

KEEPASS and KEEFORM

Password safe and Formfiller

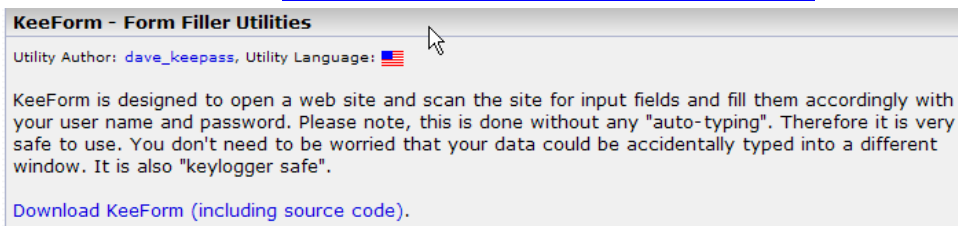
Below are instructions to install and use KEEPASS and KEEFORM. I have tried to provide plenty of detail to help guide you thru the initial set-up and use. Don't be intimidated by the length of the instructions, you should not have any problem if you follow them as shown. If you do have problems, feel free to email me at lkkoch@comporium.net and I will help you. Lou

INSTALL INSTRUCTIONS

1. Download KeePass at <http://keepass.info/download.html> as below. As of 10/8/07 newest version is 1.08.
Note: be sure to remember where you store the downloaded files.



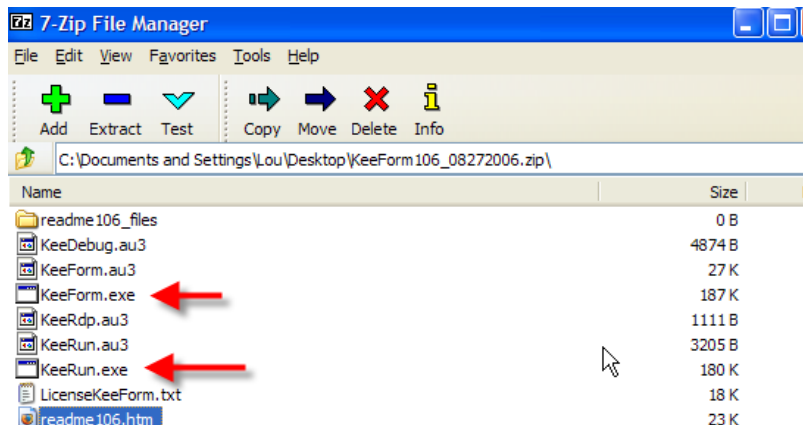
2. Download KeeForm at <http://keepass.info/plugins.html#formfiller> . Scroll down the page to find it (as below)



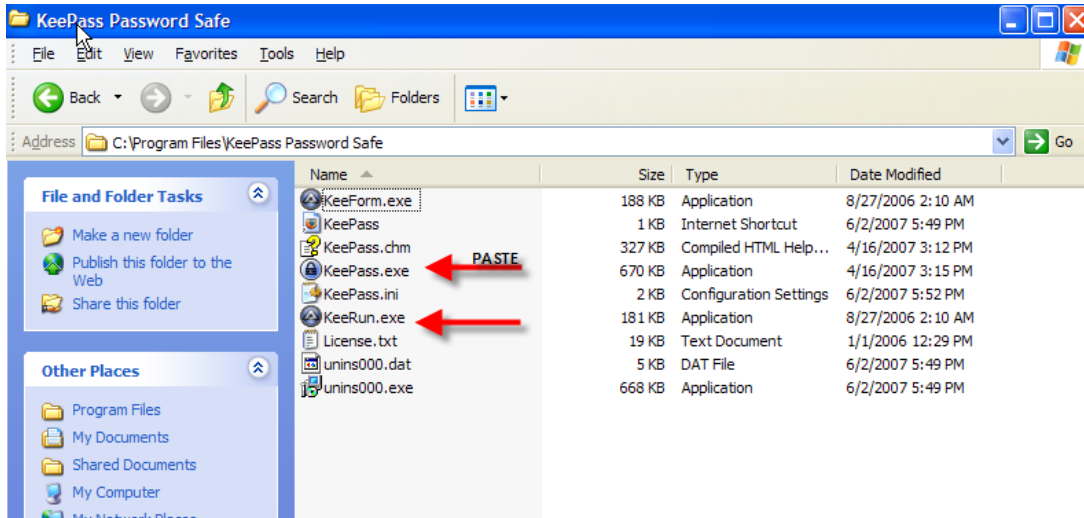
When you get to the download page select version 1.06 as shown below (current as of 10/8/07)

KeeForm 1.06 [KeeForm106_08272006.zip](#) (440.41k) Number of downloads: 89118

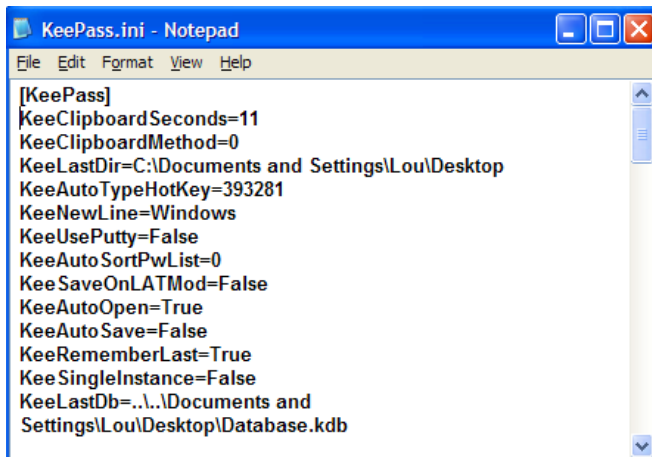
3. Locate and execute the KeePass install program that you downloaded above – just double click on the file and answer the questions and it will automatically install.
4. To Install KeeForm
 - a. Locate the *Keepass directory* in Program Files
 - i. My Computer → Local Disk (C)→Program Files → KeePass Password Safe
 - b. Leave that window open and then click on the KeeForm Downloaded Zip File. It should open up as shown below. Highlight and copy “keeform.exe” and “keerun.exe”.



- c. Paste these 2 files into the *Keepass* directory from step 4-a



- d. In the *Keepass* directory, double click on keepass.ini. It should open with notepad and look like this

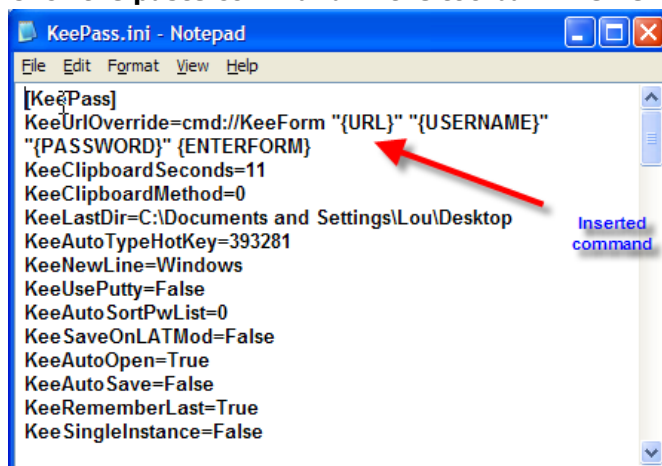


- e. Now we have to insert the command below into the keepass.ini file.

- i. Highlight and copy the blue command shown below

`KeeUrlOverride=cmd://KeeForm "{URL}" "{USERNAME}" "{PASSWORD}" {ENTERFORM}`

- ii. Insert your cursor in the *Keepass.ini* file after `[KeePass]`. Click enter to add a new line.
iii. Click the paste command in the toolbar. The new command should look as below.



5. Save and close all files. Congratulations, Keepass and KeeForm Programs are installed.

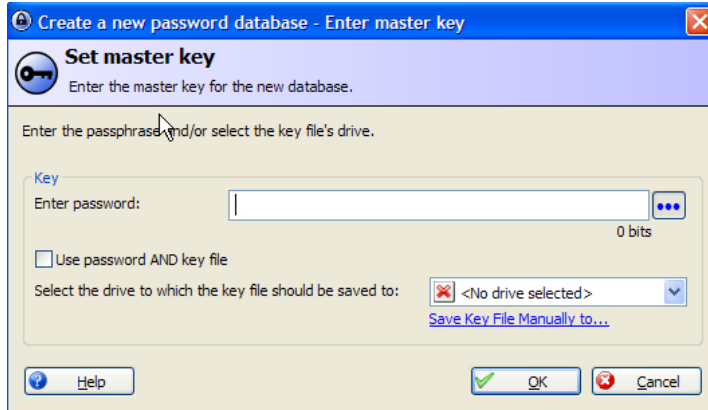
KEEPASS and KEEFORM

Password safe and Formfiller

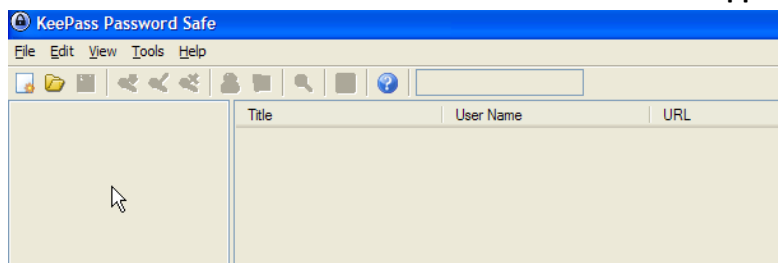
SET-UP and USE INSTRUCTIONS

Initial Setup

1. When you open the program (double click on the icon) you should be presented with the “*Set master key*” screen shown below.



- a. If the title of the screen is “*Enter master key – xxxx.kdb*” it means that you have already created a database and you should enter your master password to open it. If you didn’t create a database or don’t know the password create a new database as described in 1-b below.
- b. To create a new database click “cancel”. A tan screen will appear with the following header at top.



- c. Click File → New and you will get the “*Set master key*” screen
2. Type in the password that you want to use ... you should include letters (caps and lower case), numbers, symbols, blanks etc.
 - a. Make the password long enough so that the colored bar is in the green zone (you’ll see it when you enter the password)
 3. When you click on OK, you will be asked to repeat the password. After you do this, click enter and you will be back to a screen similar to the one shown in 1-c but with white background.
 4. Click File → save as → <enter the name for your database> → save (be sure to remember where you store it)
 5. You have now created a database that you can load.

Tips for use

1. Select the GROUP that you wish to place a password in by clicking on the name in the left column. This will help you organize your passwords so that you can find them easier.
 1. Next, click on the tool shown by the arrow below to begin entering your data.



2. When you click the tool, a data entry screen will appear. Below are explanations of each entry.

- a. Title - This should be a title to remember what the password is for ... no specific format.
 - b. User Name – This is the user name that the website asks for when you want to log in ... it could be your email, a name they provide or a name you created when you set up your account. Enter it precisely as you would when you logged onto the website.
 - c. URL – you should copy and paste the url from the page that contains the login boxes (not the home page unless it contains the login boxes)
 - i. Note – this is important because KeeForm searches for the boxes to auto-fill your information.
 - d. ... KeePass provides a very strong password which you can use but it will be just random numbers. Click on these dots and you will see the password that it has created.
 - e. You can (and probably will) want to change the password to the one which you created when you set up your internet account. Highlight and delete this password then type in your password. You will have to repeat this step on the 2nd line.
 - f. These are for any comments that you wish to make about the account ... perhaps the email account that you entered when you created the account, etc., date of creation, etc.
3. Click OK to save this password and then start again for the next password.
4. You can sort the accounts by clicking on the column headings (Title, User Name, URL ...)
5. When you want to open a password protected website, double click on the URL (http ...) and KeePass will launch Internet Explorer, go to the website shown and load any boxes there with the appropriate information. (note: some financial websites have the user name and password on separate pages so you will have to copy or type your password in on the second page)
6. Be sure to save the database before you close it or you will lose the new data that you entered
- a. File→Save

THESE INSTRUCTIONS SHOULD GET YOU STARTED USING KEEPASS. IF YOU HAVE ANY QUESTIONS OR PROBLEMS, EMAIL ME AT THE ADDRESS SHOWN AT THE TOP.

I HOPE THAT THIS PROGRAM IS AS USEFUL TO YOU AS IT IS TO ME!!!