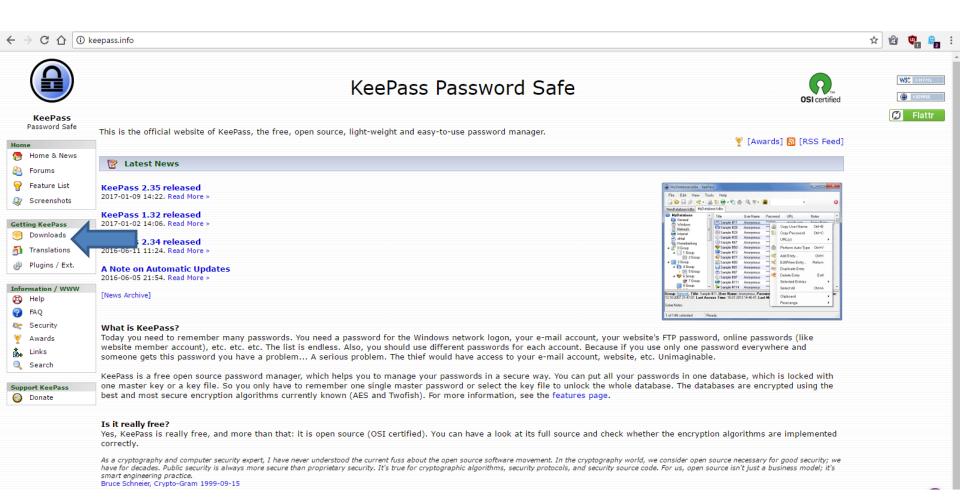
How to backup user names and passwords with KeePass.

- First I will be showing you how to download KeePass.
 As I mentioned in the Introduction, I recommend you use KeePass vs. other programs, because it is easier.
 But, I decided to use Microsoft Excel to put all the user names and passwords that I have on KeePass for a Backup in case something happens with my computer and I have to buy a new computer and KeePass doesn't work. Most likely, KeePass will work.
- First open the your Browser. I will be showing you what happens when you start to download on each Browser, like Microsoft Edge in Windows 10, Internet Explorer, Google Chrome, Mozilla Firefox, and Opera.
- Next is how to go to the KeePass website.

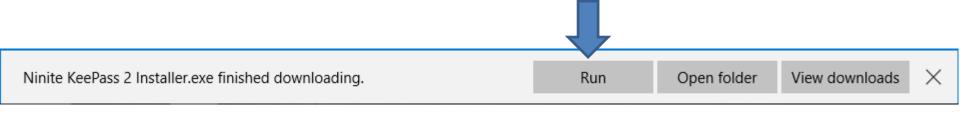
 You type in keepass.info and click on the Enter Key and you see it. You then click on Downloads on the left. Next is what happens.



When you click on Downloads, the page changes and click on the Download Now under the Classic Edition. Next is what happens with Microsoft Edge and Internet Explorer. Page 5 shows what happens with Google Chrome. Page 6 shows what happens with Mozilla Firefox. Page 8 shows what happens with Opera. You may want to forward to the Page on this PDF file with the Browser you have.



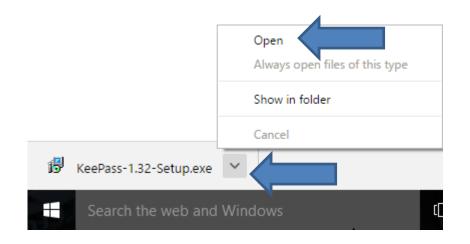
 When you click on Download Now, using Microsoft Edge, a new Window opens at the bottom and you can click on Run, which I recommend.



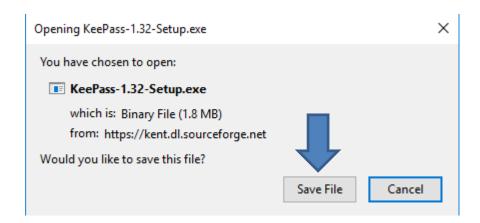
 If you are using Internet Explorer, a new Window opens at the bottom and you can click on Run, which I recommend.



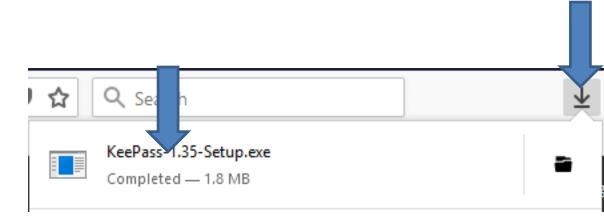
 Once you click on Run in either one, Page 10 shows what happens. You may want to forward to Page 10 on this PDF file. Next is what happens with Google Chrome. • When you click on Download Now, using Google Chrome, it downloads it to your computer in your Downloads folder and a new window opens in the lower left and you can click on it in the right and click on Open and Page 10 shows what happens.



 You may want to forward to Page 10 on this PDF file. Next is what happens with Mozilla Firefox. When you click on Download Now, using Mozilla
 Firefox, a new window opens and you click on Save
 File and it downloads it to your computer in your
 Downloads folder. Next is how to open it.

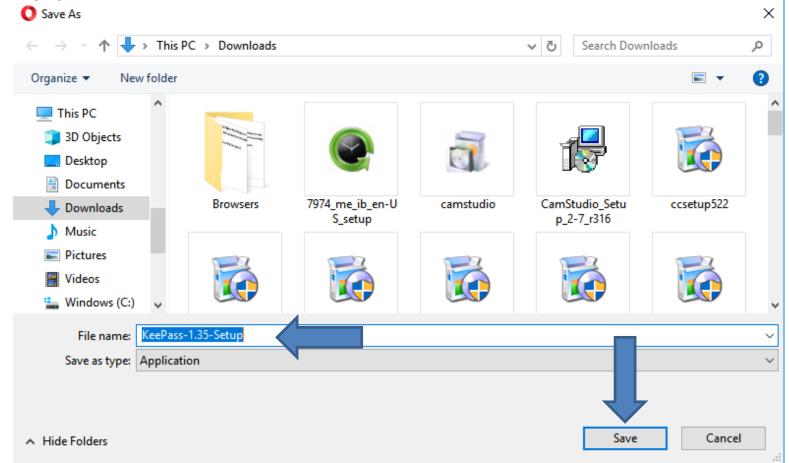


To open it, you click on the Download Icon
 \(\frac{1}{2} \) in the upper right and you see the file and click on it to open it and Page 10 shows you is what happens. You may want to forward to Page 10 in this PDF file. Next is Opera Browser.



When you click on Download Now, using Opera a new window opens, like File Explorer with the Downloads folder. You can change the name and the folder and click on Save and next is what

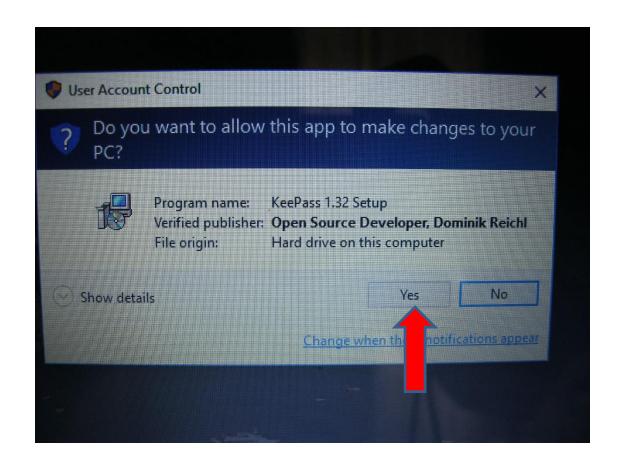
happens.



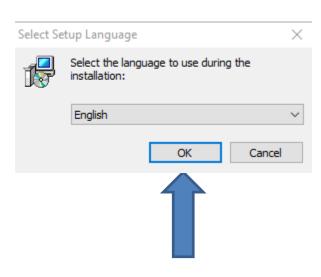
When you click on Save, the window closes and a new window opens in the upper right and you see the file and you have to double click on it and next is what happens.



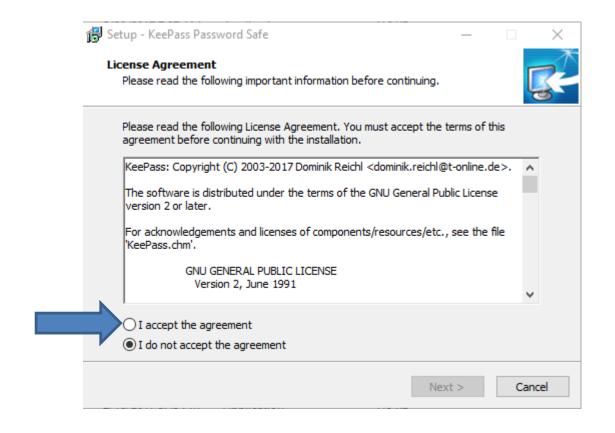
- When you on Run or Open, a new window opens and you click on Yes.
- Next is what happens.



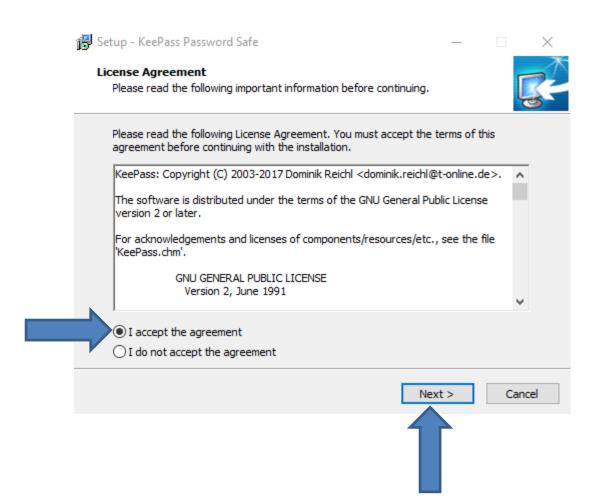
- The window closes and a new window opens to select the language. Sometimes it does not show.
 Once complete with the language you want, like English, click on OK.
- Next is what happens.



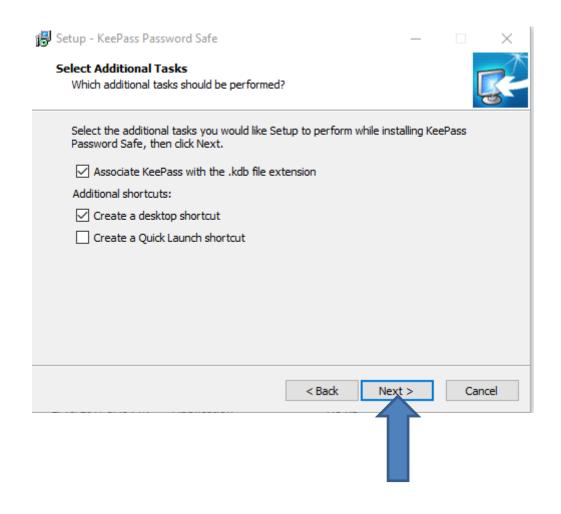
 The window closes and a new window opens about License Agreement. Click on the box left of I accept the agreement. Next is what is looks like.



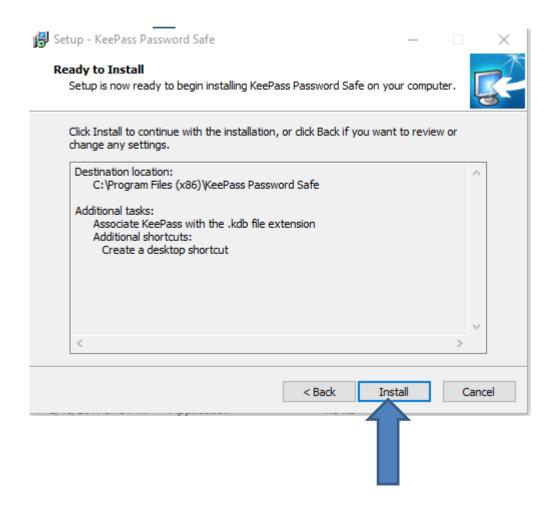
- You then see the box and then click on Next.
- Next is what happens.



- The window changes and you don't have to make changes and just click on Next.
- Next is what happens.

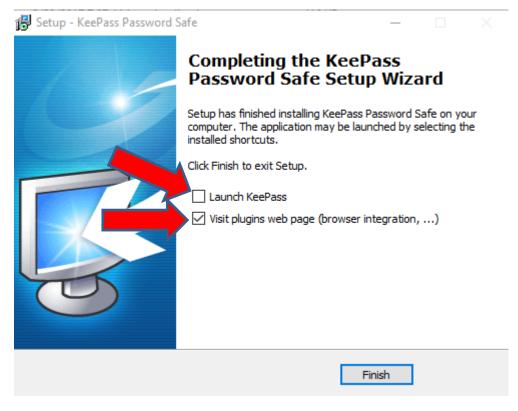


- The window changes and you don't have to make changes and just click on Install.
- Next is what happens.



 The window closes and starts to Install. It goes fast and once complete a new window opens. I recommend you uncheck the Visit plugins and check the box left of Launch KeePass. Next is a

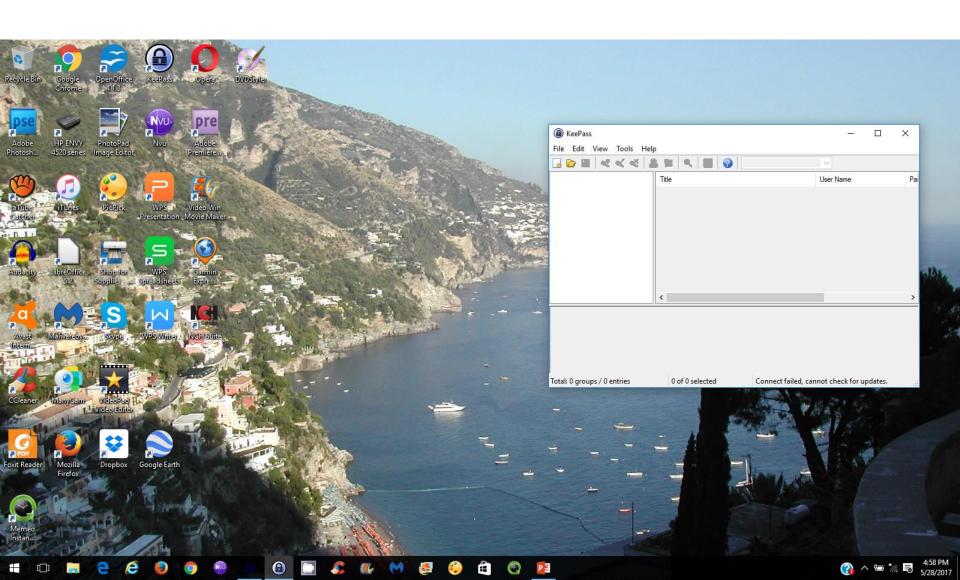
sample.



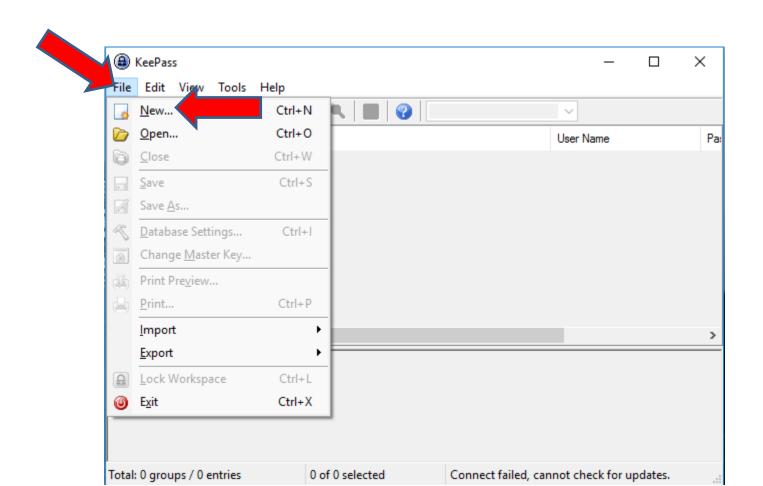
- You see the difference and click on Finish.
- Next is what happens.



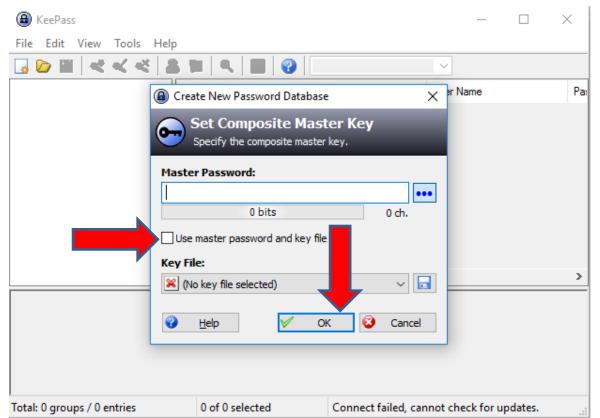
 The window closes and a new window opens. Next is how to backup user names and passwords.



 You click on File in the upper left and then click on New. Note – it shows Open, because I already have one. Next is what happens when you click on New.

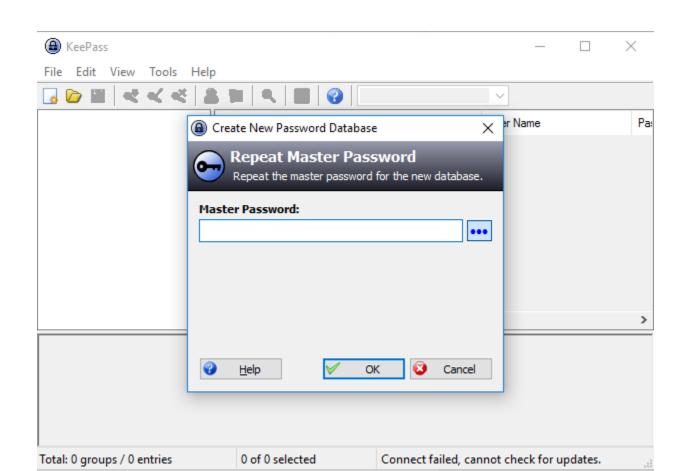


 A new window opens and you have to type in the Master Password. I recommend you don't check the box next to the Use master password and key file. Once you type in the Master Password make sure you remember it and click on OK. Next is about remember it.

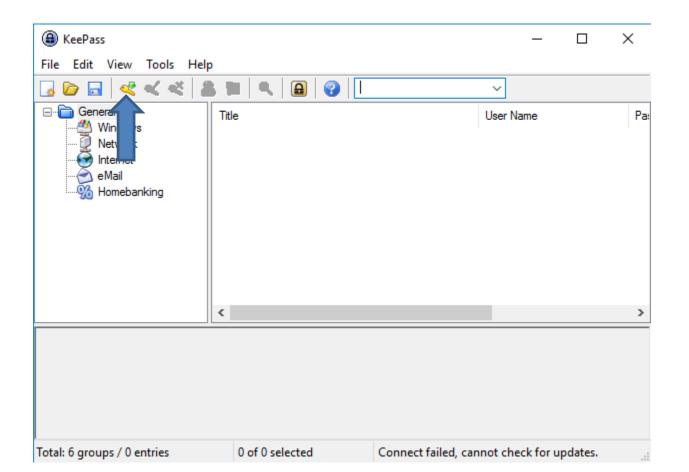


- If you can't remember it, you can take the risk of writing it down on paper and make sure you put it in a safety deposit box, so people can't see it.
- Next is what happens when you type in the Master Password and click on OK.

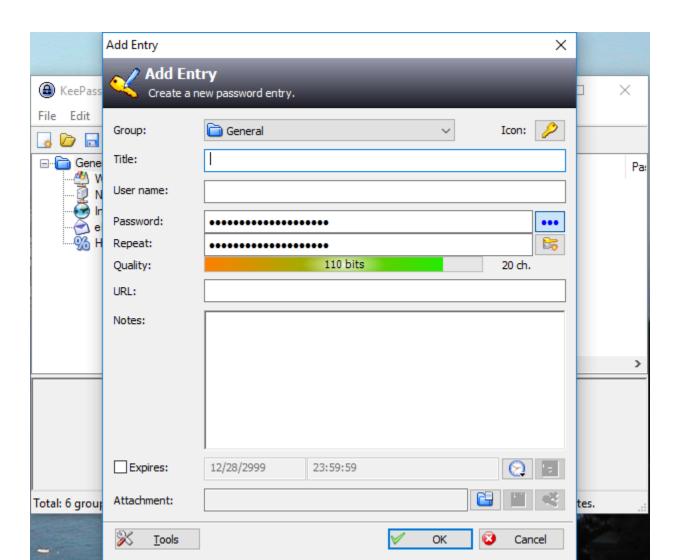
When you type in the Master Password and click on OK, the window changes to Repeat Master Password to confirm it and click on OK. Next is what happens.



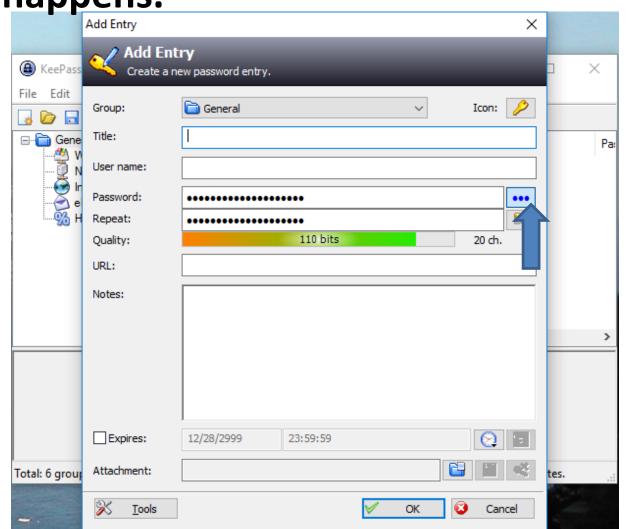
You see a list on the left. Then click on this Icon
 and next is what happens.



 A new window opens and you type in the Title, like Gmail. You then type in the User name or copy and paste it. Next is about Password.

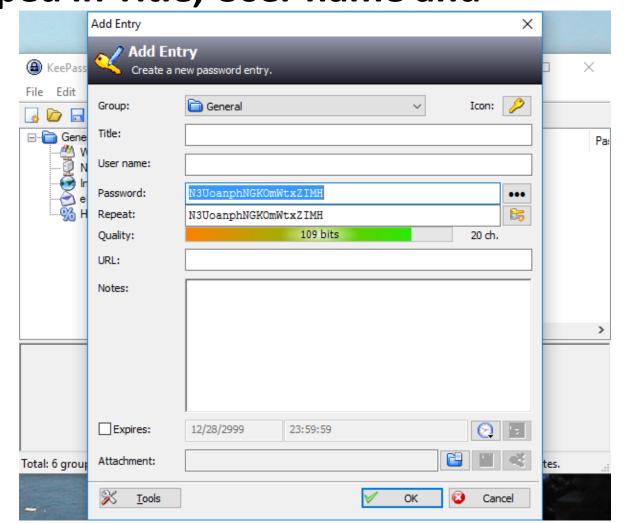


 When you click on ... in the right of the Password it shows a default Password. You can double click on it to highlight and change the password. Next is what happens.



When you click on ... in the right, and you double click on it, you see it highlighted. Then type in the Password or copy and paste it. Next is how to repeat and I typed in Title, User name and

password.



Once you type in the Password, you have two opens for repeat. You can highlight it and press and hold Ctrl key and press on C Key to copy and then highlight the Repeat and Press and hold the Ctrl Key

and press on the

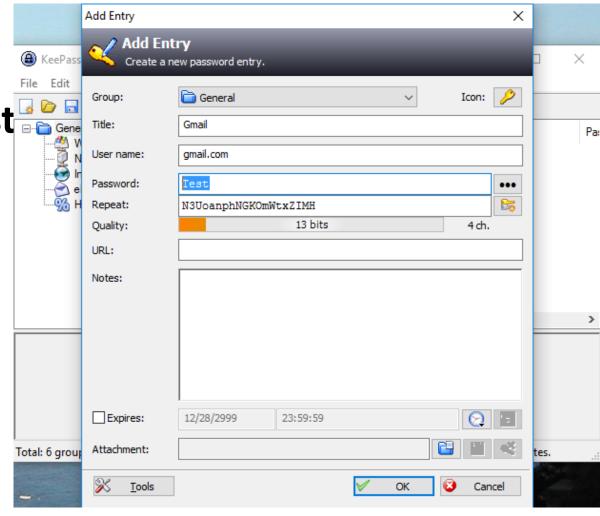
V Key to Paste.

Second option is just

type it in again.

Note – what I typed in was not good, so you don't know mine.

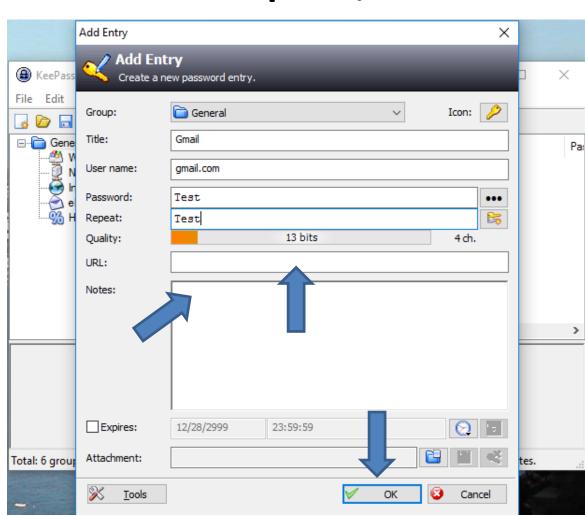
Next is more.



You have other options, like type in the URL of the website, or copy and paste from the Browser and also type in some Notes to explain more about it, like secure question, etc. Once complete, click on OK

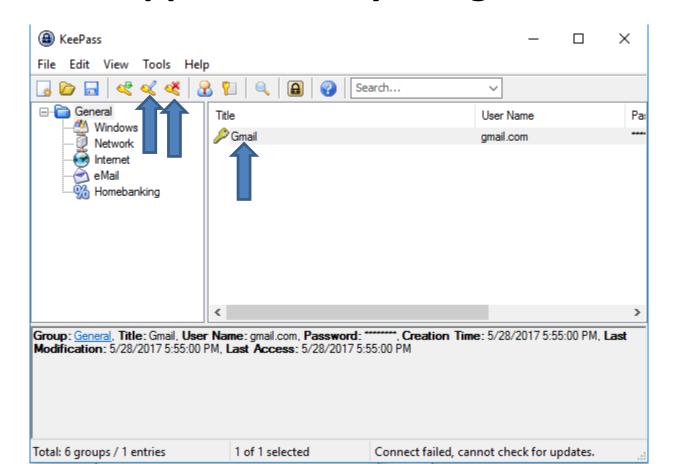
and next what

happens.



Once you click on OK, the window closes and you see it. When you click on the other icon the window opens again to make changes. When you click on the third icon a new window opens to confirm delete. Next is what happens when you right click on the

Gmail.

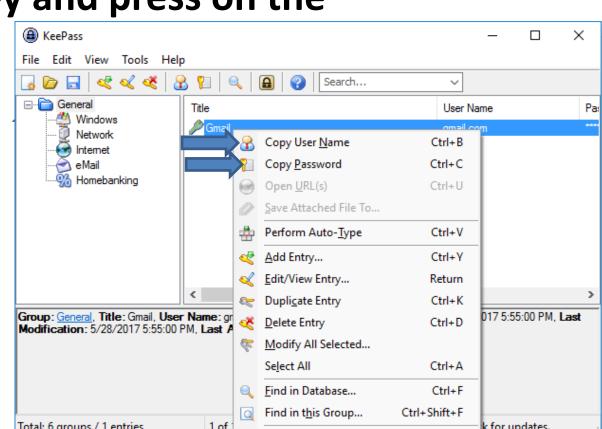


When you right click on the Gmail, you see a list. If you click on Copy User Name, it copies it and when you go to the account, you can paste it and do the same when you click on Copy Password and paste it, which is easier. As I mentioned before, you Press and hold the Ctrl Key and press on the

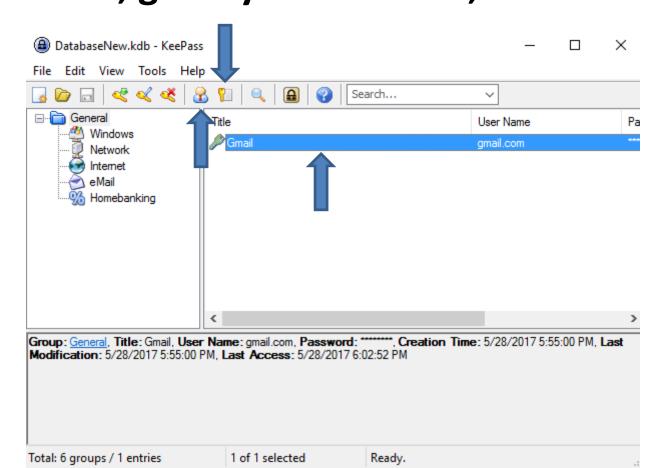
V Key to Paste.

Next is a second

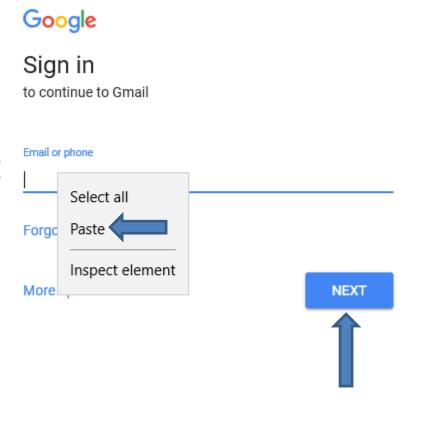
Option.



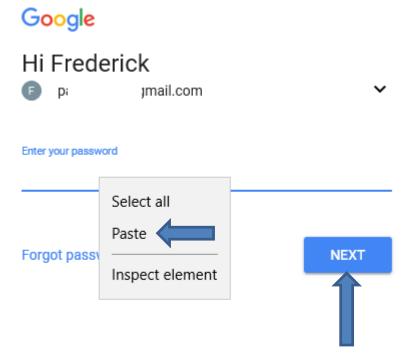
The second option is click on Gmail and then click on this Icon to copy the user name and then click on this Icon to copy the password. You follow the same process to add another one. Once you copy the user name, go to your account, which is next.



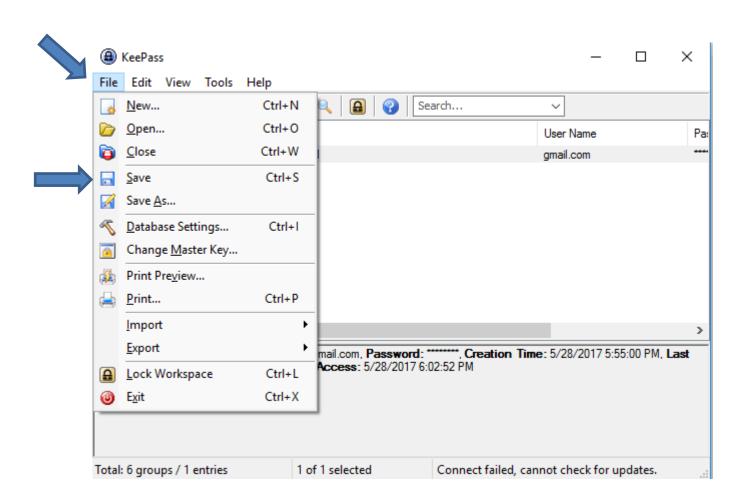
- Here is a sample of Gmail. You right click on Email and click on Paste and it works and you can do the same with Password. Or, you can press and hold the Ctrl Key and click on the V Key to Paste. Once complete, click on Next.
- Next is what happens.
- Note sometimes it already shows the Email and you just have to Paste the password, which is next.



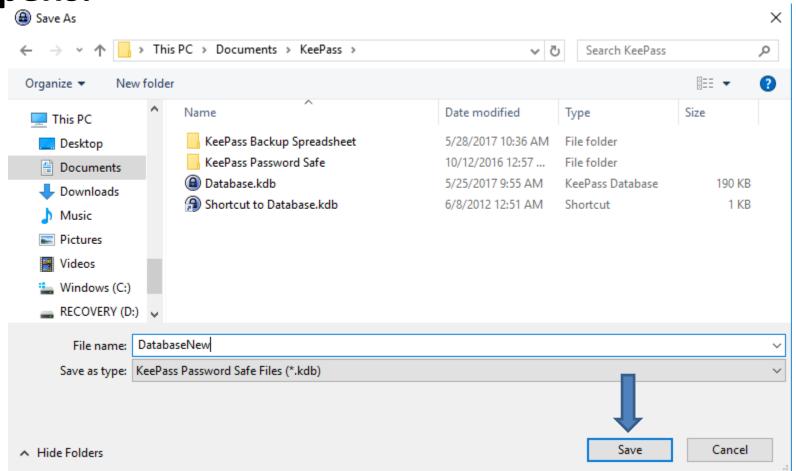
- You see your email. I blocked it so you can see mine. You go back to KeePass and copy the password and then go back to Gmail and right click on Enter and click on Paste. Or you can press and hold the Ctrl Key and click on the V Key to Paste.
- Once complete, click on Next and it opens your email account.
- Next is how to save KeePass.



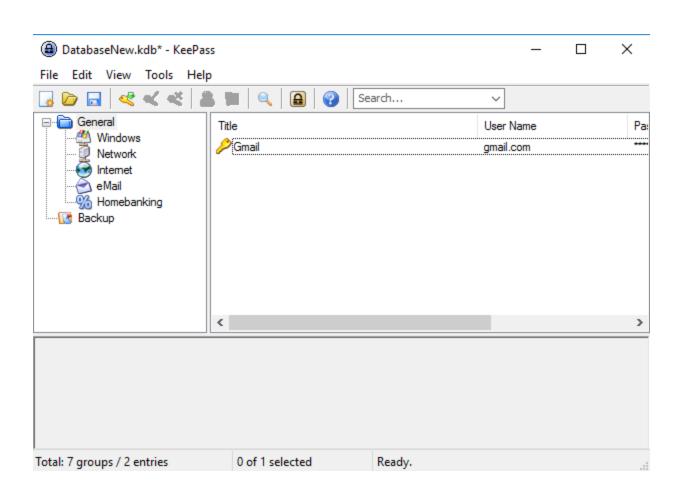
You click on File again and then click on Save or Save As, which I did because I already had one. Next is what happens.



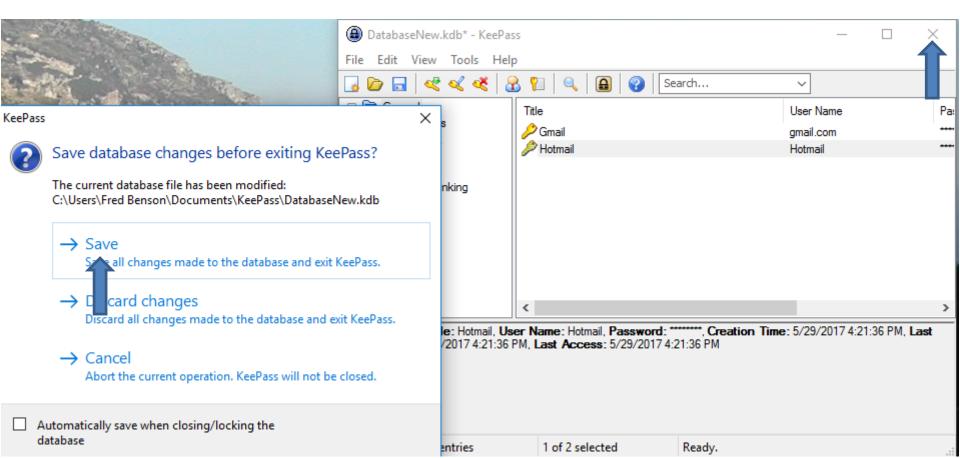
A new window opens, like File Explorer. You find the folder you want and or add a New folder and you can change the name. Note – I already have another one. Once complete, you click on Save. Next is what happens.



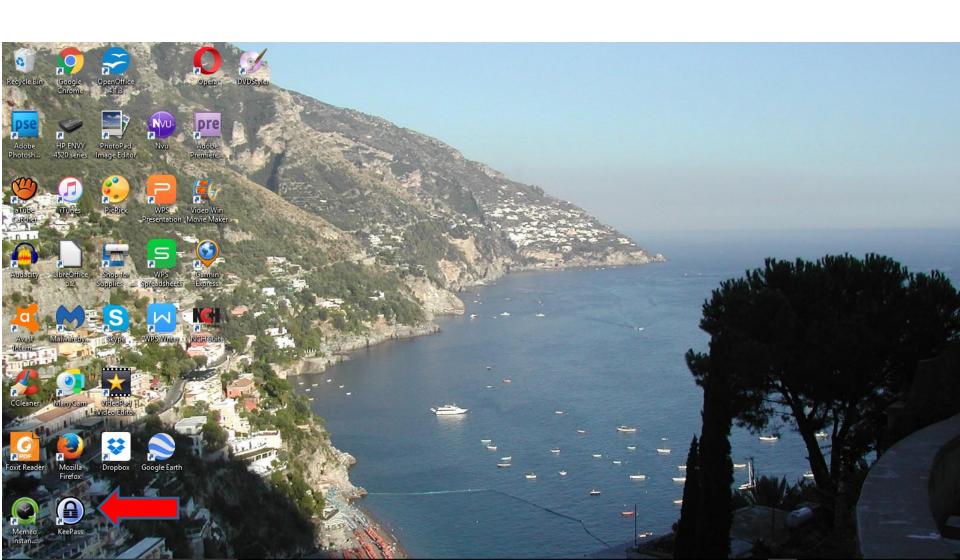
The window closes and it goes back to KeePass. Next is what happens when you add a new one and close KeePass.



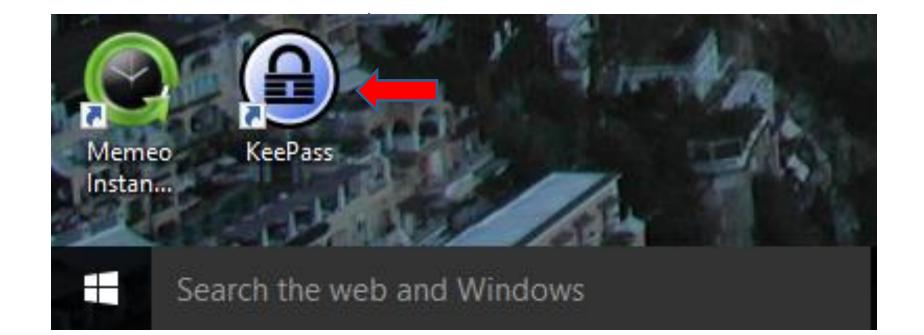
When you add a new one, like Hotmail, and click on X in the upper right to close it a new window opens. I recommend you click on Save. Next is what happens.



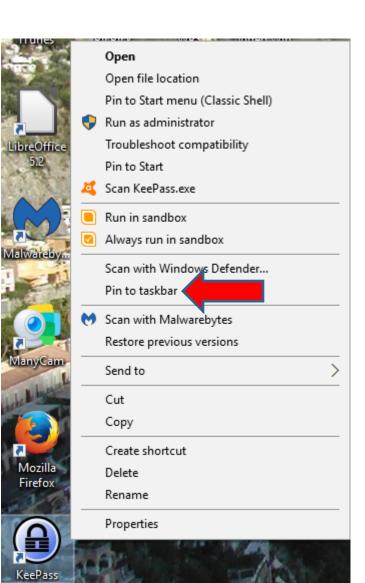
KeePass closes. To go back to KeePass, you go to the Desktop and you see KeePass icon. Next I will zoom in so you see the Icon and after that Pin to taskbar.



Here is the Icon. Next is how to Pin to taskbar.



When you right click on and click on Pin to taskbar. Next is a sample when you do that.



You see it at the end of the Icons you have already did on the taskbar. To open it, you click on it and next is what happens.



A new window opens and you have to type in the Master Password that you did before and click on OK. Once you do that KeePass opens again. Next is a sample of my older one with a lot of User Names and Passwords.



Here is a sample. Note – I blocked the User Names so you can't see them. This is the end of KeePass. If you have any questions about KeePass, click HERE to contact me. This is the End of KeePass.

