

CODE | AERO TECHNOLOGIES

Password Memory 2008

User's Guide

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Password Memory 2008

Securing your passwords has never been easier.

Password Memory 2008 is the latest in a row of popular products from Code|Aero Technologies. Our products are known for their many powerful functions yet being extremely easy to use.

Password Memory 2008 is no exception. We decided to create this new product when we found that similar products on the market didn't even have the most basic functionality you would expect.

Our aim was to create a fast product that would let you search, sort and manage your passwords in a secure environment. Not only that, we also want to bring this product to you in your native language. That is why Password Memory 2008 comes with a number of different languages and more will be added with time.

How secure is Password Memory?

Password Memory 2008 is one of the only password manager on the market using a solid, secure client/server database engine. This ensures stability and ensures performance no matter how big your database grows.



This database is secure in itself but the passwords are also stored using three different encryption methods (with a strength of 256 and 128 bits).

You only need to keep track of one password when using Password Memory, the password to your password database. It is important, however, to make this password secure yet to remember it, since there is no way to access your passwords without it. Read more about secure passwords later in the **Secure Passwords** chapter.

The program also let you copy the username and passwords to the Windows clipboard to bypass possibly installed "key-loggers".

Password Memory can also be installed and executed on a USB memory stick so you can bring your passwords with you everywhere you go and have them available in a secure manner.

Installing Password Memory

Password Memory 2008 is officially supported on Microsoft Windows Vista, XP and 2000. The program will work on older versions of Windows too but we do not officially support it.

We recommend that you download the latest version of Password Manager from our website www.codeaero.com which will ensure that you get a stable product.

To install the product, double-click **pm2008_setup.exe** (note that the filename may vary depending on the download source). This will start the installer and on the second page of the installation wizard you can choose where to install Password Memory. We recommend that you use the default installation location.

The next page enables you to change the name and location of the Start Menu folder. For simplicity we recommend you to keep the default here too.

On the last page of the installer you can choose if you want to add Password Memory icons to your desktop and Quick Launch bar.

Installing to a USB Stick

Password Memory 2008 can be installed on a USB memory stick. You can insert the stick on any computer, run the program from the stick and have your password database available yet secured.

Password Memory will automatically determine if it is installed on a USB stick and go into external mode. This means the database and program settings will be stored on the USB stick too.

In order to install to a USB stick; run the installer as usual but change the installation destination folder to a folder on your USB stick. You can then choose not to create a start menu folder (if you won't be running the program frequently on the computer used to install the program to the USB stick).

When the installation is finished you can run the program from the USB stick by browsing to the installation folder and double-clicking **keynote.exe**.

Running Password Manager for the first time

Start Password Manager by choosing the Password Manager 2008 shortcut from the Windows Start Menu.

If you are running a trial version; you need to start by clicking **OK** in the evaluation information dialog that appears upon starting the program. If you purchased Password Memory this dialog will not appear.

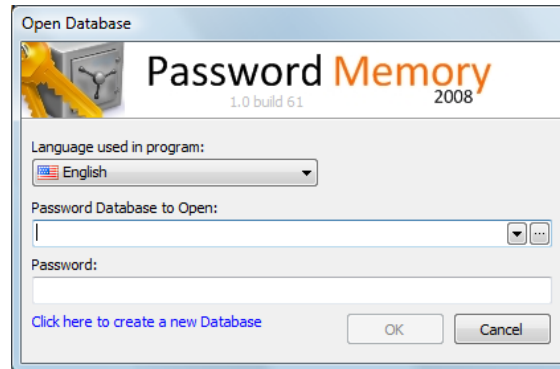


FIGURE 1. This is the Open Database dialog where you choose the password database to open and supply the password to open it. New databases can also be created by clicking the link labeled “Click here to create a new Database”.

The logon (or Open Database) dialog is the first program dialog to appear and this is where you create your first database. Start by choosing the language of your choice. The default language used in the application is English.

To create a new database, click the link labeled “**Click here to create a new Database**”. This will open a new dialog where you can create your first password database.

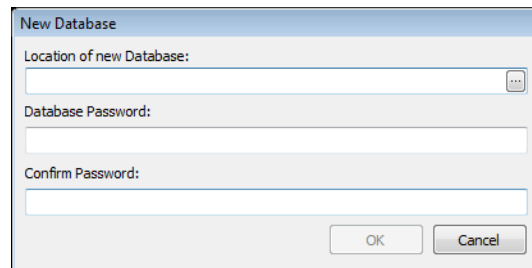


FIGURE 2. The New Database dialog enables you to create a new database.

Create a New Database

The first thing you need to do is to choose the location of the new database by clicking the “...” button. This is where your password database will be stored.

Note

Windows Vista will not allow you to create files everywhere (if not in Administrator mode). We therefore recommend you not to create your database in the Program Files folder or in the root directory.

Then the path and filename has been chosen a password needs to be assigned to the database. This password is the one password you need to remember in order to access all your other passwords contained in the database. Make sure this password is secure (read more about secure password in the **Secure Passwords** chapter).

Also make sure that you remember this password because there is no way to access your database without it. You need to type the password twice to verify that it is not mistyped.

Finally click the **OK** button in order to create the new database and close the New Database dialog.

Logging in to your Password Database

The last used database will automatically appear in the “**Password Database to Open**” field. If you want to open another password database; click the “...” button the first time you open it. You can then click the drop-down button to switch between your databases.

When the database you want to open is selected, type the password in the field labeled “**Password**”. Finally click the **OK** button to login and open the database. If the wrong password is entered; an “Incorrect Password” dialog will appear.

Adding your first item to the Database

After logging in to your database, the main window of Password Memory will be shown. This is where your list of items is shown and can be sorted, searched and grouped.

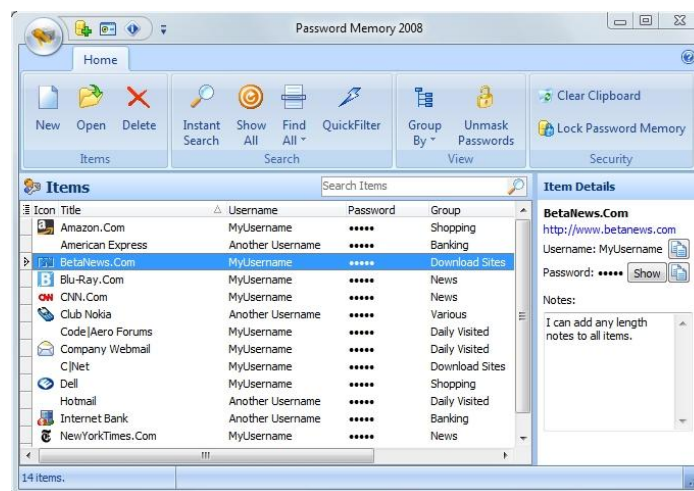


FIGURE 3. This is the main window of Password Memory.

Adding items to the Password Memory database is very straight forward. Simply click the **New** button in the main window toolbar and the New Item window will appear. Fill out the fields necessary (at least **Title**, **Username** and **Password** are recommended) and then click the **OK** button to save the item.

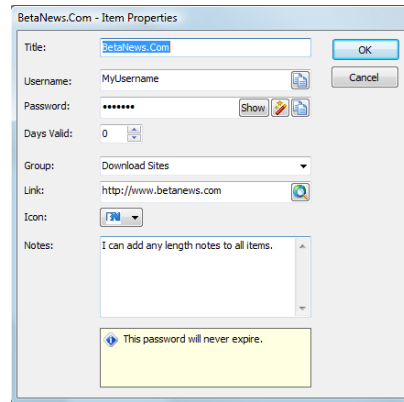


FIGURE 4. The New Item dialog let you add items to your database. When you click the OK button they will appear in the list of the main window.


Field Descriptions

There are a number of available fields that are stored with each item. You can choose to fill out one or many of them. Our recommendation is to fill out at least **Title**, **Username** and **Password**.



Title

This is the title of the item. If you are storing login details to a Internet bank this the title could be the name of the bank. If you are storing the pass code to your home network the title could be “Home Network”.

Username

If you need a username or e-mail address to login to an Internet site, this is the field where you store the username or e-mail address used. This information can later be copied to the Windows Clipboard automatically and pasted into the field on the website. You can later click the  button to copy the username into the Windows Clipboard. Then place the cursor in the website username field and press CTRL+V to paste it into the field (you can also right-click the field and choose Paste).

Password

This is where you type the password. Note that you can generate a password automatically by clicking the following button:  Generating passwords like this ensures that you get unique and secure passwords. Read more about this in the **Secure Passwords** chapter. You can later click the  button to copy the password into the Windows Clipboard. Then place the cursor in the website password field and press CTRL+V to paste it into the field (you can also right-click the field and choose Paste).


Days Valid

If you want your password to expire after a set number of days; you can set the number of day you want the password to be valid here. Set it to 0 (zero) if you never want your password to expire. You will later be able to filter the list to see expired items only (and change the passwords of those items). Changing your passwords on a regular basis is recommended in order to keep them secure. Read more about this in the **Secure Passwords** chapter.

Group

If you want to be able to group your items this is where you enter the name of the group that the current item belong to. Previously entered groups can be found by clicking the drop-down button in the group field. You can later group the list by this field by clicking the **Group By** button in the toolbar and choosing **Group**.

Link

This is where you enter a URL to the website associated with this item. It can also be the path to a file associated with the item. You can then click the  button to open the associated URL or file.

Icon


The icon helps you identify the item faster so choose one that reminds you of the item. If you type a web address into the Link field and leave the field; it will automatically try to retrieve an icon from that website. This check is only preformed if you haven't already chosen an icon.

You can clear the item by going to the Icon field and pressing Backspace on your keyboard.

Notes

The notes field is of unlimited size and you can add any text here that is associated with the item.

Basic Navigation

When you are in the main window you can navigate the list of items using the mouse or the arrow keys. When you change the focus of the cursor, the selected item will be highlighted and the details of that item will be shown in the side bar labeled “**Item Details**”. It is then possible to show the password by clicking the **Show** button. You can also copy the **username** and **password** to the clipboard by clicking the  buttons of the respective fields.

Note

If you click the Unmask Passwords button in the toolbar, all passwords will be visible. It is not recommended to always run Password Memory in this mode though.

To open an item and view or edit the fields (e.g. to change the password) click the **Open** button after selecting the appropriate item. The Item Properties dialog will then appear (which is identical to the New Item dialog).

Grouping the List

If you want to group your list by group or username, click the **Group By** button in the toolbar and choose the field you wish to group your list by. You can later ungroup the list by clicking the **Group By** button again and choosing (no grouping).

Deleting Items from the Database

You can delete one or many items from your database by selecting them in the list and clicking the **Delete** button in the toolbar. To select more than one item, use basic Windows multi-selection technique (CTRL+click or SHIFT+click).

Password Memory Settings and Options

Click the Application Button in the top left corner of the application and choose **Options**. This will open a dialog containing a bunch of settings you can alter to get the program to work as you desire.

The **Top Options** is the language selection which enables you to change the program language on the fly. You can also alter the color scheme used in the program between blue, silver and black.

The next option category is **Working with Password Memory**. It contains the following options:

Start Password Memory when Windows starts. This option will tell Windows to run Password Manager when you start Windows.

Keep Password Manager on top of other windows. This option ensures that Password Memory is not hidden behind any other windows.

Confirm Deletes. When this option is checked; you will get a confirmation dialog each time before items are deleted.

Put icon in System Tray. If this option is checked a Password Memory icon will be placed in the task bar notification area. When the program is minimized, it will be minimized to the task bar notification area to and you need to double-click the program icon in order to restore the window again.

AutoFormat input. This option will make sure some items are auto formatted (capitalized) when adding new items.


The last category is **Securing Password Manager** and it contains the following options:

Clear Clipboard when minimizing Password Memory. This will make sure that none of your passwords stays in the Windows clipboard when you minimize the program.

Lock database when minimizing Password Memory. This will require you to enter your password when opening the program after it has been minimized.

Lock database after x minutes of inactivity. This option is similar to the previous option but will wait x minutes before the password is required after the program has been minimized.

Customizing the List

You can choose which columns (fields) to display in the list by clicking the  button in the top left corner of the list (to the left of the headers). A menu will appear where you can choose the fields you want to include in the list. You can also drag and drop the fields up/down to re-order them. You can also re-order the columns by dragging and dropping the header into the desired position.

Note

You can create multiple line headers (which will make each item in the list multiple lines too). Do that by dragging a column below the line of headers. To reverse this; simply drag and drop the column header back into its desired position in the header line above.

Resizing the columns is as easy as grabbing the edge of the column header with the mouse pointer and resizing it.

Sorting the List

You can easily sort the list by clicking the column header you wish to sort the list by. The list will then be re-sorted instantly. If you want to sort in descending order; click the same column header a second time.

Searching for Items

There are multiple ways of searching in Password Memory 2008. Our various search methods are extremely fast and easy to use. Note that you can always go back to your full list of items by clicking the **Show All** button in the toolbar.

Instant Search

The easiest and fastest way is probably typing the first few characters of the **Title**, **Username** or **Group** into the Instant Search field. The list will then be filtered to only show items containing the text you typed.

QuickFilter

If you click the QuickFilter button in the toolbar, the QuickFilter bar will be shown. It is a set of buttons which you can click to filter the list by the first letter of the **Title**. E.g. if you click the button labeled “d” in the QuickFilter bar; only items with a title that begins with “d” or “e” will be shown.

Find All

Clicking **Find All** in the toolbar will bring up a menu of pre-defined filters that you can use to quickly filter your items.

Items with expired passwords shows you a list of items where the password has expired and should be changed.

Items without a unique password shows you a list of items that do not have a unique password.

Database Operations

By clicking the Application button in the top left corner of the application you can perform a number of database related tasks.

Change Database Password

This option let you change the main database password. This password should be changed now and then in order to keep your database secure.

New Database

You can have as many databases as you wish and this option let you create new databases. All you need to do is to specify a file name and location and a password and your new database will be ready to use.

Backup Database

Now and then you should make sure to create backups of your database(s). This ensures that you will still have your database in case of a computer or software failure. The backup is a compressed version of the database file and has a *.bak* file extension.

Restore Backup

This function let you restore a backup that you have previously made of a database. You will be prompted to enter the database password after performing the backup. When restoring a backup, you restore it to the currently open database so you might need to create a new database and then use the restore function.

Export

You can export your database to the following file formats: Text, HTML, XML and Excel. Note that when you export your database with unmasked passwords; they will be written to the file in plain text and will not be protected in any way.

Secure Passwords


Having secure passwords is very important. When you use Password Memory it is much easier to use long and secure passwords since the application will generate and maintain the passwords for you.

Selecting a Database Password

The only password you need to remember in the future is the password to your Password Memory database. It is very important that this password is secure though since this password gives you access to your whole password database. It is very important to remember this password though since there is no way to open your password database without it.

You should use at least 10 characters in your database password. It is good to alternate between upper and lowercase characters and numbers as well. Note that the passwords are case sensitive which means that “HHH” is not the same as “hhh”.

Generating Passwords for your Items

Password Memory 2008 contains a password generator which saves you the hassle of creating new, secure passwords yourself. Simply click the  button in the Item Properties dialog to bring up the password generator.

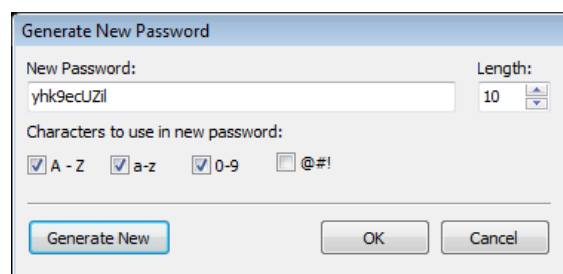


FIGURE 5. The password generation dialog let you create a new, secure password with one click.

The dialog will automatically create a password (of the same length as the previous password for this item) when you bring it up. If you are satisfied simply click the **OK** button to use the new password.

You can also change the characters used in the password and/or the desired length. After the changes are made, click the **Generate New** button to generate another password, using the new settings. Finally click the **OK** button to use the new password.