

Passwords

User Manual



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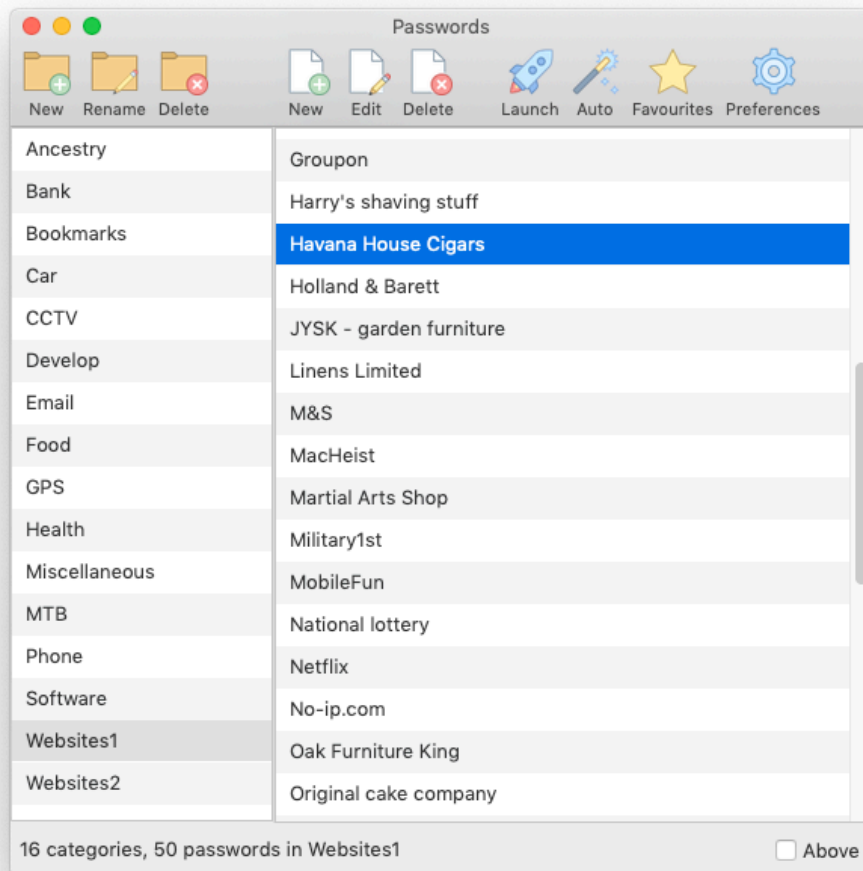
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Introduction

Passwords is designed to help you store, organise, protect and use sensitive information like usernames and passwords for websites, PINs, bank details, serial numbers etc.

Your data is stored in a database which can be password protected by a master password. You can change the master password any time from the app's Preferences.

Note: If you forget your master password you will not be able to access your information.

You store your information in categories, which are listed on the left of the application window, and password records are listed on the right of the application window.

The toolbar across the top of the window displays commonly used options, some of which can be accessed via the main menu or by right-clicking the password list to bring up a context menu.

The auto-complete feature lets you fill in web forms or 'send' information to other applications with a couple of mouse clicks.

Categories

Categories are containers/folders in which your passwords and other sensitive data will be grouped and contained. To create a new category, click the first toolbar button, the folder labeled "New", and enter a name for the category. When you use the app for the first time a few default categories are made for you.

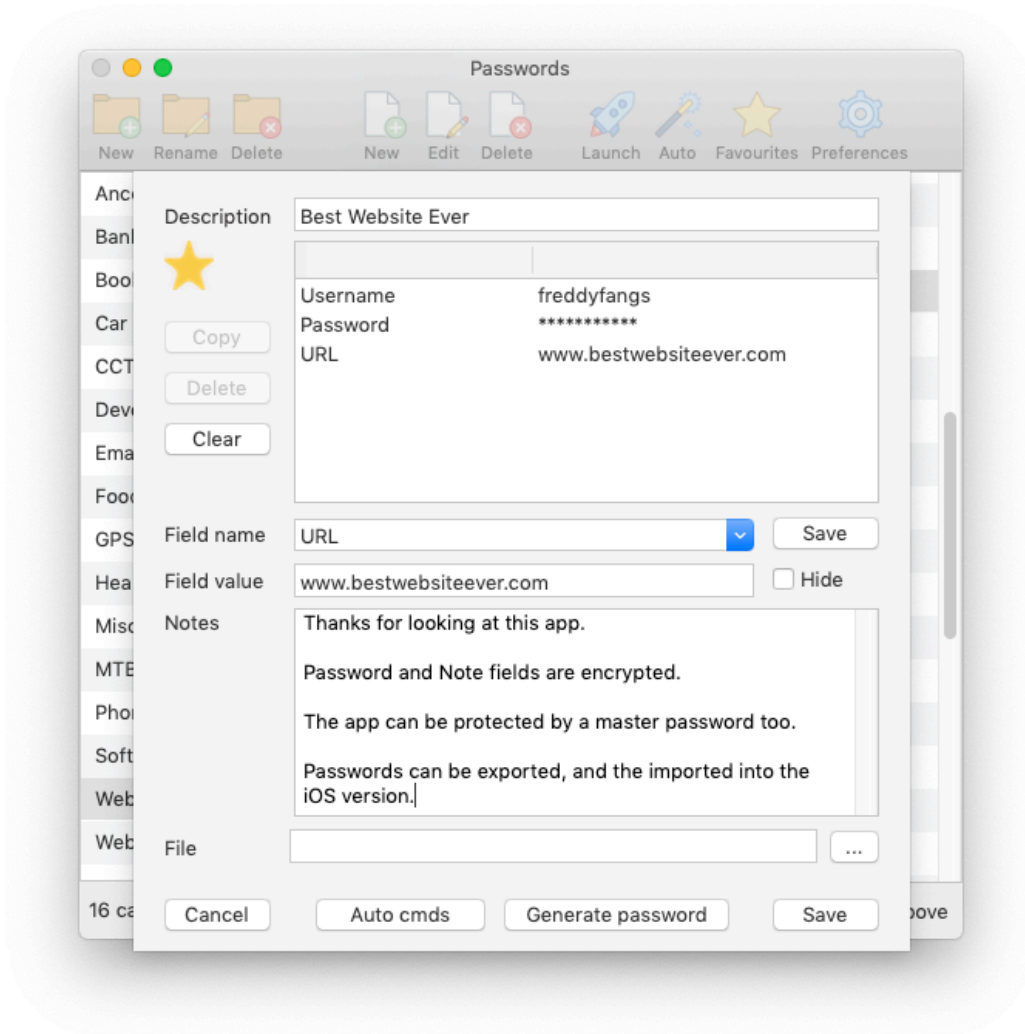
You can rename a category by selecting "Rename" from the toolbar.

The simplest way to delete a category is to select the category and click the delete category button on the toolbar. You can also use the main menu.

Passwords

A password record holds the information relative to whatever it is you wish to store. This application was designed to primarily handle website login information, but can be used to store other data such as banking details, credit/debit card details, email login, serial numbers for software you have purchased etc.

To create a new password record click the file icon in the toolbar labeled "New". You are presented with a number of fields to fill in. All are optional except the "Description" field, you must provide this. The description is what will appear in the password list.



The other fields are as follows:

Field name & Value

You can create as many fields as you like (username, password, email, URL and anything else you need).

Simply type the name of the field (e.g. username) in the "Field name" edit box, and the value in "Field value" (e.g. your name/email). Save the data by clicking the "Save" button. The data will appear in the list box above (you can drag rows up and down the list box by left-clicking on a row and holding the mouse button down while dragging the row).

The "Mask" checkbox will 'hide' the value if it is sensitive and you don't want anyone else to see it on screen. The most useful purpose for this is to hide passwords and URL's from view.

To edit a field name/value you have already created, select it in the list box and it will appear in the name and value edit boxes. Once you have edited the data (you can also toggle the "Mask" checkbox) click "Save" to save it back to the list box.

You can right-click on the list box for a pop-up menu which allows you to copy values to the clipboard, or to delete selected name/values. The buttons to the left of the list box can also be used for these purposes.

To specify a URL for using with the app's Launch/Auto-complete features, use the text 'URL' (without quotes) as the field name, and type the url in the field value.

The field value is encrypted for privacy.

Notes

This field is for writing any comments you have about this particular password record. The note field is encrypted for privacy.

File

Used to store a path to a file/application which can be launched (run) when the Launch feature is used (more about that later). To clear/remove the filename from the edit box, click on the "File" label to the left of the edit box.

As the app is Sandboxed, you will need to provide confirmation that the app may access the folder you select a file from. The best thing to do is to select your user folder which will grant the app access to all the folders within your user folder.

Auto-complete commands (button)

This button opens a dialog where you can create a list of commands for use with the auto-complete feature.

Auto-complete will execute the commands you specify, automatically typing them into another application or a website form. This saves you from typing your passwords/login yourself or using copy and paste.

To add a command use the appropriate "Add" button after selecting/entering a field, key or text. The command will appear in the list in the order it will be executed. To change the order you can drag the commands with the mouse, or use the Up and Down buttons.

For example, for a web site login you could create the commands:

```
<Username>  
TAB  
<Password>  
ENTER
```

When auto-complete is used, the program will send the value of "Username", then a TAB key, the value of "Password" and then an ENTER key to whichever window was last active. So, for a web login you place the cursor in the first box (usually username) and then click the Auto-complete button (you will see this when using the auto-complete feature).

Another example. Some online banking sites require you to enter some data on one page (such as a username) and more data on another page (such as password, account number etc). You can use the PAUSE command (action) to pause auto-complete while another page loads, before it proceeds to auto-complete more data. So for the above bank example the command sequence you need to create would look like this:

```
<Username>  
<ENTER>  
<PAUSE>  
<Password>  
<ENTER>
```

The first ENTER action loads the next page after your username has been typed. The PAUSE command then makes auto-complete pause before it does anything else. It displays a dialog window with the options to Continue or Abort. To abort the auto-complete routine click Abort, otherwise wait for the next page to load (and if necessary place your cursor in the correct field on the web page) and then click Continue. Your password and the ENTER key will then be 'pressed'.

Generate Password (button)

If you can't be bothered to think up a password you can use this option. You will need to supply some information about what characters you want to include in the password, and its length. After generating a password, clicking the "OK" button will automatically place it in the password field for you (where you can make further changes if you desire) if you check the check box to do so.

Favourite

Click the star icon to toggle favourite status for this record on or off. Favourite passwords will appear in the popup menu which appears when you click the Favourite button on the toolbar.

Deleting a password

Select the password you want to delete and click the file icon named “Delete” button on the toolbar.

Duplicating a password

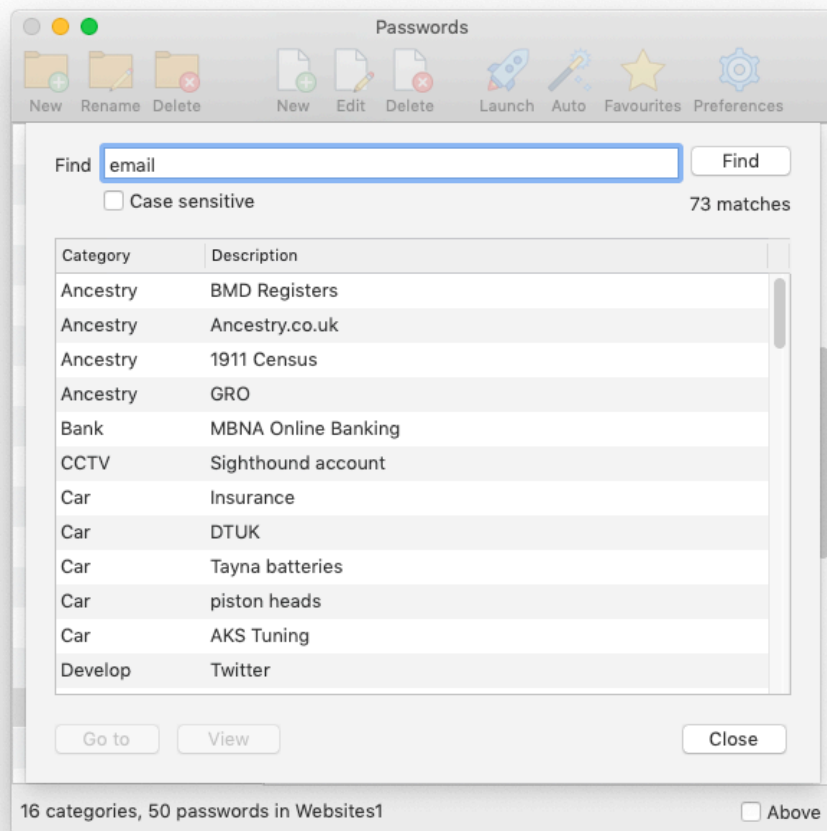
This option is available via the main menu or right-clicking the mouse on a password. It is useful for when you need to create duplicate information in a number of separate password records.

Moving/copying passwords to another category

Sometimes you may want to move or copy a password (or a number of passwords) to a different category. Select the passwords you want to move (select multiple passwords by holding down the Cmd key), then right-click on the password list and choose "Move/Copy to category" from the menu. You will be prompted to select a category from a list, and the password(s) will be moved or copied to that category.

Finding passwords

Enables you to search the database for text in password records. Either choose “Find” from the main menu or press CMD+F. The Find dialog will open, allowing you to enter the text you want to search for. You can perform a case sensitive search by checking the box.



If any matches are found, they will be displayed in the list box. To view any of the found records, simply select the desired record and click the "View" button.

To 'go to' the actual record click the "Go to" button (or double-click the item in the list).

Quick copy of password data to clipboard

Right click on a password in the password list to access a pop-up menu. Below the entry "Copy to clipboard:" are the fields of your password record which you can click on to copy their value to the clipboard. Below these are regular menu commands.

Launch

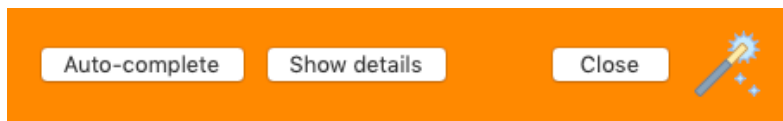
Launch does the following on the selected (highlighted) password:

1. Opens the URL and/or file (if any) associated with the password. If a URL field has been specified in your record the default web browser is opened and the webpage loaded. If a file has been specified in your record the file will be launched (ran).
If you have specified alternate browsers (in Preferences) a menu will let you select which browser to use.
2. Displays the Auto-complete dialog from which commands can be issued or information from the password record can be read and/or copied to the clipboard for use with the web page/application.

Auto-complete

The Auto-complete dialog displays the auto-complete button for issuing commands for the selected password record, and optionally shows all information for the password record for reference and/or copying to the clipboard.

Simply place your cursor in the web form or application and click the "Auto-complete" button, the commands you specified will be carried out (executed).



To view all details of the password, click the "Show details" button. This expands the dialog to show all password fields. You can right-click on all fields for a pop-up menu to copy content to the clipboard.

Master password

In “Preferences” you can set or remove the master password used to protect the program from unauthorised use. Select this option to change the master password which protects the database. Simply enter the current password (if one is set) and supply a new one.

Note: If you forget your master password you will not be able to access the database (and, obviously, your passwords contained in it).

Favourites

Favourite passwords will appear in the menu which appears when you click the Favourite button on the toolbar. There are a number of ways to mark a password record as a favourite.

1. When creating/editing a password record, click the star icon to toggle favourite status for the record on or off.
2. Right-click on a password to bring up the popup menu, select “Add as favourite”.
3. Use the Favourites toolbar button and select “Add as favourite”.

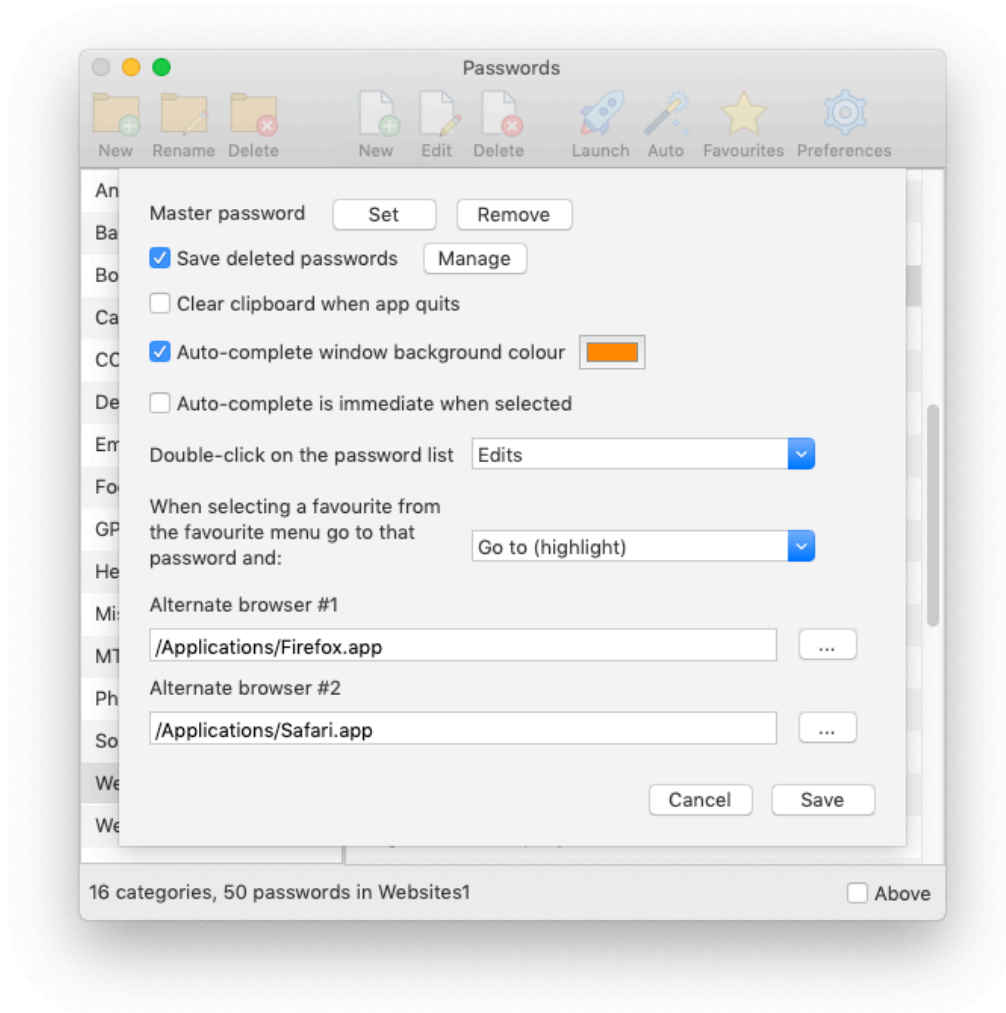
Using the Favourites toolbar button you can also remove favourites (shows a list of favourites for you to select). In “Preferences” you can choose what should happen when you select a favourite from the menu. The options are to do nothing (just go to the password in the list); to launch any associated URL or file and begin auto-complete; or just begin auto-complete.

Backup and Restore passwords

These options are available under the “File” menu. Backed up data is saved in a propriety encrypted file.

That file can be imported (restored) back into the app. Any existing passwords of the same name/content will be duplicated. You can also use this file in the iOS version of Passwords (mobile) by using the file sharing feature of iTunes. You then use Passwords (mobile) to import the file (via the app’s Settings).

Preferences



Master password

Allows you to set/change/remove the master password which protects the database. Simply enter the current password (or leave blank if there isn't one) and supply a new one.

Note: If you forget your master password you will not be able to access the database (and, obviously, your passwords contained in it).

Save deleted passwords

When checked, any passwords you delete will be saved and not permanently deleted.

They will be stored in a separate part of the database and can be accessed by clicking the Manage button on the Preferences window.

If this option is left unchecked, any records you delete from the database will be permanently deleted and not recoverable.

Clicking the Manage button displays any records which were saved instead of deleted. From here you can view the records, permanently delete them, or restore them. The “Empty” button permanently deletes all the saved passwords.

Clear clipboard when app quits

Clears the contents of the clipboard when the application quits. Use with CAUTION as you may end up removing information from other applications that you may need.

Auto-complete window background colour

Allows you to set the background colour of the auto-complete window. Click the box to bring up a colour picker, where you can select what colour you want.

Auto-complete is immediate when selected

When checked, whenever you use autocomplete, wherever you next click your mouse is where the autocomplete text will be placed.

When not checked, you have time arrange windows (or whatever) to place the cursor, then you can click Auto-complete to then click the cursor where you want to put the autocomplete text.

Double-clicking on the password list

Two options available: Edit the password, or launch the password/URL/file.

When selecting a favourite from the favourite menu go to that password and:

Choose what should happen when you select a favourite from the menu (via the toolbar button). The options are to just go to the password in the list; to launch any associated URL or file and begin auto-complete; or just begin auto-complete.

Contact

If you have any questions about this product please contact us:

Email: support@codeinventors.com

Or visit our website:

<http://www.codeinventors.com>