

# Memo

To: All Engineering and Survey AutoCAD Users  
From: Tom Hanley  
Date: 9/10/2004  
Re: Sending Digital Data Procedures – LDT2005

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We have changed our procedures for sending out information on digital media. Digital media includes E-mail, Compact Discs, & Floppy Disks. In an effort to limit our liability, we will now be sending all data in password protected zip files. A second file is sent along with our standard disclaimer and the password to unlock the data file.

## Required Files

We will be using Microsoft Word to generate the password document. I have created a template file that is located in the subdirectory "S:\DRAFTING STANDARDS\PASSWORD TEMPLATE" called "LT-DISCLAIMER.DOT". The macro to generate the password document is located there as well in "NORMAL.DOT". I'll be setting each machine up to find these files.

## Creating the Password document

Start a New Document in Microsoft Word by Clicking on the File menu, then New. Select LT-Disclaimer.dot as the template to use. \*Note: Clicking on the icon for new document does not open the template dialog box.

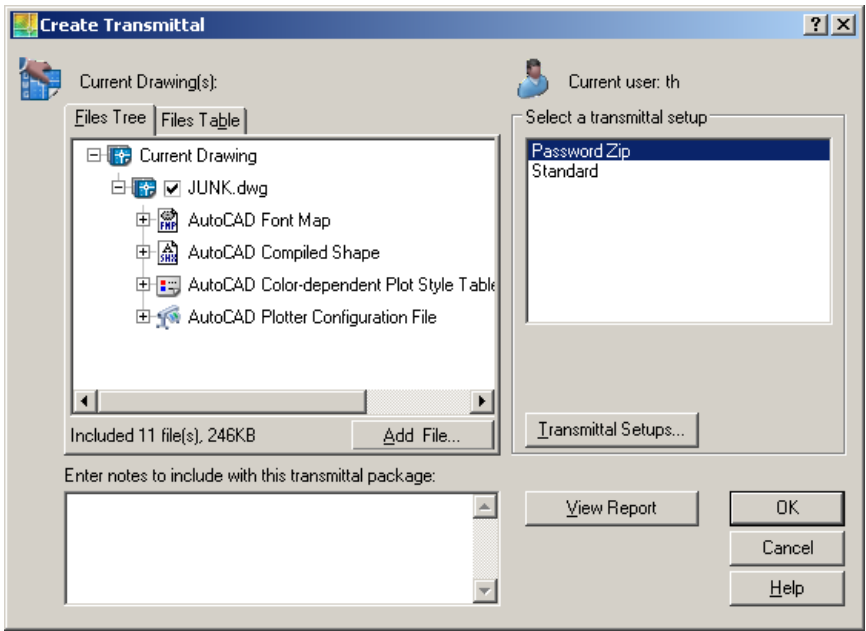
As the prompts come up, fill in the appropriate information and click "ok" to close each box. The text you entered will be positioned in the document automatically.

Changes can still be made to any of the fields that were created with your supplied information, should you need to make changes.

Once the document is ready to go, press "Ctrl-F1" to run the "gen-password-rtf" macro. This will prepare your final document in RTF format and locate it in the "T:\TEMP\packngo\" subdirectory as "password.rtf". **THIS WILL OVERWRITE ANY FILE WITH THE SAME NAME ALREADY THERE.** I did this on purpose to make it self-cleaning. Hopefully, only one person will be doing this at a time so I don't expect too much trouble with doing it this way.

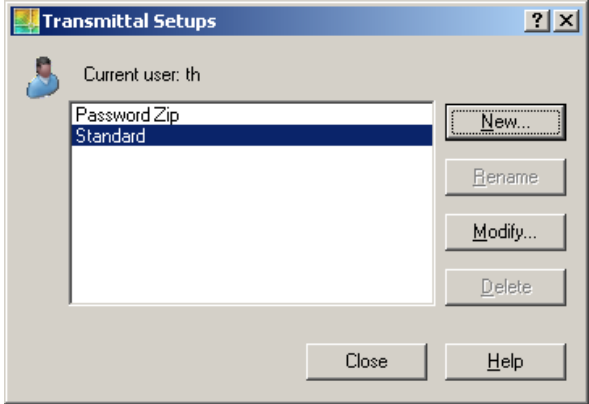
## Creating the Digital Data file

This procedure is only defined for AutoCAD data at this point. "Etransmit" is used to build the zip file just as before. The only difference is that we will be adding a password to the zip file. The following screen shots will illustrate what you need to do to build the password encrypted zip file.

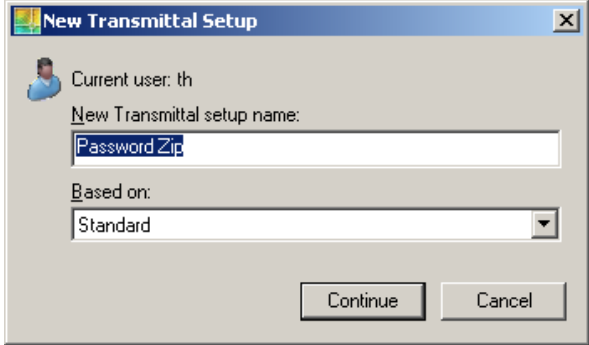


After purging your drawing, and saving it, clicking on the File menu the on E-transmit will show this dialog box. The first time you do an Etransmit, only the standard transmittal setup exists. You will need to create a setup for this password procedure.

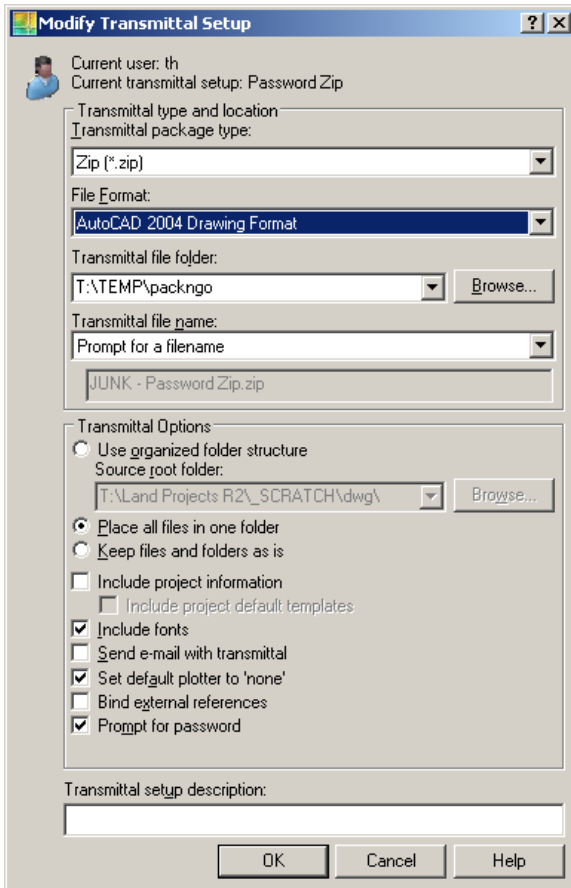
Clicking on the “Transmittal Setups” button brings up the following dialog box.



Click on the “New” button.



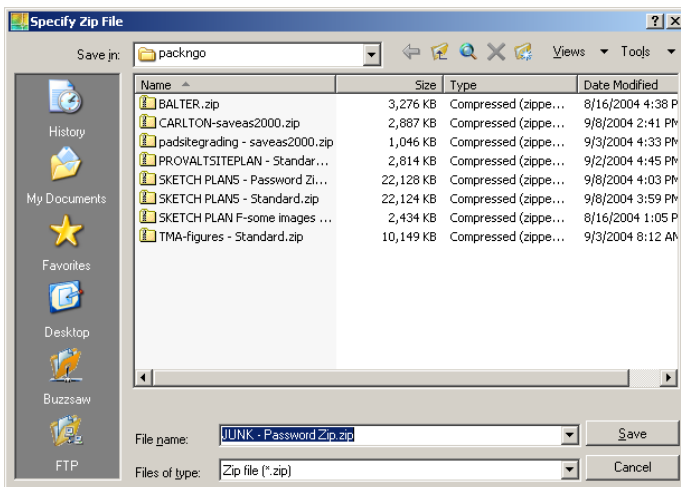
Create a new transmittal setup named “Password Zip” based on the “Standard” setup.



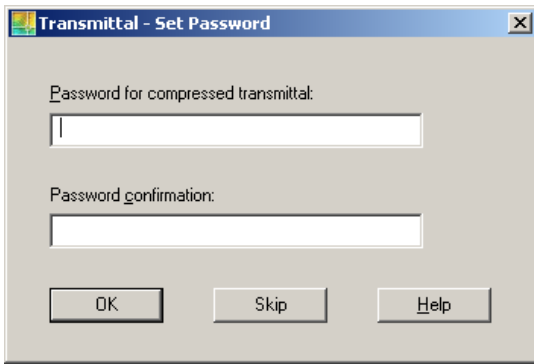
Choose the options shown above for your new “Password Zip” setup. Then click OK then close the Transmittal Setups Dialog box.

Now you can choose “Password Zip” for your Transmittal Setup.

You will be prompted for a file name for your new zip file. Notice that it is going to be saved in the “T:\TEMP\packngo” Directory. By default, it creates a name by joining the drawing name with the transmittal setup. Accepting this will be fine for our purposes.



Click on “Save” to accept this.



You get the “Set Password” dialog box to enter the password for the zip file. You need to enter the password in both places to make sure it is entered correctly. This password must correspond to the password generated in the password document. The passwords are generated based on the date. If the password file were created on 08/18/04, the password would be 1808. The intent is to force the users to open and read the disclaimer. High level security is not the main issue.

### Assembling the Email, CD or Floppy Disk

Now that you have both documents, the password encrypted Digital Data file and the password file that holds the key, you can send them out of the office in one of the following ways.

#### **In Email:**

Just attach both documents to your email document, add your subject & message, address it and send it using your favorite Email program.

#### **On a CD:**

Not all computers have CD burners installed. If you have one, you can make a CD containing the two files. What software you use to burn the CD and make a label depends on what software is installed on your machine. I can help you get started if you are not sure how to do it.

#### **On a Floppy Disk:**

It is unusual that one of our projects will fit on a floppy disk but if you have one, you can just copy both files on the floppy and send it out.

Please, see me if you have any questions concerning these procedures.

Thank You,

Tom Hanley