

# Password Keeper for Windows 95/NT

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## Overview

Password Keeper for Windows 95/NT is a small utility for storing your frequently used passwords. Password information can be stored, edited and printed with this easy to use program.

Each password file that you create can contain up to 1000 account entries. You will never forget a password again with this handy utility installed on your Windows 95/NT system. Password Keeper includes a facility to optionally generate random alphanumeric passwords automatically. These passwords will be difficult for others to guess.

Password Keeper data files are stored in an encrypted format to prevent unauthorized users from accessing and viewing them. Passwords can be copied to the Clipboard and pasted into other login programs.

Please remember the file access password you assign to your Password Keeper document. This password is used to encrypt the actual account records stored in the document. Without this password you will not be able to access the documents you create. There is no way to recover the account record data without this password, so please remember the password you assign.

## Purchasing Password Keeper

Password Keeper for Windows 95/NT is a fully functioning program. It is **not** time-limited or crippled in any way.

Password Keeper for Windows 95/NT is distributed as [shareware](#). You may evaluate it free of charge for 30 days. After 30 days if you continue to use Password Keeper for Windows 95/NT you are required to [register](#) it. If after evaluating Password Keeper for 30 days you decide not to register it you are required to [remove](#) it from your computer.

[Registration](#) entitles you to unlimited free updates and [support](#) via E-Mail or telephone.

## Other Uses

Password Keeper can also be used to store PIN numbers and safe combinations. Any private access information that needs to be saved in a secure location can be stored in Password Keepers files.

## Web Site URL Addresses

Password Keeper can also be used store a web site address for each account record. You can use Password Keeper to automatically launch your web browser and go directly to a web site on the Internet.

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## Desktop Locations

Password Keeper's location on the desktop is saved when the program is exited. Whenever you start Password Keeper it will reappear on the desktop where you last placed it. Password Keeper property sheet locations are also stored and reused the next time they are opened.

## Taskbar Tray

Password Keeper for Windows 95/NT can be optionally configured to place its program icon in the Taskbar Icon Notification Tray. This option provides a simple means of keeping the taskbar button region clear for other running programs.

# Installing Password Keeper

## Installation

To install Password Keeper for Windows 95/NT on your computer simply create a new, empty folder and place the files; PASSKEEP.EXE, PASSKEEP.HLP and PASSKEEP.CNT there.

<b>PASSKEEP.EXE</b>	- The Password Keeper Application
<b>PASSKEEP.HLP</b>	- The Windows 95/NT Help File
<b>PASSKEEP.CNT</b>	- The Help Contents File

If you use the SETUP.EXE program and specify the default installation directory Password Keeper will be copied to the **C:\Program Files\Software by Design** folder.

To integrate Password Keeper for Windows 95/NT with the MS Windows Explorer select the Password Keeper Explorer Setup property sheet while Password Keeper is running.

**Note** If you have an earlier version of Password Keeper for Windows 95/NT installed on your computer, simply replace the PASSKEEP.EXE, PASSKEEP.HLP and PASSKEEP.CNT files with the newer versions. Password Keeper stores configuration information in the MS Windows 95/NT System Registry.

**Note** The PASSKEEP.INI file is no longer used and can be deleted. The various application settings specified in the Password Keeper Options property sheet as well as the main window's size and location on the desktop are now stored in the MS Windows 95/NT System Registry.

**Note** Some earlier versions of Password Keeper for Windows 95/NT included a PASSKEEP.WRI documentation file. This file has been replaced by the PASSKEEP.HLP file and can now be deleted.

**Warning** If you rename the PASSKEEP.EXE file you must also rename the HLP file using the same basename. For example if you change the Password Keeper application file name to NewName.exe, rename the help file to NewName.hlp as well. The HLP file *must* reside in the same folder as the Password Keeper application file itself.

# Configuring Password Keeper

## Password Keeper Options

Select the **File | Options** menu item to display the Password Keeper Options property sheet. This window will allow you to change the various Password Keeper program settings listed below.

### Place Icon in the Taskbar Tray

Check this item to display a small Password Keeper program icon in the Taskbar Icon Notification Tray. If this item is selected and the Password Keeper window is minimized a button will not be added to the Taskbar, to restore the Password Keeper window on the desktop press the small icon in the taskbar tray instead. This option is available to keep the taskbar free for other running programs.

**Note** When this option is selected, clicking on the Close box in the upper-right hand corner of the window title bar will minimize Password Keeper instead of closing the application. To quit Password Keeper right-click with your mouse on the Password Keeper icon in the Taskbar tray. You may also use the **File | Exit** menu command or the **Ctrl+Q** keyboard shortcut.

### Minimize Program Icon at Startup

Check this item to minimize the main window on the Taskbar or Icon tray when Password Keeper is first started.

### Confirm Program Exit

Check this item to confirm quitting Password Keeper for Windows 95/NT. When this option is selected you will be prompted to confirm your intention to exit Password Keeper and return to the MS Explorer desktop. This item is useful if you run Password Keeper from the tray and wish to avoid accidental exits when you right-click on the Password Keeper tray icon.

### Show Tool Bar Tips

Check this item to display small popup tip windows when the mouse pointer is placed over toolbar ribbon pushbuttons. A short description of the button currently beneath the mouse will be shown when this item is checked.

### Dark Window Backgrounds

Check this item to display the text in list windows with a dark background instead of the paper white background MS Windows normally uses when displaying text.

### Keep Editor Window Topmost

Check this item to keep the Password Keeper account editing window topmost on the desktop.

### Reopen the Last File Used at Startup

Check this box to reopen the last password file used when Password Keeper is launched.

### Save Changes Automatically

Check this box to automatically save editing changes when a password document is closed. If this box is not checked you will be prompted before closing documents that have changed.

### Sounds with Warning Dialog Boxes

Check this box to play a short beep sound when Password Keeper displays a warning dialog box or an error occurs.

### OK

Press this button when you have completed your selection of Password Keeper program options. When you press this button the Password Keeper Options property sheet will be closed and your settings will be saved.

### Cancel

Press this button to close the Password Keeper Options property sheet without making any changes. If you have made any changes to the option settings, and then press this button your changes will not be used, and your previous settings will remain in use.

### Help

Press this button to open the Password Keeper Help Window and go directly to the Configuring Password Keeper topic.

**Note** The options you have selected will be saved when you press the **OK** button. The desktop location of the Password Keeper Options window itself will also be stored.

# Password Keeper Security Settings

## Password Keeper Security Settings

Select the **File | Options** menu item to display the Password Keeper Options property sheet, then select the **Security** tab. This window will allow you to change the various Password Keeper security settings listed below.

### Time Period to Display Account Password

Specify the time period to display account password information before hiding the selected entry again. The time period to display a password can be between 1 and 120 seconds (2 minutes).

### Minimize Windows on Display Timeout

Check this item to minimize the Password Keeper main window to an icon on the Taskbar or Notification Tray when the display period defined above has elapsed.

### Always Show Information

Check this item to show the selected account password indefinitely, instead of hiding it after a short display period.

### Length for Randomly Generated Passwords

Enter the length to be used when generating random account passwords. The password length you specify can be between 4 and 46 characters. This value will be used when random alphanumeric passwords are generated.

### Display Password with Account Record

Check this item to show the currently selected account record password. If this item is unchecked the password for the currently selected account record will be replaced with a '\*\*\*\*\*' hidden text string.

**Note** The password associated with the currently selected account record will still be available for Copy / Paste operations into other login programs, but will not appear in the Password Keeper window if the option above is left unchecked.

### OK

Press this button when you have completed your selection of Password Keeper program options. When you press this button the Password Keeper Options property sheet will be closed and your settings will be saved.

### Cancel

Press this button to close the Password Keeper Options property sheet without making any changes. If you have made any changes to the option settings, and then press this button your changes will not be used, and your previous settings will remain in use.

### Help

Press this button to open the Password Keeper Help Window and go directly to the Password Keeper Security Settings topic.

**Note** The options you have selected will be saved when you press the **OK** button. The desktop location of the Password Keeper Options window itself will also be stored.

# Password Keeper Browser Setup

## **Password Keeper Browser Setup**

Select the **File | Options** menu item to display the Password Keeper Options property sheet, then select the **Browser** tab. This window will allow you to specify a Web Browser other than the system default.

### **Web Browser**

Specify the web browser you wish to use instead of the system default. Specify the full drive and folder path when using this item. Netscape Navigator users should *always* use this setting to specify their Navigator web browser. Use the browse button [...] to the right of this entry field to automatically select a web browser application using the standard MS Explorer File Open dialog box.

### **Always Launch this Web Browser**

Check this item to launch the web browser specified above. Netscape Navigator users should *always* use this setting to launch the Navigator web browser. Internet Explorer users should *not* check this box.

**Note** Microsoft Internet Explorer users can ignore the two settings described above if they have installed the Internet Explorer as their default web browser. Netscape Navigator users should *always* use the settings above.

### **Minimize Password Keeper at Launch**

Check this item to minimize the Password Keeper main window to an icon on the Taskbar or Notification Tray when the web browser is launched. This setting will be used with either the default system browser or the application specified above.

### **Check for Valid URL Address Syntax**

Check this item to verify web site URL address syntax. Web site URLs that do not start with either *http://* or *https://* will be flagged as invalid. You will be prompted to confirm invalid web site URLs when this item is checked

### **OK**

Press this button when you have completed your selection of Password Keeper program options. When you press this button the Password Keeper Options property sheet will be closed and your settings will be saved.

### **Cancel**

Press this button to close the Password Keeper Options property sheet without making any changes. If you have made any changes to the option settings, and then press this button your changes will not be used, and your previous settings will remain in use.

### **Help**

Press this button to open the Password Keeper Help Window and go directly to the Password Keeper Browser Setup topic.

**Note** The options you have selected will be saved when you press the **OK** button. The desktop location of the Password Keeper Options window itself will also be stored.

# Password Keeper Page Setup

## Password Keeper Page Setup

Password Keeper can be configured to use custom headers and footers when printing Password Keeper documents using the **File | Page Setup** menu item.

## Password Keeper File Information Macros

Displayed below is a list of Password Keeper File Information Macros available for inclusion in custom headers and footers.

<b>\$F</b> = File Name	The current document name with full drive and path will be inserted at the point where the \$F macro appears
<b>\$f</b> = File Name	The current document name without a drive or path will be inserted at the point where the \$f macro appears
<b>\$P</b> = Page Number	The current page number will be inserted at the point where the \$P macro appears
<b>\$T</b> = Current Time	The current time will be inserted at the point the \$T macro appears
<b>\$D</b> = Current Date	The current date in long format will be inserted at the point the \$D macro appears
<b>\$d</b> = Current Date	The current date in short format will be inserted at the point the \$d macro appears

Any other text specified in a header or footer will be treated as literal and will appear just as defined. To include the actual '\$' character in a header or footer use '\$\$'.

## Header

Define the header text you wish to have appear at the top of each page printed. See the File Information Macros section above for a complete description of those items that can automatically be included in a header.

## Print Header

Check this item to enable the header defined above. If this item is not checked the header you defined above will not be printed. This item is included to facilitate turning header printing on and off with out deleting the header you have defined

## Center Header

Check this item to center the header at the top of each printed page. If this item is not checked the header you have defined above will be printed starting at the left margin.

## Footer

Define the footer text you wish to have appear at the bottom of each page printed. See the File Information Macros section above for a complete description of those items that can automatically be included in a footer.

## Print Footer

Check this item to enable the footer defined above. If this item is not checked the footer you defined above will not be printed. This item is included to facilitate turning footer printing on and off with out deleting the footer you have defined

## Center Footer

Check this item to center the footer at the bottom of each printed page. If this item is not checked the footer you have defined above will be printed starting at the left margin.

## Printer Page Margins

Use the following four entry fields to specify the page margins to be used when printing documents. Margin widths are expressed in decimal inches, for example 1.25, 0.50, .25 or 1 are all valid margin widths.

## Left

Enter the left margin width in this field. Document text will be printed starting from this position on the left side on the page.

## Right

Enter the right margin width in this field. Document text will be printed across the page to this position.

## Top

Enter the top margin width in this field. Document text will be printed starting from this position at the top of the page.

## Bottom

Enter the bottom margin width in this field. Document text will be printed down to this position at the bottom of the page.

**Note** If you have defined a header or footer to be printed on each page make certain that you set the top and bottom margin widths to at least 0.10 inches or your document text will be printed directly on top of the headers and footers you defined.

**OK**

Press this button when you have completed your selection of Page Setup settings. When you press this button the Page Setup property sheet will be closed and your settings will be saved.

**Cancel**

Press this button to close the Page Setup property sheet without making any changes. If you have made any changes to the Page Setup settings, and then press this button your changes will not be used, and your previous settings will remain in use.

**Help**

Press this button to open the Password Keeper Help window and go directly to the Password Keeper Page Setup topic.

**Note** The Page Setup settings you have selected will be saved when you press the **OK** button. The desktop location of the Page Setup window itself will also be stored. Your Page Setup settings will be saved in the MS Windows 95/NT [System Registry](#).

# Password Keeper Explorer Setup

## **Password Keeper Explorer Setup**

Select the **Help | Setup** menu item to display the Password Keeper Explorer Setup property sheet. This window will allow you to integrate Password Keeper for Windows 95/NT with the Microsoft Windows 95/NT Explorer. Use this command to create and remove MS Explorer shortcuts.

## **Create a Start Menu Item**

Check this item to create a Password Keeper Start Menu entry. The Password Keeper for Windows 95/NT program will be located in the Software by Design folder on the Programs menu. This item will be disabled (grayed) if a Password Keeper item already exists in the Software by Design folder.

## **Remove this Start Menu Item**

Check this item to remove the Password Keeper entry located in the Software by Design folder on the Programs menu. This item will be disabled (grayed) if a Password Keeper item does not already exist in the Software by Design folder.

## **Create a Desktop Icon**

Check this item to create a Password Keeper for Windows 95/NT program icon on the Explorer desktop. This item will be disabled (grayed) if a Password Keeper desktop icon already exists.

## **Remove Icon from the Desktop**

Check this item to remove the Password Keeper for Windows 95/NT program icon from the Explorer desktop. This item will be disabled (grayed) if a Password Keeper desktop icon does not already exist.

## **Create a Startup Folder Item**

Check this item to automatically run Password Keeper for Windows 95/NT whenever Microsoft Windows is started. This option creates a Password Keeper program icon in the MS Windows Explorer Startup folder. This item will be disabled (grayed) if a Password Keeper startup item already exists in the Startup folder.

## **Remove the Startup Folder Item**

Check this item to remove Password Keeper from the MS Windows Explorer Startup folder. This item will be disabled (grayed) if a Password Keeper startup item does not already exist in the Startup folder.

## **OK**

Press this button when you have completed your selection of MS Explorer shortcuts. When you press this button the Password Keeper Explorer Setup property sheet will be closed and the MS Explorer shortcuts you have selected will be created or removed.

## **Cancel**

Press this button to close the Password Keeper Explorer Setup property sheet without creating or removing any MS Explorer shortcuts.

## **Help**

Press this button to open the Password Keeper Help window and go directly to the Password Keeper Explorer Setup topic.



# Editing Account Entries

## **Editing Account Entries**

Password Keeper account entries are easily created and edited using the Editor window. Select **Edit | Add Account** or **Edit | Edit Account** to display the Password Keeper Account Editing window.

When either of these commands is selected a property sheet will be displayed. Use this property sheet to create new account entries or edit existing records. The entry fields available are described below.

### **Account Name**

Use this field to store the account name for this Password Keeper database entry. This field will normally be filled with the name of the account this password record is used with, for example America Online, or CompuServe. This field must be filled.

### **Login Name**

Use this field to record your login name for this account. This will normally be your user name for this login account.

### **Password**

Use this field to store your login access password for this account. Press the [...] button to the right of this entry field to have Password Keeper generate a random alphanumeric password entry for you automatically. This facility is useful if you would like to create a password that will be difficult for others to guess.

### **Web Site URL**

Use this field to store an optional web site URL address for this account. If this field is filled you can use the Visit URL command to automatically launch your web browser and go directly to the web site on the internet.

**Note** If the current account record includes a password it will be copied to the Clipboard prior to launching your web browser.

### **Notes and Comments**

Use this entry field to store any notes or comments you would like to record for this account record.

### **OK**

Press this button when you have completed editing the current Password Keeper account entry. When you press this button the Password Keeper Account Editing window will be closed and your changes will be saved.

### **Cancel**

Press this button to close the Password Keeper Account Editing windows without making any changes. If you have made any changes to the account record, and then press this button your changes will not be saved, and your previous entries will remain unchanged.

### **Help**

Press this button to open the Password Keeper Help Window and go directly to the Editing Account Entries topic.

## File Access Password

### **File Access Password**

Please remember the file access password you use for your Password Keeper document files, this is the password you assigned when you created your Password Keeper file. This password key is used to encrypt the document file itself, without this password you will not be able to access the documents you create or the account records that they contain.

**Note** Password Keeper file access passwords are case sensitive, so always enter the file access password exactly as you originally assigned it.

# File Menu

## File Menu Commands

The File menu provides commands to work with the document files used by Password Keeper. A short description of each item follows:

### **New**

Creates a new Password Keeper document. You will be prompted to assign a document access password to the file you are creating. The **Ctrl+N** shortcut can be used for this command.

### **Open**

Opens an existing Password Keeper document, and loads it for editing or viewing. When this item is selected the standard MS Windows Explorer file browser will be displayed, use this window to select the document you wish to work with. Check the **Open as Read-Only** box to load documents for viewing only. You will be prompted to enter the document access password for the file you select. This is the password you assigned to the file when it was created. The **Ctrl+O** shortcut can be used for this command.

### **Properties**

Displays a small window showing file properties for the currently selected Password Keeper document. This window will display the document's file name, folder location, size, last modification date and file access permissions. The **Alt+Enter** shortcut can be used for this command.

### **Close**

Closes the currently active document. If the document has been edited you will be prompted to save or discard the changes before closing. The **Ctrl+W** shortcut can be used for this command.

### **Save**

Saves changes made to the currently selected document. This menu will be disabled (grayed) if no changes have been made to the document since it was last loaded or saved. The **Ctrl+S** shortcut can be used for this command.

### **Save As**

Saves the currently active document with a new name. When this item is selected the standard MS Windows Explorer file browser will be displayed, use this window to specify a new name for the document. You will be prompted to assign a new password and verify it before the file is saved with the new name and access password you have selected.

### **Page Setup**

Opens the Page Setup property sheet and allows you to change Password Keeper printer page layout settings.

### **Printer Setup**

This command allows you to select a printer and set various printer options using the standard MS Windows 95/NT Printer Setup dialog box.

**Tip** Use this command to quickly select the Landscape mode for printing Password Keeper account lists.

### **Printer Font**

This command allows you to select a font for printing using the standard MS Windows 95/NT Font dialog box.

**Tip** Select a small 7 or 8 pt. font for printed Password Keeper account lists. You might also want to try using Microsoft Small Fonts at 6 or 7 pt. to display account lists with long web site URL addresses.

### **Print**

Prints the currently selected Password Keeper document on your system's printer. A dialog box will appear before printing is started to allow you to select the printer to be used and various other printer options. The **Ctrl+P** shortcut can be used for this command.

**Tip** Set your printer to the Landscape mode when printing Password Keeper documents.

### **File Password**

This command allows you to change the document access password for the file currently being edited. You will be prompted to enter the current document access password assigned to the file as well as the new password you wish to assign to it. You will be required to type the new password assignment a second time to verify the entry. This item will be disabled (grayed) if the current file has been modified and not saved yet, or the file was opened for viewing as read-only.

### **Options**

Opens the Password Keeper Options property sheet and allows you to change Password Keeper program settings. Use this command to configure the Password Keeper program.

### **Exit**

Closes the Password Keeper program and returns control to the Explorer desktop. The **Ctrl+Q** shortcut can be used for this

command.

**Tip** Commonly used File commands can be invoked using shortcut keys or buttons on the toolbar ribbon.

# Edit Menu

## **Edit Menu Commands**

The Edit menu provides commands used to edit the contents of Password Keeper documents. A short description of each item follows:

### **Copy Login Password**

Copies the current account selection's password to the Clipboard. You can then paste this information into your login program. The **Ctrl+L** shortcut can be used for this command.

**Note** The Copy command will still copy the password to the Clipboard even if the Display Password with Account option is unchecked.

### **Add Account**

Use this command to add a new password account record to the current document. The **Ctrl+A** shortcut can be used for this command.

### **Edit Account**

Use this command to edit the currently selected password account record. You will be able to change the account name, login ID, password and notes specific to the currently selected record. The **Ctrl+E** shortcut can be used for this command.

### **Delete**

Deletes the currently selected account record. You will be prompted to confirm the record you wish to delete. The **Del** shortcut can be used for this command.

### **Read Only**

Turns editing permission on and off. If this item is checked the current document can be viewed but editing will not be allowed.

**Tip** Commonly used Edit commands can be invoked using shortcut keys or buttons on the toolbar ribbon.

# View Menu

## View Menu Commands

The View menu provides commands used to change Password Keeper display options. These items provide a means of changing the Password Keeper window appearance. A short description of each item follows:

### **By Account**

Check this item to display password account records sorted by account name. The **Alt+A** shortcut can be used for this command.

### **By User Name**

Check this item to display password account records sorted by user name. The **Alt+U** shortcut can be used for this command.

### **By Password**

Check this item to display password account records sorted by password. The **Alt+P** shortcut can be used for this command.

### **Visit URL**

Use this command to automatically launch your web browser and go the currently displayed account record's web site URL. The **Ctrl+G** shortcut can be used for this command.

**Note** If the current account record includes a password it will be copied to the Clipboard prior to launching your web browser.

### **Minimize**

Minimizes the Password Keeper window to a button or icon on the taskbar. The **Ctrl+Y** shortcut can be used for this command.

### **Always on Top**

Use this command to keep the Password Keeper window top most on the desktop. When this item is checked the Password Keeper window will float above all other non-topmost windows on the desktop. This item is useful if you normally run Password Keeper with a small window that would be easily obscured by other applications. The **Ctrl+T** shortcut can be used for this command.

# Help Menu

## **Help Menu Commands**

The Help menu provides commands used to get help with Password Keeper operations. A short description of each item follows:

### **Contents**

Opens the Password Keeper Help window and displays the Table of Contents. The **F1** shortcut can be used for this command.

### **Search**

Opens Password Keeper Help and displays the Search window. You can use this window to search for specific Password Keeper help topics.

### **How to Use Help**

Opens a Help window that explains how to use the MS Windows 95/NT Help program.

### **Register**

Displays the Password Keeper Shareware Registration Wizard. This wizard allows you to register Password Keeper for Windows 95/NT for authorized use.

### **Setup**

Displays the Password Keeper Explorer Setup property sheet. This window provides options to integrate Password Keeper with the MS Windows Explorer. Use this window to create MS Explorer Start Menu items and desktop icons.

### **Web Site**

Opens your web browser application and goes directly to the Software Design web site on the Internet.

### **About Password Keeper**

Displays the Password Keeper splash box. This window contains program information, the current version of Password Keeper you are running and a program copyright notice. Click the mouse anywhere in this window to close it

**Tip** Commonly used Help commands can be invoked using shortcut keys or buttons on the toolbar ribbon.

## Toolbar Buttons

### Tool Ribbon Buttons

Most commonly used Password Keeper menu commands can also be quickly invoked by pressing a button on the toolbar ribbon displayed at the top of the main window. These buttons work exactly the same way as the corresponding menu items that they duplicate.



**New** - Create a new document



**Open** - Open an existing document



**Save** - Save changes made to a document



**Print** - Print the current document



**Properties** - Show document properties



**Copy** - Copy the current password entry



**Visit URL** - Go to the current web site URL



**Add** - Add a new account record



**Edit** - Edit the current account record



**Delete** - Delete the current account record



**Options** - Open the Password Keeper Options property sheet



**Help** - Open this Help file



**About** - Show Password Keeper splash box

**Tip** If the Show Toolbar Tips option is selected a small popup tip window will appear when the mouse pointer is placed over a button. A short description of what each button does can be viewed using this method.



# Shortcut Keys

## Shortcuts

Shortcut keys allow you to quickly invoke Password Keeper menu commands without first displaying the menu and then selecting an item from it. The most commonly used Password Keeper commands can be invoked using the following shortcut keys.

### File Menu

<b>Ctrl+N</b>	Create a new Document
<b>Ctrl+O</b>	Open an existing document
<b>Alt+Enter</b>	Show properties for current document
<b>Ctrl+W</b>	Close the current document
<b>Ctrl+S</b>	Save changes made to the document
<b>Ctrl+P</b>	Print the current document
<b>Ctrl+Q</b>	Exit Password Keeper, and return to the desktop

### Edit Menu

<b>Ctrl+L</b>	Copy the login password to the Clipboard
<b>Ctrl+A</b>	<u>A</u> dd a new password account record
<b>Ctrl+E</b>	<u>E</u> dit the current account record
<b>Del</b>	Delete the current selection

### View Menu

<b>Alt+A</b>	Sort by Account
<b>Alt+U</b>	Sort by User Name
<b>Alt+P</b>	Sort by Password
<b>Ctrl+G</b>	Visit the currently selected web site URL
<b>Ctrl+Y</b>	Minimize Password Keeper to a button or icon
<b>Ctrl+T</b>	Make Password Keeper topmost on the desktop

### Help Menu

<b>F1</b>	Display this Help file
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## Comments and Upgrades

### Comments and Suggestions

If you have comments, questions or find any bugs in Password Keeper for Windows 95/NT please feel free to contact me on CompuServe.

**Gregory Braun**

**CompuServe: 71613,2175**

**Email: 71613.2175@compuserve.com**

**Web Site: <http://www.execpc.com/~sbd>**

**Phone: 1.414.444.8497**

### Web Site

Visit my web site on the Internet to download the latest versions of all of my [software offerings](#).



**Software Design Web Site**

(<http://www.execpc.com/~sbd>)

# Release History

## Password Keeper for Windows 95/NT Release History

- v2.0 Original in-house development and testing of MS Windows 95/NT conversion using the Microsoft Win32 SDK.
- v2.1 Added 95/NT splash box for release.
- v2.2 Added options to place program icon in the taskbar notification tray, and to save desktop locations for all dialog boxes. Increased the encryption rotor sizes.
- v2.3 Added an option to automatically save the changes made to a password document.
- v2.4 Added Login Name entry field to account password records.
- v2.5 Fixed several minor bugs.
- v2.6 Added support for screen color settings as specified in the Display Properties dialog. Added default user and company name to the splash box.
- v2.7 Added an option to change document access passwords. Included a new MS Windows 95/NT Help file.
- v2.8 Set window focus to default to the Account Name combobox for easier account selection. Added the Ctrl+L shortcut key to copy the login password field to the Clipboard.
- v2.9 Replaced the PASSKEEP.INI file with MS Windows 95/NT System Registry entries.
- v3.0 Added facility to optionally generate random alphanumeric account passwords automatically.
- v3.1 Added Explorer Setup facilities. Increased .PWK document size from 512 to 1024 accounts. Fixed a display bug that prevented the "&" and "%" characters from being properly rendered.
- v3.2 Added automatic Microsoft Windows 95/NT Explorer integration during setup. Fixed several minor bugs.
- v3.3 Converted the Password Keeper dialog box to a four-tab property sheet. Fixed a bug that prevented proper window repositioning when the MS Explorer Taskbar was placed along the left edge or at the top of the desktop and the Auto Hide option was active. Added Page Layout settings for printed reports. Fixed several minor bugs.
- v3.4 Fixed a bug that prevented the proper font size when printing Password Keeper account database reports.
- v3.5 Password Keeper now behaves like a true Taskbar Tray application when the **Place Icon in the Taskbar Tray option** is selected. Added the Visit URL command to automatically go to a specified web site address. Increased the size of the various account record entry fields. Decreased the minimum password display period to 1 second from the previous 10 second delay. Added the Shareware Registration Wizard. Several other minor bugs have been fixed.
- v3.6 Added a Password Keeper Security Settings property sheet. Added options to minimize the Password Keeper main window when the password display timer elapses. Added an option to hide the password for the currently selected account record. Converted all account record display fields to support Clipboard Copy operations. Fixed several other minor bugs.
- v3.7 Added an improved data encryption algorithm. Added record comments to the printed report. Fixed several minor bugs.
- v3.8 Added the Web Browser property sheet. Fixed the conversion routine to properly translate earlier PWK documents. Added an option to keep the password account editing window topmost on the desktop. Fixed several other minor bugs.

**Last Update** May 6th, 1998

# System Registry

## **Password Keeper for Windows 95/NT System Registry Key**

Password Keeper for Windows 95/NT stores configuration settings in the MS Windows 95/NT System Registry. These settings are updated automatically while Password Keeper is running. There is no need to edit these settings manually.

If you insist upon editing these settings, you do so at your own risk. Password Keeper automatically updates registry entries when it exits. If you wish to edit these settings make sure Password Keeper is not running while you edit them. If Password Keeper is currently running your editing changes will be overwritten when Password Keeper exits.

Password Keeper for Windows 95/NT stores configuration settings in the following system registry key:

```
HKEY_CURRENT_USER
Software
  Software by Design
    Password Keeper for Windows 95/NT
      Section
        Label = Value
```

**Warning** There is no need to edit these settings manually. Password Keeper will automatically maintain these settings for you. If you do edit these, you do so at your own risk.

# Removing Password Keeper

## Removing Password Keeper for Windows 95/NT

If you find that Password Keeper for Windows 95/NT does not meet your needs you can remove it from your computer system by simply deleting the following files from your hard drive. All of these files will be located in the folder that you originally installed Password Keeper in.

If you used the SETUP.EXE program and specified the default installation directory all Password Keeper files will be found in the **C:\Program Files\Software by Design** folder.

<b>PASSKEEP.EXE</b>	Password Keeper application program
<b>PASSKEEP.CNT</b>	Password Keeper Help Topics File
<b>PASSKEEP.HLP</b>	Password Keeper Help File

If you have opened and used the Password Keeper for Windows 95/NT Help files your system may contain the following two (2) files. These files are created by the standard MS Windows 95/NT Help program WinHlp32.exe. These files may also be safely removed.

**PASSKEEP.GID** MS Windows Help settings file. This file contains the Password Keeper Help window size and desktop location as well as any bookmarks you may have created.

**PASSKEEP.FTS** MS Windows Help word database. This file is created when you build a custom word list for Password Keeper Help files. This file is used to search for words and phrases in the Password Keeper Help files.

Password Keeper for Windows 95/NT does not use any custom DLL files or system drivers. If you delete the files mentioned above from your system's hard drive you will have completely removed Password Keeper from your computer system.

**Note** If you have installed Password Keeper shortcuts on the MS Explorer Start Menu use the **Help | Setup** command to remove the shortcuts you created before you delete the Password Keeper files mentioned above.

# Software Design Web Site

## Software Design

You can download the latest versions of all of my software from my web site on the Internet. I post the latest releases of my software there first. Click your mouse on the link listed below to visit the Software Design web site.



## Software Design Web Site

(<http://www.execpc.com/~sbd>)

## Software Titles

The following software titles are available at my web site on the Internet and can also be found on CompuServe, ExecPC, MSN and ZD Net.

NoteBook for Windows	(NBOOK.ZIP)
NoteBook for Windows 95/NT	(NBOOK32.ZIP)
Reminders for Windows	(REMIND.ZIP)
Reminders for Windows 95/NT	(REMIND32.ZIP)
ToolBar for Windows	(TBAR.ZIP)
ToolBar for Windows 95/NT	(TBAR32.ZIP)
Screen Loupe for Windows	(LOUPE.ZIP)
Screen Loupe for Windows 95/NT	(LOUPE32.ZIP)
Screen Loupe for Macintosh	(LOUPE.SEA)
Audition for Windows 95/NT	(AUDITION.ZIP)
Password Keeper for Windows 95/NT	(PASSKEEP.ZIP)
CardBase for Windows 95/NT	(CARDBASE.ZIP)
File Editor for Windows	(FXEDIT.ZIP)
File Editor for Windows 95/NT	(FXEDIT32.ZIP)
Crypto for Windows 95/NT	(CRYPTO.ZIP)
Icon Extractor for Windows	(ICONX.ZIP)
Icon Extractor for Windows 95/NT	(ICONX32.ZIP)
FontShow for Windows 95/NT	(FONTSHOW.ZIP)
TxEdition for Windows 95/NT	(TXEDIT.ZIP)
DLL Show for Windows 95	(DLLSHOW.ZIP)
RGB Editor for Windows	(RGB.ZIP)
RGB Editor for Windows 95/NT	(RGB32.ZIP)
Quiz Wizard for Windows 95/NT	(QUIZWIZ.ZIP)
Programmer's IDE	(PMAN.ZIP)
Programmer's IDE 95/NT	(PMAN32.ZIP)
Touch for Windows	(WTOUCH.ZIP)
Disk CleanUp for Windows 95/NT	(CLEANUP.ZIP)
BattleStar for Windows	(BSTAR.ZIP)
BattleStar for Windows 95/NT	(BSTAR32.ZIP)
World Radio for Macintosh	(WRADIO.SEA)

**Note** The latest versions of my software programs are always posted on my web site first. Versions found on the other online services may be earlier releases.

# BBS and Internet Operators

## Webmasters

Please upload the original ZIP file intact and title the submission:

**"Password Keeper for Windows 95/NT v3.8"**

--Author Gregory Braun

## Web Site

Visit my web site on the Internet to download the latest versions of all of my [software offerings](#).



## Software Design Web Site

(<http://www.execpc.com/~sbd>)

**Note** This site also supports anonymous FTP transfers.

## What is Shareware

### **The concept of "Shareware"...**

Shareware, also known as user supported software and other names, is a concept not understood by everyone. The author of Shareware retains all rights to the software under the copyright laws while still allowing free distribution. This gives the user the chance to freely obtain and try out software to see if it fits their needs. Shareware should not be confused with Public Domain software even though they are often obtained from the same sources.

If you continue to use Shareware after trying it out, you are expected to register your use with the author and pay a registration fee. What you get in return depends on the author, but may include a printed manual, free updates, telephone support, etc. Only by paying for the Shareware you use do you enable the Shareware author to continue to support his software and create new programs. Considering that the Shareware registration fees are almost always far less than the purchase price of comparable commercial software it's obvious that Shareware is a good deal for everyone.

There are real advantages to you in the Shareware system. You get to try out software to make sure it is compatible with your hardware and that it fits your needs before you "buy" it with your registration. The author saves the expense of advertising, packaging and distribution and passes the savings on to you. Plus, most Shareware authors are much more accessible than commercial software sources so that your questions and suggestions are much more likely to be responded to.

*Thank you for your support.*



## Registering Password Keeper for Windows 95/NT

### Registering Password Keeper

Password Keeper for Windows 95/NT is distributed as shareware. You may evaluate it free of charge for 30 days. After 30 days if you continue to use Password Keeper for Windows 95/NT you are required to register it. If after evaluating Password Keeper for 30 days you decide not to register it you are required to remove it from your computer.

Registration entitles you to unlimited free updates and telephone support.

You can register Password Keeper for Windows 95/NT by mailing the Order Form provided with this software. When you register Password Keeper for Windows 95/NT you will receive your registration code by E-Mail, or optionally you may request that your registration code be mailed to you.

The software you are currently using is a fully functioning program. There are no time limitations built into the software to restrict its continued use and no program features have been disabled. As a registered user you will however be able to disable the initial splash box that appears when Password Keeper for Windows 95/NT is first launched.

To register your copy of Password Keeper for Windows 95/NT select the **Help | Register** menu command. The Shareware Registration Wizard will be displayed when this menu command is selected. Use this window to fill in the following entry fields:

### User Name

Enter the user name you originally specified when you ordered Password Keeper for Windows 95/NT.

### Organization

Enter the name of your organization as originally specified when you ordered Password Keeper for Windows 95/NT. If you did not specify an organization name leave this field blank.

### Registration

Enter the registration code that was provided to you. Enter your registration code exactly as provided. Do not include spaces when entering your registration code.

**Note** The registration code was provided to you when you purchased Password Keeper for Windows 95/NT. Refer to the notification letter that was mailed to you or the E-Mail message you received for your personal shareware registration code.

### Show Splash Box at Startup

This box will be initially checked if you have not registered Password Keeper for Windows 95/NT. When you successfully register your copy of Password Keeper this box will automatically be unchecked for you. If you wish to see the splash box when Password Keeper is launched return to this Registration Wizard and check this box.

### OK

Press this button after you have filled out the Shareware Registration Wizard to complete Password Keeper for Windows 95/NT shareware registration.

### Cancel

Press this button to close the Shareware Registration Wizard without making any changes.

### Help

Press this button to open the Password Keeper Help window and go directly to the Registering Password Keeper topic.

# Purchasing Information

## **Purchasing Information**

Password Keeper for Windows 95/NT is distributed as shareware. You may evaluate it free of charge for 30 days. After 30 days if you continue to use Password Keeper for Windows 95/NT you are required to register it. If after evaluating Password Keeper for 30 days you decide not to purchase it you are required to remove it from your computer.

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You can register Password Keeper for Windows 95/NT by mailing the Order Form provided with this software. When you register Password Keeper for Windows 95/NT you will receive your registration code by E-Mail, or optionally you may request that your registration code be mailed to you.

The software you are currently using is a fully functioning program. There are no time limitations built into the software to restrict its continued use and no program features have been disabled. As a registered user you will however be able to disable the initial splash box that appears when Password Keeper for Windows 95/NT is first launched.

## **Single User Licensing**

Individual users can register Password Keeper for Windows 95/NT for \$20.00 dollars. If you would also like a 3 1/2" floppy disk sent to you please add an additional \$5.00 dollars. Registration entitles you to unlimited free updates and telephone support. You can always download the latest release of Password Keeper directly from the Software Design web site on the Internet. Print the Password Keeper for Windows 95/NT Order Form and mail it with your check to become a registered user of Password Keeper for Windows 95/NT.

## **Site Licensing**

Password Keeper for Windows 95/NT can also be registered for use at an entire site for \$250.00 dollars. If you would like to install and use Password Keeper on multiple workstations at a single location choose this type of licensing. Registration includes a 3 1/2" floppy disk and entitles you to unlimited free updates and telephone support. You can always download the latest release of Password Keeper directly from the Software Design web site on the Internet. Print the Password Keeper for Windows 95/NT Order Form and mail it with your check to become a registered user of Password Keeper for Windows 95/NT.

## **Corporate Licensing**

Password Keeper for Windows 95/NT can also be registered for use at multiple sites for \$1000.00 dollars. If you would like to install and use Password Keeper on multiple workstations at multiple locations choose this type of licensing. Registration includes a 3 1/2" floppy disk and entitles you to unlimited free updates and telephone support. You can always download the latest release of Password Keeper directly from the Software Design web site on the Internet. Print the Password Keeper for Windows 95/NT Order Form and mail it with your check to become a registered user of Password Keeper for Windows 95/NT.

## Password Keeper for Windows 95/NT Order Form

To print this order form, press the **Print** button above, or select **Print Topic** from the **File** pull-down menu.

To order by check, send this order form and a check to:

**Gregory Braun**  
**P.O. Box 1307**  
**Milwaukee, WI 53201-1307 U.S.A.**

Payments must be in US dollars drawn on a US bank, or you can send international postal orders in US dollars.

All orders are subject to the [License Agreement](#).

Customer information is considered confidential and will not be shared or distributed to any third parties.

Registered users of Password Keeper for Windows 95/NT are entitled to unlimited free program updates.

Single User Copy      \_\_\_\_\_ at    \$20.00    each =    \_\_\_\_\_

Optional 3 ½" Disk      \_\_\_\_\_ at    \$5.00    each =    \_\_\_\_\_  
Site License              \_\_\_\_\_ at    \$250.00    each =    \_\_\_\_\_

*Includes 3 ½" Disk*  
Corporate License      \_\_\_\_\_ at    \$1000.00    each =    \_\_\_\_\_

*Includes 3 ½" Disk*

Wisconsin Residents add 5.5% sales tax:      \_\_\_\_\_

**Total Payment:**      \_\_\_\_\_

Date      \_\_\_\_\_

Name      \_\_\_\_\_

Organization      \_\_\_\_\_

Shipping Address      \_\_\_\_\_  
\_\_\_\_\_

City      \_\_\_\_\_

State      \_\_\_\_\_

Zip Code      \_\_\_\_\_

Country      \_\_\_\_\_

Day Phone      \_\_\_\_\_

E-Mail Address      \_\_\_\_\_

Please send registration code via E-Mail

Comments:

# License Agreement

## License Agreement

You should carefully read the following terms and conditions before using this software. Unless you have a different license agreement signed by Gregory Braun, your use of this software indicates your acceptance of this license agreement and warranty.

## Registered Version

One registered copy of Password Keeper for Windows 95/NT may either be used by a single person who uses the software personally on one or more computers, or installed on a single workstation used nonsimultaneously by multiple people, but not both.

## Site License

Any number of users at a single location may access the registered version of Password Keeper for Windows 95/NT through a network, provided that you have obtained a site license for the software covering all workstations that will access the software through the network. Any number of users at a single location can install and use the software on one or more computers or workstations.

## Corporate License

Any number of users at any number of locations may access the registered version of Password Keeper for Windows 95/NT through a network, provided that you have obtained a corporate license for the software covering all workstations that will access the software through the network. Any number of users at any number of locations can install and use the software on one or more computers or workstations.

## Software Updates

Registered users of Password Keeper for Windows 95/NT are entitled to unlimited free program updates. Software updates can be downloaded directly from the Software Design web site on the Internet.

## Governing Law

This agreement shall be governed by the laws of the State of Wisconsin.

## Disclaimer of Warranty

THIS SOFTWARE AND THE ACCOMPANYING FILES ARE SOLD "AS IS" AND WITHOUT WARRANTIES AS TO PERFORMANCE OR MERCHANTABILITY OR ANY OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED. NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS OFFERED.

Good data processing procedure dictates that any program be thoroughly tested with non-critical data before relying on it. The user must assume the entire risk of using the program. ANY LIABILITY OF THE SELLER WILL BE LIMITED EXCLUSIVELY TO PRODUCT REPLACEMENT OR REFUND OF PURCHASE PRICE.

# Customizing Help

## Customizing Help

You can customize this help file to better suit your needs and uses. The following topics describe the various settings that can be configured. The settings you specify will be saved and used again each time you view this help file.

### Font Size

The size of the font used in this help file can be made larger or smaller by selecting the **Font** item from the **Options** menu above. Select **Small**, **Normal** or **Large** fonts from the popup menu. The font size you select will be saved and used again each time you view this help file.

### Window Size

The size of this Help window and its location on the desktop can be adjusted using the standard Windows resizing and placement methods. The window size and its location on the desktop will be saved and used again each time you view this help file.

### Window Background Color

The background color for this help window can be changed to white if you prefer. To change the background color to white select the **Use System Colors** item from the **Options** menu above. For the color changes to take effect you will have to close and then reopen the Help file. You will be prompted to confirm this action. Your background color selection will be saved and used again each time you view this help file.

### Window Placement

By default this help window positions itself in front of all other open windows. If you would prefer to have it covered up by other active windows select the **Keep Help on Top** item from the **Options** menu and then select **Not on Top** from the popup menu. Your selection will be saved and used again each time you view this help file.



