

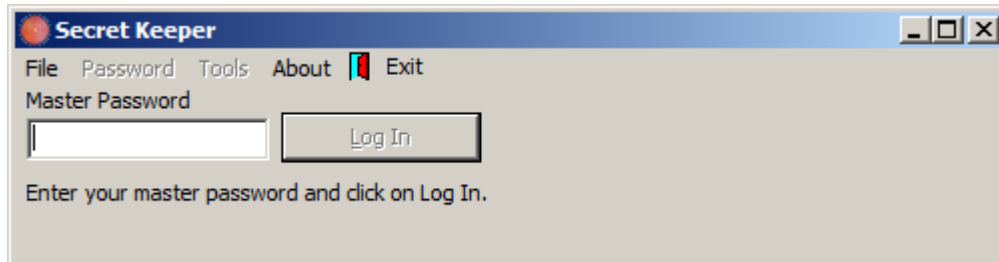
Secret Keeper Manual

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7/1/2011

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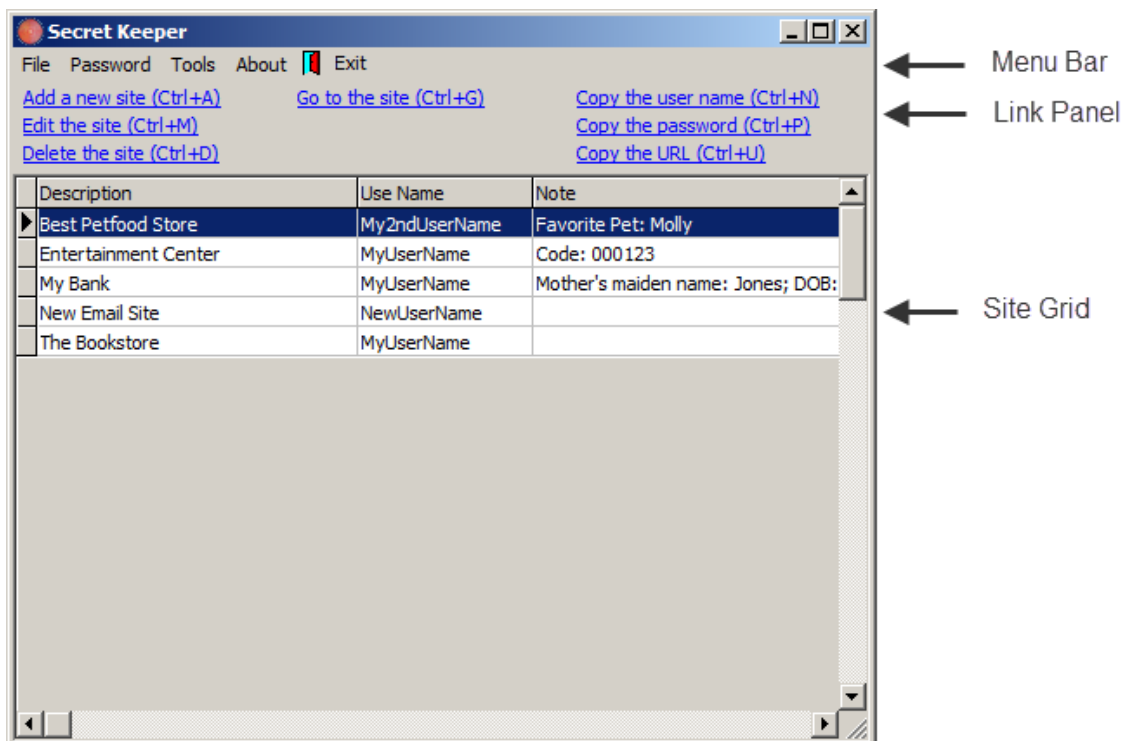
The Secret Keeper Login Window



The Secret Keeper Main Window

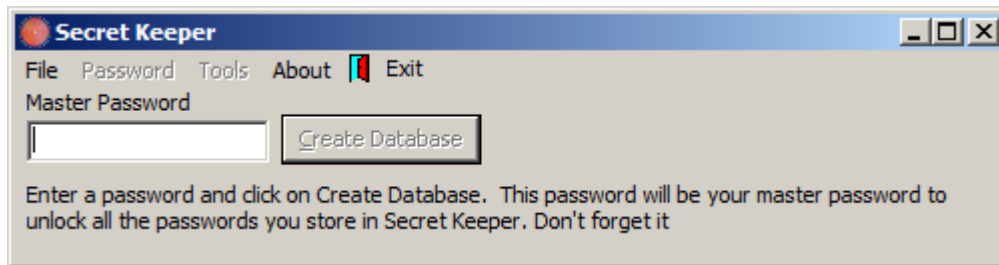
There are three parts to the Secret Keeper's main window that are referenced in this manual:

- The Menu Bar
- The Link Panel
- The Site Grid



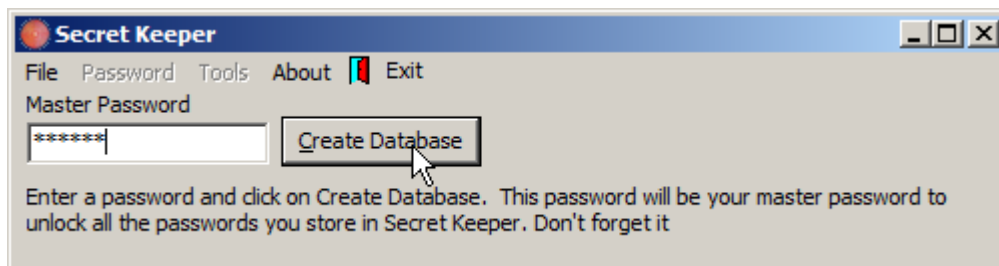
Creating a New Password Database

The first time you run Secret Keeper you will see the following window...

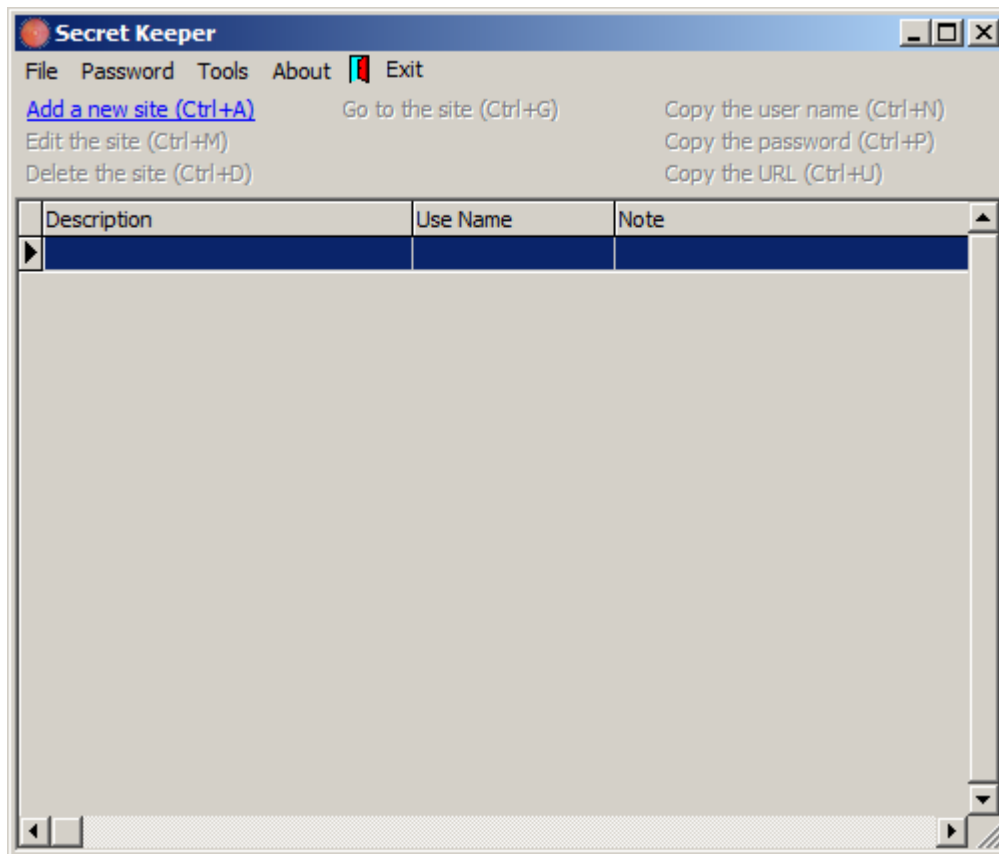


Enter the password you want to use to unlock your password database. This will probably be your favorite password, one that you can easily remember. This will be your master password. As the instruction on the window says: “Don’t forget it”

Once you’ve entered your master password click on the “Create Database” button...



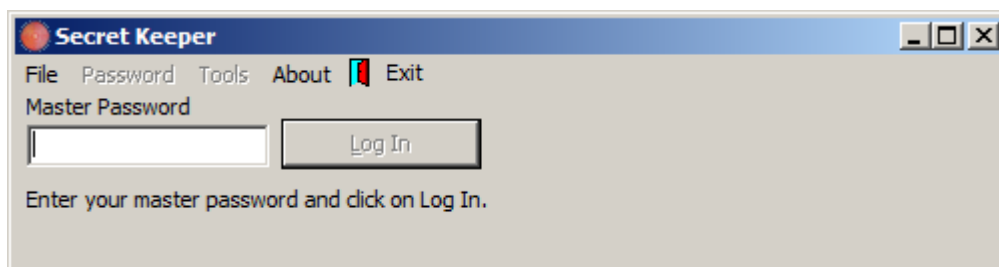
...and launch Secret Keeper’s main window...



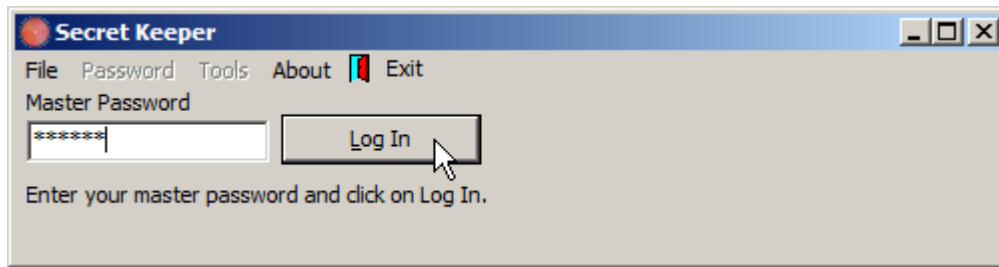
...which does not yet contain any entries in the Site Grid. Only the “Add a new site” link is available on the Link Panel.

Logging into an Existing Password Database

Once you’ve created a password database and you start Secret Keeper again, you will be asked to login to your password database.

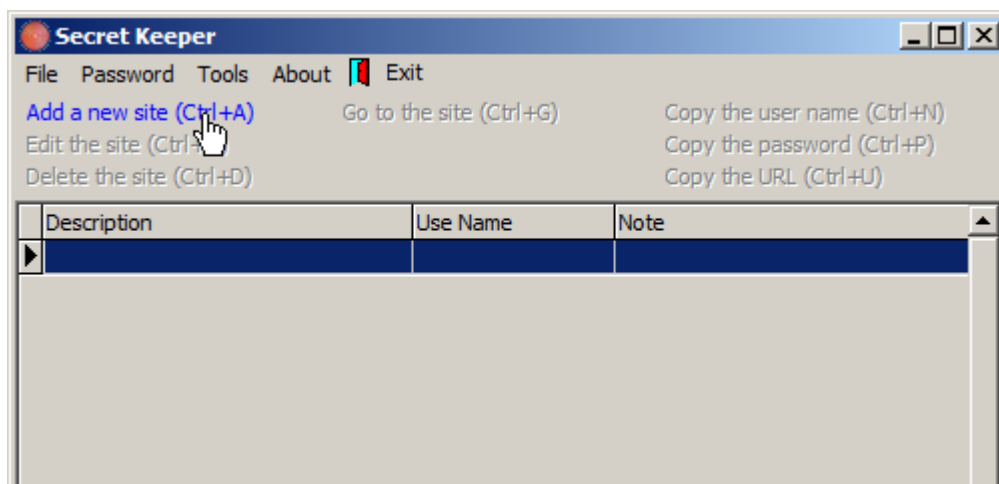


Enter the master password you chose when you created your database and click on the “Log In” button.

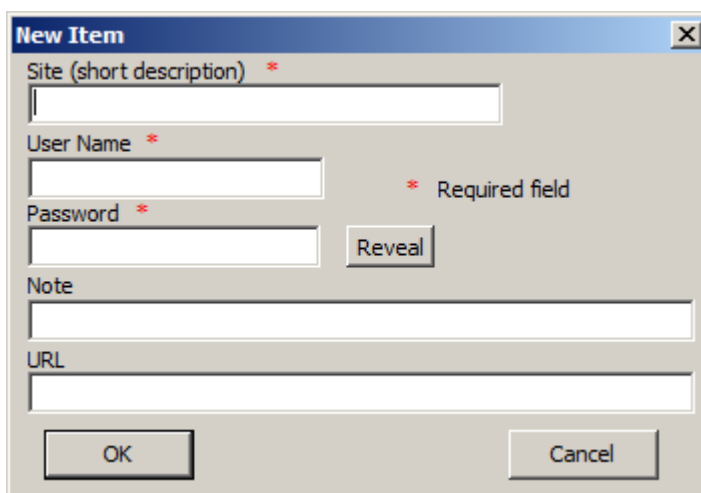


Adding a New Site

To add a new site, click on the “Add a new site” link on the Link Panel (or hold down the ctrl key and press the A key).



A “New Item” dialog box will appear.



Enter a short description of the site, your user name at that site and your password for the site. These three pieces of information are required. The “Note” field can be used to

information that will help you to gain access or use the site. The “URL” field should be a link that will allow you to navigate to the site with your browser.

New Item

Site (short description) *
My Bank

User Name *
MyUserName

Password *

Note
Mother's maiden name: Jones; DOB: 9/9/1991

URL
http://www.mybank.com/login

Notice that in the above screenshot the password is masked. When you click and hold down the “Reveal” button, however, the actual password will appear.

New Item

Site (short description) *
My Bank

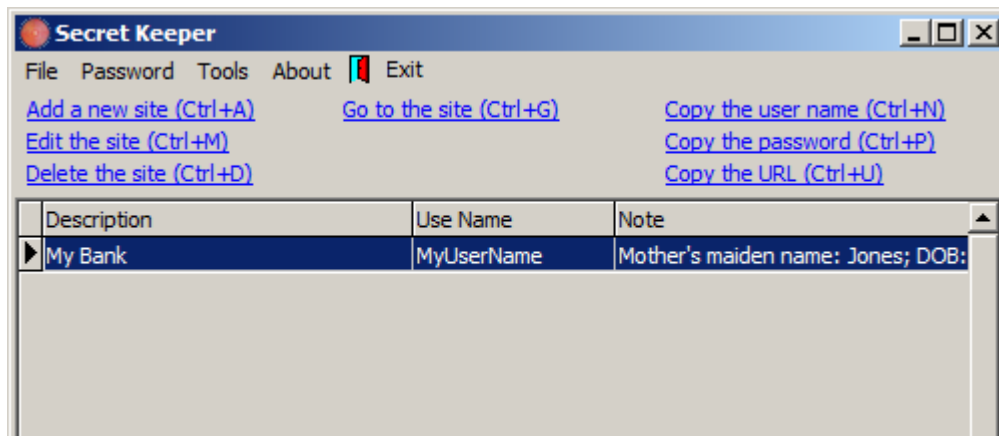
User Name *
MyUserName

Password *
MyPassword

Note
Mother's maiden name: Jones; DOB: 9/9/1991

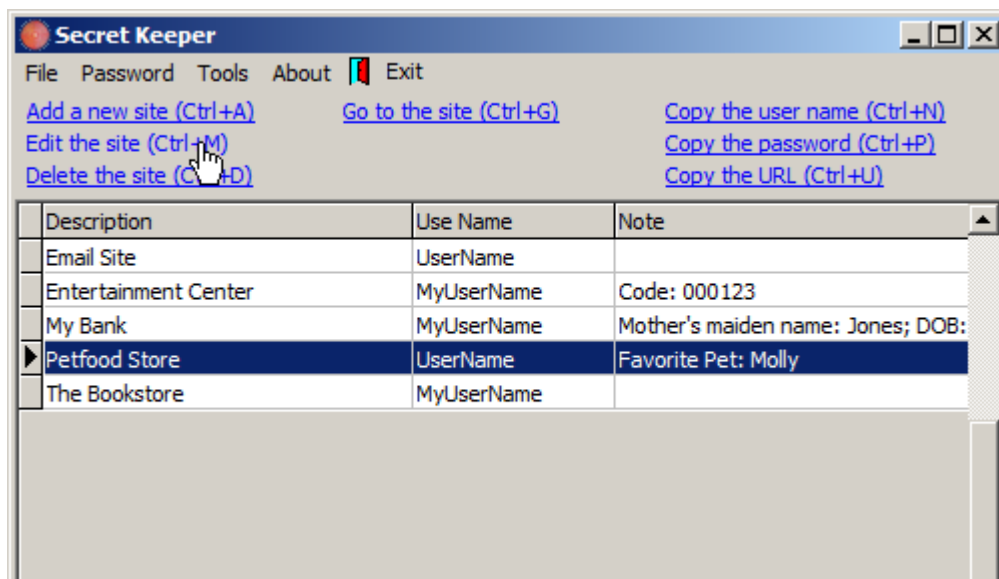
URL
http://www.mybank.com/login

After you click the “OK” button the “New Item” dialog box will disappear and the new site will appear on Secret Keeper’s Site Grid.



Modifying a Site

To modify the information you've entered for a site, click on the site in Secret Keeper's Site Grid and then click on the "Edit the site" link on the Link Panel (or hold down the ctrl key and press the M key).



A dialog box like the one below will appear.

Modify Petfood Store

Site (short description) *
Best Petfood Store

User Name *
2ndUserName

Password *
DifferentPassword

Note
Favorite Pet: Molly

URL
http://www.petfoodstore.com

Change the items of information that need changing and click on the “OK” button to save your changes. Click the “Cancel” button to close the dialog box without making any changes.

Secret Keeper

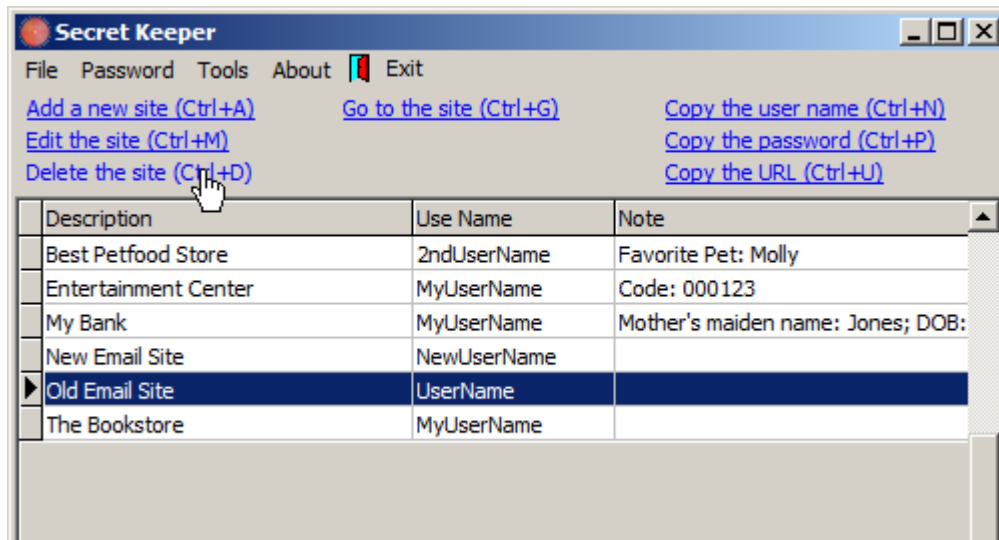
File Password Tools About Exit

[Add a new site \(Ctrl+A\)](#) [Go to the site \(Ctrl+G\)](#) [Copy the user name \(Ctrl+N\)](#)
[Edit the site \(Ctrl+M\)](#) [Copy the password \(Ctrl+P\)](#)
[Delete the site \(Ctrl+D\)](#) [Copy the URL \(Ctrl+U\)](#)

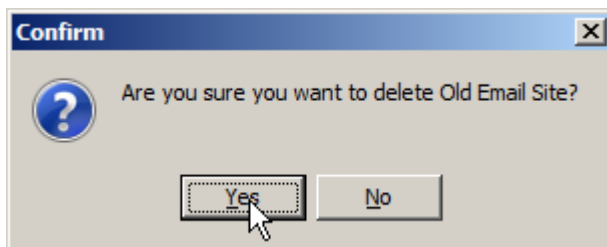
Description	Use Name	Note
Best Petfood Store	2ndUserName	Favorite Pet: Molly
Email Site	UserName	
Entertainment Center	MyUserName	Code: 000123
My Bank	MyUserName	Mother's maiden name: Jones; DOB:
The Bookstore	MyUserName	

Deleting a Site from your Password Database

To delete a site from your password database click on the site in Secret Keeper’s Site Grid and click the “Delete the site” link on the Link Panel (or hold down the ctrl key and press the D key).



A dialog box will appear asking you to confirm the deletion.

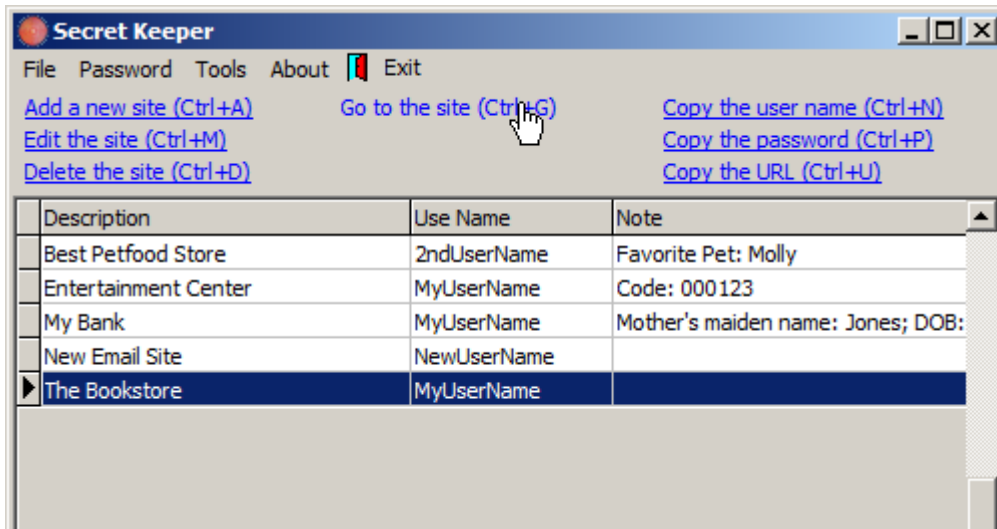


Click the “Yes” to delete the site or the “No” button to leave it in your database.

Navigating to a Site in Your Password Database

To navigate to a site in your password database select a site in Secret Keeper’s Site Grid and click on the “Go to the site” link on the Link Panel (or hold down the ctrl key and press the G key).

Note that the “Go to the site” link will only be active if you have entered a URL for the site. Otherwise, it will be grayed out.



When you click an active “Go to the site” link (or press ctrl+G), your default browser will attempt to go the URL entered for the site and open that site for you.

Advanced Tip: Normally, when you enter information for a site, you will enter information for a website and your URL will look something like:

“http://www.mysite.com”.

It is, however, possible to enter information for an application on your computer that requires a password. In this case your “URL” would be a file path to that application and look something like:

“C:\Program Files\MyApplication\MyApplication.exe”

What Happens When You Navigate to a Site or Minimize Secret Keeper?

After Secret Keeper has started navigating to a site, its main window disappears and Secret Keeper is represented by an icon in your computer’s system tray.

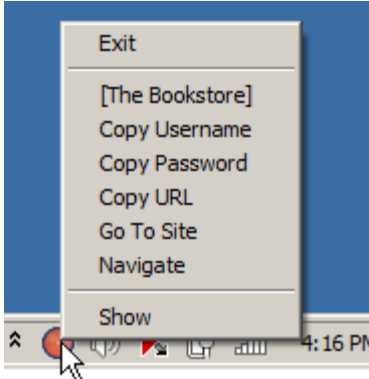


The same thing happens when you minimize Secret Keeper by clicking its minimize button.



The Menu on the Tray Icon

When you right-click the Secret Keeper icon in the system tray a menu appears.

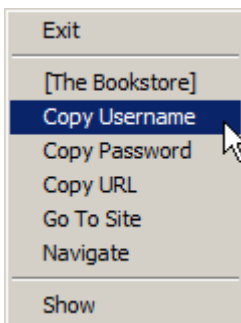


This menu is designed to help you use Secret Keeper when you have your browser opened to a website that you need a user name and password for.

Tray Menu – Copy Username

To copy your username for a site to the clipboard:

- Right-click on the Secret Keeper tray icon to bring up the menu.
- The text enclosed in square brackets should be the name of the site you need the username for.
- Click the “Copy Username” item on the menu.



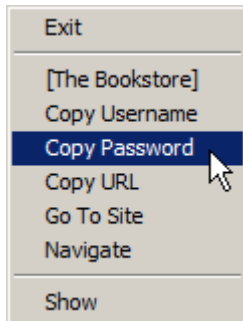
In your browser:

- Click on the username field on your site’s login.
- Paste the username from the clipboard into the username field (hold down the ctrl key and press the V key).

Tray Menu – Copy Password

To copy your password for a site to the clipboard:

- Right-click on the Secret Keeper tray icon to bring up the menu.
- The text enclosed in square brackets should be the name of the site you need the password for.
- Click the “Copy Password” item on the menu.



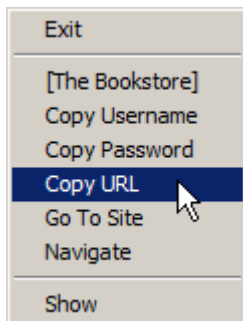
In your browser:

- Click on the password field on your site’s login.
- Paste the password from the clipboard into the password field (hold down the ctrl key and press the V key).

Tray Menu – Copy URL

To copy a URL for a site to the clipboard:

- Right-click on the Secret Keeper tray icon to bring up the menu.
- The text enclosed in square brackets should be the name of the site you need the password for.
- Click the “Copy URL” item on the menu.



In your browser:

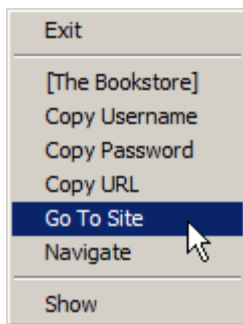
- Select the browser’s web address area.

- Paste the URL from the clipboard into the address area (hold down the ctrl key and press the V key).
- Navigate to the URL.

Tray Menu – Go To Site

To navigate to a site from the tray menu:

- Right-click on the Secret Keeper tray icon to bring up the menu.
- The text enclosed in square brackets should be the name of the site you need the password for.
- Click the “Go To Site” item on the menu.

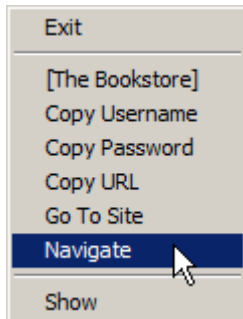


When you click an active “Go To Site” menu item, your default browser will attempt to navigate to that site for you.

Tray Menu – Navigate

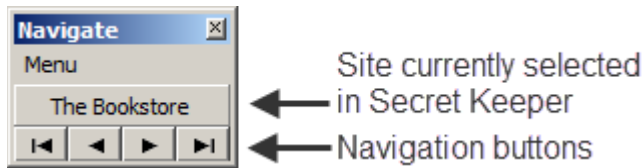
To activate a navigation control that you can use while your browser is open:

- Right-click on the Secret Keeper tray icon to bring up the menu.
- Click the “Navigate” item on the menu.



The Navigation Control

The following popup window will appear somewhere on your computer's screen after you have clicked the "Navigate" item on the Tray Menu.



The Navigation Control can be set to "Stay on Top". When this is set, the Navigation Control will always be on top of other windows that you may have open; but you can move it around so it is not in your way.

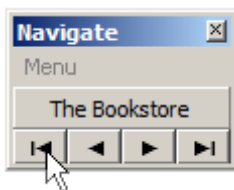
When "Stay on Top" is not set, the following rules apply:

- Whenever you click on the Secret Keeper Tray Icon the Navigation Control will appear and you can move it around so it is not in your way.
- Whenever you select another application (like your browser) the Navigation Control will move behind the selected application; but you can bring it forward again by clicking on the Secret Keeper Tray Icon.

The Menu is used to initiate action on the selected site in Secret Keeper. The currently selected site is shown in the middle of the control's window. The Navigation buttons are used to select different sites.

Navigation Control – Select First

To select the first site in your Secret Keeper database from the Navigation Control, click on the far left button.



Navigation Control – Select Previous

To select the site that is just previous to the one currently selected, click the button just to the left of the middle.



Navigation Control – Select Next

To select the site that follows the one currently selected, click on the button just to the right of the middle.



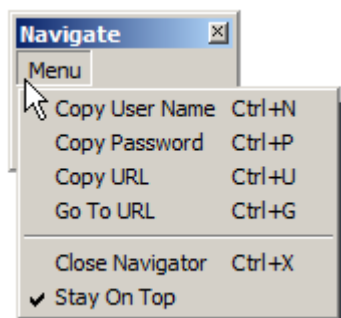
Navigation Control – Select Last

To select the site that is the last one in your Secret Keeper database, click on the far right button.



Navigation Control – Menu

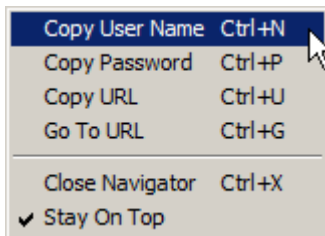
Click on the “Menu” in the Navigation Control to bring up its menu.



Navigation Control – Menu – Copy User Name

To copy your username for a site to the clipboard:

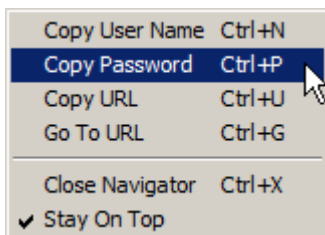
- Click on the Navigation Control Menu to bring up the menu. Click the “Copy Username” item on the menu.
- Or when the Navigation Control is selected hold down the ctrl key and press the N key.



Navigation Control – Menu – Copy Password

To copy your username for a site to the clipboard:

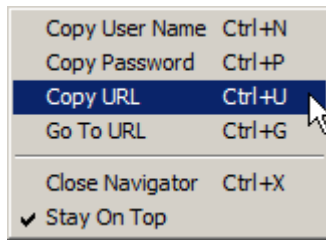
- Click on the Navigation Control Menu to bring up the menu. Click the “Copy Password” item on the menu.
- Or when the Navigation Control is selected hold down the ctrl key and press the P key.



Navigation Control – Menu – Copy URL

To copy your username for a site to the clipboard:

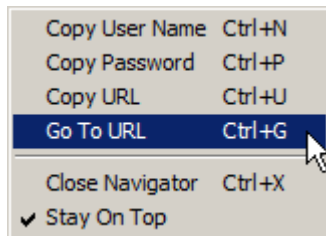
- Click on the Navigation Control Menu to bring up the menu. Click the “Copy URL” item on the menu.
- Or when the Navigation Control is selected hold down the ctrl key and press the U key.



Navigation Control – Menu – Go To URL

To navigate to a site:

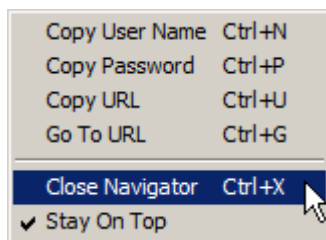
- Click on the Navigation Control Menu to bring up the menu. Click the “Go To URL” item on the menu.
- Or when the Navigation Control is selected hold down the ctrl key and press the G key.



Navigation Control – Menu – Close Navigator

To close the Navigation Control:

- Click on the Navigation Control Menu to bring up the menu. Click the “Close Navigator” item on the menu.
- Or when the Navigation Control is selected hold down the ctrl key and press the X key.



Navigation Control – Menu – Stay On Top

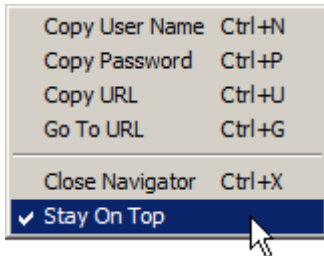
When the Navigator Control is set to “Stay On Top”, you can unset it in the following way:

- Click on the Navigation Control Menu to bring up the menu.

- Click on the “Stay On Top” item to uncheck it and unset the “Stay On Top” mode.

When the Navigation Control is not set to “Stay On Top”, you can set it in the following way:

- Click on the Secret Keeper Tray Icon to bring the Navigation Control forward.
- Click on Navigation Control Menu to bring up the menu.
- Click on the “Stay On Top” item to check it and set the “Stay On Top” mode.



Tray Menu – Show

To show the Secret Keeper’s main window, when it hidden (either because you have minimized Secret Keeper or you have selected to go to a URL from Secret Keeper):

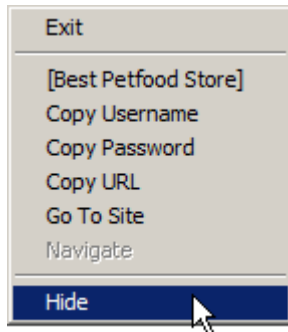
- Right-click on the Secret Keeper tray icon to bring up the menu.
- Click the “Show” item on the menu.



Tray Menu – Hide

To use the Tray Menu to hide the Secret Keeper’s main window, when it not hidden:

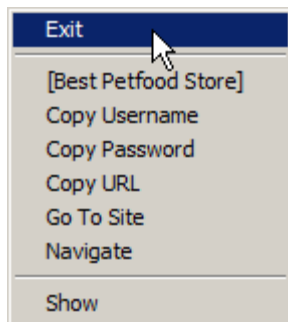
- Right-click on the Secret Keeper tray icon to bring up the menu.
- Click the “Hide” item on the menu.



Tray Menu – Exit

To exit from Secret Keeper with the Tray Menu:

- Right-click on the Secret Keeper tray icon to bring up the menu.
- Click the “Exit” item on the menu.



Main Window – Link Panel – Additional Commands

The three copy commands available on the Tray Menu are also available on Secret Keeper’s Link Panel:

- Copy Username
- Copy Password
- Copy URL

To copy the user name for a site to the clipboard:

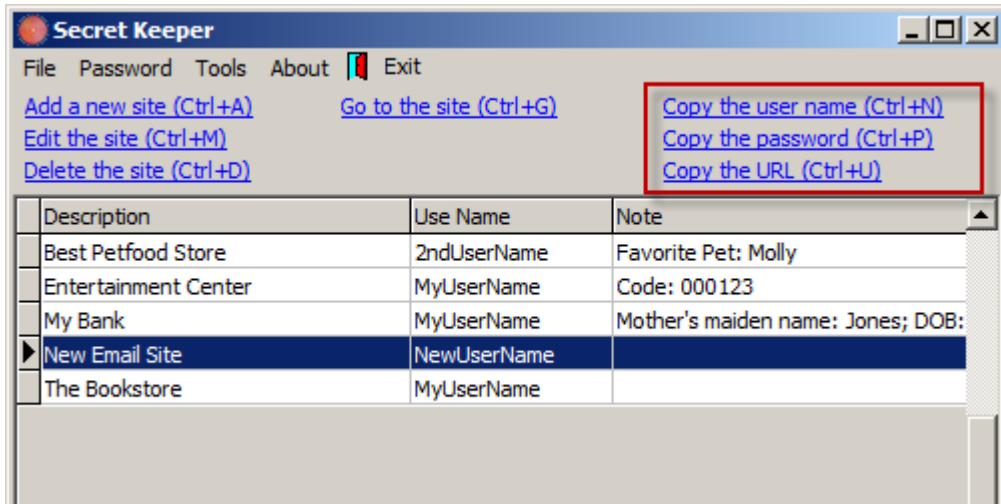
- Select the site in the Site Grid.
- Click on the “Copy the user name” link on the Link Panel (or hold down the ctrl key and press the N key).

To copy the user password for a site to the clipboard:

- Select the site in the Site Grid.
- Click on the “Copy the password” link on the Link Panel (or hold down the ctrl key and press the P key).

To copy the URL for a site to the clipboard:

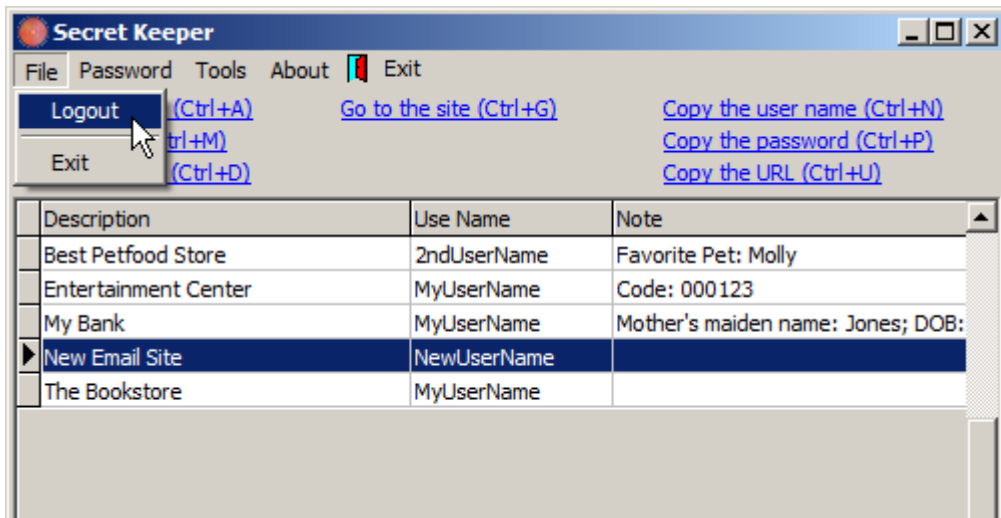
- Select the site in the Site Grid.
- Click on the “Copy the URL” link on the Link Panel (or hold down the ctrl key and press the U key).



Menu Bar – Logout

To logout from your Secret Keeper database without exiting the application:

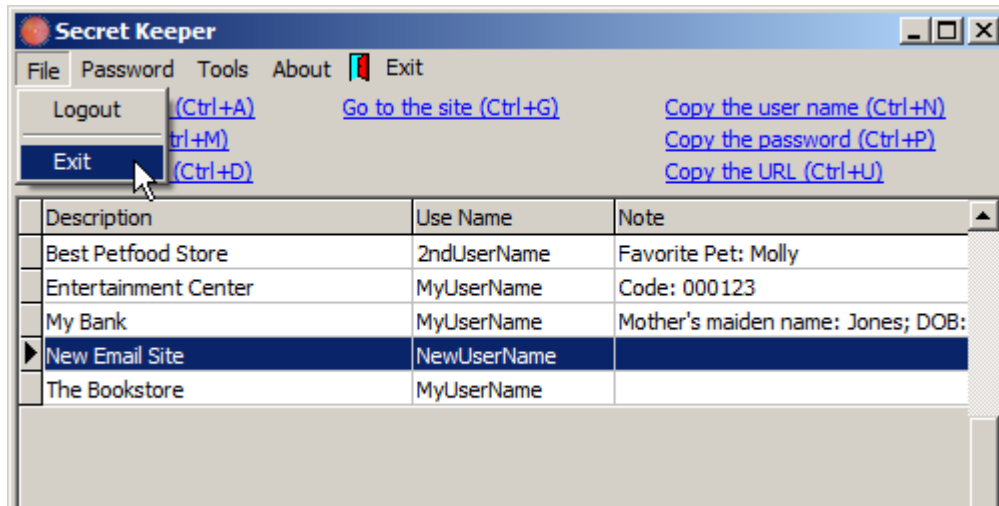
- Click on the “File” menu item on the menu bar to bring up the File menu.
- Click on the “Logout” item.



Menu Bar – Exit

To exit from the Secret Keeper application:

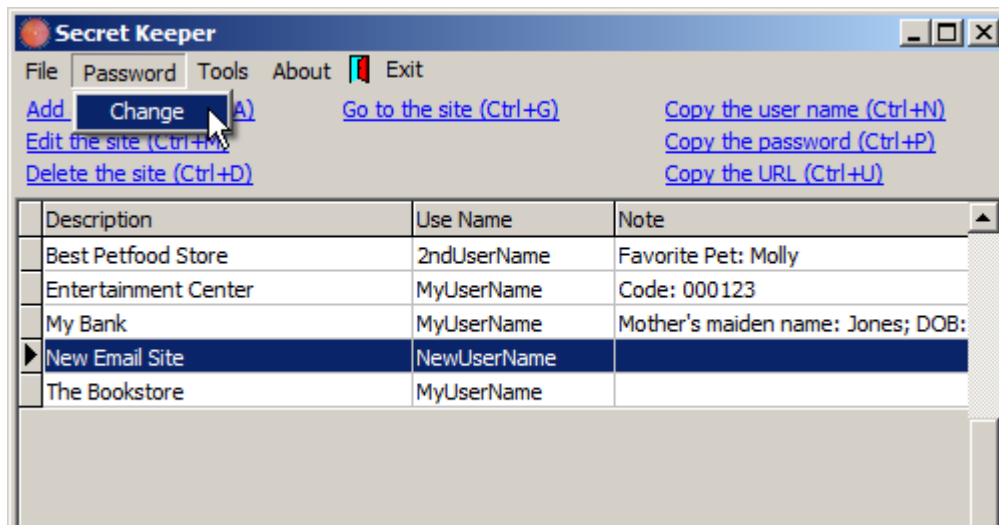
- Click on the “File” menu item on the menu bar to bring up the File menu.
- Click on the “Exit” item.



Menu Bar – Password Change

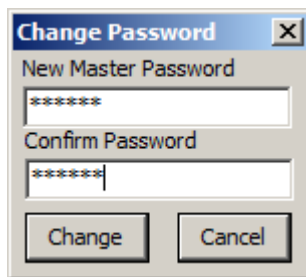
To change your Secret Keeper master password:

- Click on the “Password” item on the Menu Bar to bring up the Password menu.
- Click on the “Change” item.



A dialog box will appear on your screen.

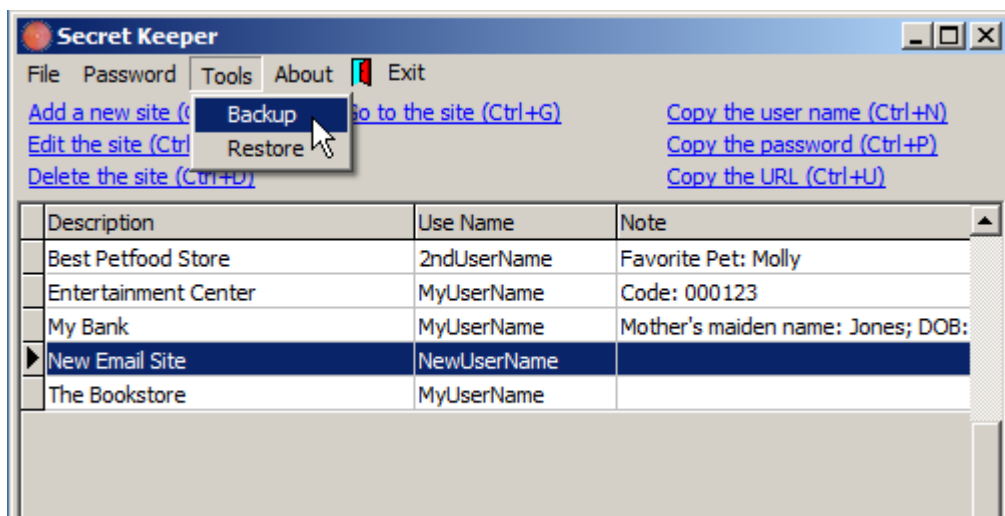
- Enter a new password in the “New Master Password” field and the same password in the “Confirm Password” field.
- Click the “Change” button to change your master password.
- Click the “Cancel” button to keep your old password.



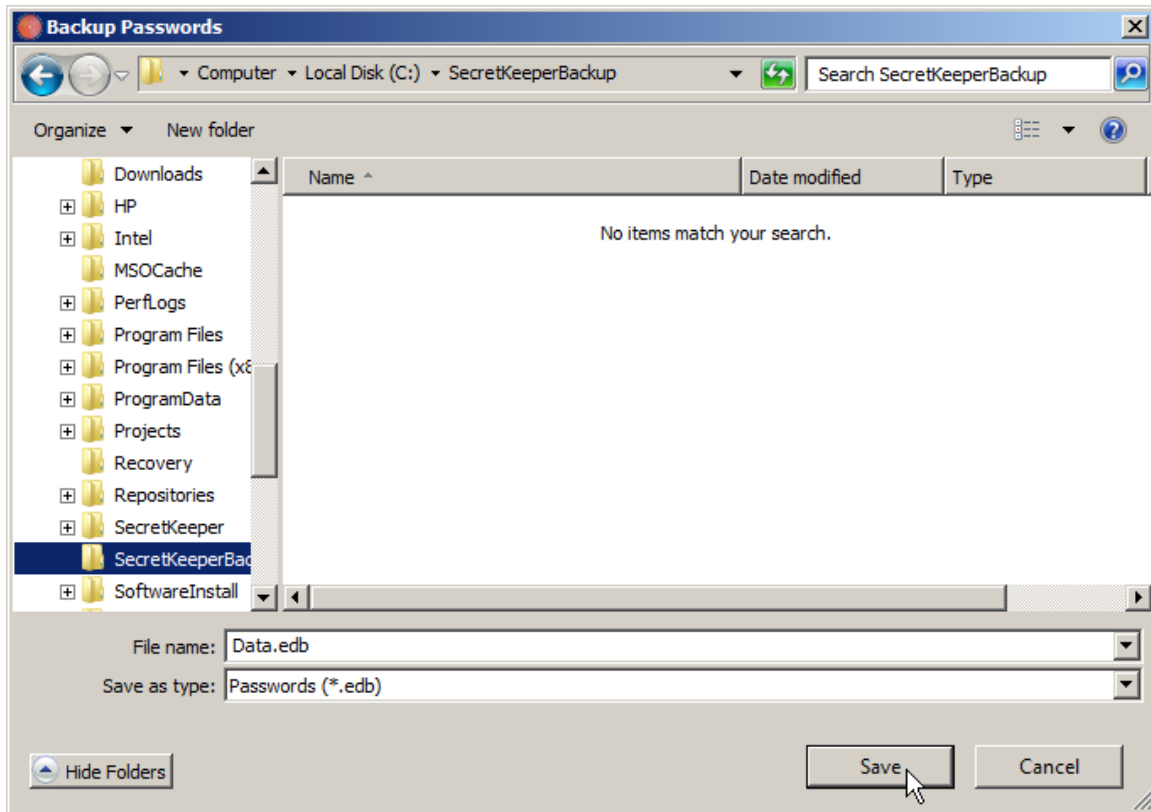
Menu Bar – Tools – Backup

To backup your Secret Keeper password database:

- Click on the “Tools” item on the Menu Bar to bring up the Tools menu.
- Click on the “Backup” item on the Tools menu.



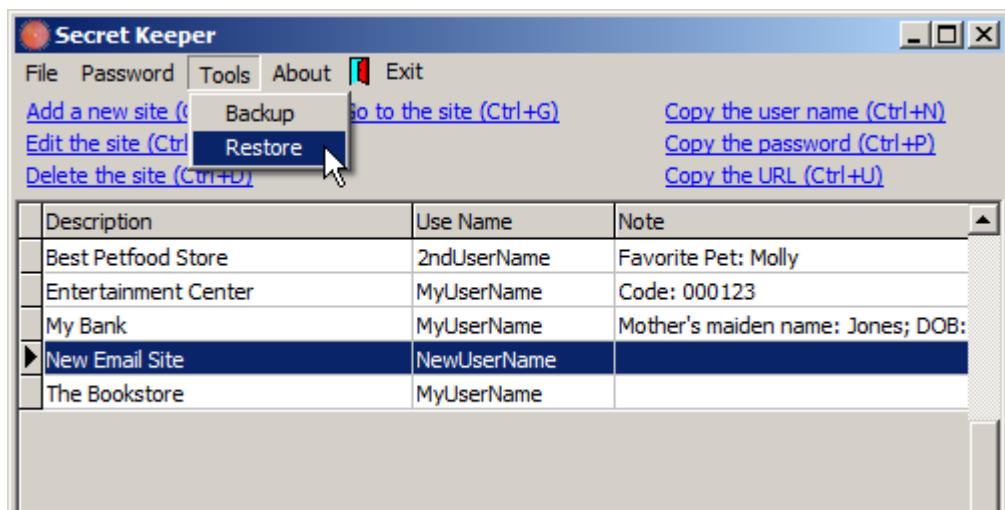
A file save dialog box will appear. In the folders pane of the dialog box navigate to a folder that you want to use for your backup (you may want to use a flash drive or a network drive for your backup just in case something happens to the files on your computer's hard drive). Click the “Save” button to make the backup



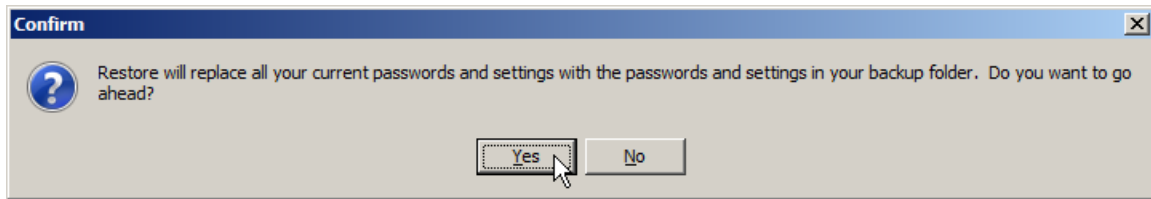
Menu Bar – Tools – Restore

To restore your Secret Keeper database from a backup:

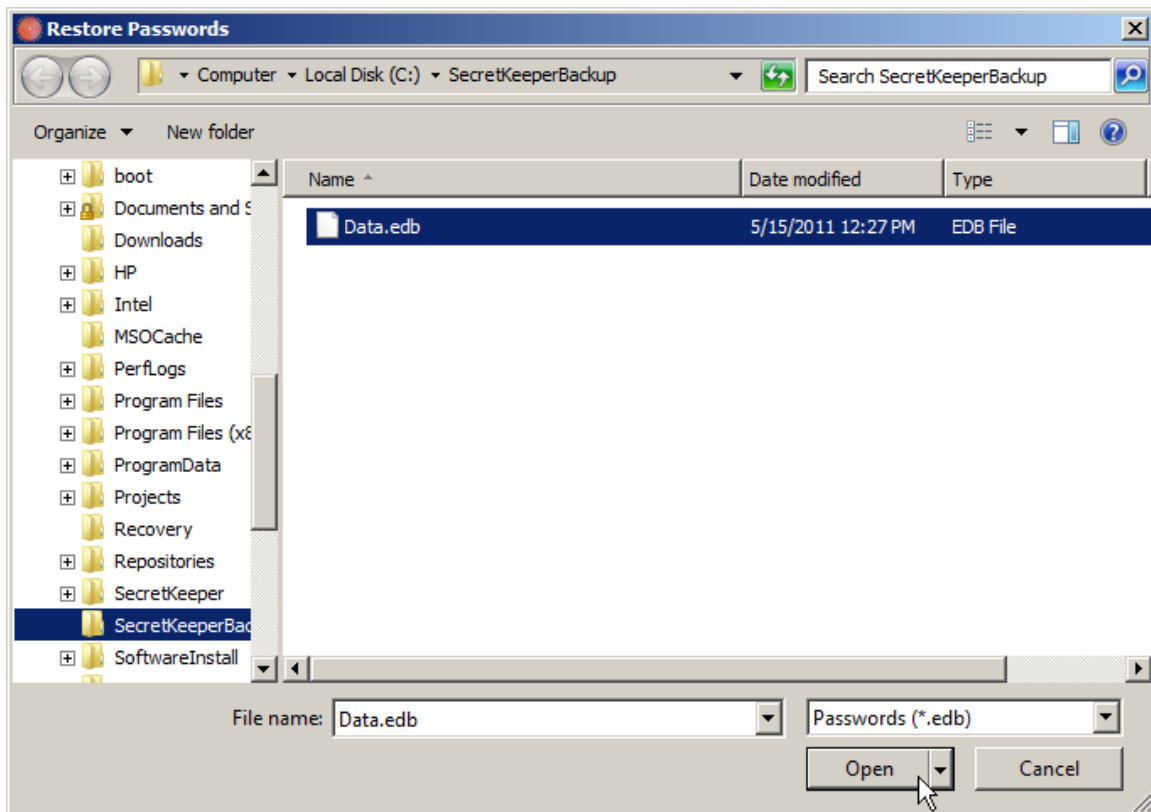
- Click on the “Tools” item on the Menu Bar to bring up the Tools menu.
- Click on the “Restore” item on the Tools menu.



A dialog box will appear that asks to confirm that you want to replace your Secret Keeper database with a backup version. Click the “Yes” button to proceed. Click the “No” button to leave your database as it is.

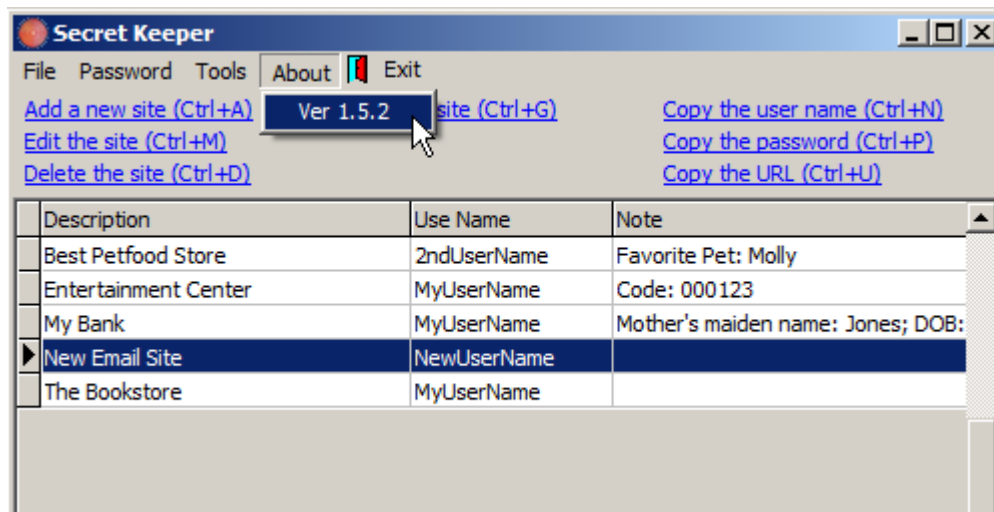


After you click “Yes” an open file dialog box will appear. In this dialog box navigate to the drive and folder where you made your backup, select the “Data.edb” file and click the “Open” button to restore the database file or “Cancel” to leave your database as it is.



Menu Bar – About

To see the version of Secret Keeper that you are using, click on the “About” item on the Menu Bar.



Menu Bar – Exit

As an alternative to the File | Exit menu selection, you can click on the “Exit” item on the Menu Bar.

