Notice

Before you uninstall or reinstall the Passwords program: Print your passwords.

Introduction.

First of all: This is a small and simple help file, so scroll down till you find the part you want to read about. This help file will be shown if you press the help tool button on the main window, or press the Help button in the Options window, or press the Help button on the New Password window.

The Passwords program has a main window where you see the list of passwords. A button makes it possible to toggle the window between narrow and wide view. You type passwords, system name, userID and other relevant information into the grid. The rightmost column holding the row's modified time and date is updated by the program. Otherwise you operate the program by using the tool buttons and by clicking with the mouse buttons. To move from cell to cell, use arrowkeys, tab keys or the left mouse button. You can also move up and down the grid by using the scroll bar. The grid has 300 rows.

To **enter text** into the grid, position cursor in a cell and press F2 before typing. This way you won't delete whetever was in the cell before. If you just start typing without pressing F2, the present contents of the cell will be deleted. To **paste** text into the grid, select cell, press F2 to open edit mode, and press Shift+Insert to paste.

The program stores you password data in a file called **BKPasswords.pwd**. BKPasswords.pwd will be in the same folder as the Passwords program.

The main window

The tool buttons

From left to right the buttons are:

- Save passwords to file BKPasswords.pwd, hide window and put icon in tray.
- Save passwords to file.
- Print list of passwords.
- Sort list of passwords by system name in ascending alphabetical order.
- Sort list of passwords by date and time modified in descending order. Most recent on top.
- Sort list of passwords by importance.
- Toggle narrow or wide view of grid.
- Generate password.
- Show options window.
- Display help file.

The columns

- **System:** Enter the name of a computer, network, web-site or other computer service that you use.
- **Password:** Put your secret password here.
- **UserID:** If the service requires a user ID, put it here.

- **Comment:** Any comment about the service. I.e. the URL in case of a web-site.
- **I(mportance):** Enter a number from 1 to 9. Default value is 1. You assign 1 to you most important and most frequently used passwords, so that they appear on top of the list when you sort by importancey.   Assign higher values to less imortant entries. Don't enter a ' ' (blank) in this column, as that causes problems when trying to sort by imporance. If you don't care to distinguish between important and less important passwords, just leave this column with the default value of   1.
- **Modified:** You cannot type here. The date and time of last change done to the row will appeare here.

You may change the width of the coloumns, if you like. When you want to get back to the original columns sizes, you can do that from the options dialog.   Changing the column widths of the grid, will also adjust widht of columns when printing passwords.

The mouse

- A single click with the left mouse button selects a cell.
- A double click with the left mouse button opens a new dialog window with showing all the contents of that row. Usefull if you don't want to use the main window's wide view.
- A single click with the right mousebutton on a cell copies the cell's contents to the clipboard. You can afterwards paste it into a sign on dialog.   You can paste by pressing Shift+Insert.

The More Information Window

This is the window that appears if you double click with the left mouse button on a cell in the grid of the main window.   It contains all the information about one entry in the grid. Click once with the right mouse button on the data you want to copy into the clipboard.

The New Password   Window

This dialog box appears if you press the Generate password tool button. The window has these elements:

- **Digits:** Check this box if you want your passwords to contain at least one digit.
- **Special:** Check this box if you want your password to have at least one character that is not a letter nor a digit.
- **Small letters:** Check this box if you will allow your password also to contain small letters and not only capitals. However it is not certain that a password gets small letters just because this box is checked.
- **Lenght of new password:** If you set it to 8, the generated password will have 8 characters, and so on.
- **System name:** The name of the system as you entered it into the grid.
- **Old password:** The current password.
- **New password:** Press this button to generate the new password and close this dialog box.
- **Cancel:** Press this button to close this dialog box and leaving the old password in place,

The Options Window

In this window you can make som choices as to the behaviour of the program. You open this dialog by pressing the Options tool button on the main window. You will find these elements:

- **Use encryption:** Check this box if you want the passwords to be encrypted when written to the disk file. Naturally they will be decrypted when you load them into the grid at start up. This prevents people from reading your passwords with another program, even with their own copy of Paswords. I recommend that you turn this option on. If you need to **uninstall or reinstall the Passwords** program, you should first turn encryption off and save your passwords. Also print your passwords.
- **Change encryption key:**   If you want to use encryption you must supply the program with a key. This will be a character string 4-10 characters long. The program will keep track of this key, but you could write it down .
- **Protect program with password:**   Check this box if you want to be prompted for a password when the program starts. This can protect the program from unauthorized use. If you forget this password, you will have to uninstall and reinstall the program. Password protection is optional, and the password is kept in the Windows registry in encrypted form. Someone who knows the Windows registry, and gets access to your computer, can actually turn off password protection by deleting the secret password from the reigstry. A weak point maybe, so you should be awear of it. You can also use the Windows password facility.
- **Change password:** If you want to change the password that protect you Passwords program, or if you want to enter a password for the first time, type it here. It does not show, and it is important to remember it.
- **Repeat password:**   Just to make sure you remember your new password, type it again here.
- **Reset columns to default widths:** If you have resized the columns of the grid, and want to get back to the original column widths, then check this box and perss the OK button.
- **OK:**   Press this box to apply your changes in options and to return to the main window. Be awear that pressing OK forces the program to save the password list to disk. This is to keep up with the change in encryption keys.
- **Cancel:** Press this buton to return to the main window while leaving the options as they were before:
- **About:** Press this box to see a few facts about the Passwords program.