

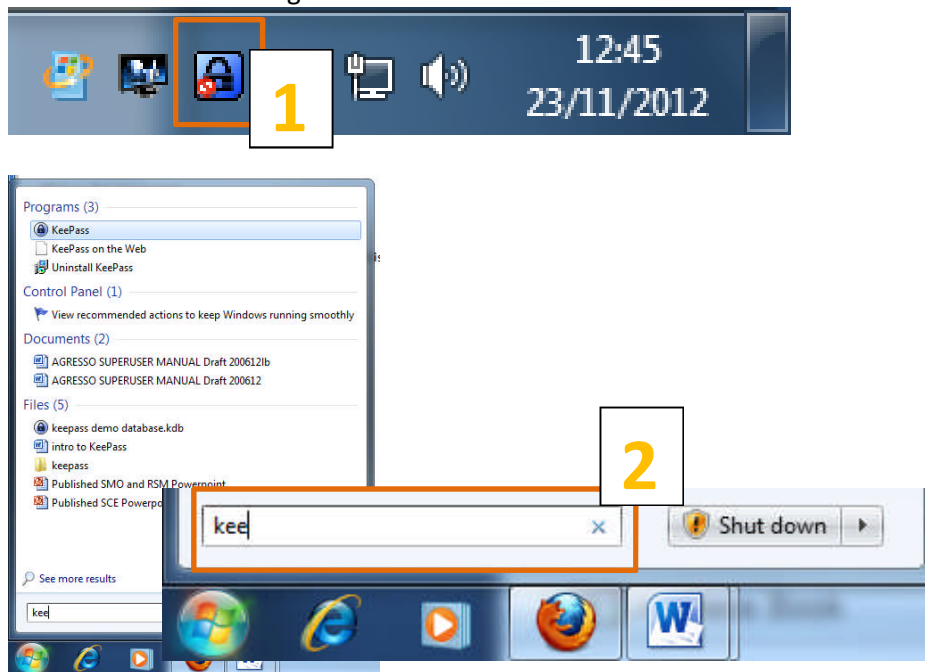
# Intro to KeePass Quick reference card

## Side 1

### How to manage passwords using KeePass

#### Open KeePass

1. Double click on the Icon on your task bar
2. or search for it using the start menu



#### Create a subgroup

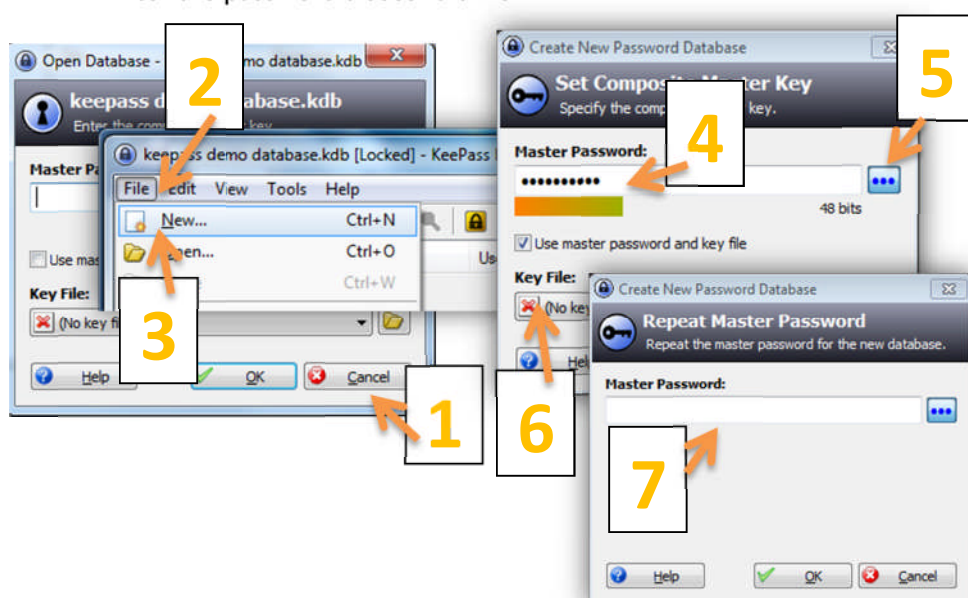
1. Make sure you are in the main folder called general
2. Click on edit
3. Select add subgroup
4. Give the subgroup a name
5. Select an icon fitting for the subgroup
6. To place it in the order you wish, right click on the subgroup
7. Select arrange from the menu and move up or down

#### Store a password for an online account

1. Repeat steps 1-6 found in 'Store a password'
2. Add the URL of the **sign in page** for your online account
3. Fill in notes to remind yourself of what the password is for.
4. Click on the okay button

#### Create a Master password

1. Click on cancel
2. Click on file
3. Click on new
4. Enter a strong password
5. Click on dots to see text
6. Create a key file to make the password more secure (but is optional)
7. Enter the password a second time



#### Open an online account using KeePass

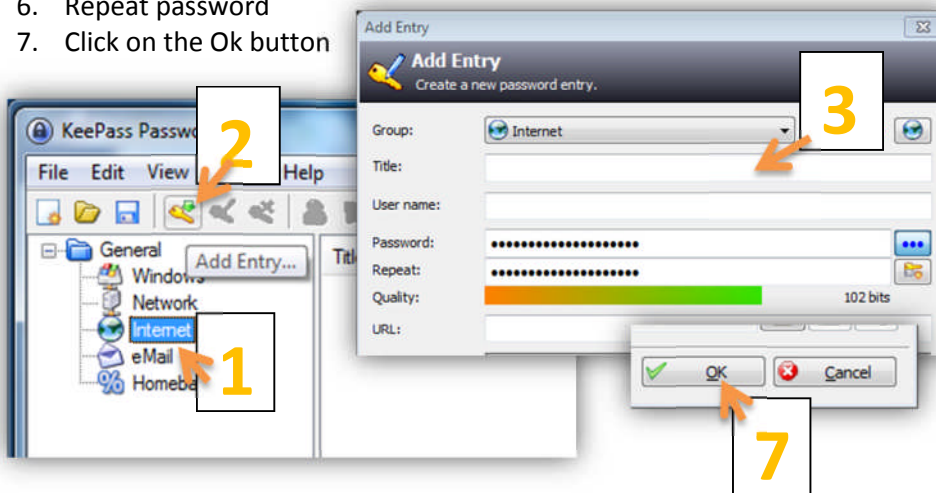
1. Every time you select the category, your entries appear on the right hand side of the screen. Once you click on the entry a summary appears at the bottom with a link to your URL if you have entered one.
2. Select your entry
3. Click on the link in the summary and it opens up your URL

# Intro to KeePass Quick reference card

## Side 2

### Store a password

1. Select the category
2. Click on the add entry icon
3. Enter the Title of your entry
4. Enter the Username
5. Enter the password
6. Repeat password
7. Click on the Ok button



4. Place your cursor in the user id field on the online account sign in page
5. Go back to your KeePass window
6. Right click anywhere on the entry
7. Select Perform auto type and KeePass opens up your account for you.

### Open a password protected document using KeePass

1. Go back to the entry you have just added and right click on it
2. Select open URL. (It opens up the password dialog box for the protected document.)
3. Go back to the entry and right click on it again
4. Select perform autotype
5. KeePass enters the password in the password field on the dialog box and opens up your document.

### Store password for protected documents

1. Select the category
2. Click on the add entry icon
3. Enter the Title of your entry
4. Do not add a username
5. Enter the password
6. Repeat password
7. Enter the URL for the file that is password protected e.g. <file:///H:/password.docx>
8. Go to tools and select autotype
9. The keystrokes appear in the notes section. Delete the {username} and {tab} keystrokes ( password protected docs only have password fields)
10. Click OK

Auto-Type: {USERNAME}-{TAB}{PASSWORD}{ENTER}

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