Instructions for Decrypting Files via MEO (Mac and PC)
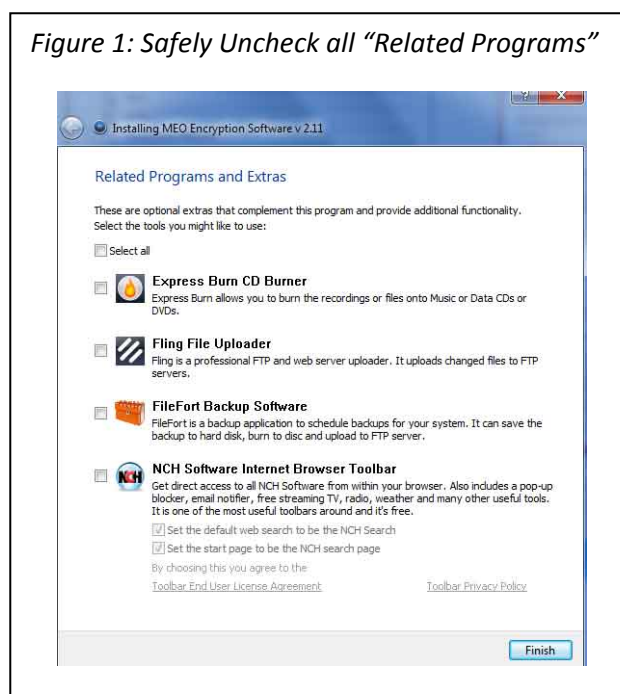
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The instructions below will allow you to easily decrypt your files once you have received them from E2Publish. While there are hundreds of ways of encrypting and decrypting documents, I recommend MEO since it is free and so easy to use. That said, MEO is a highly useful program and if you use it regularly, I suggesting buying it.

The instructions that follow apply to both PCs and Macs, although the illustrations are extracted from a PC.

1) Make sure you have MEO installed on your computer. The program can be downloaded here: http://www.nchsoftware.com/encrypt/index.html.

Clicking on the above link will take you to a page that allows you to download PC or Mac versions. There is a "Download Now" option in the menu on the right-hand side of the webpage. Download and install the appropriate version (Mac or PC).

WARNING: During the installation, you will be asked whether or not you want to install other "Related Programs and Extras" (as show in figure one to the right). While some of these programs are useful applications, none of them are needed in order to run the encryption software. Therefore, you can safely uncheck all of them.

Figure 1: Safely Uncheck all "Related Programs"

2) After MEO is installed, you will then be ready to decrypt your document file(s). Start by downloading the MEO file that was attached to the email sent to you by E2Publish – i.e. the file that contains the edited document(s). Then click on the MEO file and choose the folder in

which to save the edited document file(s). In the example in figure 2 below, the file(s) will be saved to a Desktop folder called "test".

3) After selecting the folder, you will then be asked to enter the password. Retrieve the password that was sent to you from us via SMS and carefully enter it. After doing so, the files will be extracted into the selected folder.

Now you are ready to review all the changes and comments within your document(s). Please see our "Support" pages or contact us if you need additional assistance.

Figure 3: Select the Location for the Document Files