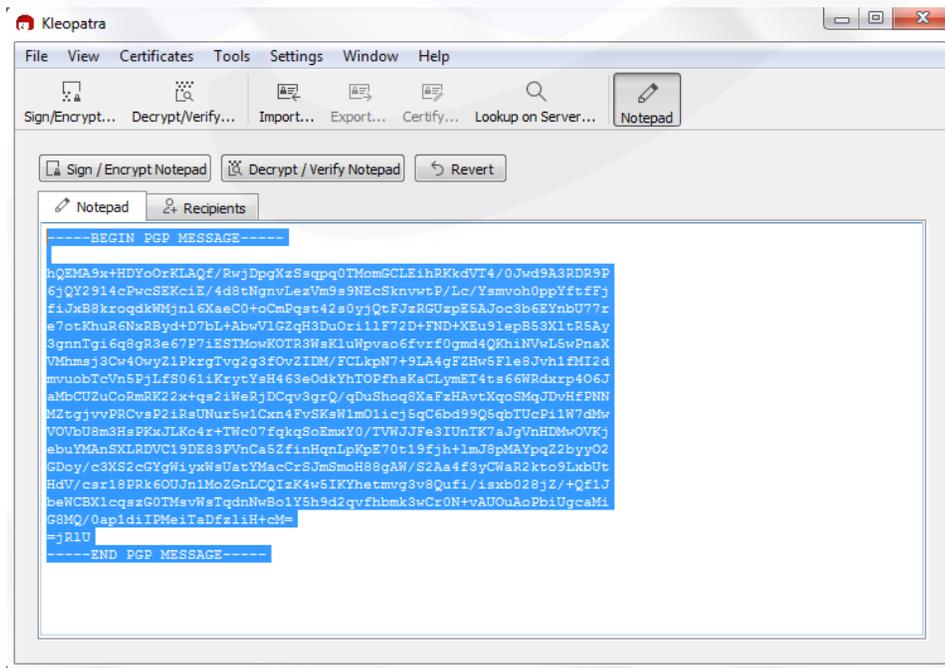
- Click the Notepad Tab, and write the text you want encrypted
- Click the Recipients Tab and Fill Out the Information
 - Sign as: Check and put in your signing key
 - Encrypt for me: Check and put in your signing key
 - Encrypt for others: Put in all the emails of imported keys you want to share with
 - **Do NOT Encrypt with Password (It's counter intuitive, it removes the need for PGP Keys, and is a way if you want to share a file with PGP key or to enter a password)**



- Click Sign / Encrypt Notepad -> Enter the password with the key account you created

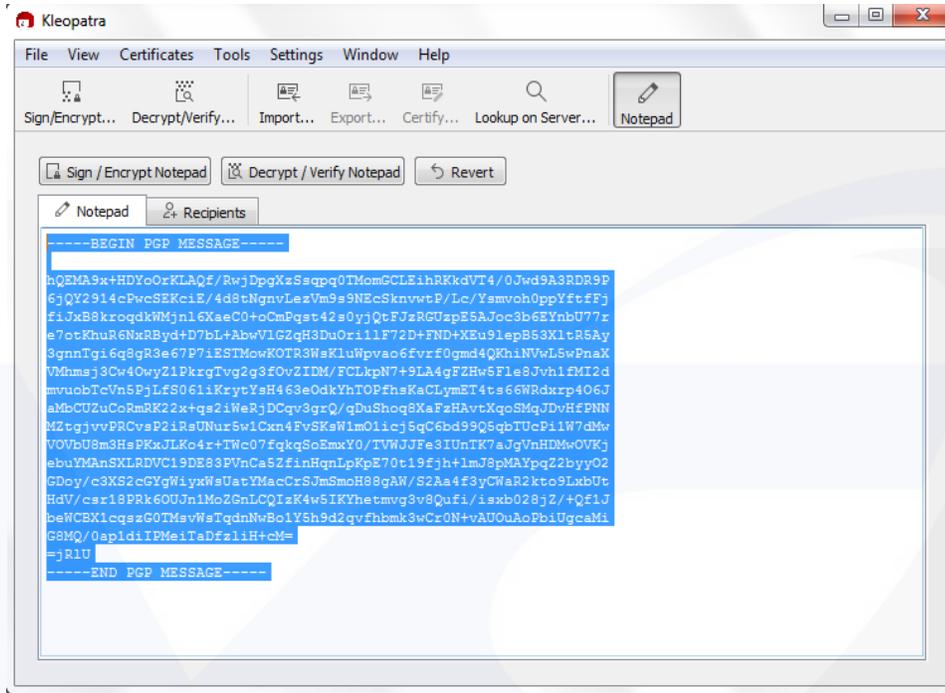


- Click Notepad Tab Again – Your Message has been Encrypted. Copy all of the text, and it can be shared via email.

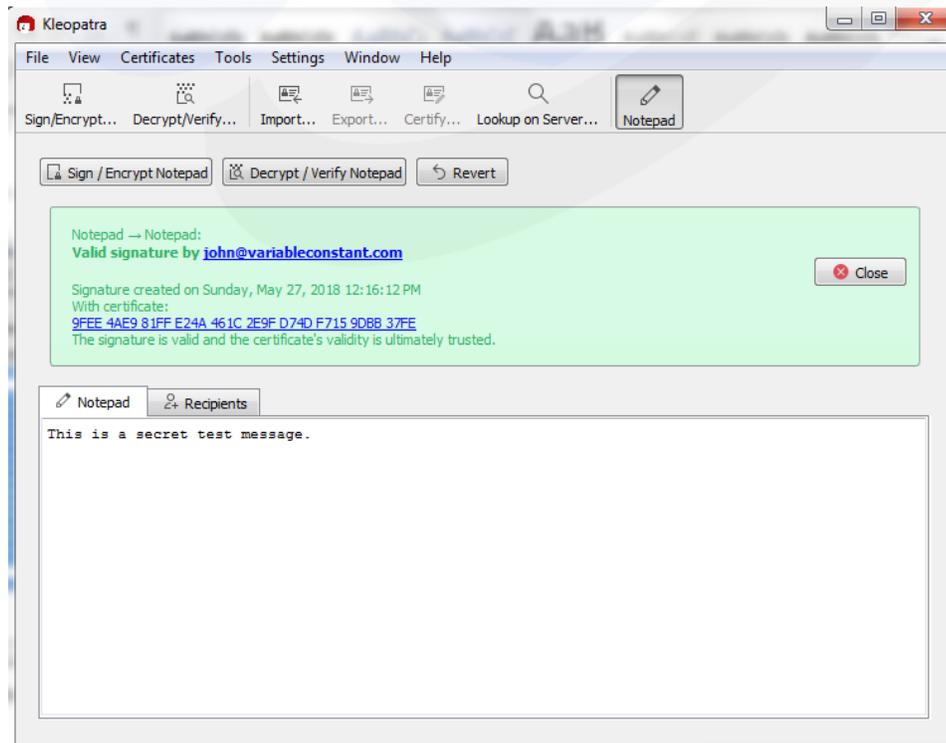


Decryption Example:

- Copy a PGP Message into the Notepad Window

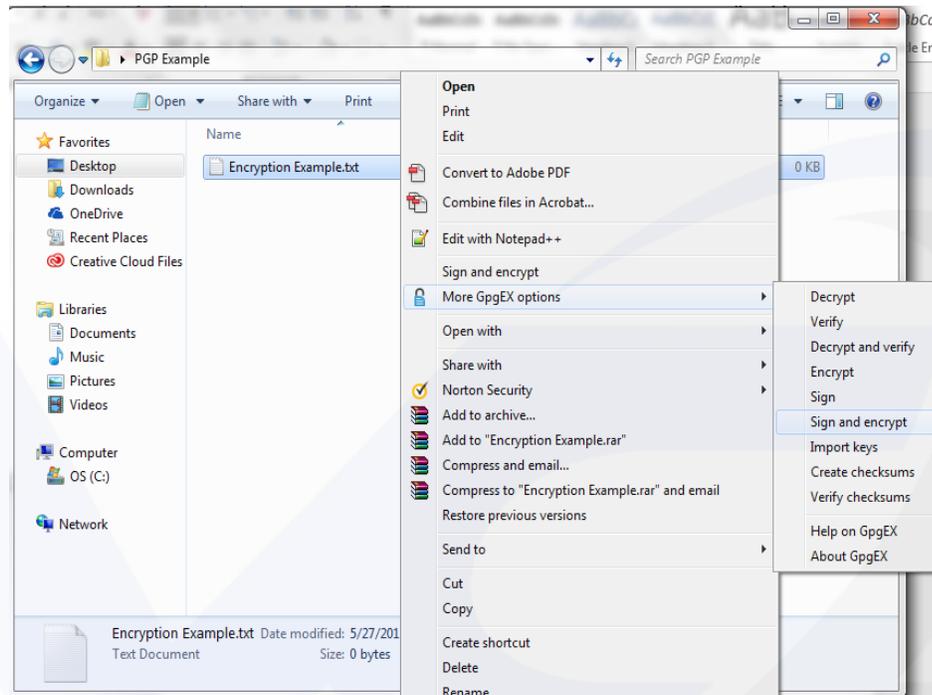


- Click Decrypt / Verify Notepad – If successful, it will decrypt the message

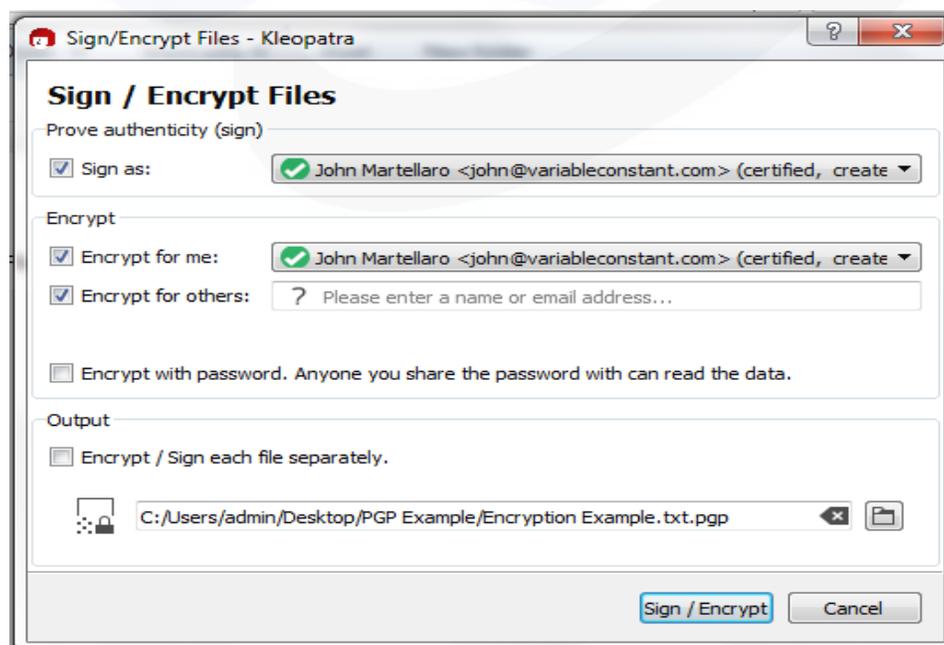


Encryption / Decryption of Files

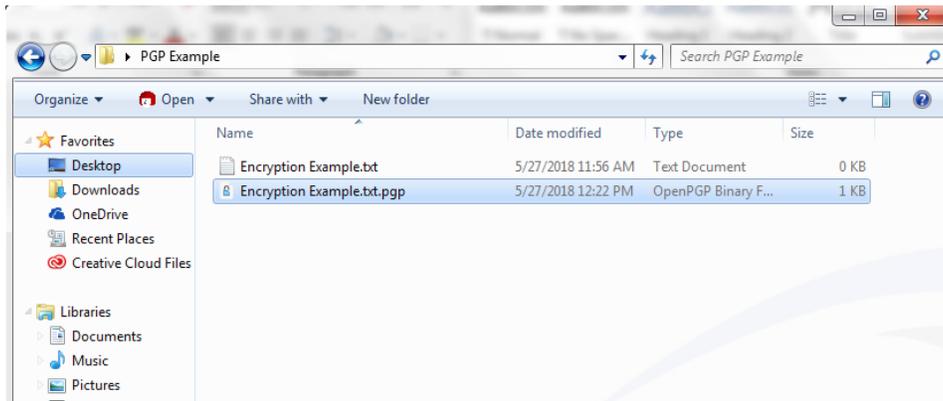
- Open a File Folder, and select the file you want to encrypt
- Right Click the file -> More GpgEX options -> Sign and encrypt



- Enter Signing / Encryption Details



- Encrypted File Can Now Be Shared (Will Have a PGP, or GPG extension depending on configuration)



- For Decryption, follow the same steps, but select decrypt
It will convert the pgp file back to its txt file.