

GETTING STARTED

with the
Locklizard Safeguard ecosystem

This document will provide a quick & easy guide on how to start publishing documents, create customers and use the Safeguard Admin System.

Welcome to the Locklizard Safeguard DRM ecosystem!

Locklizard Safeguard is a **Digital Rights Management (DRM)** platform used to publish and control documents distributed digitally. The idea behind it is simple – you, as the publisher, encrypts PDF documents to our proprietary format (.pdc), then create customer accounts to which you grant access to the documents.

No one (*not even us!*) can open and view a protected document without a valid license from the publisher who created it. This allows you, the publisher, to retain absolute control over who, how and where your documents are viewed and used.

Locklizard Safeguard is offered in three major versions:

- **Safeguard Lite** – intended for small or independent publishers, with limited numbers of documents and customers
- **Safeguard Standard** – intended for small or medium publishers, who want to benefit from more features and options, and distribute more documents to more customers
- **Safeguard Enterprise** – intended for medium / large / business clients who require all protection options and deal with large amounts of documents and customers

NOTE: Upgrades from Lite > Standard > Enterprise, as well as different packages are available, please contact sales@locklizard.com if you'd like to know more.

Safeguard Standard and Enterprise allow you to benefit from optional add-ons:

- **Command Line** (automation of document creation and batch processing)
- **Ecommerce** (web store integration and automation)
- **USB Publisher** (publish documents to USB sticks and view them offline)
- **Own Branding** (brand the Safeguard Viewer & Web Viewer with your logo and images)
- **Web Publisher** (distribute and view documents in browser via the Web Viewer)

NOTE: All Safeguard versions offer the **exact same ironclad protection** for your documents. This means all documents are just as secure, regardless of the version used. Safeguard Standard and Enterprise simply offer more options (e.g. view & print limits, IP & country restrictions, watermark options, logging, add-ons, etc.).

1. The Safeguard Writer

The **Safeguard Writer** is the software used to create and publish protected PDF (.pdc) files. It comes in three versions:

- Safeguard **Web Writer** (provided with **Safeguard Lite** accounts)
- Safeguard **Standard Writer** (provided with **Safeguard Standard** accounts)
- Safeguard **Enterprise Writer** (provided with **Safeguard Enterprise** accounts)

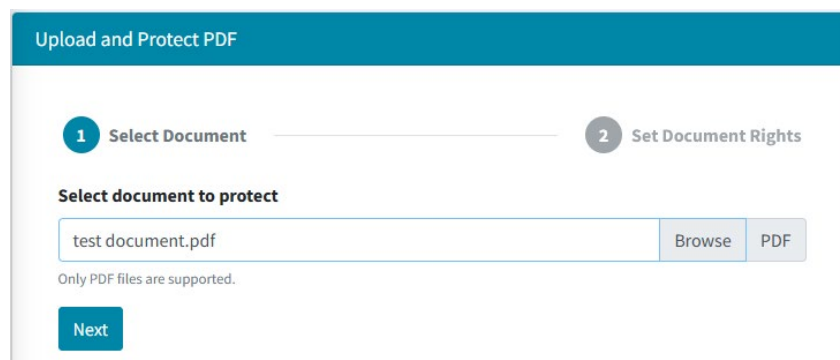
NOTE: If you trialed Locklizard Safeguard, you'll first need to **uninstall** the Safeguard Writer and the trial license from your computer.

To do this, simply go to **Start > Add or remove programs >** find 'Locklizard Safeguard – PDF Writer' in the list, then choose to **Uninstall** it.

During the process, make sure to check the box next to 'Remove Keystore'.

If you are using Safeguard **Lite**, then to access the Web Writer you only need to follow the link provided in the license email you received, then log in with the username & password.

Once logged in, choose a document to protect by browsing to its location on your hard drive and selecting it:



Then click **Next** > choose the security settings you'd like to apply (for now, please leave everything as-is), then click the **'Protect & Upload'** button.

Once the protection process finishes, the protected document will be available to download from the 'Your Protected Documents' list:

Your Protected Documents		
Name	Status	Uploaded (UTC)
test document.pdc Auto-purges in 11h 58m	Done	08.05.2026 09:44

Download the document by clicking the **green button**, and save it - **[name of the original PDF document].pdc** - to a convenient location.

This is the secure version of the document, and these .pdc files are what you will need to distribute to your customer base, to be used with the Safeguard Viewer & a valid license.

If you are using Safeguard **Standard** or **Enterprise**, you'll need to install the dedicated Safeguard Writer for your version. This can be downloaded from the links in the license email you received, or from:

https://www.locklizard.com/download_pdf_writers/

NOTE: Safeguard Standard and Enterprise Writer versions are available **ONLY** on Windows OS. We strongly advise downloading the respective **Writer manual** and going through it, also available from the link above.

We recommend downloading the Writer setup from your **Admin System > My Account** tab though, along with your **Writer license**, and save them to a convenient location. Then, install the Writer just like any other application, and once that completes simply double-click your Writer license to register.

To protect a document, first make sure the PDF is on your **local storage** (so, NOT on the cloud, or on Microsoft Drive or similar) – we suggest creating a folder in the root of the drive (e.g. *C:\Locklizard docs* or *D:\Protected docs* or similar) and placing the PDF there.

Then, **right-click the PDF** document and choose the 'Make secure PDF' option > the Writer window will appear, where you can choose the security settings you'd like to use. For now, just click the **Publish** button at the bottom right.

Once this completes, a new file will have been made in that location:

[name of the original PDF document].pdc

This is the secure version of the document, and these .pdc files are what you will need to distribute to your customer base, to be used with the Safeguard Viewer & a valid license.

2. The Safeguard Admin System

The **Safeguard Administration System** ("Admin System") is available to all publishers, and it's where you will create customer accounts, award access and change security settings in regards to your customers and documents.

NOTE: Availability of certain options is dependent on the version of Safeguard used.

We recommend going through the **Admin System Help page**, to get a better idea of how everything works:

<https://www.locklizard.com/admin-help-4/index1-2/>

NOTE: Understanding and learning how the Safeguard Admin System works will be crucial for all your DRM needs and interactions with the Safeguard ecosystem, so please take your time and get accustomed to it.

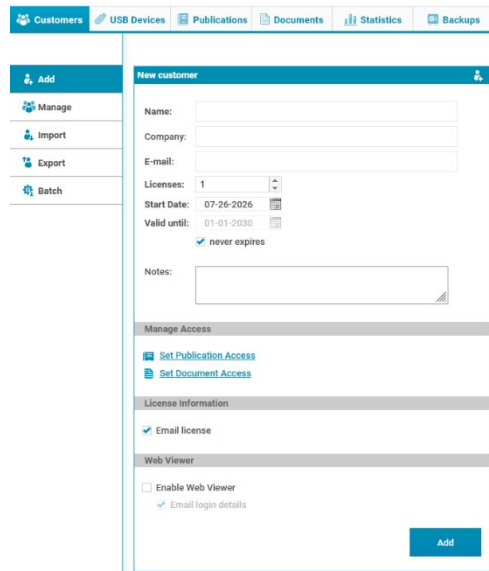
As a start, let's first open the document you just created!
(This will be similar to when you want a normal customer to view the document.)

a) Creating a customer account

While the Safeguard Writer is used to protect documents, **in order to open a .pdc document the Safeguard Viewer & a valid license are required.**

For now, let's create your own customer account, so you can view the document you just protected. Follow the link to the Admin System from the license email you received and log in with the supplied username & password.

Once logged in, the default view is on the Customers tab, which is exactly what we need. Click the '**Add**' button on the left, and the customer account creation page will appear:



Fill in the fields with your own details (name, email address, etc.), then click the **Add** button.

In a few seconds you should receive the Safeguard Viewer license email on the address you used.

This email will be the same as what your customers will receive, so if you'd like anything changed, or to have a custom email, please contact sales@locklizard.com.

b) Installing the Safeguard Viewer & license

Just like your customers will have to do going forwards, you should now **install the Safeguard Viewer**.

- First, download the Safeguard Viewer setup file from the link in the license email you just received and save it to a convenient location (e.g. your Desktop).
- Then, download the license file from the email - **[your name].llv** - and save it alongside the Viewer setup.

NOTE: The license file can be sent as a download link or as a link & file attached to the email. We recommend downloading it from the link.

- Then, **double-click the Safeguard Viewer setup file** and complete the installation wizard. Once that finishes, **double-click the license file** - **[your name].llv** - in order to register the license – a dialog informing that you have successfully registered will come up.

NOTE: A valid license from the publisher who created the document is required when opening any Safeguard-protected document. Some documents also require specific access granted to each customer, in turn.

- Then, simply double-click the protected document you downloaded earlier - **[name of the original PDF document].pdc** - to open it, just like a normal file.

The Safeguard Viewer window will pop up, perform the security checks required and then display the document.

3. Overview

The overall process is simple once you understand it – it essentially boils down to this:

- You **protect PDFs** to a proprietary, secure format (.pdc) via the Safeguard Writer
- You **distribute the protected documents** (as downloads from your website, as attachments to an email, etc.)

NOTE: Locklizard Safeguard does not usually handle the distribution of protected documents – this is left to each publisher to do as they see fit.

If you'd like to use Safeguard to distribute documents, as well as allow users to open them in browser and on any OS, then we recommend looking at the [Web Publisher](#) add-on.

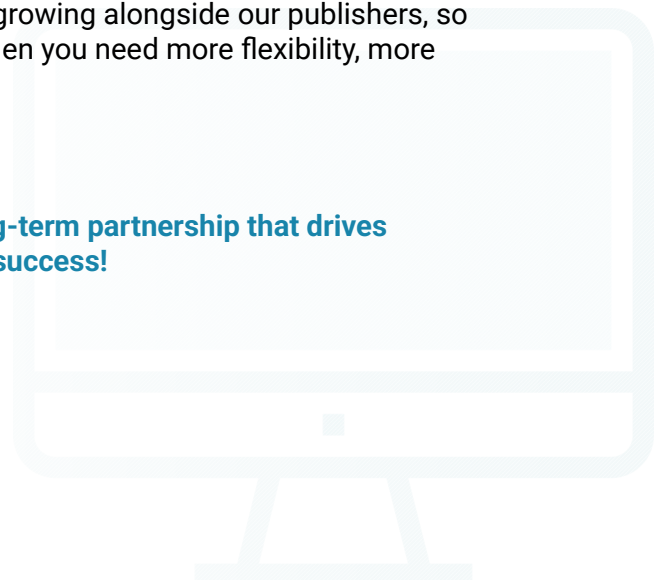
- You **create customer accounts** that can open your protected documents
- Your customers receive an email containing instructions and their unique license
- Your customers **install the Safeguard Viewer and register their license**, then open documents from you normally, just like any other files

Throughout the entire process, even years from now, you, as the publisher, retain absolute control over your documents, who can open them and how they are used.

Depending on the security settings you chose when publishing, you can disable access, change expiry dates, change view and print limits, allow use from certain locations and much more.

Locklizard Safeguard was created with the idea of growing alongside our publishers, so there are many options to choose and grow into when you need more flexibility, more options, increased limits, webstore integration, etc.

We look forward to building a strong, long-term partnership that drives mutual growth and success!



F.A.Q.

Q: Where is the Safeguard license email? (I didn't get the license email.)

A: Please check your Spam / Junk folder for the license emails, just in case they ended up there by mistake.

Q: Is there a version of the Safeguard Writer for Mac OS or Linux?

A: The Safeguard Writer application is only available for Windows OS.
The Safeguard Web Writer (which comes with Safeguard Lite accounts) is available in-browser and on all operating systems.

Q: Is there a version of the Safeguard Viewer for Linux?

A: The Safeguard Viewer is only available for **Windows, Mac OS, iOS and Android**.
The Safeguard **Web Viewer** (available with the [Web Publisher add-on](#)) is available on all browsers.

Q: Can I increase the number of documents and/or customers I can create?

A: Of course, please contact sales@locklizard.com for more information.

Q: Can I integrate Safeguard with my web platform / web store?

A: Yes, with the help of our [Ecommerce add-on](#)* you can automate the creation of customer accounts, award access, set expiry dates and more.

*Only available with Safeguard Standard and Enterprise accounts.

Q: How do I distribute the documents I protect?

A: You can choose to allow your customers to download them from your website, have download links to an online repository, send them as attachments to an email or unique download links sent to each customer after they purchase.

Alternatively, you can choose to publish them to the Safeguard Web Viewer* via the Web Publisher* optional add-on.

*Only available with Safeguard Standard and Enterprise accounts.

Q: I'm having difficulties installing / registering the Safeguard Viewer / Writer.

A: Please follow the steps here, exactly as they are laid out, to make sure everything is installed correctly: kb.locklizard.com.

Q: I am getting an error message, what can I do?

A: All error messages and their recommended fixes are explained on the Safeguard Knowledgebase, available here: <https://kb.locklizard.com/>.

If you have purchased a support contract, you can also email support@locklizard.com with details of the error message.