MacAppStuff Passwords
User Manual

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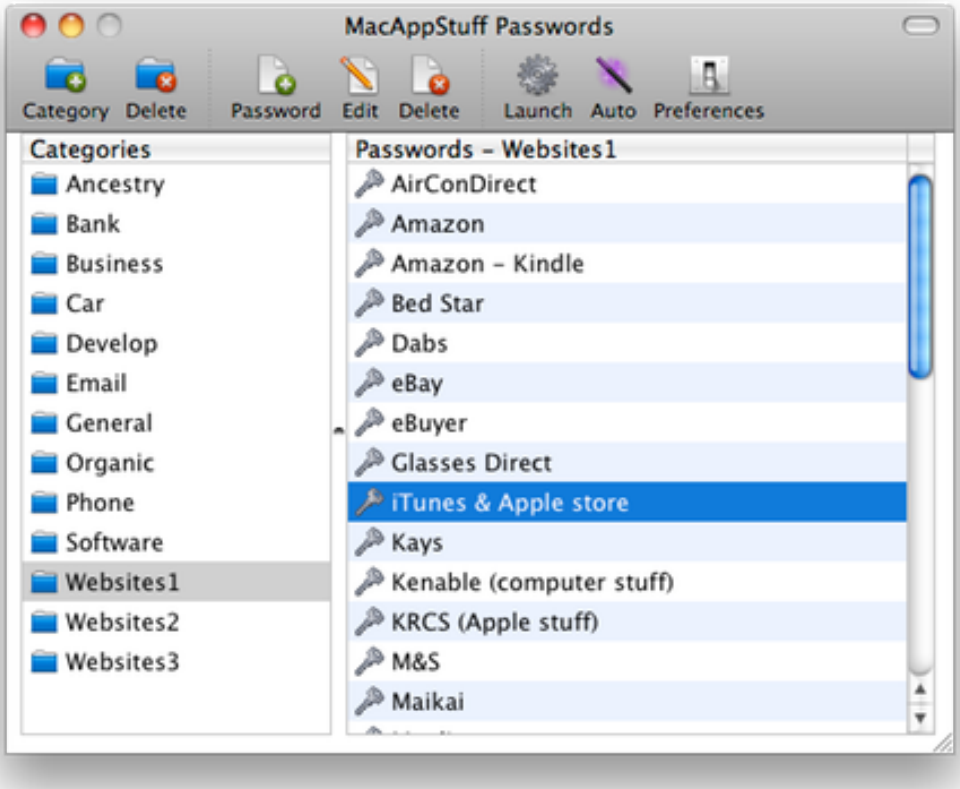


Introduction

MacAppStuff Passwords is designed to help you store, organise, protect and use sensitive information like usernames and passwords for websites, PINs, bank details, serial numbers etc.

Your data is stored in an encrypted database which can be password protected by a master password. You can change the master password any time from the main menu. Note: If you forget your master password you will not be able to access your information.

You store your information in categories, which are listed on the left of the application window, your information (password records) are listed on the right of the application window.

The toolbar across the top of the window displays commonly used options, some of which can be accessed via the main menu or by right-clicking the lists to bring up a context menu.

The auto-complete feature lets you fill in web forms or 'send' information to other applications with a couple of mouse clicks.

The various methods of creating/editing/deleting of database records can be selected from the main menu, toolbar or by right-clicking the category or password lists to access a pop-up menu.

Categories

Categories are containers in which your passwords and other sensitive data will be grouped and contained. To create a new category, click the first toolbar button (labeled "Category"), and enter a name for the category.

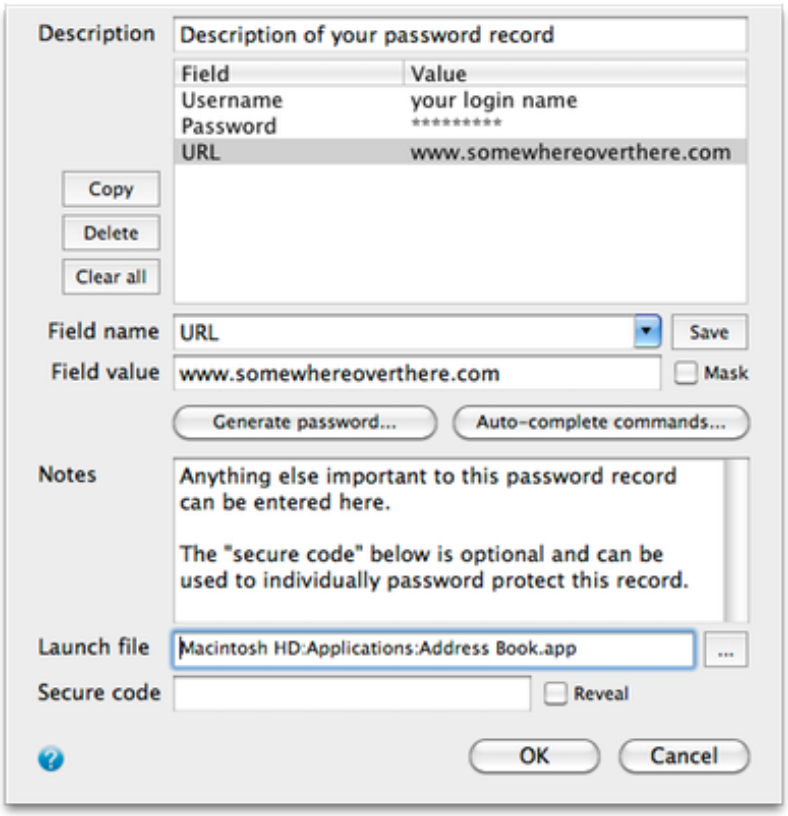
You can edit a category by double-clicking it in the list.

As with creating and editing categories, there are numerous ways to delete them. The simplest way is to select the category and click the delete category button on the toolbar. Of course you could always use the main menu or pop-up menu (accessed via right clicking the mouse in the list).

Passwords

A password record holds the information relative to whatever it is you wish to store. This application was designed to primarily handle website login information, but can be used to store other data such as banking details, credit/debit card details, email login, serial numbers for software you have purchased etc.

When you create a new password record (click the toolbar labeled "Password") you are presented with a number of fields to fill in. All are optional except the "Description" field, you must provide this. The description is what will appear in the password list.



The other fields are as follows:

Field name & Value
You can create as many fields as you like (username, password, email, URL and anything else you need).

Simply type the name of the field (e.g. username) in the "Field name" edit box, and the value in "Field value" (e.g. your name/email). Save the data by clicking the "Save" button. The data will appear in the list box above (you can drag rows up and down the list box by left-clicking on a row and holding the mouse button down while dragging the row).

The "Mask" checkbox will 'hide' the value if it is sensitive and you don't want anyone else to see it on screen. The most useful purpose for this is to hide passwords and URL's from view.

To edit a field name/value you have already created, select it in the list box and it will appear in the name and value edit boxes. Once you have edited the data (you can also toggle the "Mask" checkbox) click "Save" to save it back to the list box.
You can right-click on the list box for a pop-up menu which allows you to copy values to the clipboard, or to delete selected name/values. The buttons to the left of the list box can also be used for these purposes.

To specify a URL for using with the app's Launch/Auto-complete features, use the text 'URL' (without quotes) as the field name, and type the url (e.g. www.somename.com) in the field value.

Tip: For quick entry of multiple field names/values, type the field name, press ENTER, type your value, press ENTER to return to the name field and repeat.

Notes
This field is for writing any comments you have about this particular password record.

File
Used to store a path to a file/application which can be launched (run) when the Launch feature is used (more about that later).

Secure code
This last field is optional and allows you to specify a secure code (or password) to protect this particular password record. Secured password records cannot be edited, launched, viewed or printed without the secure code being entered. They are identifiable in the password list by a padlock icon. More about secure codes elsewhere in this manual.

Generate Password (button)
If you can't be bothered to think up a password you can use this option. You will need to supply some information about what characters you want to include in the password, and its length. After generating a password, clicking the "OK" button will automatically place it in the password field for you (where you can make further changes if you desire) if you check the check box to do so.

Auto-complete commands (button)
This button opens a dialog where you can create a list of commands for use with the auto-complete feature.

Auto-complete will execute the commands you specify, automatically typing them into another application or a website form. This saves you from typing your passwords/login yourself or using copy and paste.

To add a command use the appropriate "Add" button after selecting/entering a field, key or text. The command will appear in the list in the order it will be executed. To change the order you can drag the commands with the mouse, or use the Up and Down buttons.

For example, for a web site login you could create the commands:
<Username>
TAB
<Password>
ENTER

When auto-complete is used, the program will send the value of "Username", then a TAB key, the value of "Password" and then an ENTER key to whichever window was last active. So, for a web login you place the cursor in the first box (usually username) and then click the Auto-complete button (you will see this when using the auto-complete feature).

Another example. Some online banking sites require you to enter some data on one page (such as a username) and more data on another page (such as password, account number etc). You can use the PAUSE command (action) to pause auto-complete while another page loads, before it proceeds to auto-complete more data. So for the above bank example the command sequence you need to create would look like this:

<Username>
<ENTER>
<PAUSE>
<Password>
<ENTER>

The first ENTER action loads the next page after your username has been typed. The PAUSE command then makes auto-complete pause before it does anything else. It displays a dialog window with the options to Continue or Abort. To abort the auto-complete routine click Abort, otherwise wait for the next page to load (and if necessary place your cursor in the correct field on the web page) and then click Continue. Your password and the ENTER key will then be 'pressed'.

If you want to expand the auto-complete window to see other data, or leave the auto-complete window open, use the EXPAND and DONTCLOSE commands. Placing these commands first (at the top) of your command list is good practice, otherwise they may take the cursor focus away from the application you are using.

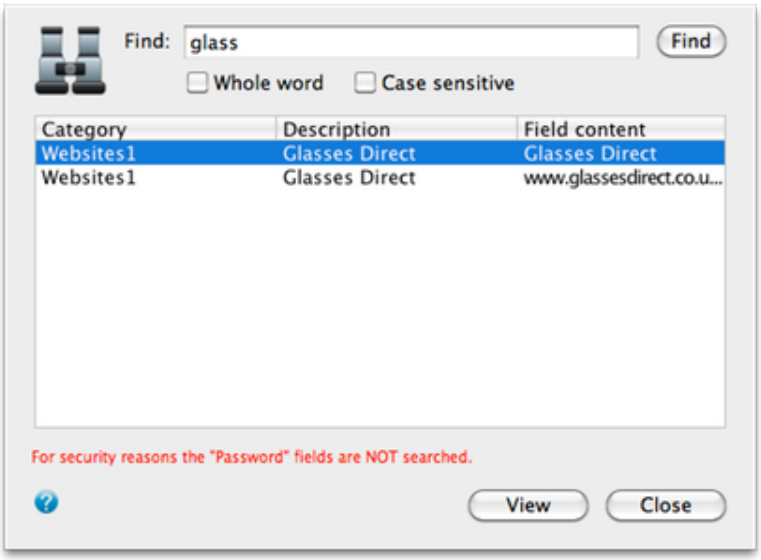
Full list of actions (commands):
ENTER Simulates pressing the ENTER/RETURN key
TAB Simulates pressing the TAB key
SPACE Simulates pressing the SPACE bar key
PAUSE Pauses the auto-complete routine and displays a 'pause' window
EXPAND Expands the auto-complete window to full view, showing all details
DONTCLOSE Leaves the auto-complete window on screen after auto-complete finishes
Auto-complete is discussed again later in this manual.

Deleting a password
Select the password you want to delete and click the delete button on the toolbar. It is important to remember that this delete button will delete categories OR passwords depending on which list is 'focused' when the button is pressed. Of course you could always use the main menu or pop-up menu (accessed via right clicking the mouse in the list).

Duplicating a password
This option is available via the main menu or right-clicking the mouse on a password. It is useful for when you need to create duplicate information in a number of separate password records.

Moving passwords to another category
Sometimes you may want to move a password to a different category. Select the passwords you want to move (select multiple passwords by holding down the Cmd key), the choose "Move passwords" from the menu. You will be prompted to select a category from a list, and the password(s) will be moved to that category.

Finding passwords
Enables you to search the database for text in password records. The Find dialog will open, allowing you to enter the text you want to search for. You can perform a case sensitive search, or a whole word match.



If any matches are found, they will be displayed in the list box. To view any of the found records, simply select the desired record and click the "View" button (or double-click the item in the list).

Quick copy of password data to clipboard
Right click on a password in the password list to access a pop-up menu. The menu entries after "** Copy to clipboard **" can be clicked and the corresponding values will be copied to the clipboard.

Secure codes

A secure code (or password) can be used to protect a particular password record. Secured password records cannot be edited, launched, viewed or printed without the secure code being entered. They are identifiable in the password list by a padlock icon.

Secure codes can be created/modified in two ways.

1. When you create or edit a password record, you can change the secure code using the edit box provided.

2. By using the "Set secure code" and "Remove secure code" options in the "Passwords" main menu (or pop-up menu when you right-click on the password list).

   When setting a secure code you are asked to provide the code to use. The application will then change/set the code for the selected password records. If any records already have a secure code you will HAVE to provide the original code before it can be changed. The same applies when removing secure codes, you will need to supply the original code of any records which have one.

Launch

Launch does the following on the selected (highlighted) password:

1. Opens the URL and/or file (if any) associated with the password. If a URl field has been specified in your record the default web browser is opened and the webpage loaded. If

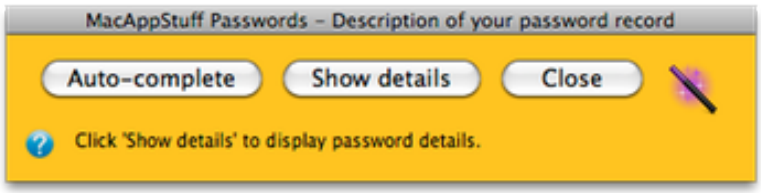
a file has been specified in your record the file will be launched (ran).

2. Displays the Auto-complete dialog from which commands can be issued or information from the password record can be read and/or copied to the clipboard for use with the web page/application.

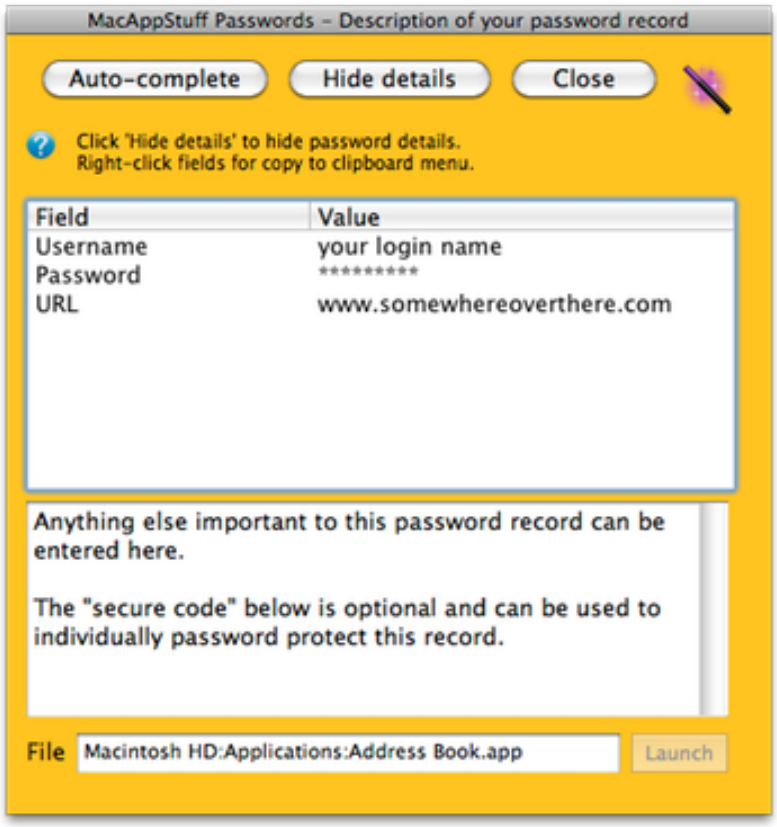
Auto-complete

The Auto-complete dialog displays the auto-complete button for issuing commands for the selected password record, and optionally shows all information for the password record for reference and/or copying to the clipboard.

Simply place your cursor in the web form or application and click the "Auto-complete" button, the commands you specified will be carried out (executed).



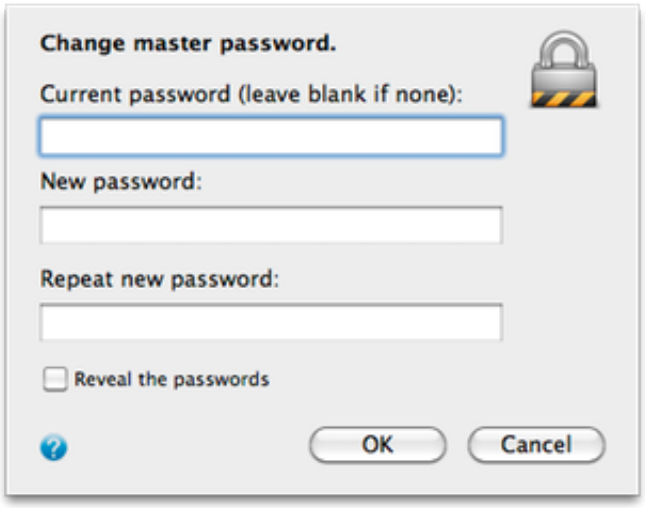
To view all details of the password, click the "Show details" button. This expands the dialog to show all password fields. You can right-click on all fields for a pop-up menu to copy content to the clipboard.



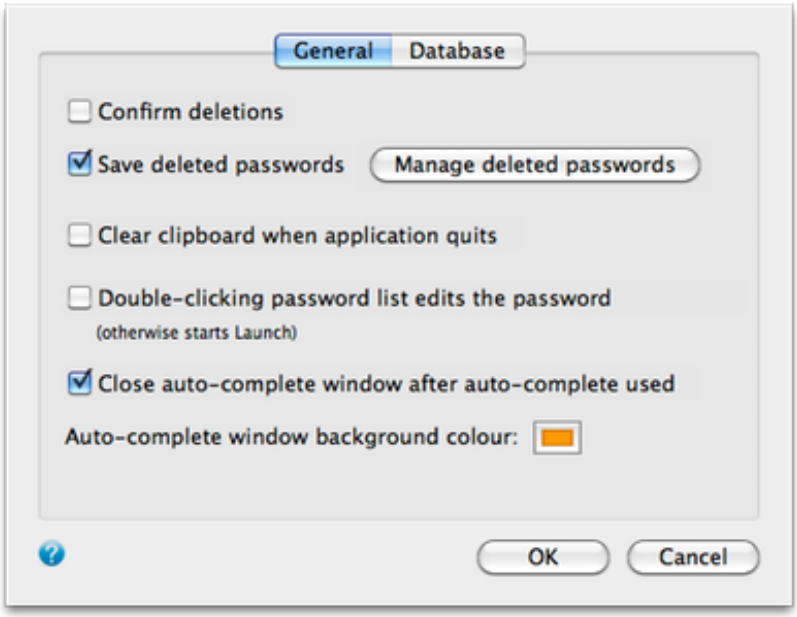
Master password

Select this option to change the master password which protects the database. Simply enter the current password and supply a new one.

Note: If you forget your master password you will not be able to access the database (and, obviously, your passwords contained in it).



Preferences



Confirm deletions
Prompts you to confirm the permanent deletion of categories/passwords.

Save deleted passwords
When checked, any passwords you delete will be saved and not permanently deleted.

They will be stored in a separate part of the database and can be accessed by clicking the Manage button on the Preferences window.

Naturally, storing these records will increase the size of the database, and it is your responsibility to maintain this list by permanently deleting records from it when you're sure you no longer need them.

If this option is left unchecked, any records you delete from the database will be permanently deleted and not recoverable.

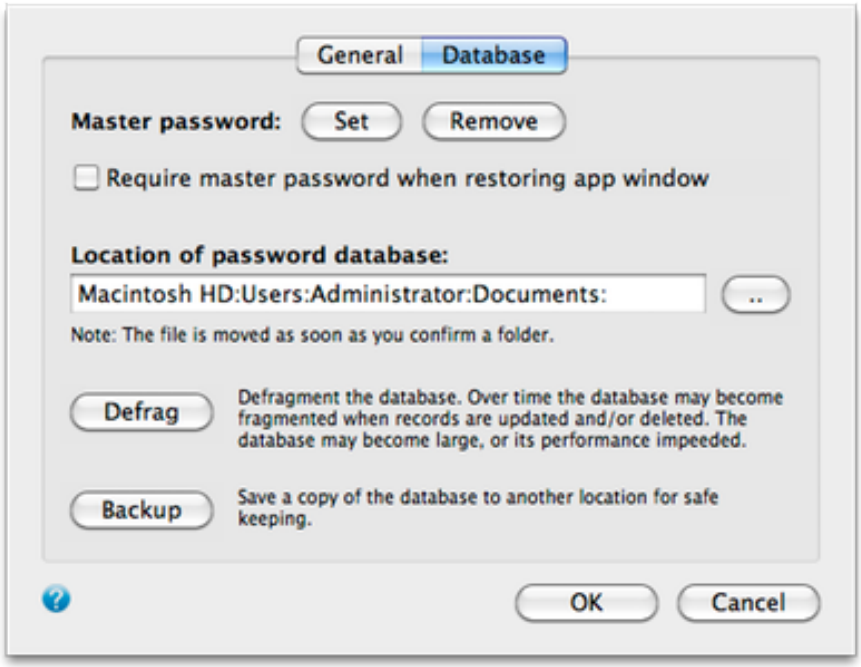
Clicking the Manage button displays any records which were saved instead of deleted. From here you can view the records, permanently delete them, or restore them.

Clear clipboard when application quits
Clears the contents of the clipboard when the application quits. Use with CAUTION as you may end up removing information from other applications that you may need.

Double-clicking password list edits the password
When checked, double-clicking the a password description (in the list) will allow you to edit the password, otherwise (unchecked) double-clicking will cause a launch.

Close auto-complete window after auto-complete used
After you click the "Auto-complete" button the auto-complete dialog will close. If this option is left unchecked the dialog will remain open, allowing further access to the password record details if necessary.

Auto-complete window background colour
Click the box to bring up a colour picker, where you can select what colour you want.



Master Password
Allows you to change the master password which protects the database. Simply enter the current password and supply a new one.

Note: If you forget your master password you will not be able to access the database (and, obviously, your passwords contained in it).

Require master password when restoring app window
When the application window has been closed or minimised, you will need to enter the master password to access it again. Use as a security measure.

Location of password database
Allows you to change where the notes database is stored. You will be presented with a folder selection dialog, simply choose a folder and the database will be moved there.

Defrag
Removes all deleted records and wasted space from the database, reducing its size and increasing access speed.

Backup
Allows you to create a duplicate of the database in another location, as a backup.

Trial Limitations

The trial is designed to run for 14 days. After this time you will either need to purchase a license from our website (see below), or remove it from your computer. The trial is limited in that you can only create a maximum of two categories, and three passwords per category. In addition there will be an occasional reminder window informing you this is demo software.

How to buy

If you are truly satisfied with the software and have fully evaluated it for 14 days, you can purchase a license online from our website (go to the product page and click the Buy button.

PayPal handle our payments. You need a working email address to purchase the software. Once you have made your purchase, you will receive an email from PayPal confirming the transaction, and an email from us (usually within 24 - 48 hours) which will include you're your license and a download link to the software.

Your license becomes void if it is used by someone else to activate the software, if a refund is issued or your payment is fraudulent.

Our website (http://www.macappstuff.com/help.aspx) contains full details regarding licenses.

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Or visit our website:

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