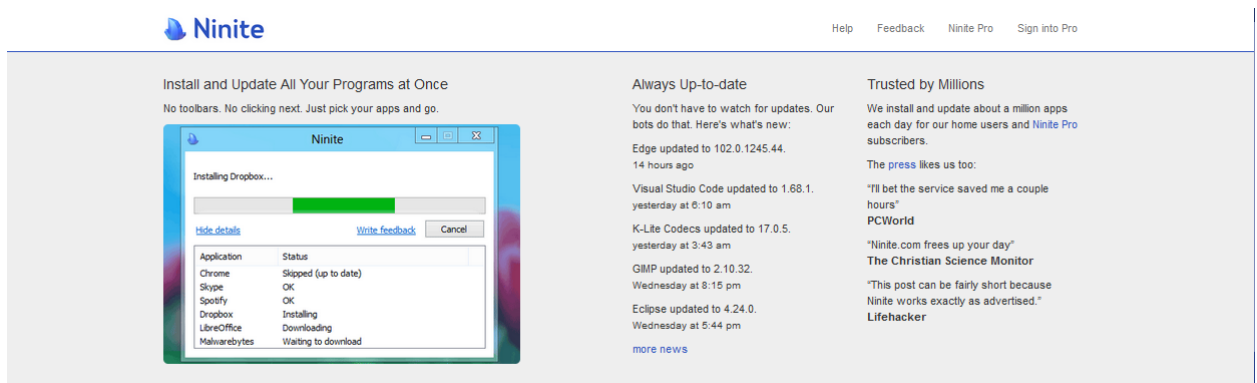


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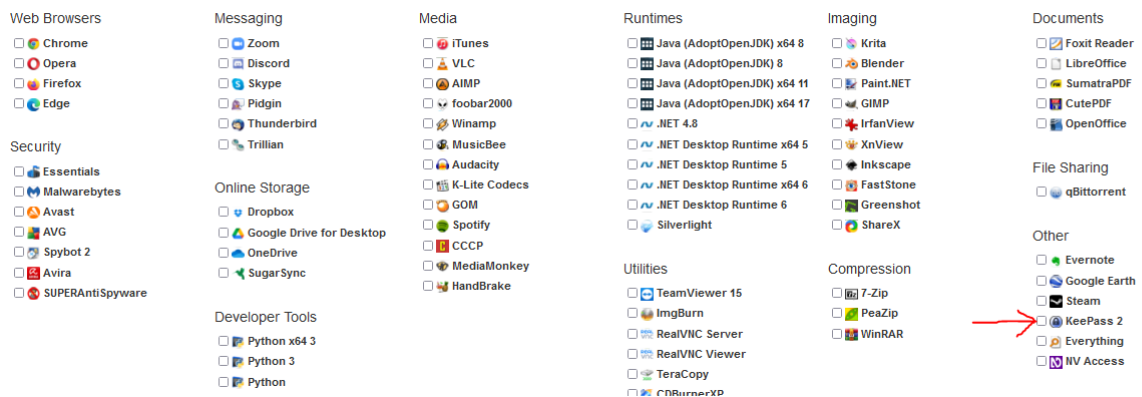
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How to setup KeePass for the first time (PC users only).

1. Download KeePass from www.Ninite.com, it is available under category "Other".

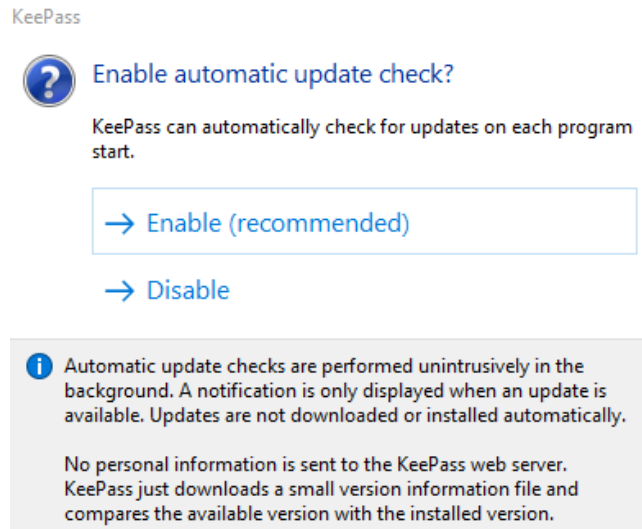


1. Pick the apps you want

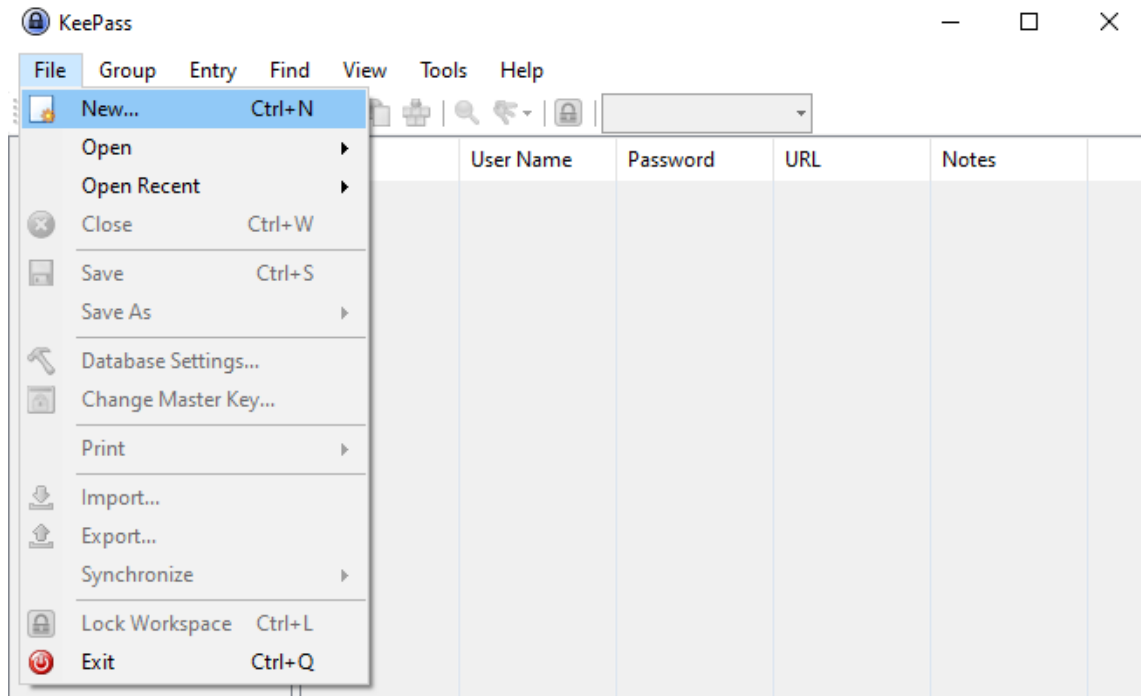


2. Once KeePass is checked scroll down and click "Get your Ninite" and the software will start downloading.

3. When the download is finished, open the setup file and install KeePass on your windows PC.
4. When KeePass is opened for the first time it will ask to “Enable Automatic Update Check” go ahead and click on “Enable (Recommended).”



5. Next up we need to create a new database for KeePass to store the passwords in. KeePass is a computer based software instead of Web-based which means that KeePass stores all the passwords locally on your computer.
6. In order to create a new database click on File > New.



7. Once you click on File > New, and confirm “OK” on the next window, KeePass will ask for the folder location where you would like the database to be stored. Go ahead and select a folder location. It will also ask you to name the database file.
8. On the next screen, the KeePass will ask for the Master Key. You must choose a good Master Key so that you can get on with your KeePass database. You may have some passwords you use all the time, but we urge you to start fresh. Pick a song or a poem or a saying that you like, and take the first letter of each word, or use the words themselves. Add a punctuation mark and a change of case.

For example, using the song Row Row Row Your Boat:

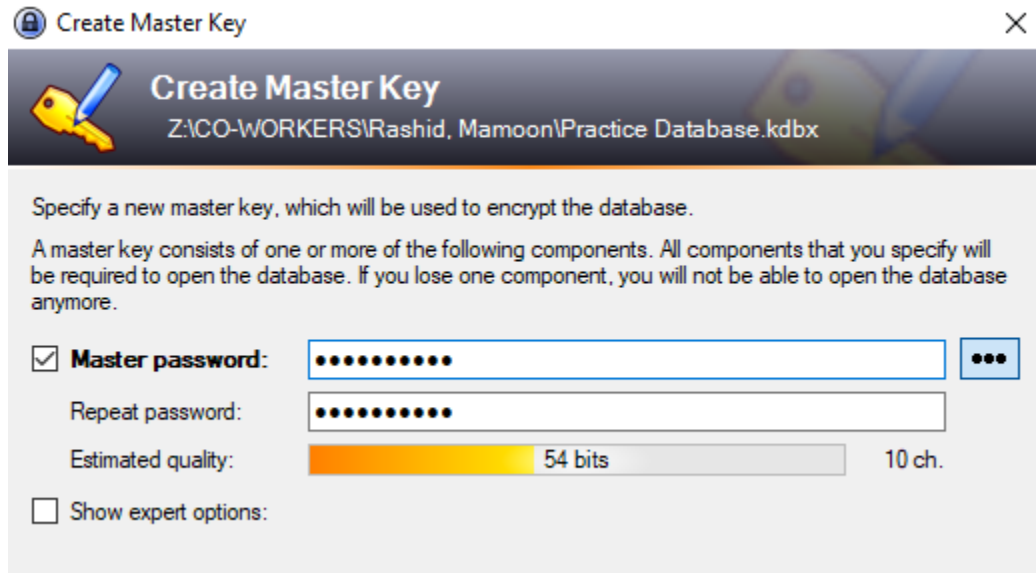
Rrryb,gdts

To be safe, tweak the song a little, so someone who tries to break in can't try a bunch of songs successfully:

So instead of Row row row your boat, gently down the stream, you could make it Row row row your boat, gently up the river

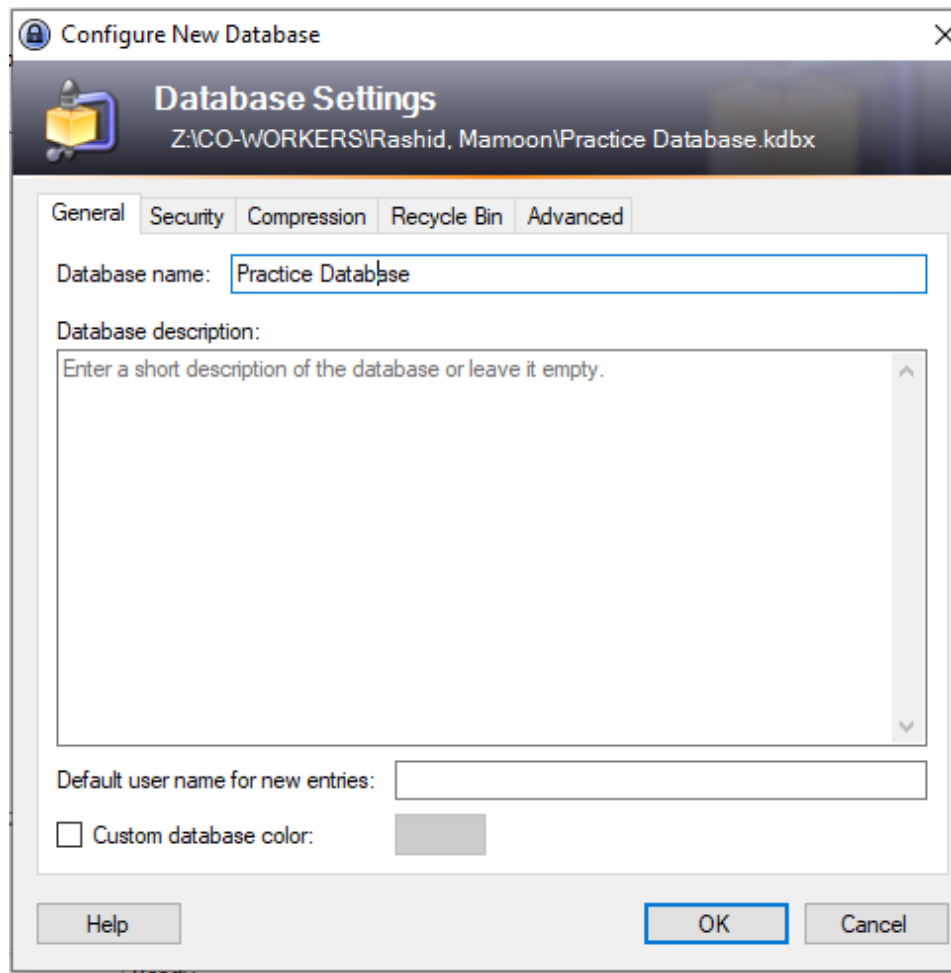
Rrryb,gutr

This is hard to crack, easy to remember, and easy to give a helper over the phone.

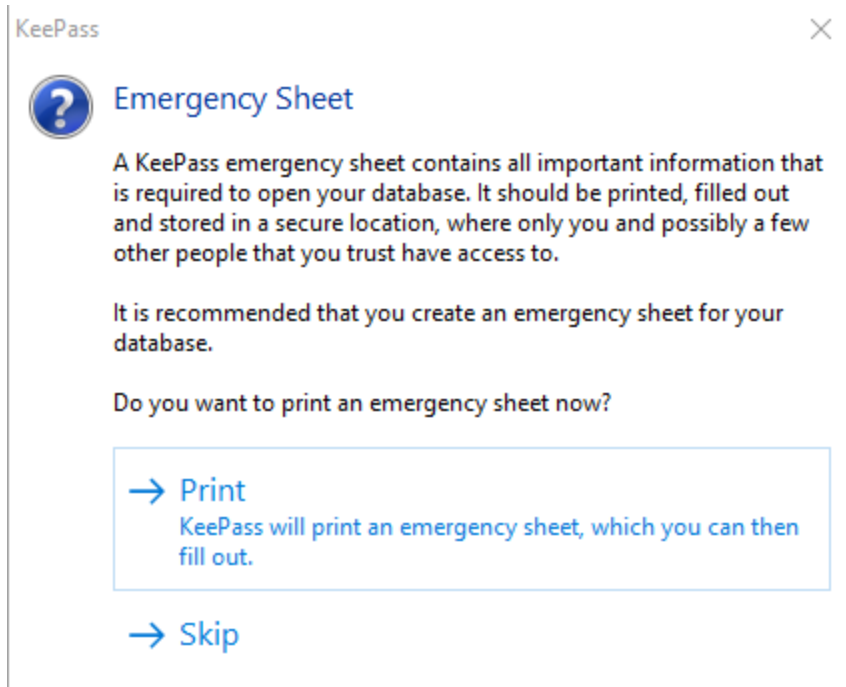


9. If (or when) you get a message that calls the “specified master password” “weak”, go ahead and confirm “Yes” to using it.
10. After creating a Master Key, KeePass will ask for the name of the database, it is recommended that you name it something relevant to what you need it for. Description for the KeePass database is optional. Press “OK” when done.

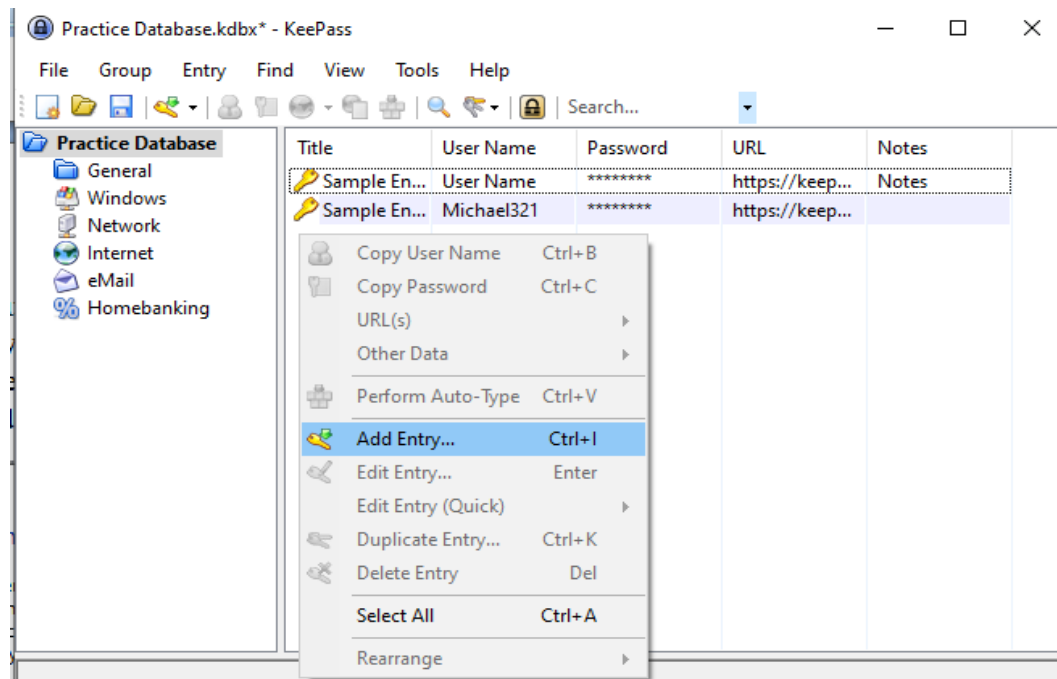
11.



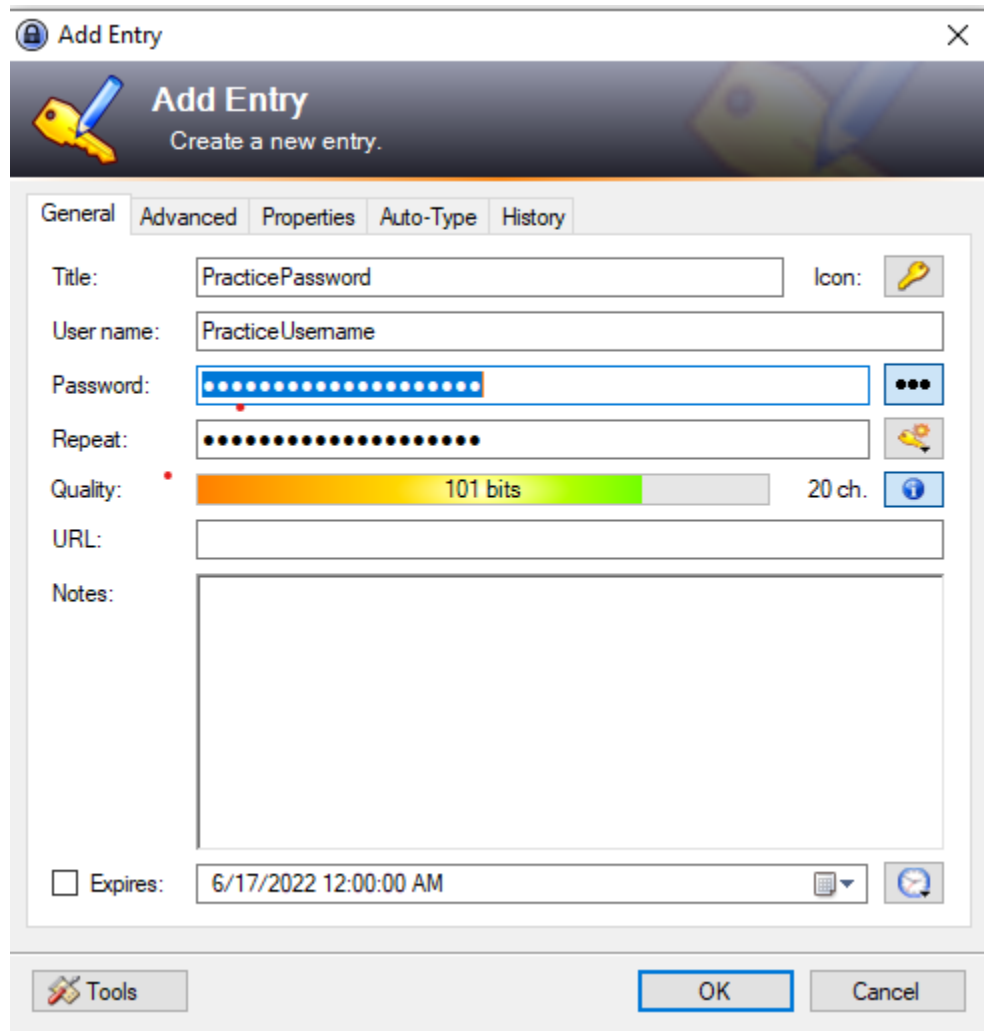
12. Optional: KeePass gives you the ability to print a physical sheet explaining where your database is saved on your computer. You can write your master password on this document but make sure to place it in a safe and secure area. You also have the option to simply save it as a pdf file. If you do not want to do this, just press “Skip”.



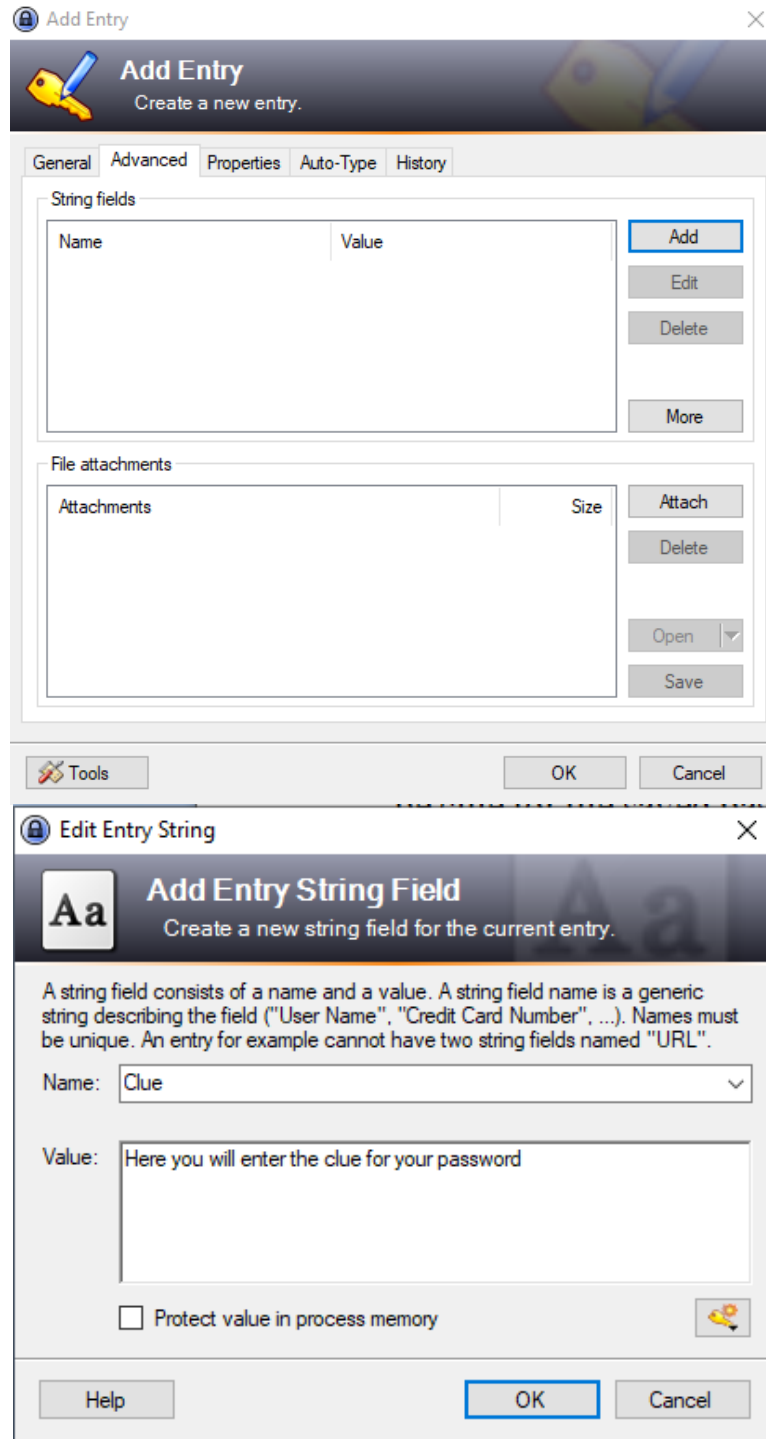
13. In order to create a new entry, the user should right click on a blank area and then click on "Add Entry". The user can also use a shortcut, CTRL + I.



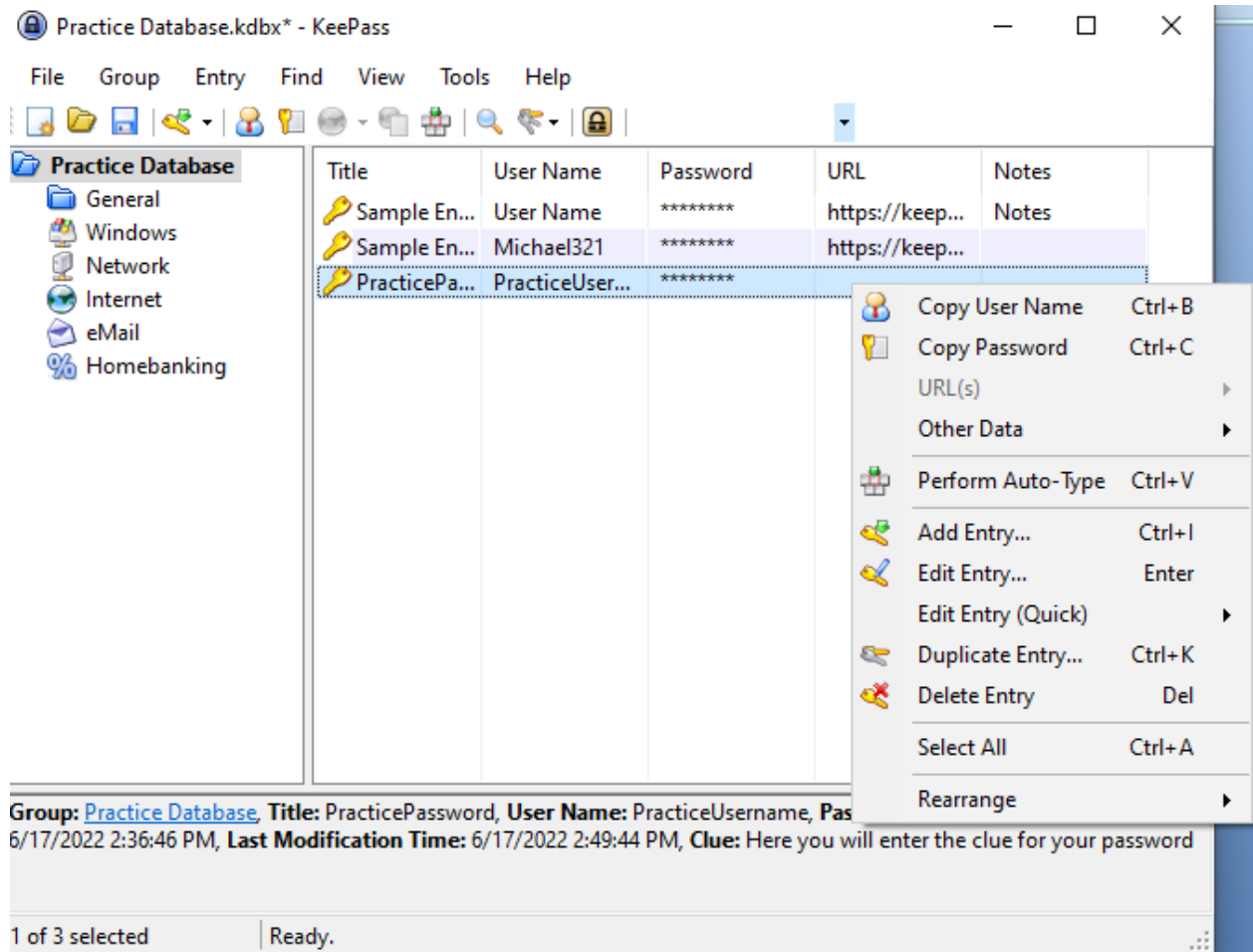
14. When creating the entry, the user should put a title, username, and their own password, or just use the same one generated by KeePass.



15. Once the user has selected the password they want to use, they can select advanced tab where KeePass allows users to save custom strings. The strings could be clue for the saved password in case the user forgets it.

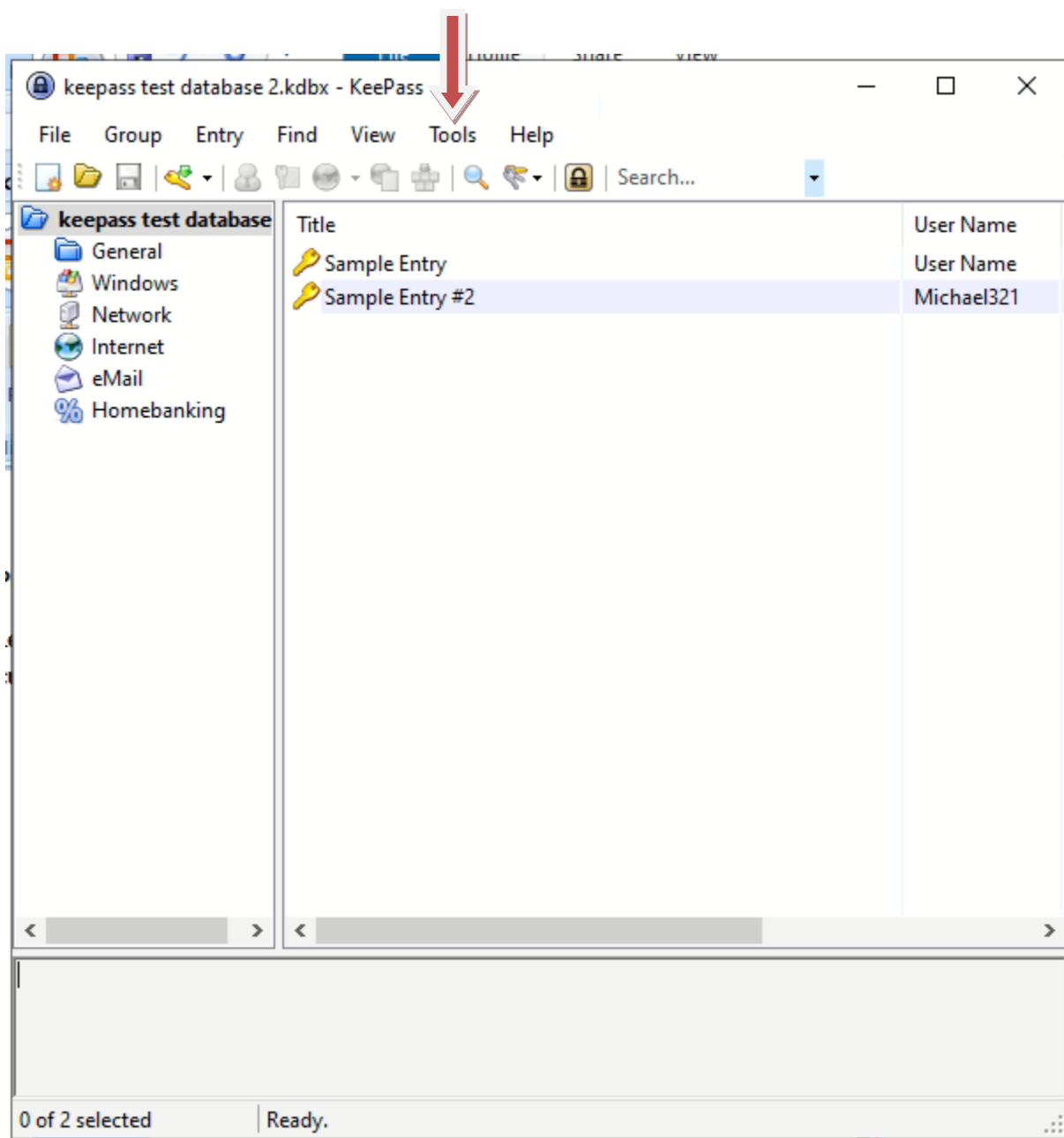


16. To use a saved password, right-click on it and select copy user name. similarly to copy the password right-click and copy password.

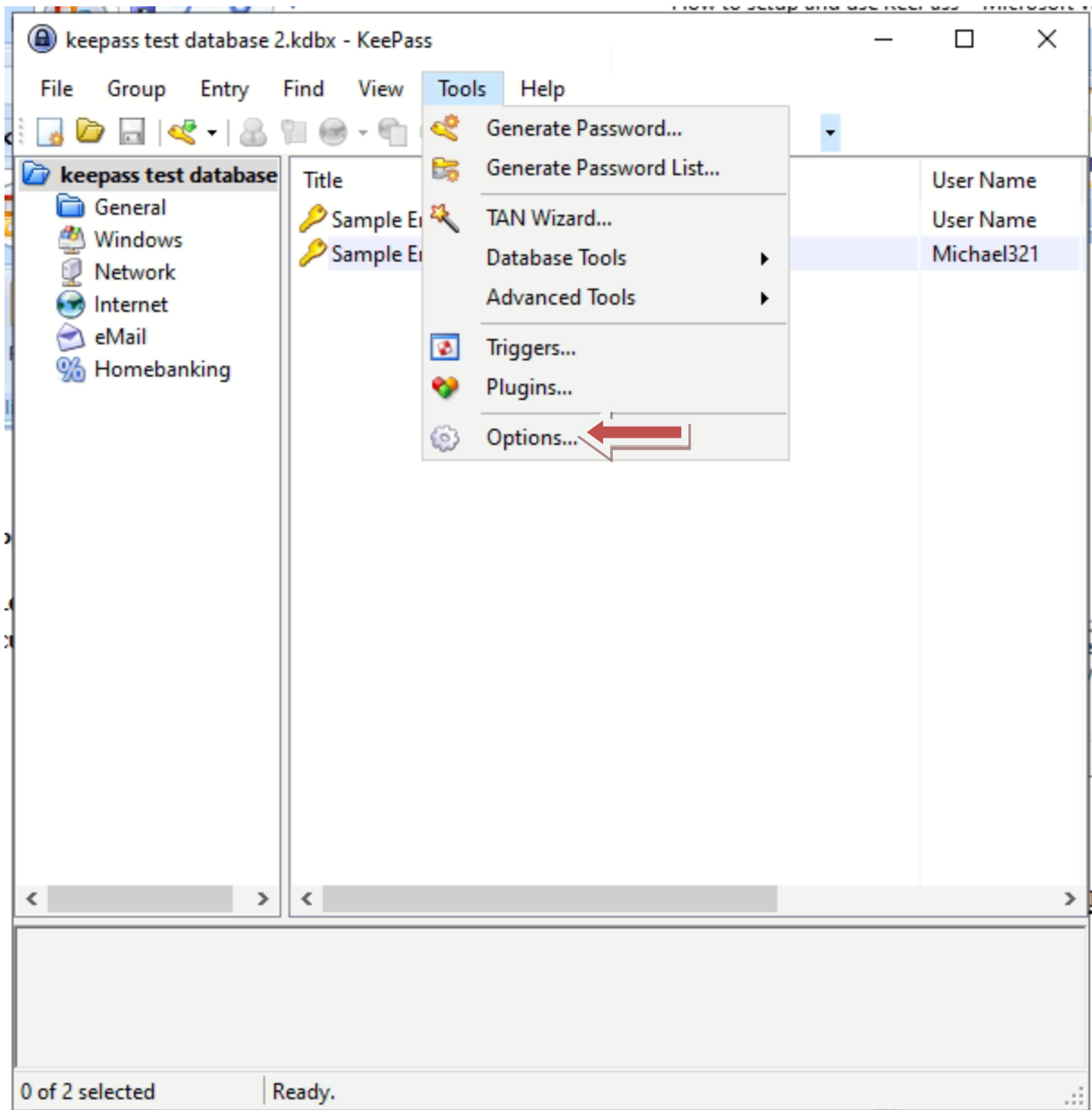


How to toggle clipboard autoclear (PC only)

1. From your KeePass database, select "Tools" from the top menu.



2. In the drop-down, select “Options”.



3. Here you may toggle “Clipboard auto-clear time” and choose how long any of the database info you copy stays on the clipboard.

