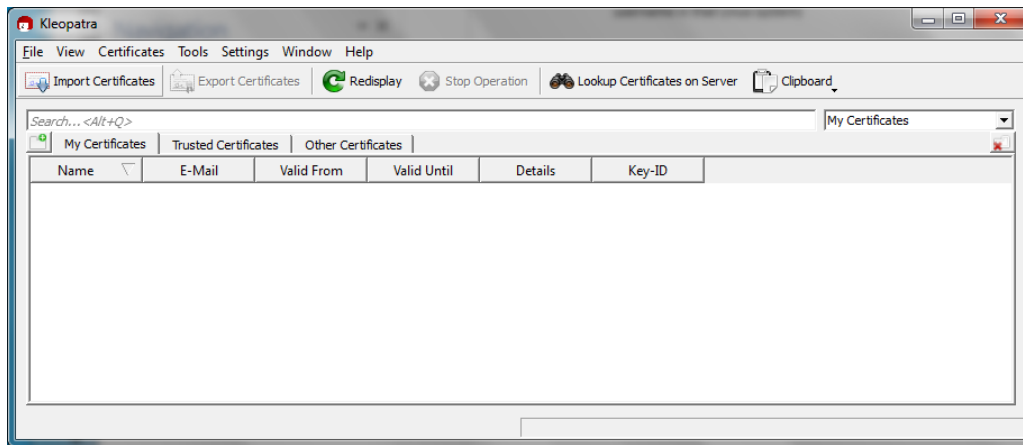
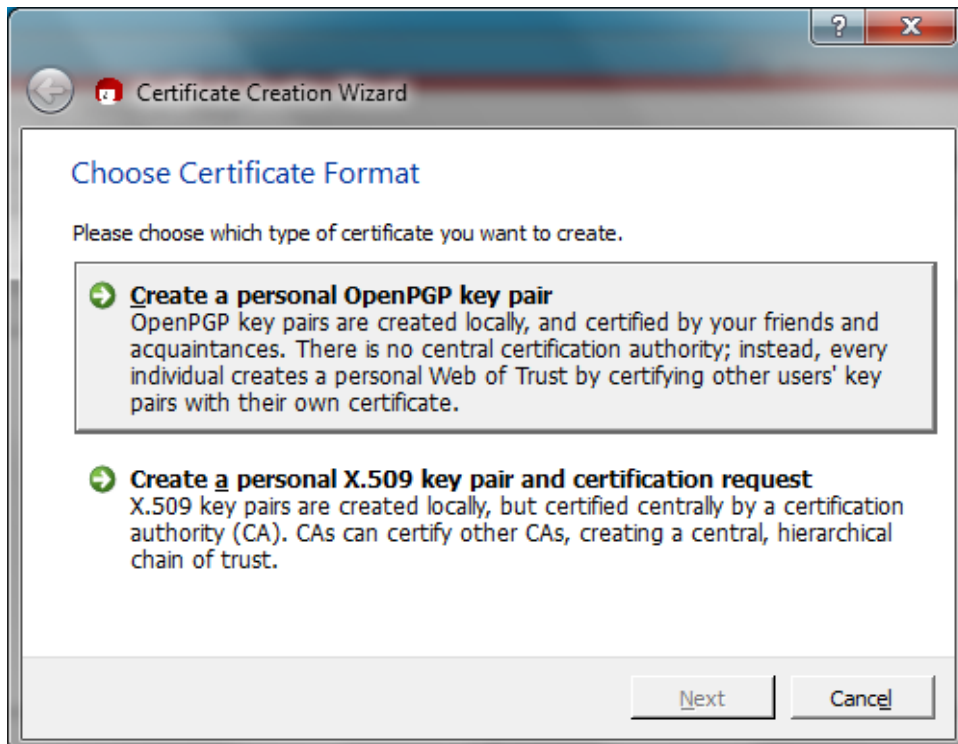


## Instructions for creating PGP keys in Windows

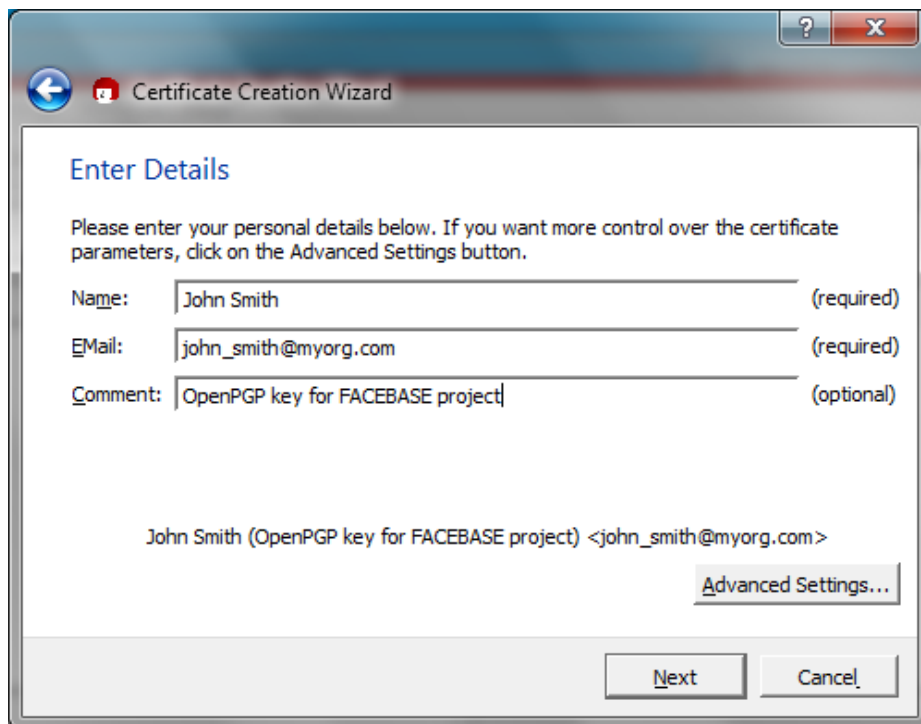
1. Install Gpg4win  
Go to <http://www.gpg4win.org> , download the installer file (e.g., Gpg4win-2.2.3.exe) and follow the installation instructions.
2. Generate PGP key pair  
Start Kleopatra (Start -> Kleopatra) and in the File menu select New Certificate



Click on “Create a personal OpenPGP key pair”

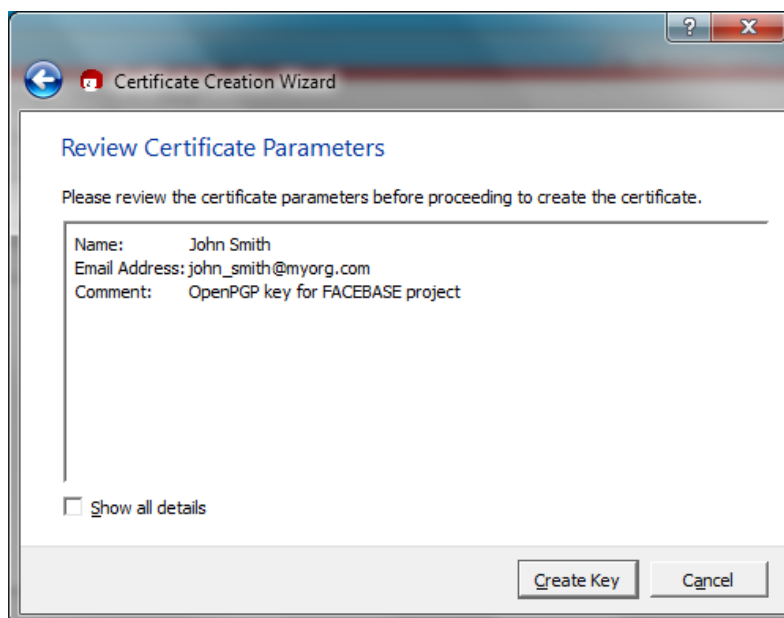


Enter your Name, email and a Comment and click Next. Make sure the comment includes the word FACEBASE.



The screenshot shows a window titled "Certificate Creation Wizard" with a back arrow icon on the left and help/question mark and close (X) icons on the right. The main heading is "Enter Details". Below it, a message reads: "Please enter your personal details below. If you want more control over the certificate parameters, click on the Advanced Settings button." There are three input fields: "Name:" with the value "John Smith" and "(required)" to its right; "Email:" with the value "john\_smith@myorg.com" and "(required)" to its right; and "Comment:" with the value "OpenPGP key for FACEBASE project" and "(optional)" to its right. Below the fields, the text "John Smith (OpenPGP key for FACEBASE project) <john\_smith@myorg.com>" is displayed. An "Advanced Settings..." button is located at the bottom right of the main area. At the very bottom of the window are "Next" and "Cancel" buttons.

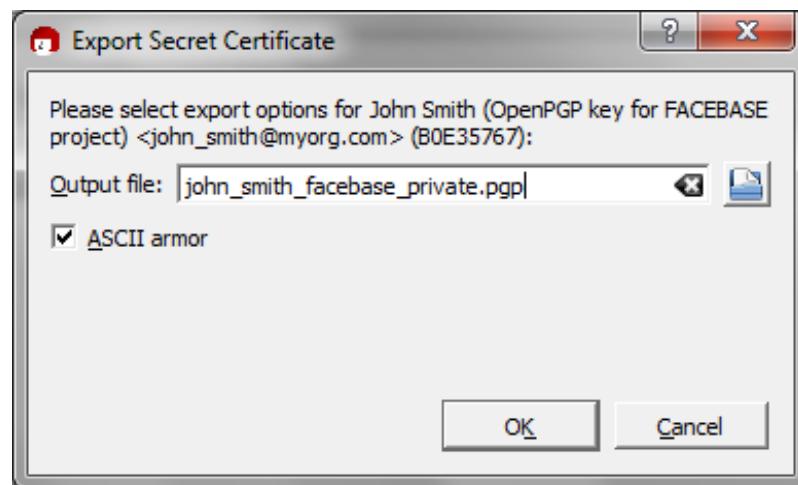
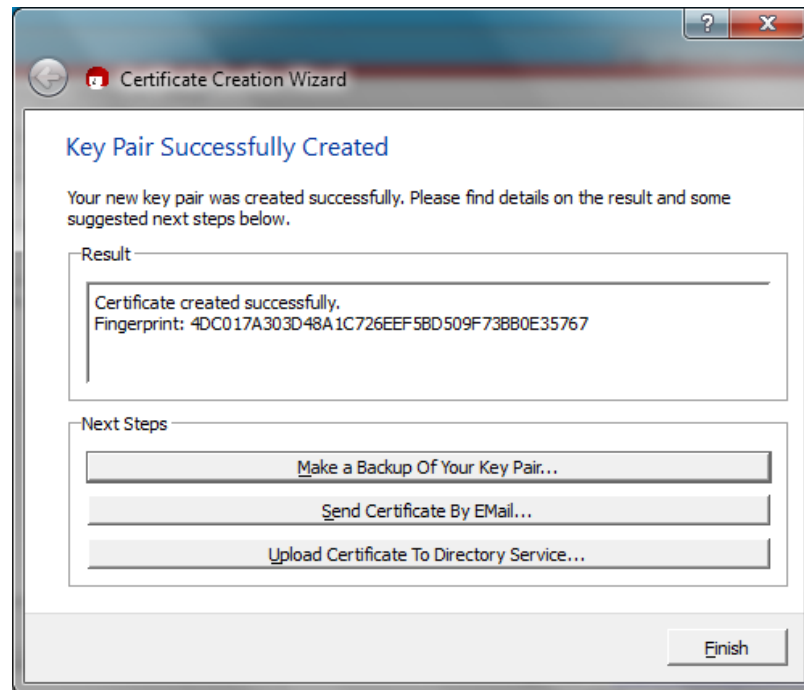
Review Certificate Parameters and press Create Key



The screenshot shows the same "Certificate Creation Wizard" window, now at the "Review Certificate Parameters" step. The heading is "Review Certificate Parameters". A message reads: "Please review the certificate parameters before proceeding to create the certificate." Below this is a text box containing the following information: "Name: John Smith", "Email Address: john\_smith@myorg.com", and "Comment: OpenPGP key for FACEBASE project". At the bottom left of the text box area is a checkbox labeled "Show all details" which is currently unchecked. At the bottom right of the window are "Create Key" and "Cancel" buttons.

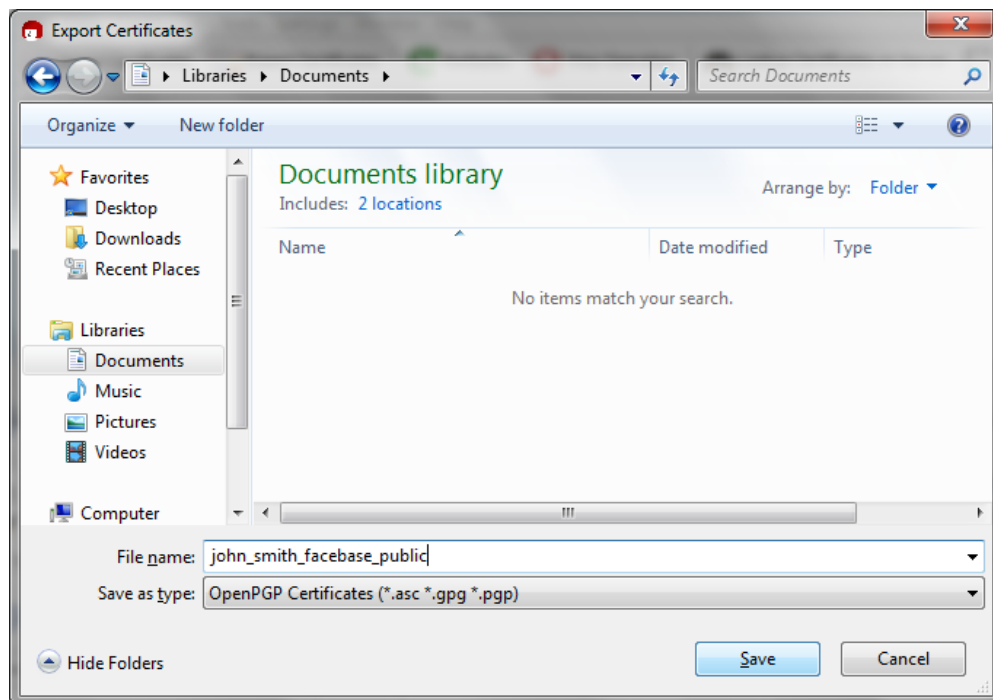
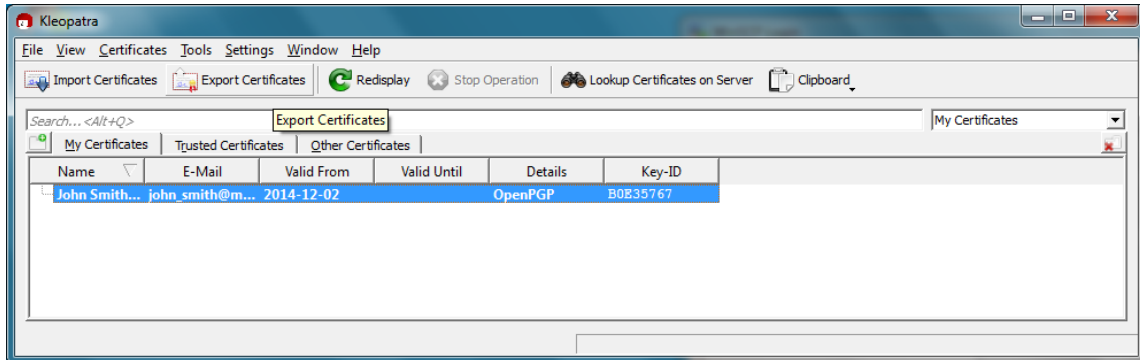
Enter your Passphrase. Make sure you remember and/or write down the passphrase as you'll need it to decrypt the files.

Then click "Make backup of your key pair" to save a copy of your private PGP key to a file. Enter the location and filename (e.g., john\_smith\_facebase\_private.pgp), select ASCII Armor and press OK.



Then click Finish.

Return to the Kleopatra window, select the created Certificate and press Export Certificates. In the File dialog window select your Documents folder and enter a filename (e.g., john\_smith\_facebase\_public) and press Save.



This will create the public PGP key file in your Documents folder called john\_smith\_facebase\_public.asc

3. Email the public PGP key file you just created (e.g., john\_smith\_facebase\_public.asc) as an attachment to [help@facebase.org](mailto:help@facebase.org). Use "FACEBASE PGP public key submission" in the Subject field of your email.

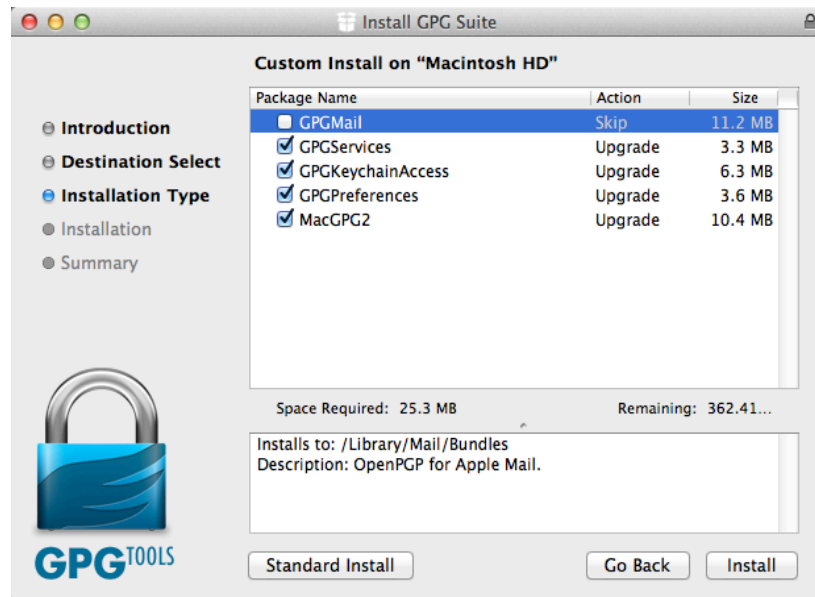
**Make sure you only email the public key file.**

## Instructions for creating PGP keys in Mac OS X

### 1. Install GPG Suite

Go to <https://gpgtools.org/gpgsuite.html> and click Download GPG Suite

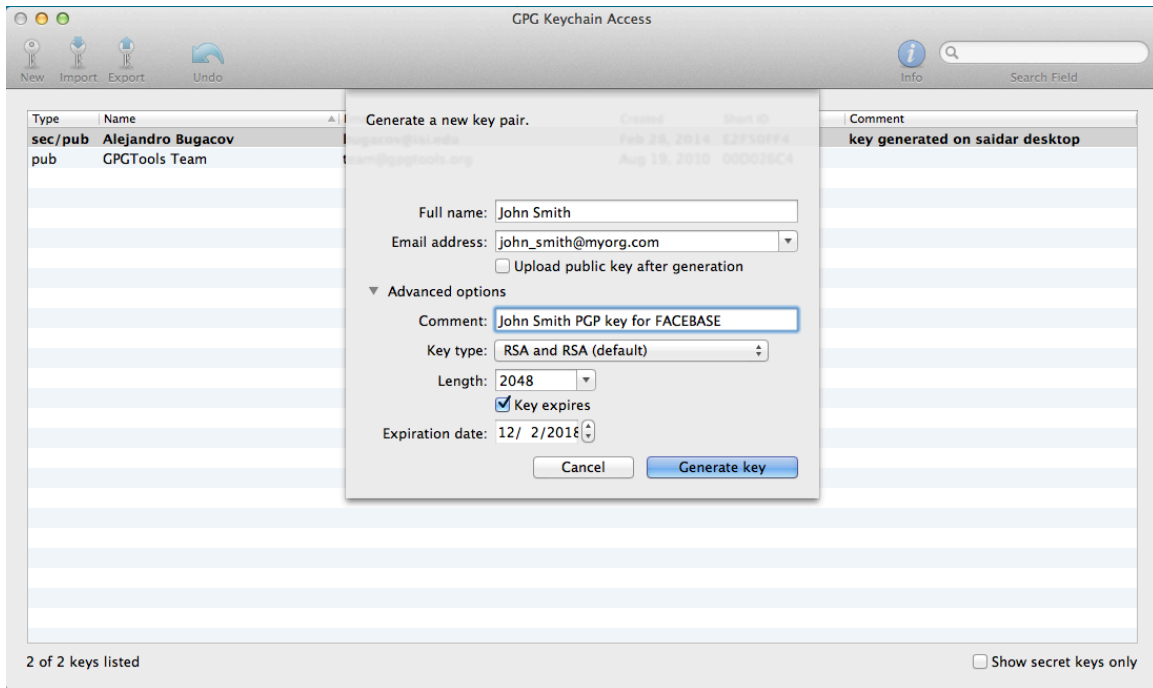
Save the installer file (e.g., GPG Suite – 2013.10.22.dmg) and install it. During installation select Custom Install and unclick GPGMail.



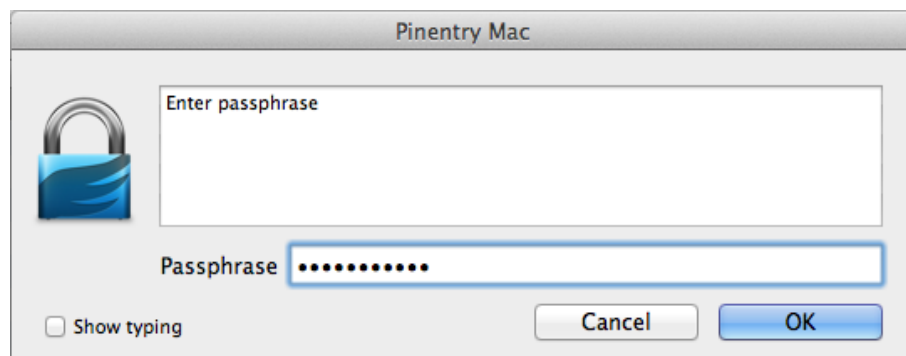
## 2. Generate the PGP key pair

Once installed, go to Spotlight and search for GPG Keychain Access. Open the GPG Keychain Access application and click New to create a new key pair.

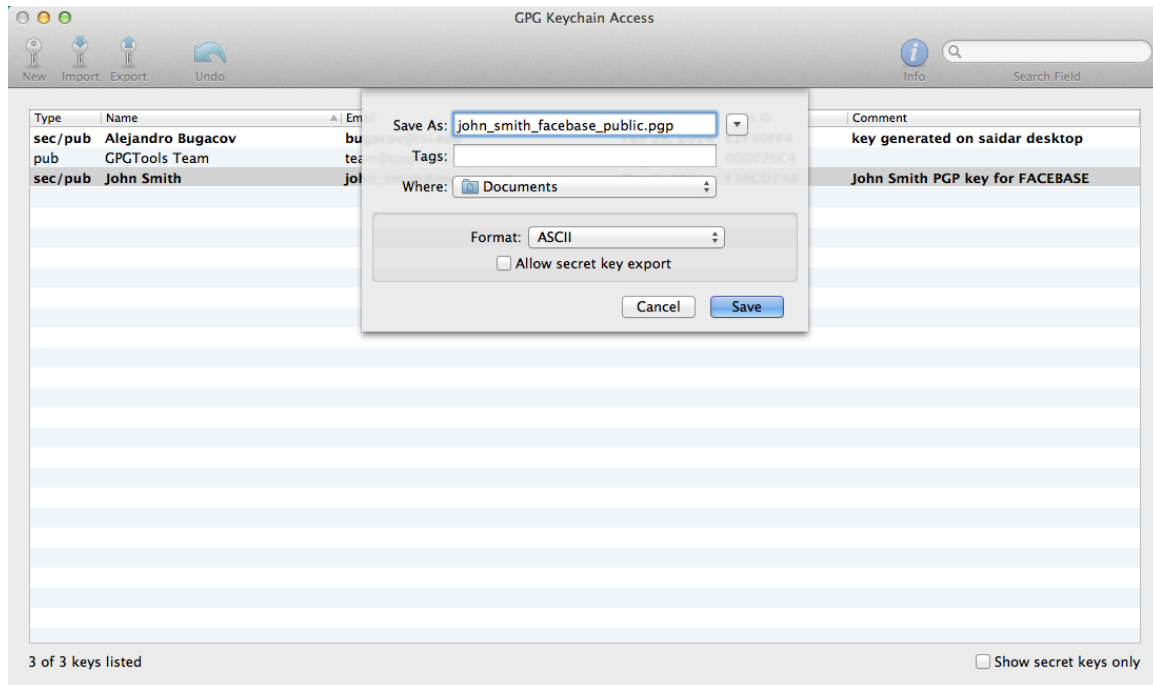
Enter your Full name and Email address and a Comment. Make sure the comment includes the word FACEBASE.



Enter your Passphrase. Make sure you remember and/or write down the passphrase as you'll need it to decrypt the files.



Return to the main window, select the created key and click Export to export the public PGP key to a file. In Save As enter john\_smith\_facebase\_public.pgp (replacing john\_smith with your name). In Where select your Documents folder, select ASCII format, unclick Allow secret key export and click Save.



3. Email the public PGP key file (e.g., john\_smith\_facebase\_public.pgp located in your Documents folder) as an attachment to [help@facebase.org](mailto:help@facebase.org). Use "FACEBASE PGP public key submission" in the Subject field of your email.

**Make sure you only email the public key file.**

## Instructions for creating PGP keys in Linux

These instructions assume that you have gnupg or gnupg2 packages (e.g., gnupg2-2.0.22-3.el7.x86\_64 for CentOS 7 systems) installed in your system. Refer to your system's repositories or [www.gnupg.org](http://www.gnupg.org) if you need to install these packages.

1. Open a Terminal and at the command prompt type the command

```
gpg --gen-key
```

Accept the default options and enter

- Real Name: (e.g., John Smith)
- Email: (e.g., [john\\_smith@myorg.com](mailto:john_smith@myorg.com))
- Comment: (e.g., John Smith PGP key for FACEBASE)

2. Once the key is created type the following command to export the public PGP key file

```
gpg --armor --output /home/john_smith/john_smith_facebase_public.pgp --export "John Smith PGP key for FACEBASE"
```

(assuming that /home/john\_smith is your home directory in your system and that you entered "John Smith PGP key for FACEBASE" in the Comment field)