

KeePass – Getting Started on Windows

1. Create the Initial Password Database Run

KeePass Select File → New

With Windows 7 and 10 the default location will be **Libraries → Documents**

Select this or an alternate, known location and enter a file name.

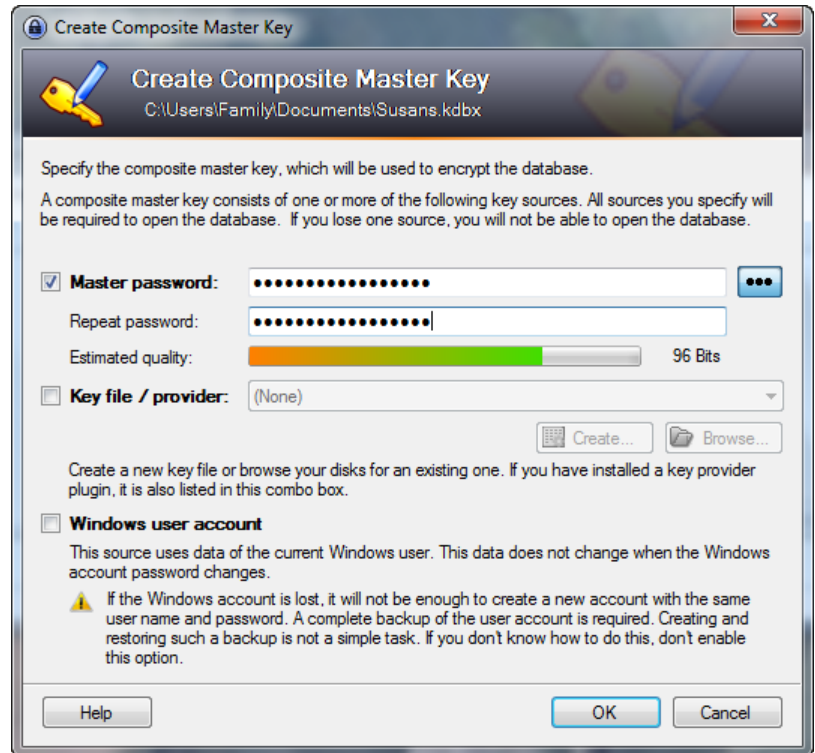
Create Composite Master Key

You will be prompted to create your master password.

Enter a unique password or a short phrase (i.e. “pass phrase” instead of “password”).

Enter the password or pass phrase a second time

A pass phrase can be easier to remember!



Database Settings

Database name: Enter a name

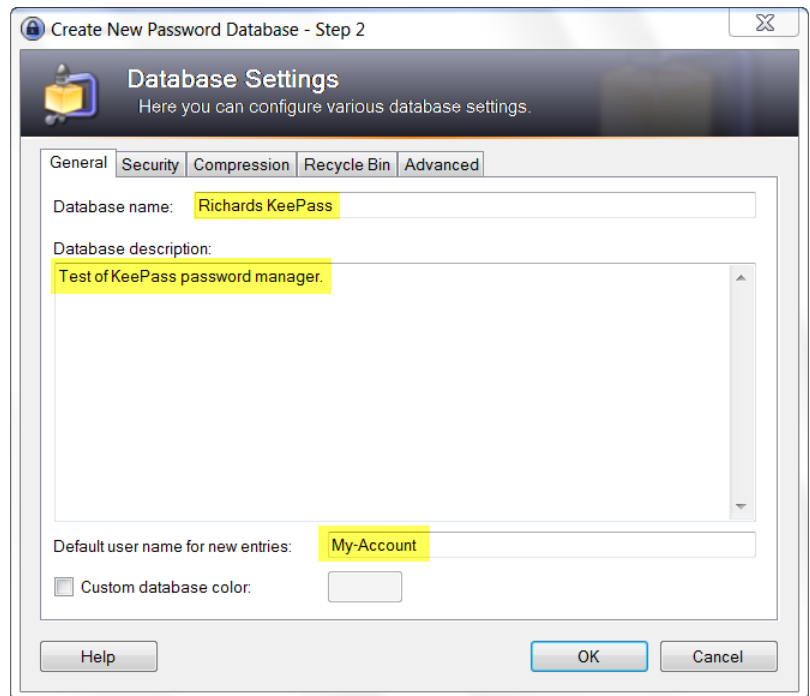
Database Description: Optionally enter a description for this database.

Default User Name: Enter your most commonly used User Name.

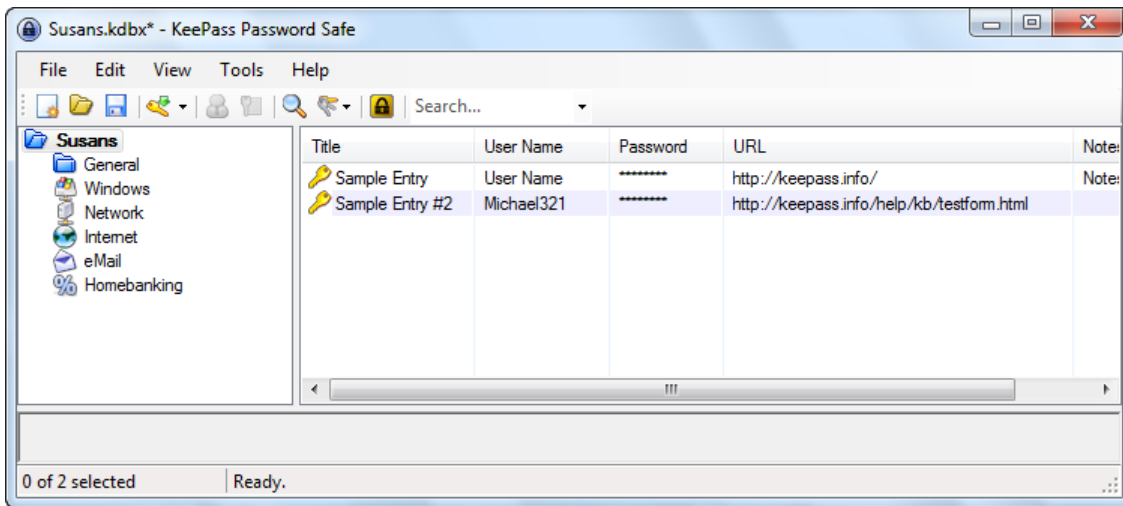
If you are a heavy user of web accounts – this is likely an email address.

Click **OK**

KeePass will display the main user interface window (see below).

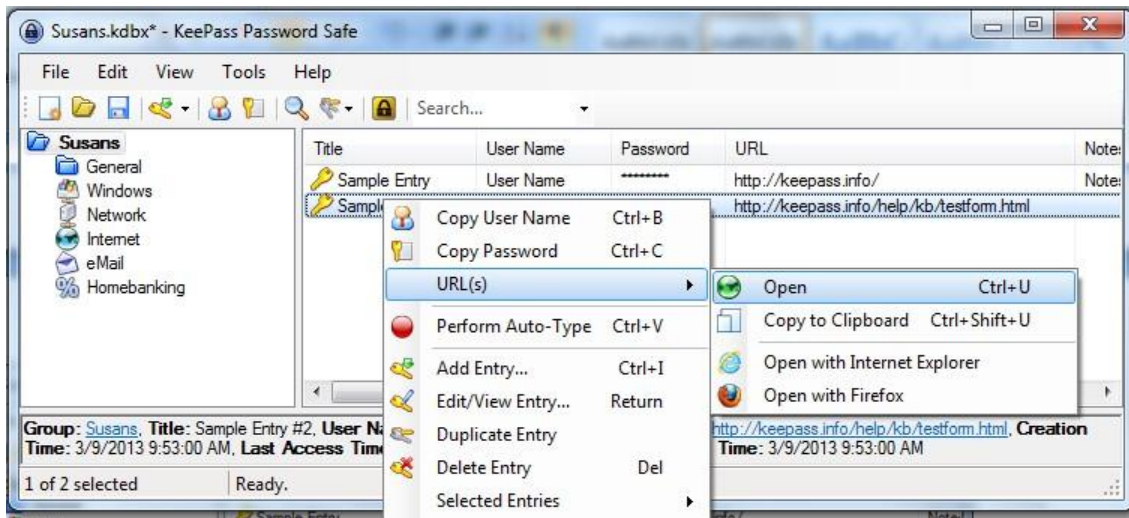


2. Create the Initial Password Database (continued) Main Window



KeePass will create two sample account entries for you.

3. Testing KeePass

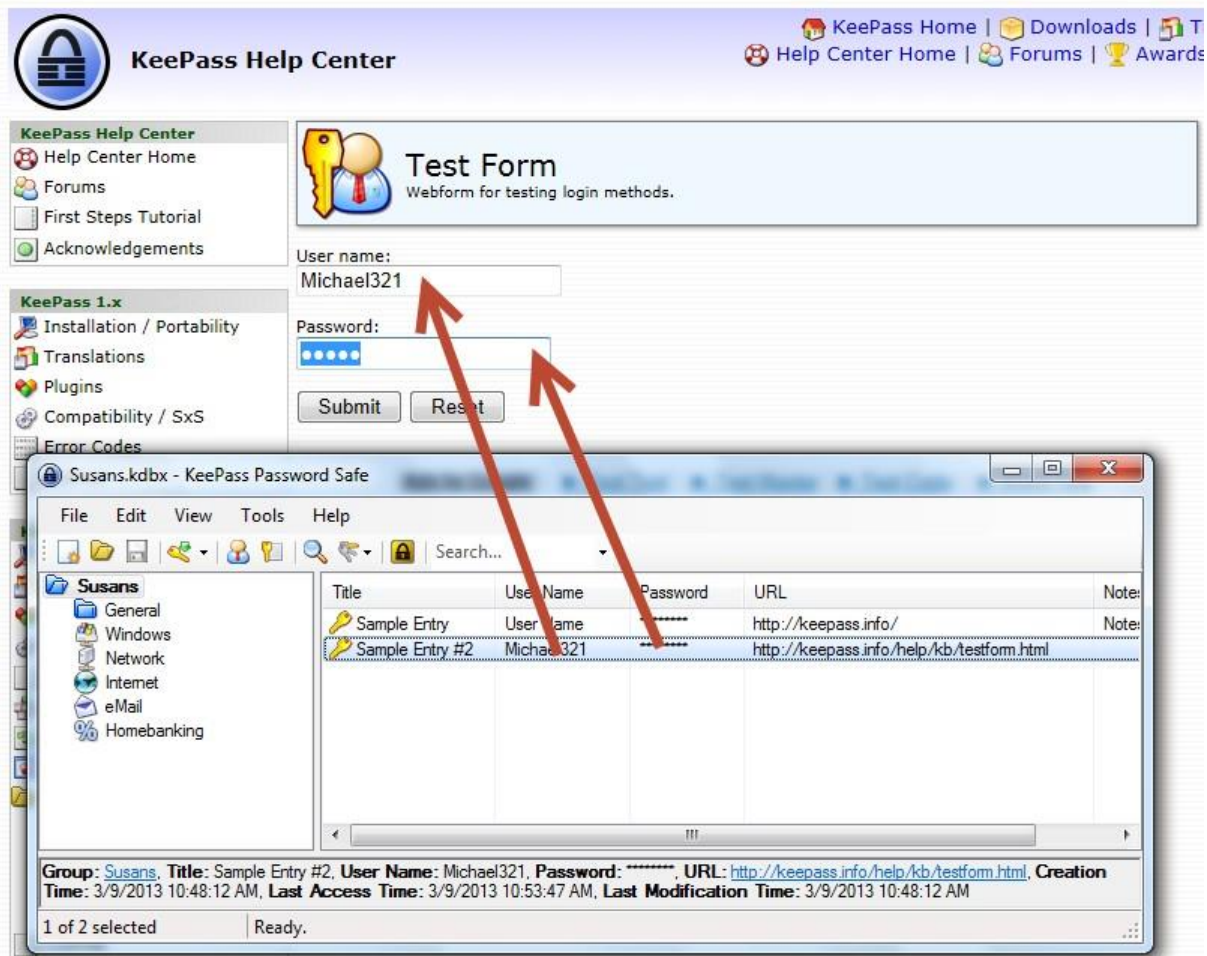


To test KeePass:

- Right-Click on the 2nd entry, Select **URL(s)** → **Open**
- Alternatively – simply double-click on the URL cell for the entry.

KeePass will open the KeePass Help Center **Test Form** in your web browser.

4. Testing KeePass (continued)



Drag and Drop the **User Name** (Michael321) to the User Name field

Drag and Drop the **Password** to the Password field

Click **Submit** on the Web Form

You should see the **Message from webpage** dialog box:

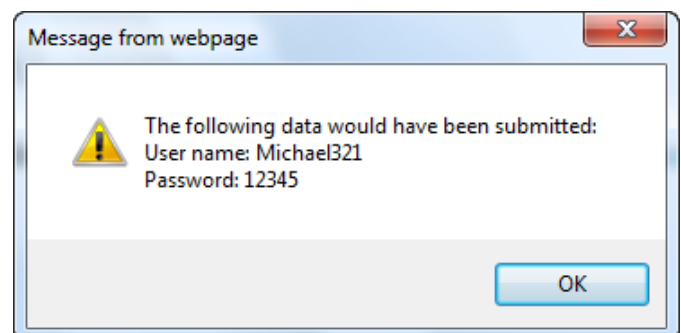
Editing an Entry

Now Click **Reset** on the Web Form.

Switch to the KeePass window and double click on **Sample Entry #2**.

This will bring up the edit window. Update the **User Name** and **Password**.

Then try the above test again.



Testing Autotype

Click **Reset** on the Web Form.

Click in the **Name** field of the Web Form.

Change to the KeePass window

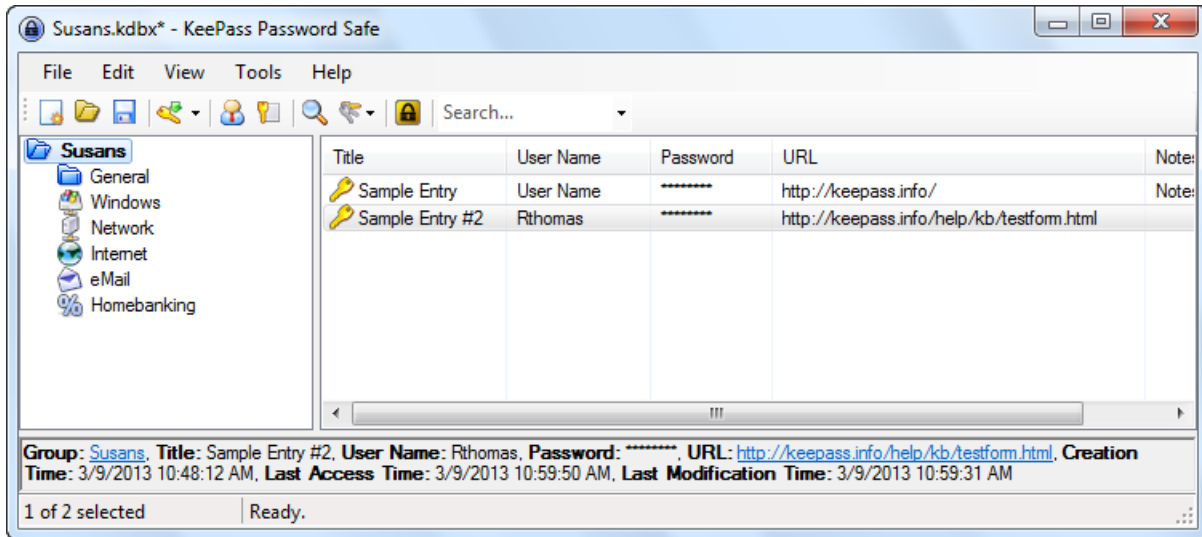
Right-click on the account entry and select **Perform Auto-Type**.

KeePass should automatically enter the User Name and Password and activate the Submit button.

The values typed by the Auto-Type feature can be customized for each account by editing the entry and selecting the Auto-Type Tab.

5. Entering Accounts

Return to the main KeePass window:



To add a user account: Select **Edit** → **Add Entry**, or simply click the  icon.

For the specific web site, enter the following:

User Name: Your User name

Password: Your Password

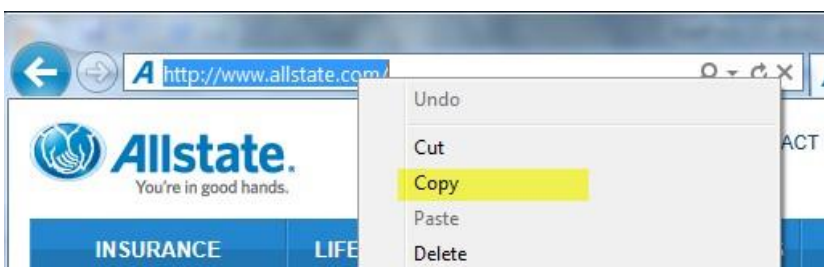
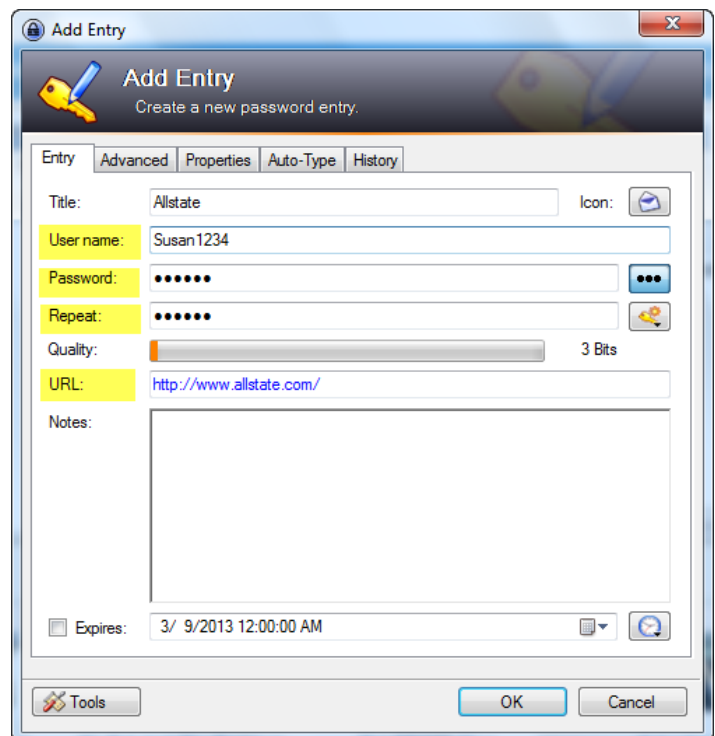
Repeat: Your Password again

URL: The address of the web page

An easy way to get the URL is to:

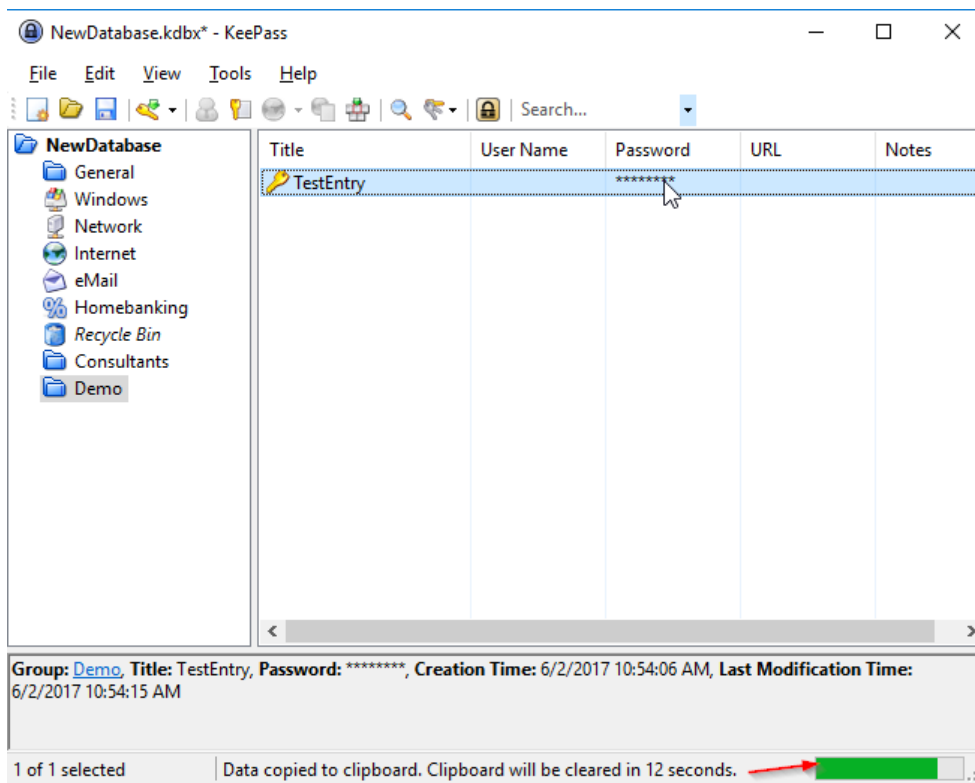
- Go to the website in your browser
- Right click on the address bar
- Select **Copy**.
- Then paste it into the URL field of KeePass.

(See example below)

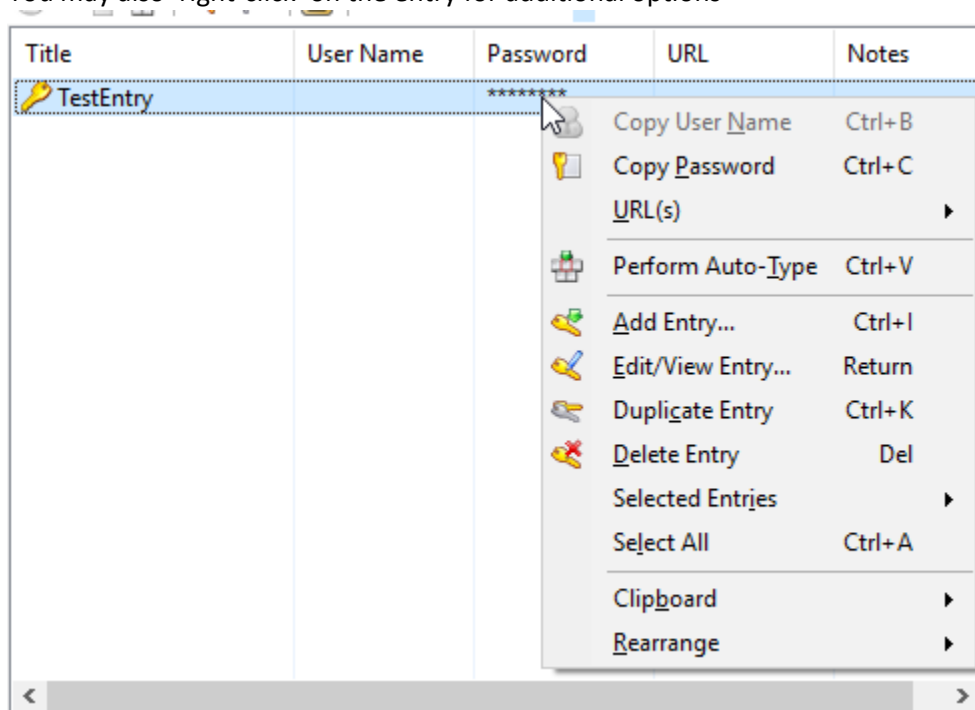


6. Entries without URLs

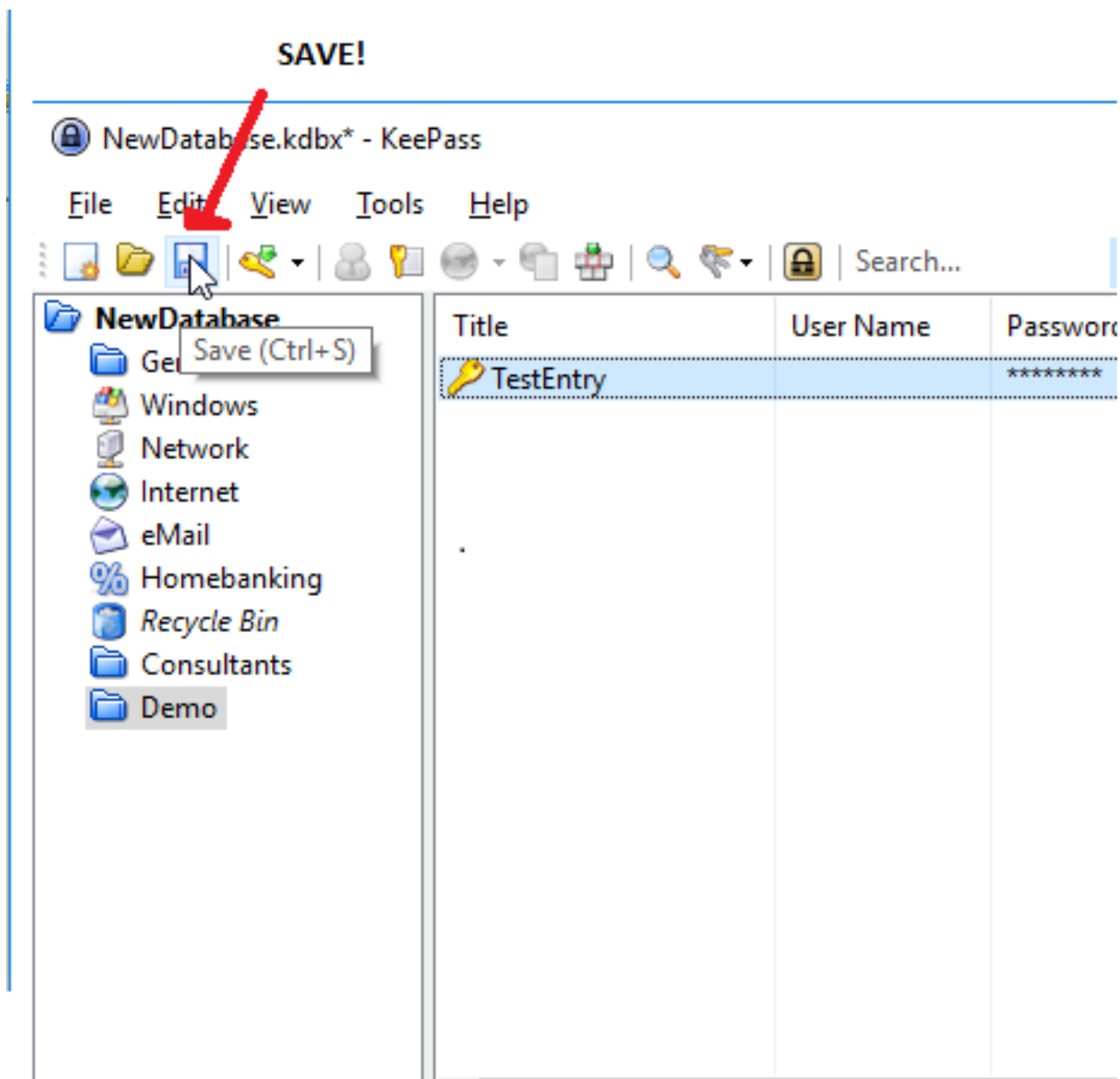
KeePass also supports entry of a password for non-web based accounts. By double-clicking on an entry, KeePass will copy the password for that entry into the clipboard of your computer for 12 seconds. After that time your clipboard is cleared so the password is not accidentally pasted where it should not be. You can then 'right-click' in the password field and select Paste or click in the field and press 'CTRL+V' to paste from the clipboard.



You may also 'right-click' on the entry for additional options



7. IMPORTANT! Be sure to Save any changes that you have made to your database or changes will be lost!



8. Portable KeePass

Once you have installed KeePass on your PC and set up your database of accounts, you can easily install a copy on a USB drive. You can then plug this USB drive into any PC you are using and access your personal database of websites, accounts and passwords!

Installing Portable KeePass

- Download the zip archive containing the software (KeePass-2.xx.zip) from <http://keepass.info/download.html>
Plug in your USB drive
- Create a folder called **KeePass** on the USB drive.
- Unzip the contents of the zip archive into the folder **KeePass** on the USB drive.
If you do not have an unzip utility – just double-click on the archive to open it, select and copy the contents, then paste into folder **KeePass** on the USB drive.
- Locate the database created on your PC (by default located in Libraries → Documents)
- Copy the single database file to folder **KeePass** on the USB drive.

Using Portable KeePass

- Navigate to folder **KeePass** on the USB drive
- Double-Click on **KeePass.exe**
- The first time you use portable KeePass it may not find the database.

Use the **File → Open** menu, navigate to folder **KeePass** on the USB drive, select and open the database.
For quicker access – place a shortcut to **KeePass.exe** in the root folder of the USB drive.

9. Additional Information

This guide describes only a very small subset of the features built into KeePass (© 2003-2013 Dominik Reichl) to facilitate organizing your password database and effective use of the software. For further information:

- Explore the menus and icons
- Use the HELP Menu
- See <http://keepass.info/index.html>
- See <http://keepass.info/help/base/index.html>