

Mariner Software

Portal > Knowledgebase > Paperless for Mac OS > The Paperless Library File > How do I encrypt a Paperless library?

How do I encrypt a Paperless library?

Jim Henson - 2013-11-17 - in The Paperless Library File

A Paperless library can be encrypted or unencrypted at any time.

Encrypting a Paperless library

To create a new encrypted library, follow these steps:

1. In Paperless, choose New Library from the File menu.
2. In the new library prompt, check the **Encrypt library** checkbox, and click Create to continue.
3. At the prompt, enter and verify the password for your Paperless library.

To encrypt an existing Paperless library, follow these steps:

1. In Paperless, select **Encrypt library** from the **File** menu.
2. At the prompt, enter and verify the password for your Paperless library.

Unencrypting a Paperless library

A Paperless library can be encrypted at any time.

To unencrypt a Paperless library, follow these steps:

1. In Paperless, open the library you would like to unencrypt.
2. From the **File** menu, select **Remove encryption from library**.
3. If prompted for a password, provide the password for the encrypted library.

Frequently Asked Questions

If I lose or forget my password, will it be possible to recover either my password or library information?

No. Please be sure to make a note of the password you choose: if you lose or forget a password we unfortunately will not be able to help you recover information from your encrypted library.

How does Paperless encrypt libraries?

[For more information on how Paperless encrypts libraries, please see this knowledge base article.](#)