How to backup user names and passwords with Kingsoft Spreadsheet.

- 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.

- If I don't pay for Microsoft anymore, I can open the file with Kingsoft.

- Next is how to download Kingsoft.

- **You open your Browser and type in kingsoftstore.com and click on the Enter Key.**

- **Next is what is looks like.**

- **This is a sample of the website. You then click on Download Now. Next is what happens.**

- **What happens depends on your Browser. It is the same process that I showed you in KeePass. Below is a sample with Google Chrome, like I showed you before, but in shows Open when done, because it was in process. Once it is complete, click on Open or Run, if it is a different Browser, follow the same process I showed you in KeePass. Next is what happens.**

Open when done

Always open files of this type

Pause

Show in folder

Cancel

G kingsoft-data-reco....exe
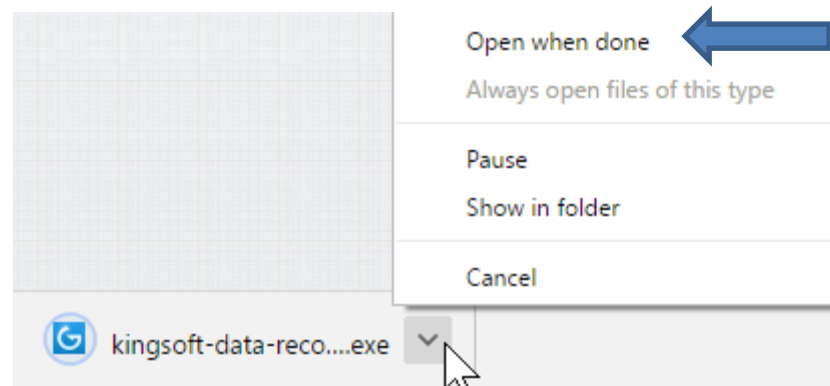
- **A new window that is similar to the one in KeePass and you click on Yes.**
- **Next is what happens.**
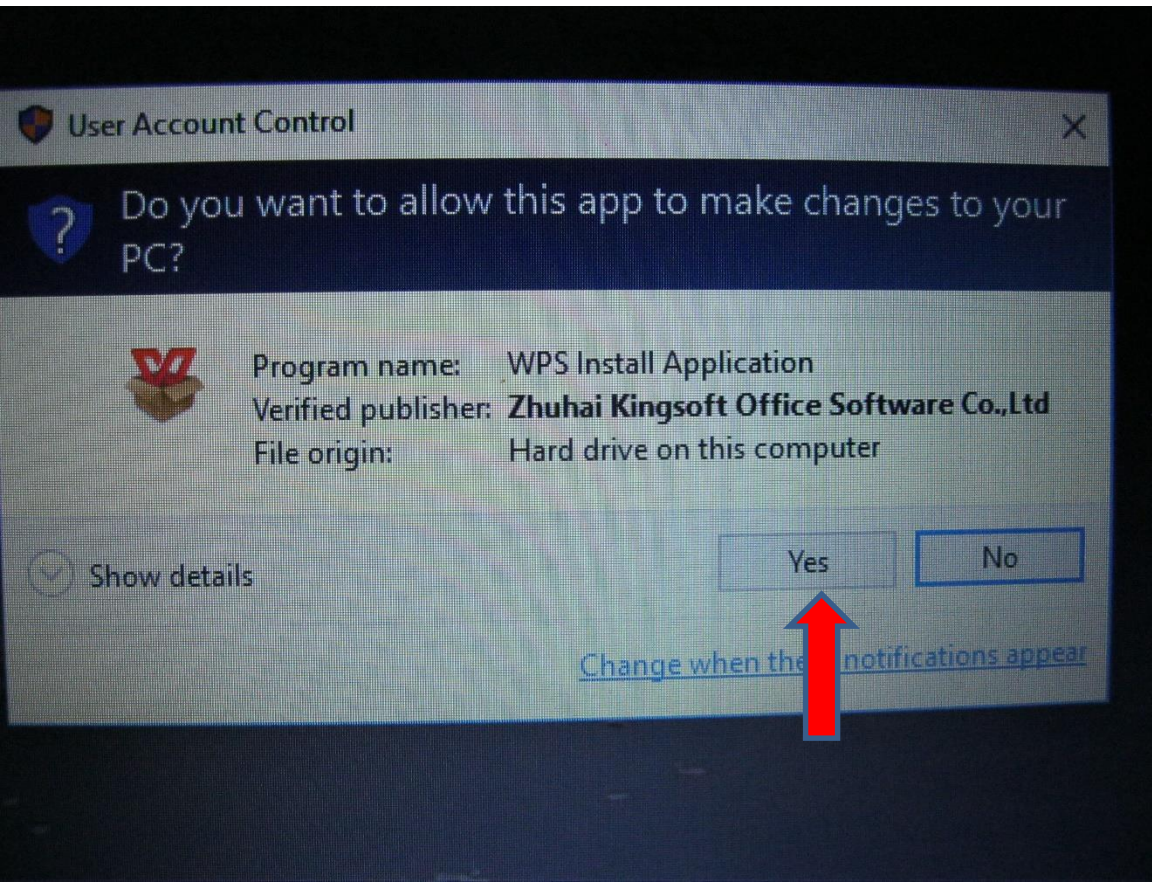
- **The window closes and a new window opens. I recommend you click on the box before Join to uncheck it. Next is a sample.**
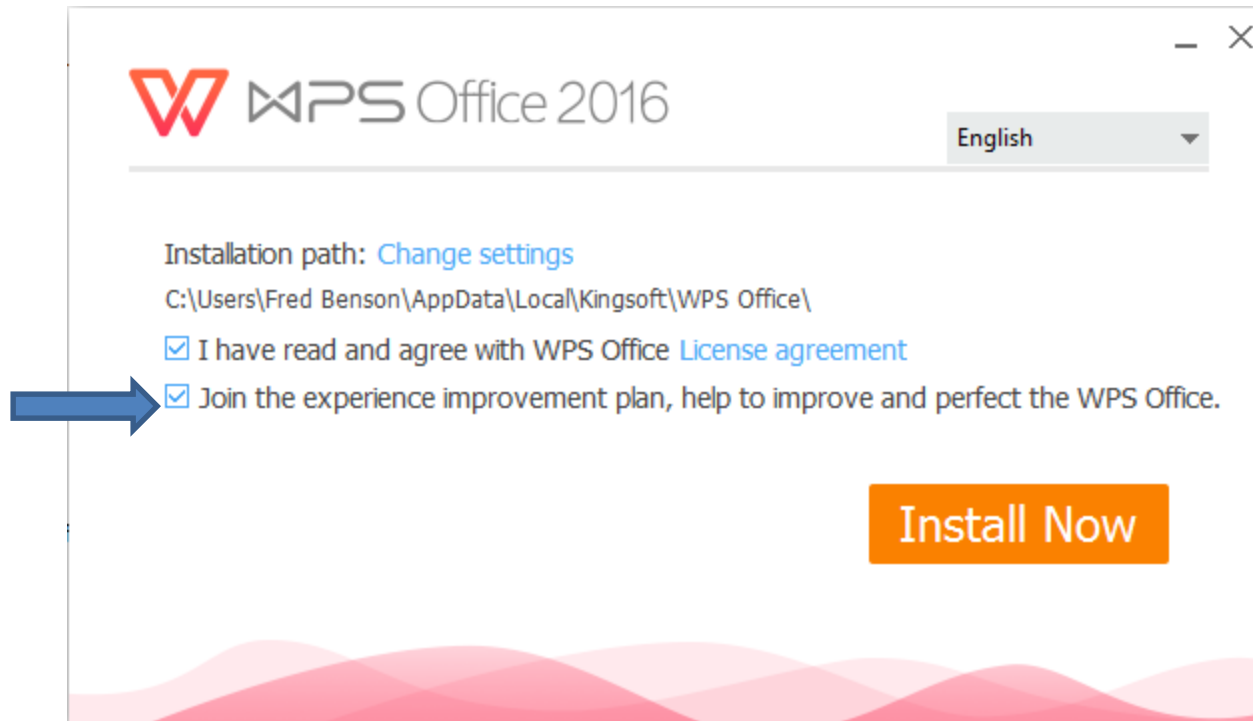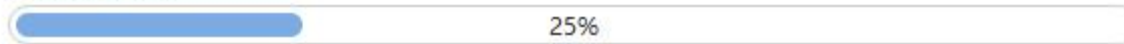
- **You see it unchecked. Once it is unchecked, click on Install Now. Next is what happens.**

- **The window changes and you see it in process.**
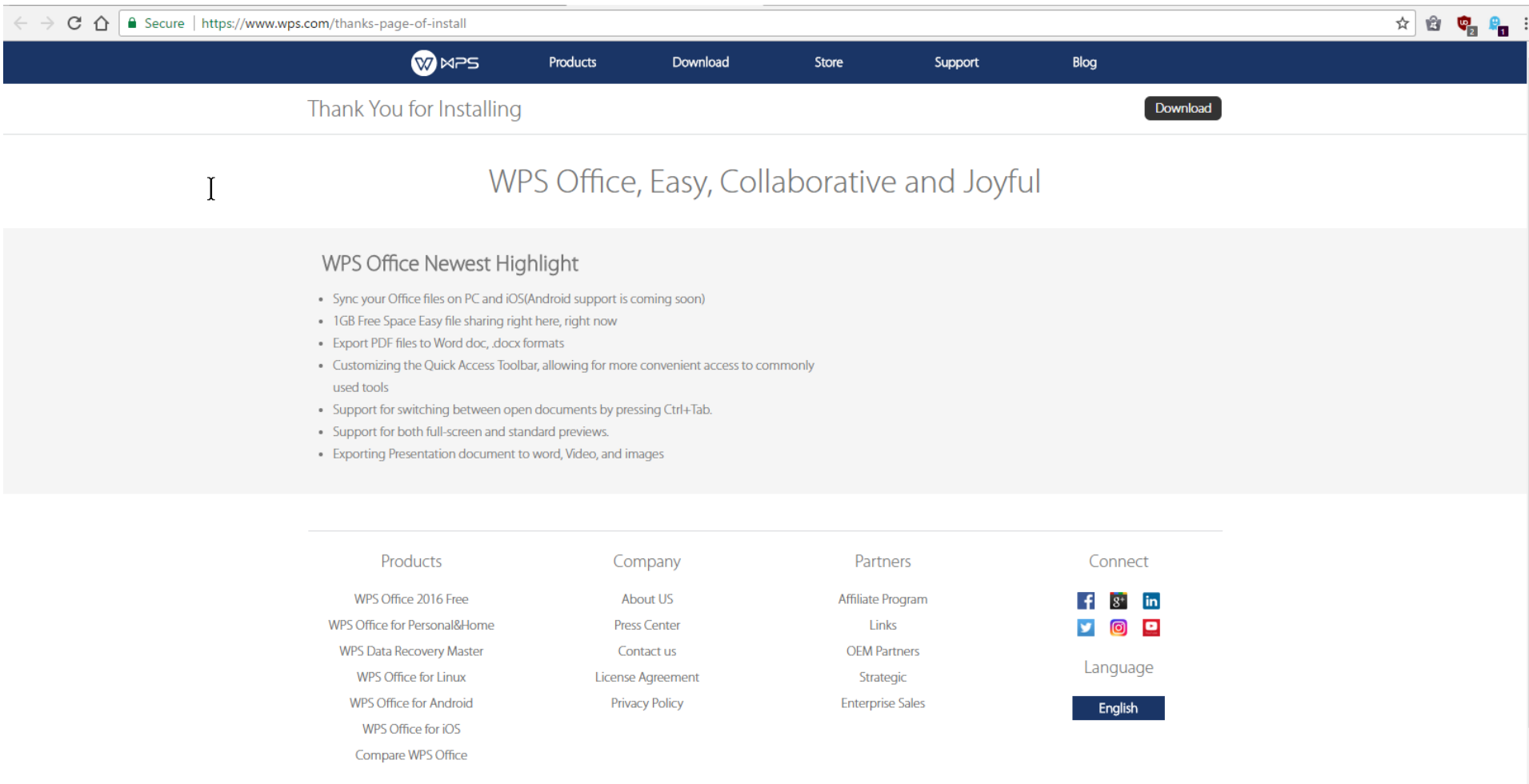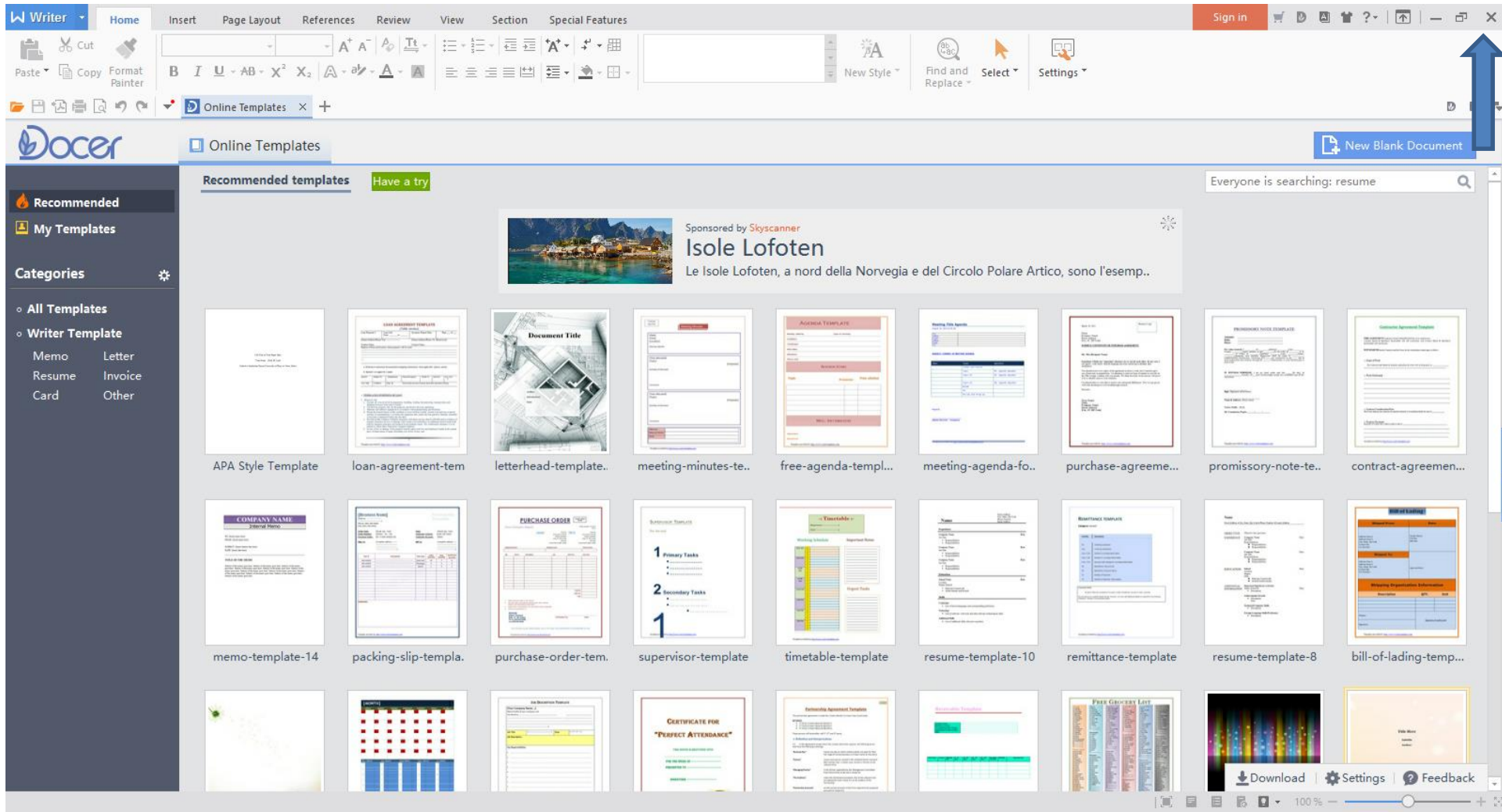- **Next is what happens when it is complete.**

- **Once complete it opens new page in the default Browser to say Thank You for Installing and you can close that page. Next is what else opens.**

- **It also opens the Kingsoft Writer. You can click on X in the upper right. Next is how to open the Kingsoft spreadsheet.**
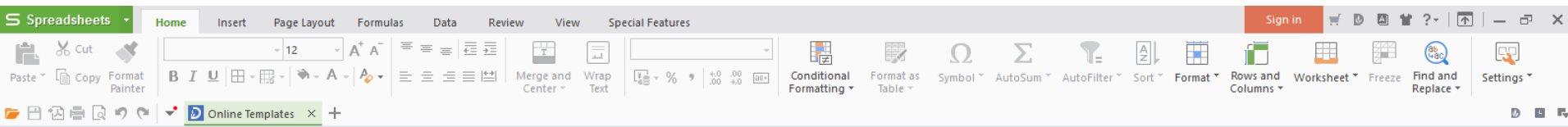
- **You go to the Desktop and you see 3 Icons from Kingsoft, like WPS Presentation, WPS Spreadsheets and WPS Writer. The location depends on your Desktop. Next explains more.**

- As I mentioned before, Kingsoft is similar to Microsoft Office. WPS Presentation is the same as Microsoft PowerPoint. WPS Writer is the same as Microsoft Word. WPS Spreadsheets is the same as Microsoft Excel.

- As I showed you before in the other one, you can Pin anyone of them to the taskbar.

- To open WPS Spreadsheets in the Desktop, you double click on it.

- Next is what happens when you double click on it.

- **It opens and you click on New Blank Document in the upper right. Next is what happens.**

- **Page changes and it is very similar to Excel. You follow the same process in Excel to change the Width of the rows and type in things. Next is a sample of how to change the Width.**
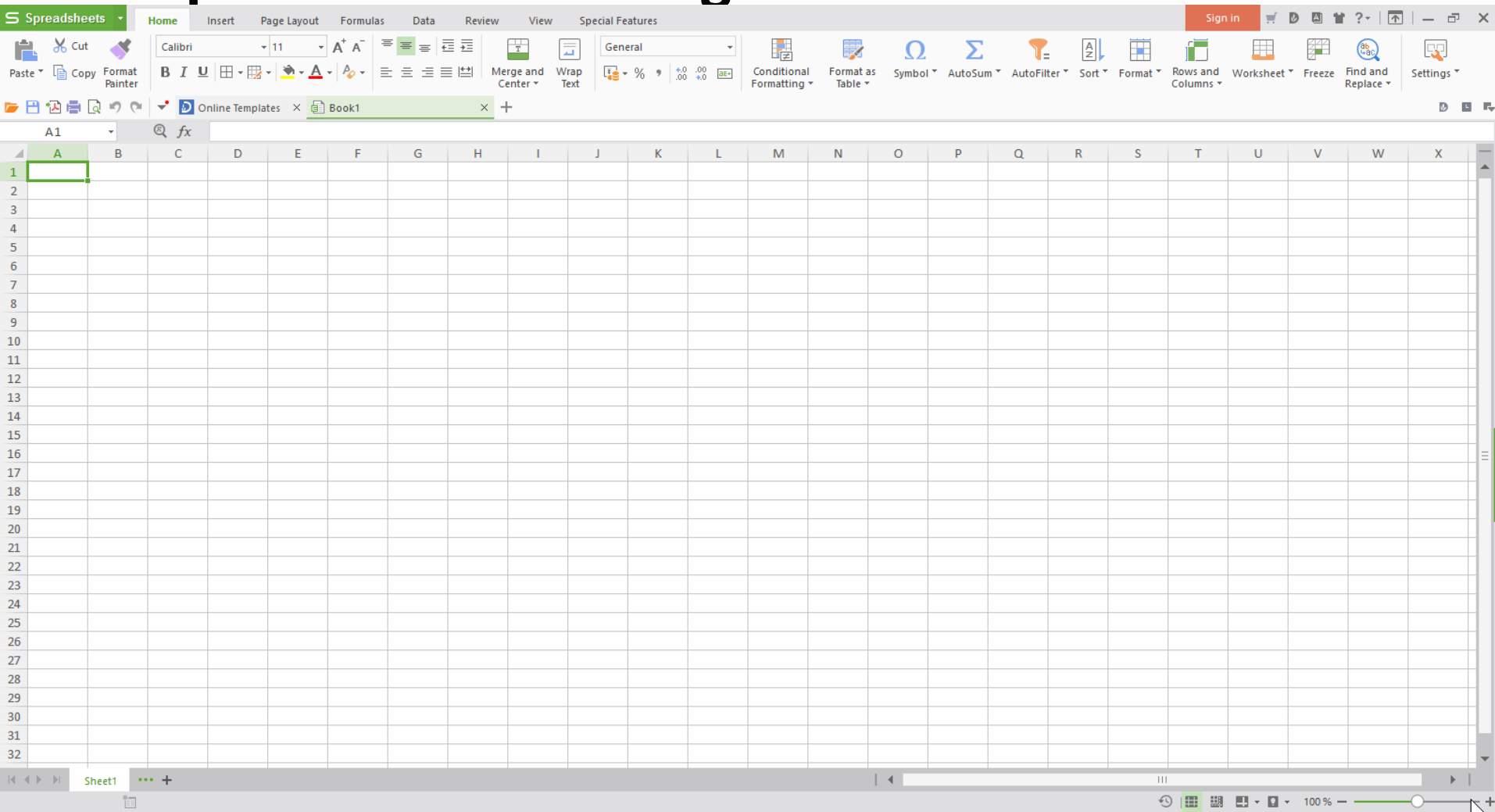
- **You left click on the line next to A and drag it to the right and you see the Width. Once complete, let it go and do the same with the B row, C row, D row and E row. Once complete, you type in names it the First row 1. Next is a sample of the Width and the names I typed in, that is the same as I showed in Excel.**
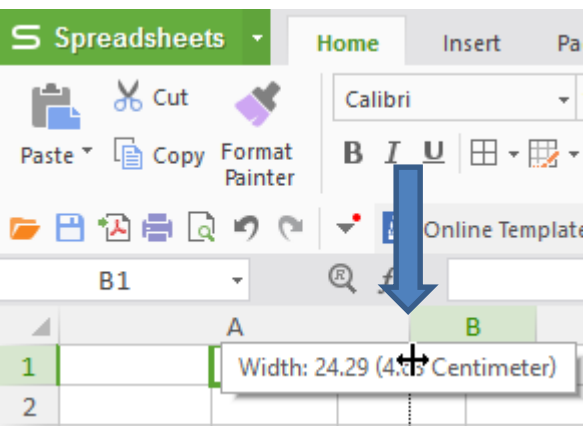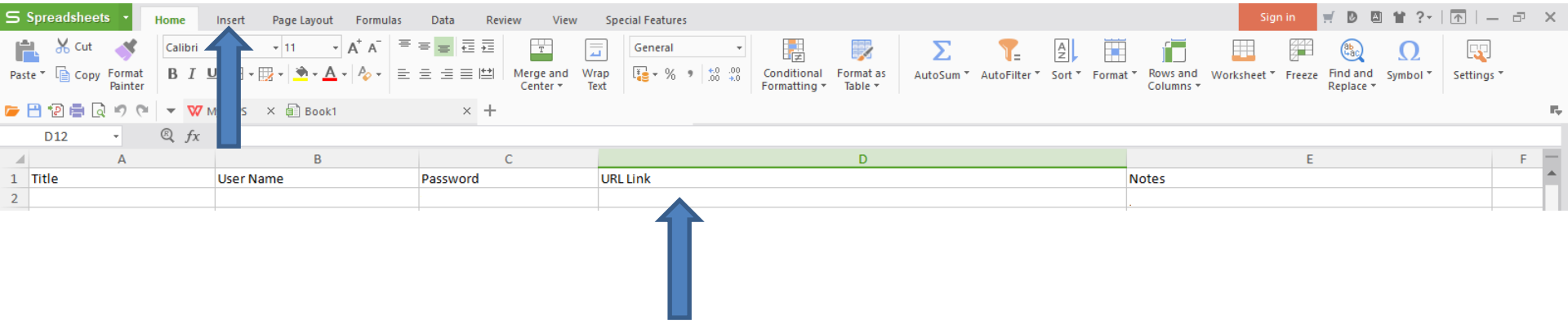
- **Here is a sample. You then type in the name of the Title, User Name, and Password in row 2 as I showed in Excel. I did not do it yet. Next is about the URL Link.**
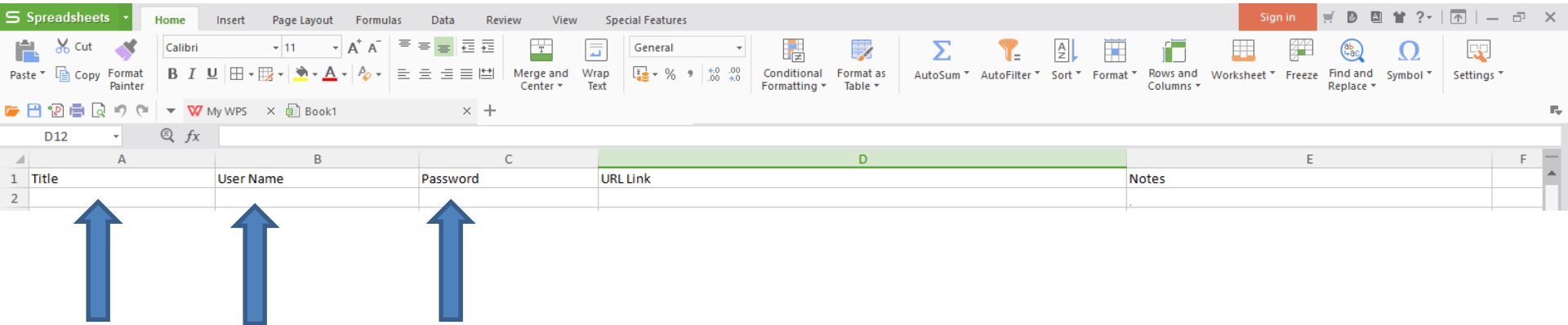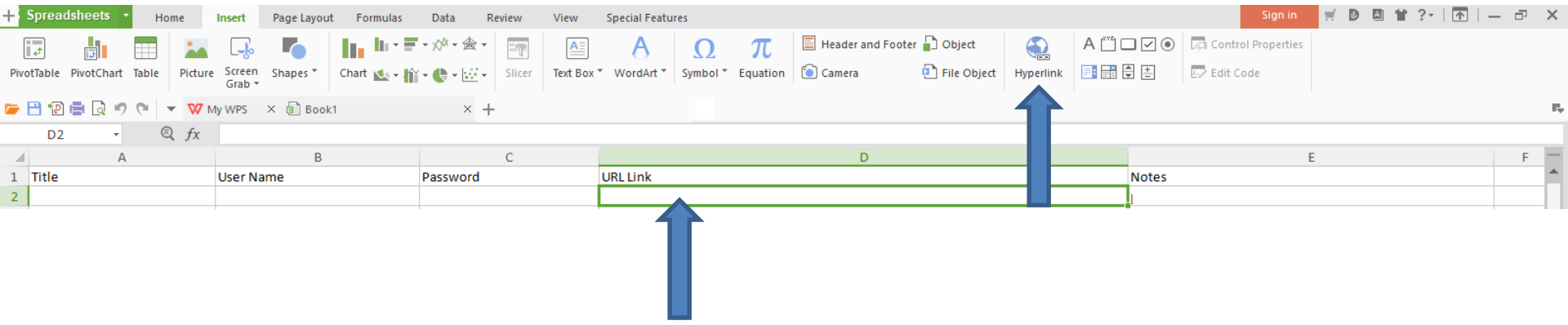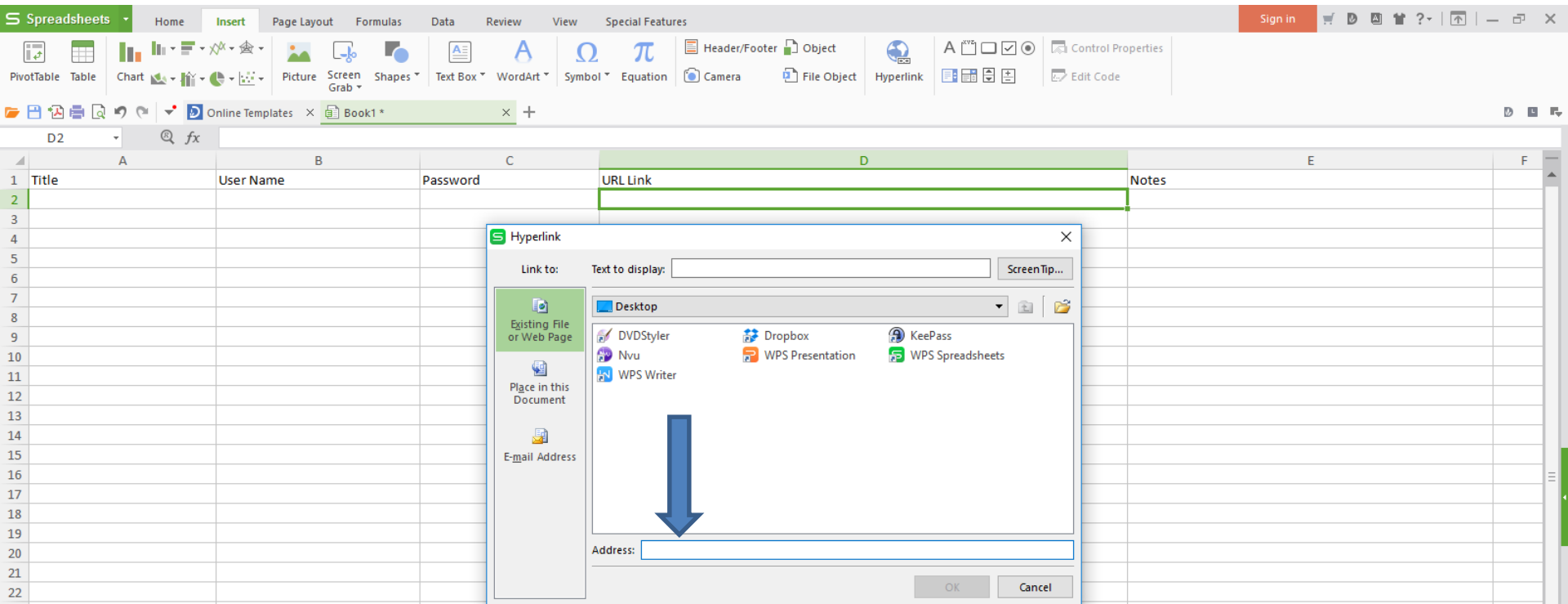
- **You click on the row under URL Link and then click on Insert next to Home in the upper left and next is what happens.**
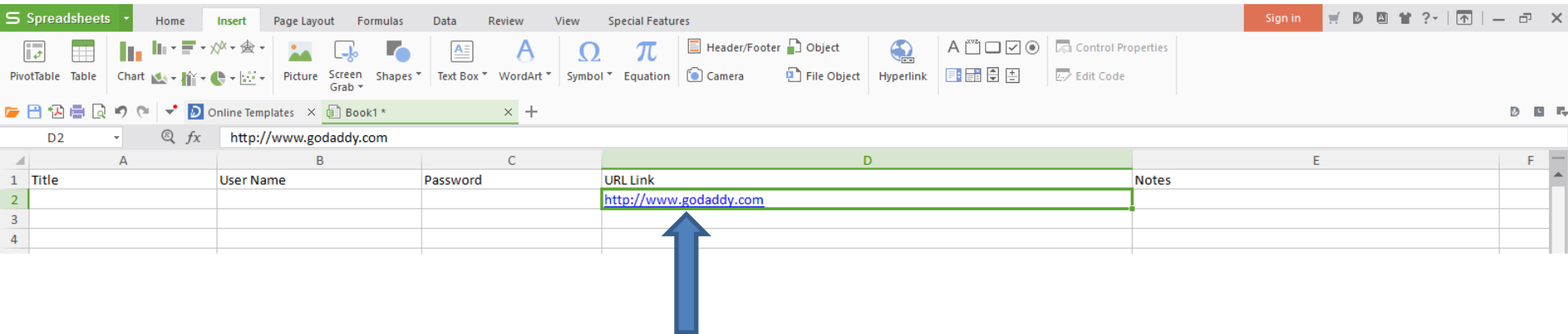
- **You see the under URL Link is highlighted and page changes to Insert and then click on Hyperlink and next is what happens.**

- **A new window opens similar to Excel. You go to your account and copy the URL and then paste in the Address and click on OK.**

- **Next is a sample.**

- **The window closes and you see it. As I mentioned before, when you click on it, your default Browseer opens with that website. Next is about Sheets.**
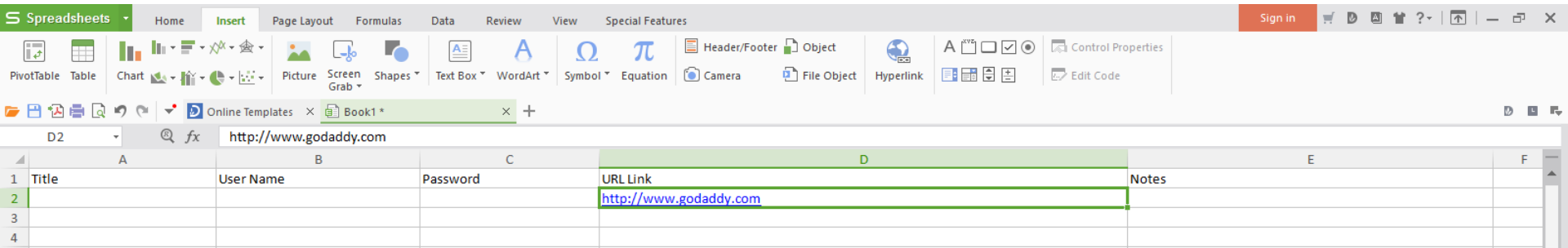
- **If you have do a lot of User Names and Passwords, you may want to add other sheets. Next is about sheets.**

- **At the bottom of left, you see Sheet 1. You can change the name and add other sheets. Next is how to change the name.**

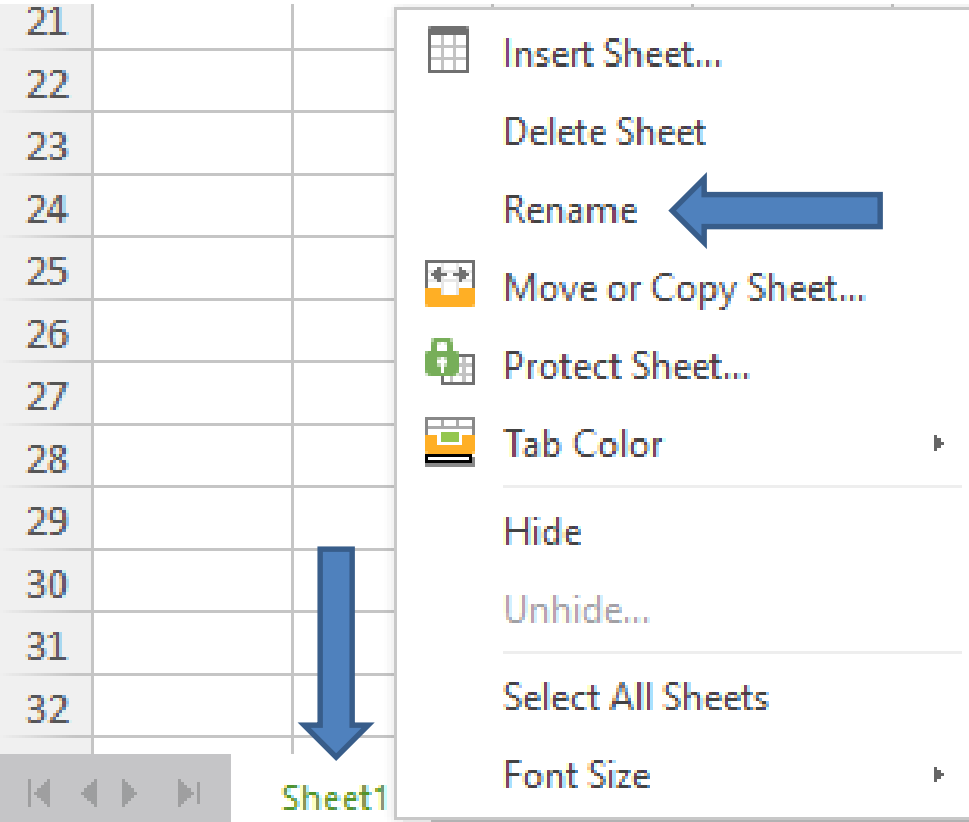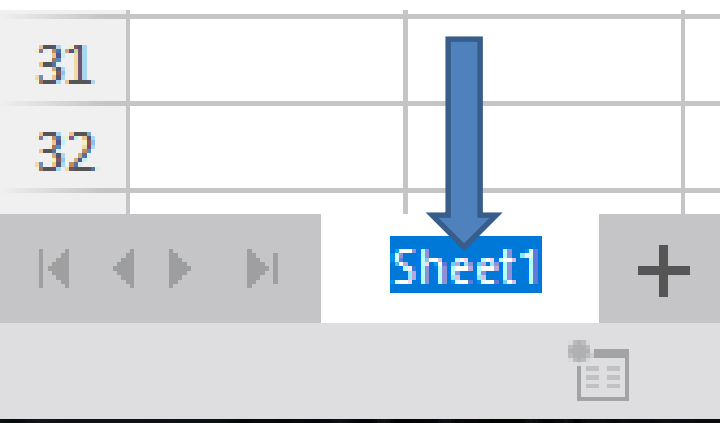31

32
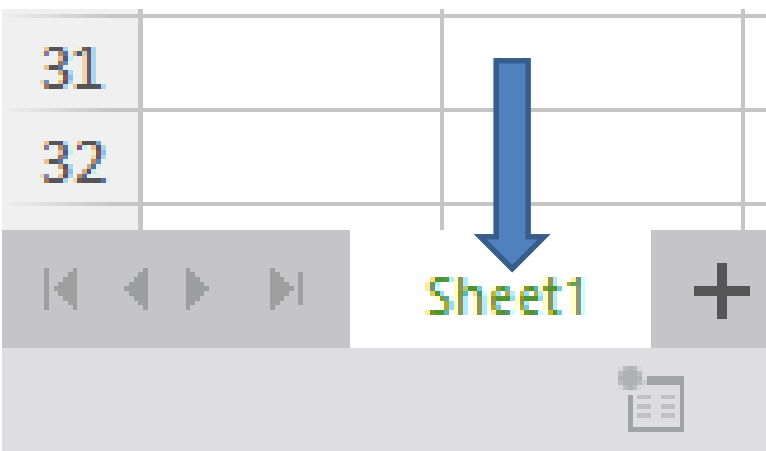
◄ ◄ ▶ ▶◄   Sheet1   +

- **You right click on Sheet 1 and you see a list and then click on Rename and next is what happens.**

21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		

Insert Sheet...

Delete Sheet

Rename

Move or Copy Sheet...

Protect Sheet...

Tab Color ▶

Hide

Unhide...

Select All Sheets

Font Size ▶

Sheet1

- **The list closes and you see the Sheet1 highlighted and type in the new name and next is a sample.**

31

32

◄◄ ◄ ► ►◄ Sheet1 +

- **Here is a sample. To add another Sheet, you click on + right of it and next is what happens.**

31

32

AB

+
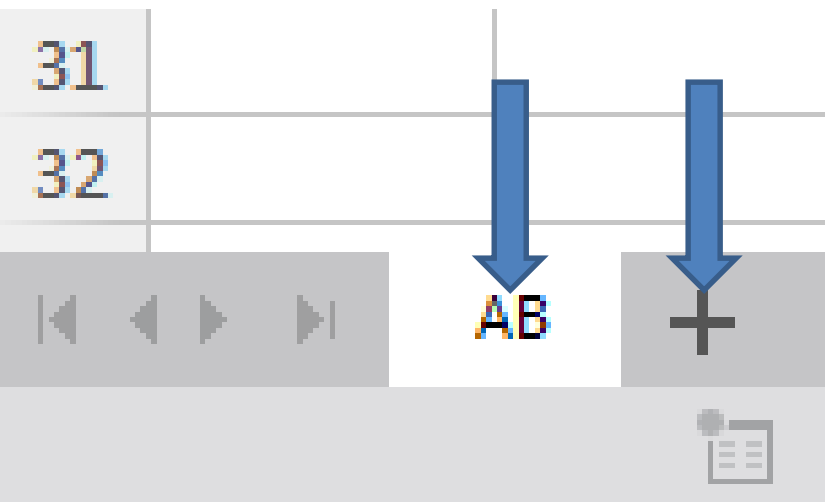
- **When you click on + it shows Sheet2. You follow the same process to change the name and also add other Sheets. Next is a sample of adding more Sheets with different names. A I mention in Excel, the reason I did that in Excel is I added the same from my KeePass for a Backup in case KeePass is not available on a new Computer.**
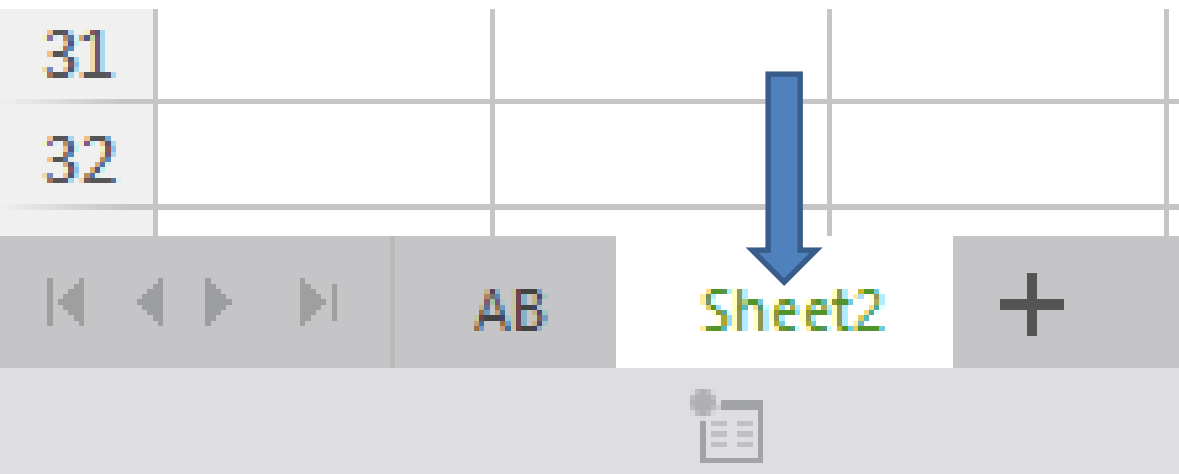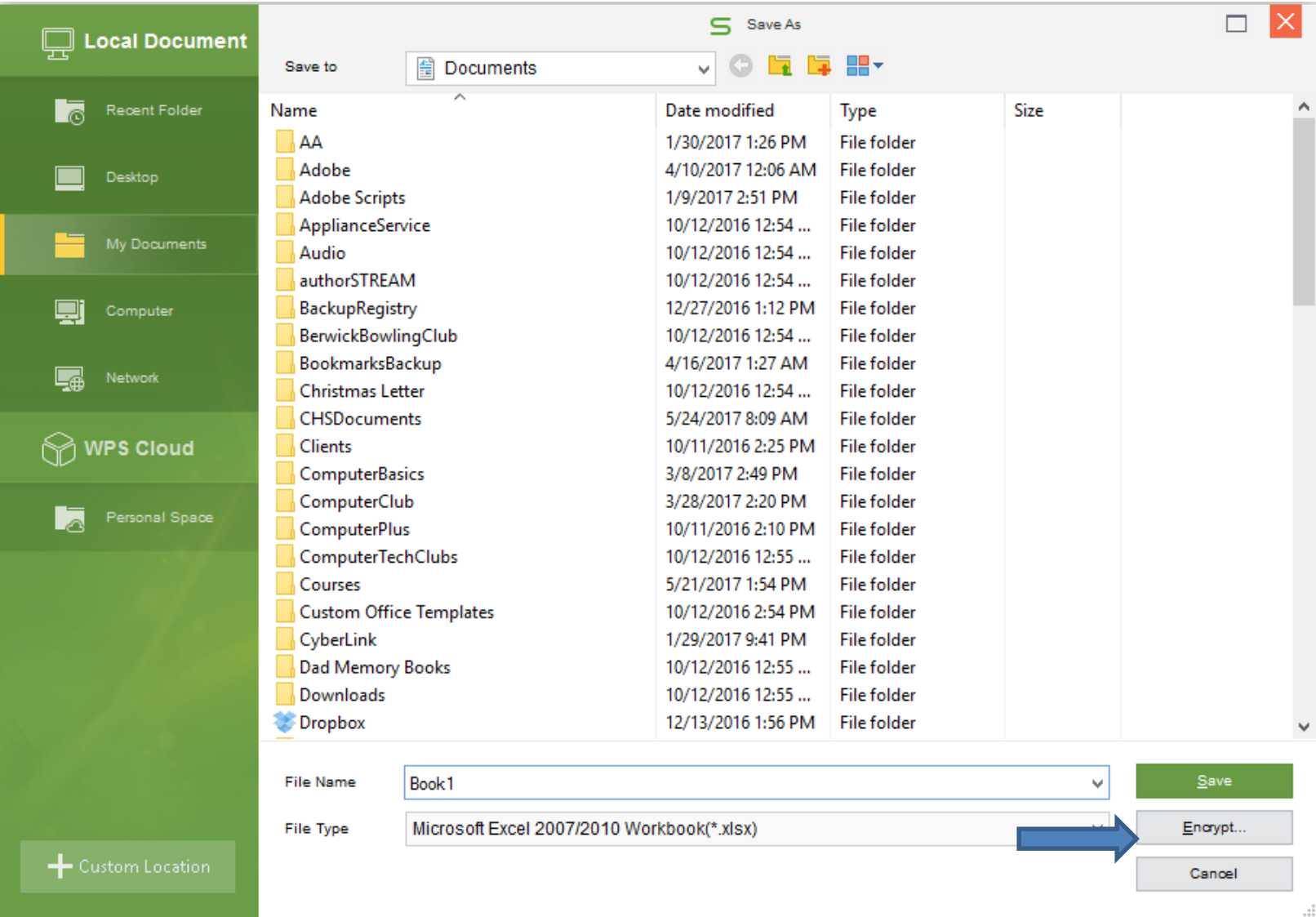
- **Here is a sample of adding more Sheets with different names. Once you are complete, next is how to Save with a Password.**
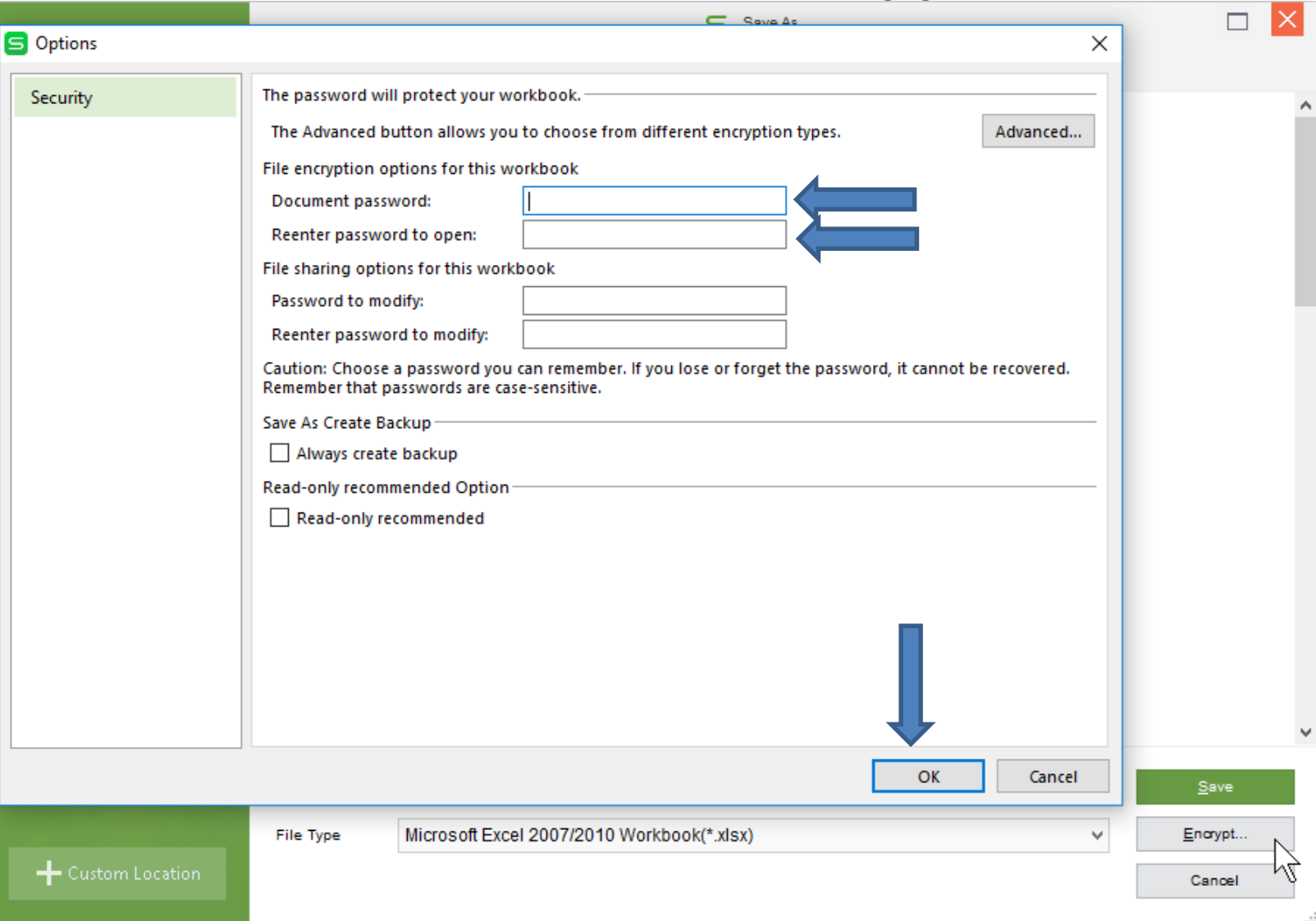
- **You click on the Spreadsheets in the upper left and then click on Save. Next is what happens.**
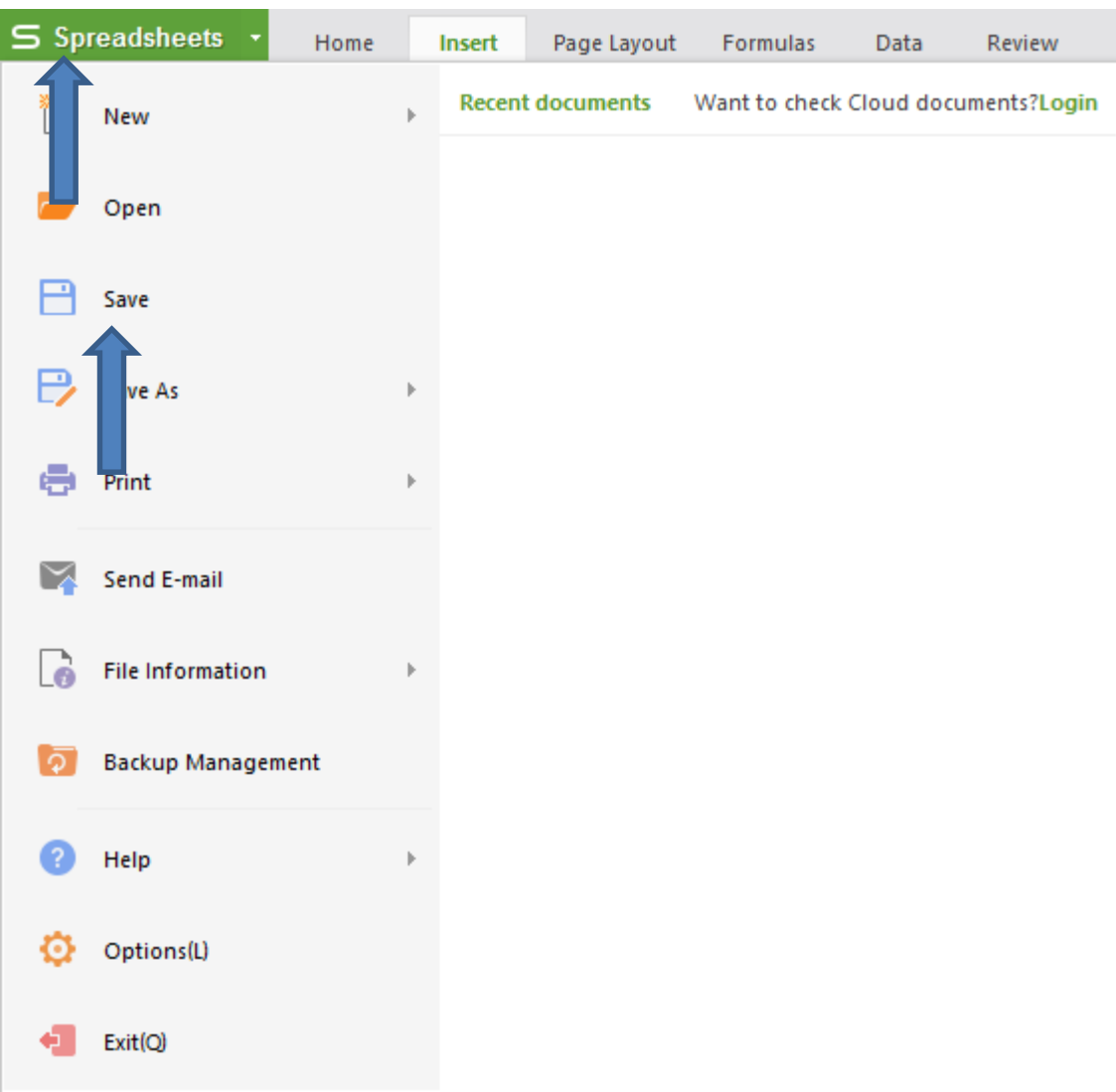
- **A new window opens and then click on Encrypt. Next is what happens.**

- **A new window opens and you type in Document password and Reenter password to open, then click on OK. Next is what happens.**

- **The window closes. You can change the File Name and find the folder you want or click on this Icon to add new folder. Then click on Save.**
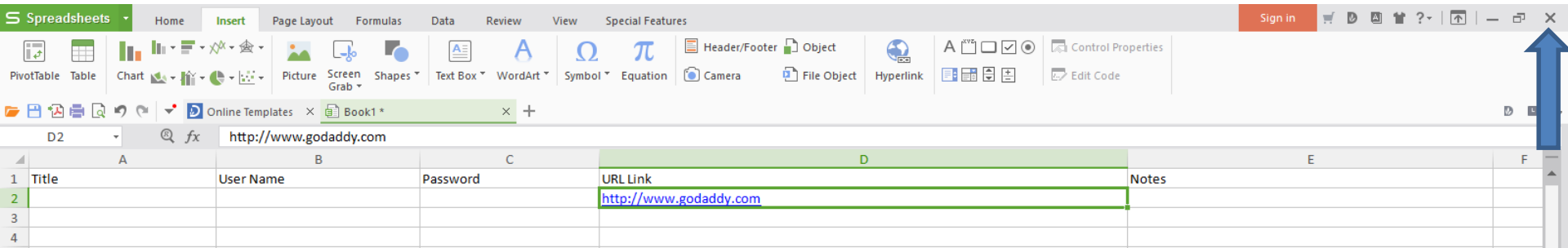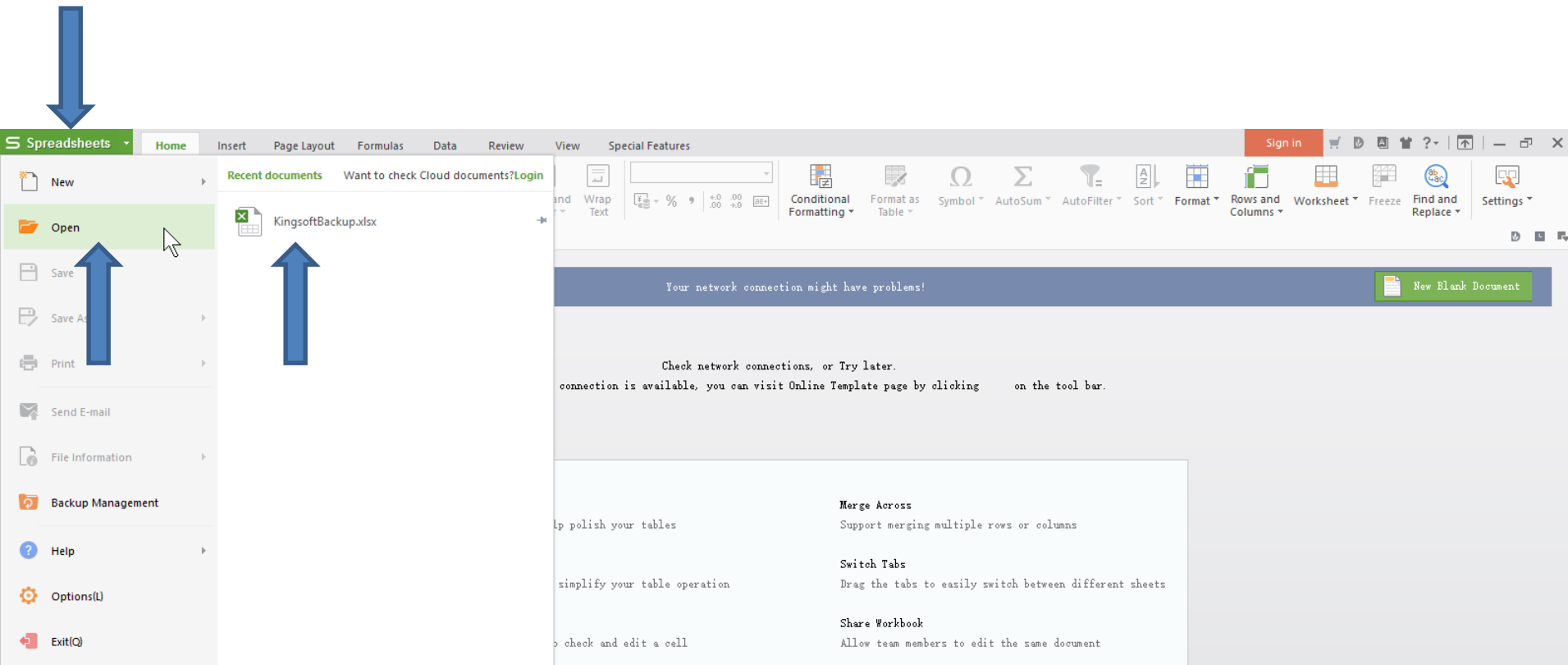
- **Once you click on Save, the window closes and then click on X in the upper right to close it. Next is what happens when you open it again.**

- **Once you close it and open it again, you click on Spreadsheets again and hover over Open and you see the one you saved, like I changed the name. Then click on it and next what happens.**

- **The Spreadsheets list closes and a new window opens and you have to type in the password and press the Enter Key or click on OK. Once you do that, it opens the Spreadsheet you saved. You then can add other ones. Next is how to copy and paste user name and password for an account, like I showed you in Excel.**
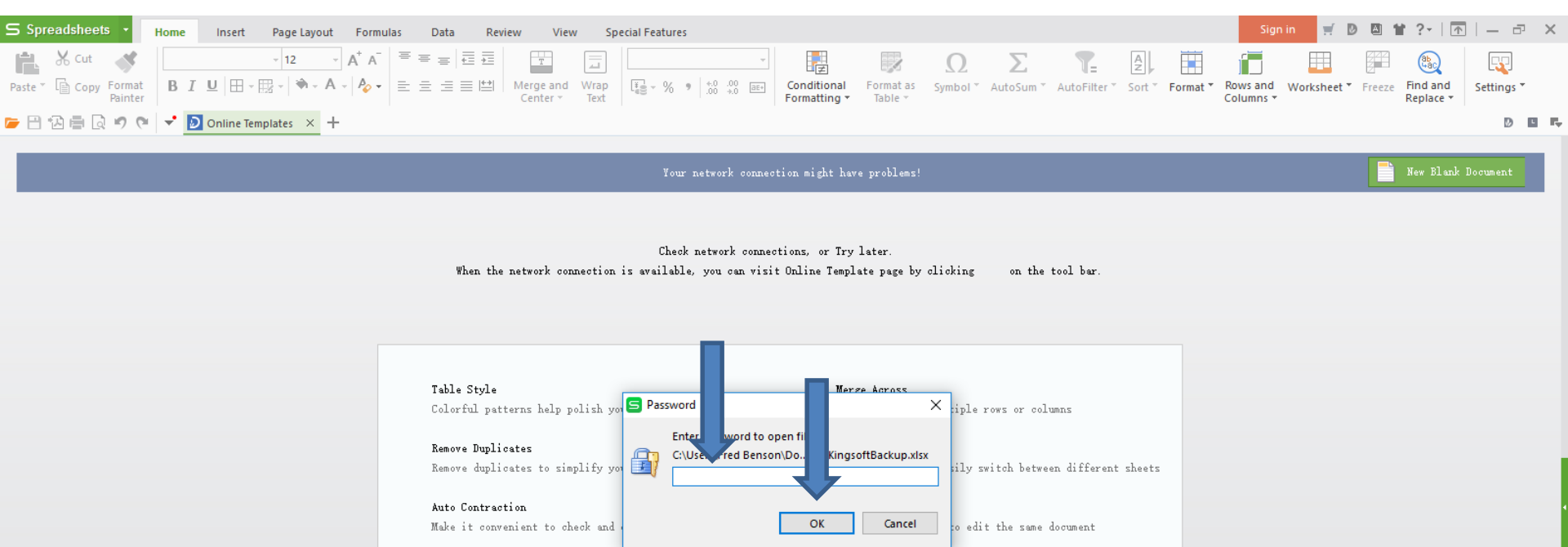
- **You right click on the User name and you see a list and click on Copy or press and hold the Ctrl Key and click on the C Key. Note – it is not the right User name, so you can't see it. Next is a sample of paste the User name in Gmail.**
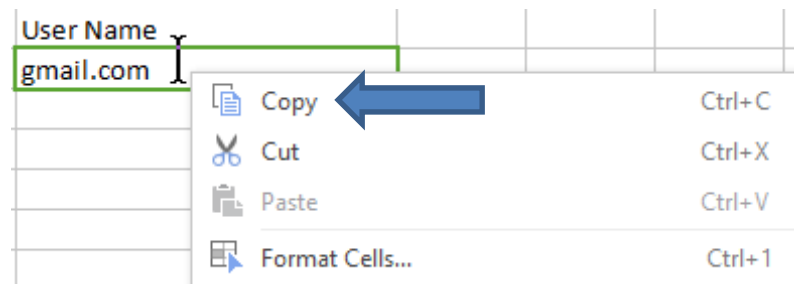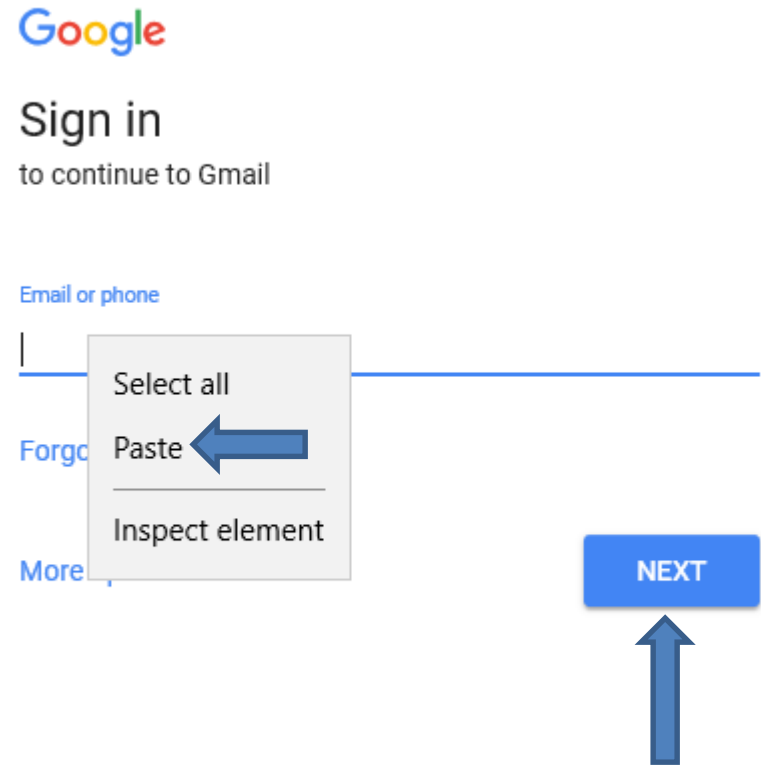
- **Here is a sample of Gmail. You right click on Email and click on Paste and it works and you can do the same with Password. Or, you can press and hold the Ctrl Key and click on the V Key to Paste. Once complete, click on Next.**

- **Next is what happens.**

Note – sometimes it already

shows the Email and you just

have to Paste the password,

which is next.

Google

Sign in

to continue to Gmail

Email or phone

Select all

Forgo Paste

Inspect element

More

NEXT

- **You see your email. I blocked it so you can see mine. You go back to the spreadsheet 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.**

- **This is the end of the Kingsoft.**