

# **How to backup user names and passwords**

## **Introduction.**

- I recommend you don't save your user names and passwords on Browsers.**
- If you have already written your user names and passwords on a paper, it is not safe. If you want to keep your paper, I recommend you put the paper in a Safety Deposit Box. If you don't have a Safety Deposit Box, I recommend you should type them on another Safe program and shred the paper.**
- I will be showing you the other Safe programs in the another PDF files. Next is about the other programs.**

- **The next PDF file shows you how to download free KeePass program and how to backup your user names and passwords on KeePass. I recommend you use KeePass vs. other programs, because it is easier.**
- **The other option is to backup user names and passwords using a spreadsheet that is password protected. You can do that on a spreadsheet from Microsoft Office Excel, or Kingsoft spreadsheet, or Open Office spreadsheet, or Libre Office Calc spreadsheet. The other PDF files shows you them.**
- **Next is more about spreadsheets.**

- **If you have Microsoft Office Excel and want to use it for backup your user names and passwords, you can use it. If you don't have it, you have to pay for it. That's why I am showing you the other spreadsheet programs that are free.**
- **Kingsoft has its own website to download it. I will also show you how to get to the website and download it in the other PDF file.**
- **You can download Open Office and Libre Office on Ninite.com. Under the Courses in my Website, there is a Ninite page that shows you how to download them and other programs. Next is more about Kingsoft.**

- **Kingsoft is owned by China. Some people in The Villages Computer Club don't think it is safe. But, I use it and I think it is safe. It upgrades like Microsoft Office. I will be showing you the 2016 version, which is very similar to the 2016 version that I will show you with Microsoft Office Excel.**
- **As I mentioned before, the next PDF file will show you how to download KeePass and how to use it. You can view it and decide to use it. If yes, you don't have to view the other PDF files. The other option is view the other PDF files and decide the one you want to use.**
- **Next is about the last PDF file.**

- **The last PDF file shows Options to Backup your Folders on your Computer. I recommend you Backup your Folders on your Computer for the KeePass File or other spreadsheets Files with your user names and passwords. Also, Backup every thing on your Computer. The reason to do Backup is something happens with your Computer and it doesn't work, you have to buy a new Computer and add the Folders from the Backup to your new Computer. If you don't have Backup, you don't have any Folders files on your old Computer.**
- **This is the End of the Introduction.**