

Manual

Password Depot 14

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Welcome to Password Depot!

Congratulations for choosing **Password Depot** for the administration and protection of your passwords and access data! You are in good company: **Password Depot** is used by several thousands of businesses, banks, government agencies, and private users.

You want to start immediately, without having to read the entire user manual? Our [quick start instructions](#) will help you in this regard.

Moreover, for a quick start, you may find our [video tutorials](#) helpful, too!

What is so special about Password Depot?

Password Depot is a **powerful, technically mature**, and, most importantly, **secure** application for managing your passwords and access data. Unlike conventional freeware and shareware utilities, **Password Depot** provides sophisticated security mechanisms and a well-conceived, wide range of functions. It was developed for operation in professional environments with strict security standards.

Security

Password Depot provides extremely high security standards in multiple ways:

- **Encryption with AES-256:** The software encrypts databases using the Rijndael 256 algorithm, also known as AES-256 (*Advanced Encryption Standard*). According to the state of the art, currently this is certainly the most secure method of encrypting data on a computer. In the United States of America, AES is accepted for national documents with the highest level of security clearance! One advantage of this security algorithm is that the **master password** for encrypting a database is not stored on your computer. Therefore, nobody can possibly find the **master password** on your computer. You are the only person who knows this password.
- **Anti-keylogging protection:** All passwords have an internal protection against various types of keylogging.
- **Clipboard protection: Password Depot** automatically detects active clipboard viewers and hides any changes to the clipboard that it makes; after auto-completion, all sensitive data is automatically removed from the clipboard. Furthermore, Password Depot prevents recording of data copied to the Clipboard history on Windows 10 Release 1809 or higher.
- **Program protection:** Several new options optimize the protection of **Password Depot** itself: Whenever the program enters the locked mode, all sensitive data is cleared from the memory. The program is able to auto-minimize/auto-lock whenever the computer switches to standby or hibernation mode, whenever the current session changes, etc.
- **Highly secure shredding method: Password Depot** uses a shredder conforming to the DOD 5220.22-M specification of the US Department of Defense to delete temporary program files. The definite, irrevocable deletion of temporary files is also very important because they can contain data that could be extracted and used by third parties. Simply deleting files in Windows Explorer is not secure, because in fact only the filename will be deleted this way. To destroy a file beyond recovery, you must overwrite the file before deleting it.
- **Lock function:** You can restrict other users' unauthorized access to **Password Depot** using the program's lock function. This way, you can leave the software running on your computer without risking someone else looking through your passwords.

High Functionality

Password Depot protects your important and confidential passwords and access data from external access - whilst offering maximum user-friendliness and a comprehensive range of functions!

- The integrated **Password Generator** creates virtually uncrackable randomized passwords. These can be inserted into the corresponding website field by using drag & drop. **Password Depot** generates true-random data, which cannot be predicted. Many conventional generators create random data based on system time and thus can be predicted or reproduced.
- The **auto-complete** function allows for automatically completing fields on a website with user name and password. You can also generate individual auto-complete sequences using the integrated editor.
- The **top bar mode** simplifies navigation through the Internet. You can minimize the program to a small bar at the top of the screen, which can easily be moved at will.
- **USB flash drive support** allows for installing **Password Depot** on a USB storage device. This way, you can

- access your passwords from any PC.
- You can also place your encrypted databases on the **Internet** and enjoy access to all of them, no matter your location!
- The **Server Module** allows for simultaneous shared access to databases on a network by several clients in teams and companies. The system or network administrator assigns certain rights to the clients. For example, they can determine whether files may only be opened in read-only mode or may be modified.
- Furthermore, free **apps for smartphones** allow for using the software on mobile devices. iOS and Android are our currently supported operating systems.

Clarity

The user interface of **Password Depot** is very clear and easy to use:

- Databases are organized in the form of a **tree structure**, with the "trunk" dividing up into various lists, similar to the Windows Explorer.
- An important feature of the user interface is the option to display the program as a **top bar**. The top bar window is a small bar positioned on top of all other applications (or anywhere else, as you wish), thus providing constant access to the password entries stored and making surfing the Internet a lot easier.
- You can quickly localize password entries using the **search function**.

User-friendliness

Password Depot helps you to manage your passwords in an easy and structured way:

- For every password stored in the program, you may enter further **additional information** as you wish, e.g. a description or the internet address accessed by the password in question.
- With a single mouse click, you **directly reach the URL** that is linked to a stored password entry.
- Data from your password entries may be **copied directly into the clipboard**, e.g. the password itself or its corresponding URL, but also any further fields you may have defined yourself.
- You can make the program **automatically fill in** your passwords data into web forms.
- The passwords' organization in **groups** allows for an efficient management of your data.
- For a clear, precise overview of your databases, you can add a **description** to every file. These descriptions will then be shown at every opening of the databases.

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What's new?

Our software is being developed, updated, and improved constantly. In order to see what makes this current version better than the previous versions, please visit our [website](#).

See also: [Update Manager](#)

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Quick start

You want to start immediately, without having to read the entire user manual? The following instructions will help you in this regard:

1. **Installing Password Depot.**

In order to be able to add passwords directly from the browser and for information to be filled in automatically on websites, you need to install the browser add-ons. If these add-ons are not installed, passwords can only be added manually and the completion process needs to be started manually. (The add-ons can also be [installed subsequently](#).)

2. Starting **Password Depot**.

3. Creating a [new database](#), by clicking on **Database > Database Manager > Local System > New Database**.

4. [Opening](#) a database by authenticating yourself with the method defined in step 3.

5. Adding passwords by clicking on **Edit > New > Password**. If add-ons are installed and activated, you can simply log in to the browser directly and **Password Depot** will offer you to save this information in the opened database.

6. Creating folders to better organize your entries. To create a folder, right-click on the left navigation panel (similar to Windows Explorer) and select **New**.

7. If necessary, make [changes](#) to the entry, by clicking on **Properties**.

Tip: To ensure the password is filled in on every page of the website, add a URL (**URLs** tab) mask to the entry. E.g. `*domain.com*`

8. Next time you load the URL in your browser, the add-on will fill in the stored information automatically. All that remains to be done is clicking on the login button.

See also [Auto-completion](#).

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Installation

To install **Password Depot** on your computer, please follow these steps:

1. Go to the **Password Depot** [website](#) and select the **Download** menu.
2. Click on the indicated download link for your desired version.
3. Then select the folder where you wish to save the file or **execute** the file directly.
4. Follow the instructions of the installation wizard.
5. To ensure passwords are filled in automatically in browsers, you need to install add-ons (e.g. for Google Chrome, Internet Explorer, or Mozilla Firefox). Tick the relevant boxes in the installation wizard.
6. After successful installation, always go to the **Update Manager (Help > Search for Updates)**. This way, you always ensure using the latest version of **Password Depot**.
7. Go to **Help > Unlock** to request a free activation key and enter your valid license key (unlock code) you received by e-mail to [unlock the program](#).

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Installing Add-Ons subsequently.

If installation of add-ons failed during the installation process for Password Depot proper, you can always install them subsequently:

- **Firefox**
- **Chrome**
- **Internet Explorer:** Can only be installed through the installation wizard.

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Unlocking Password Depot

To work with **Password Depot**, you need to activate the software first. To work with the freeware version or the trial version, you can simply use the program without activating it.

The software activation is executed within the program itself. To do so, please click on **Help > Unlock** (if your version of Password Depot has already been activated, you will not get to see this option). A new dialog window should open, offering two options:

- If you have already purchased a license key (an unlock code), select **Step 2 - Unlock Password Depot**.
- Alternatively, by selecting **Step 1 - Purchase a License Key online**, you get to the website, where you can order a license key (an unlock code).

NOTE: To activate the software, you need to be **connected to the internet**. If for whatever reason, you do not have an internet connection, please write an email to info@acebit.de and request a license file.

3. Enter License Key (Unlock Code)

After having selected one of the two options mentioned above, you will now possess a valid license key. Now, please enter it in the corresponding field. You will receive the license key always when **ordering the software**.

The wizard will show you whether the unlocking process has been successful. If so, you will now be able to work with the program as full version.

NOTE: You can check if your activation of the program has been successful if you go to **Help > About Password Depot**. If you can see here below Installed license key an actual license key you have unlocked the software successfully.

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Upgrade from Previous Versions

If you already possess a previous version of **Password Depot**, you can upgrade it to the latest version.

1. First, you will have to **order** the relevant upgrade for your version. The purchase of upgrades is less expensive than purchasing new full versions.
2. Having completed your order, you will receive a **license key** (an unlock code) for the current version.
3. Now **install** the current version. If your old version is no longer installed on your PC, you do not need to re-install it. If it is already/still installed, however, you do not need to uninstall it. Yet, we would recommend a deinstallation as this enables a better overview and, in case of deinstallation, installing Password Depot`s current version again.
4. **Open** the newly downloaded current version.
5. Go to **Help > Unlock** and select **Step 2 - Unlock Password Depot**.
6. Follow the wizard's instructions. Afterwards, enter the **license key** (unlock code) you received when ordering the license.
7. Finally, you can open your database from the old version in the new, activated version: In the main menu, go to **Database > Database Manager**, click **Browse...** (bottom) and select the path to your file. By default, your file is to be found at "My documents" (XP) or "Documents" (Vista, Windows 7, 8 and 10). Confirm your choice with **Open** and authenticate yourself for the file by using your master password and/or key file.

NOTE: For very old versions, it may be helpful to open your database in the old version first, followed by conversion to XML. Subsequently, create a new, empty database in Password Depot 14 and import your XML file.

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Update Manager

The **Update Manager** enables you to keep your software always up-to-date.

To open the Update Manager, click on **Help > Search for Updates**.

After you have launched the Update Manager, the program connects to the AceBIT server and checks if newer versions of **Password Depot** are available. If this is the case, the new/current version will be downloaded and installed on your PC.

Use this function regularly to find out whether a new version is available.

NOTE: The Update Manager only installs updates that are *free* of charge (e.g. from version 10.1.1 to 10.1.2), not however fee-based upgrades from one version to a higher one (e.g. from version 9.1.0 to 10.0.0).

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How to Use this User Help

This user help offers explanations for all functions of **Password Depot**.

If you need help for a certain topic, you can enter the corresponding keyword into the **Index** tab or into the **Search** tab. In the latter case, all topics using the keyword you entered will be displayed.

Whenever you need assistance for an action you are carrying out at that moment, you can call up the corresponding help topic by pressing either the **F1 key** or the **Help buttons** within the respective dialog boxes.

If you miss a help topic in the manual, please contact our technical [support](#).

In order to facilitate working with the user help, different text contents are differentiated from one another by their design:

- *This format stands for buttons and symbols.*
- **This format stands for dialog fields, menus and menu items.**
- [This Format Stands For Keys Of The Keyboard.](#)
- This format stands for tips.
- This format stands for examples.
- This format stands for hints.
- This format stands for warnings.

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Features

Password Depot is a powerful and extremely user-friendly password manager for organizing all of your passwords – but also, for instance, information from your credit cards or software licenses.

The software provides **security** for your passwords – in three respects: It safely stores your passwords, guarantees you secure data usage and helps you to use secure passwords.

However, **Password Depot** does not only guarantee security: It also stand for **convenient** usability, a high degree of **customizability**, marked **flexibility** for interacting with other devices and, last but not least, extreme functional **versatility**.

Safe Password Storage

- **Maximum encryption.** In Password Depot, your information is encrypted not merely once, but in fact twice, thanks to the algorithm AES or Rijndael 256. In the USA, this algorithm is approved for government documents of the highest security clearance!
- **Double protection.** You can secure your databases twice. To start with, you select a master password that has to be entered every time one opens the file. Additionally, you can choose to protect your data through a key file that must be uploaded to open the file.
- **Protection against brute-force attacks.** Every time the master password is entered incorrectly, the program is locked for three seconds. This renders attacks that rely on the sheer testing of possible passwords – so called "brute-force attacks" – virtually impossible.
- **Lock function.** This function locks your program and thereby denies unauthorized access to your passwords. The lock conditions are determined by yourself, for instance every time the program has not been used for a certain time.
- **Backup files.** Password Depot generates backup files of your databases. Backups may be stored optionally on FTP servers on the Internet (also via SFTP) or on external hard drives. You can define the time interval between the backup files' creation individually.

Secure Data Usage

- **Protection from keylogging.** All password fields within the program are internally protected against different types of intercepting keystrokes (keylogging). This prevents your sensible data entries from being spied on.
- **Traceless Memory.** Dealing with your passwords, Password Depot does not leave any traces in your PC's working memory. Therefore, even a physical hacker sitting directly at your computer and trawling through its memory dumps cannot find any passwords.
- **Clipboard protection:** Password Depot protects your clipboard in several regards. It automatically detects any active clipboard viewers; it masks its changes to the keyboard within the clipboard; after performing auto-complete, all sensitive data is automatically cleared from the clipboard.
- **Virtual keyboard.** The ultimate protection against keylogging. With this tool, you can enter your master password or other confidential information without even touching the physical keyboard. Password Depot does not simulate keystrokes, but uses an internal cache, so that input cannot be intercepted, neither software- nor hardware-based.
- **Fake mouse cursors.** Typing on the program's virtual keyboard, you can also set the program to show multiple fake mouse cursors instead of your usual single cursor. This additionally renders any attempt to discern your keyboard activities impossible.

Verified Passwords

- **Uncrackable passwords.** The integrated Password Generator creates virtually uncrackable passwords for you. Thus, in the future, you will no longer have to use passwords such as "sweetheart" anymore, a password that may be cracked within minutes, but e.g. "g\|:1bmVuz/z7ewβ5T\$x_sb}@<i". Even the latest PCs take millennia to crack this password!
- **Verified password quality.** Let Password Depot check your passwords' quality and security! Intelligent algorithms will scrutinize your passwords and warn you against 'weak' passwords which you can subsequently replace with the help of the Password Generator.
- **Password policies.** You can define basic security policies and requirements that must be met by all passwords which are added or modified. For instance, you can specify the passwords' minimum length and the character types contained.

- **Security warnings.** Password Depot contains a list of warnings which always keep an eye on your passwords' security. For instance, the program warns you in case you use the unsafe FTP protocol and, in this case, advises you to use SFTP instead.
- **Protection against dictionary attacks.** An important warning featured in Password Depot is the notification in case you are using unsafe passwords. These are passwords which are used frequently, appear in hacker dictionaries and are therefore easily crackable.
- **Warning against password expiry.** You can set Password Depot to warn you before your passwords expire, for instance before the expiry date of your credit card. This ensures that your password data always remains up-to-date and valid.

Convenient Usability

Password Depot is very easy to use and saves you a lot of work.

- **User-friendly interface.** Password Depot's user interface is similar to that of Windows Explorer. This allows you to navigate through your databases effectively and to quickly find any password you happen to be searching for.
- **Auto-completion.** If you wish, Password Depot automatically fills in your password data into websites opened within the common browsers. This function runs via an internal setting on the one hand, and via so-called browser add-ons on the other hand.
- **Automatic recognition.** You can set the program to automatically recognize which password information corresponds to the website you have called up and to then pre-select this password entry for you – as well as, if desired, to finally fill this information into the website automatically.
- **Top bar.** The program's form can be reduced to a narrow bar whose position may be determined individually: whether freely movable or stuck to the screen edge (Application Desktop Toolbar). In this way, the software is always at your hand without disturbing you.
- **Direct opening of websites.** URLs belonging to password entries saved in Password Depot may be opened directly from within the program. This saves you the hassle of having to copy website addresses and then paste them into your browser manually.
- **Usage via mouse click.** Using your password information may be done super easily via simple clicks with your mouse cursor. By means of a single mouse click, you can copy data to the clipboard and can even drag it directly into the target field on the website.
- **Hotkeys.** Password Depot features keyboard shortcuts for frequently used commands in Windows ("Hotkeys"). With these hotkeys, you can easily and quickly turn Password Depot's format into a top bar or call it into the foreground when minimized to the system tray.
- **Unicode support.** Password Depot supports Unicode, the international standard defining a digital code for every character. This allows you to use international characters such as "ä" or "ç" within your password information.
- **Recycle bin.** Password Depot features a recycle bin that stores deleted password data and enables their restoration. In this way, data you may have deleted accidentally, for instance, is not yet lost irrevocably.

NOTE: The **recycle bin** only exists for local and cloud usage. At this point (Password Depot 12, in May 2019), it is not available for server usage. However, the corresponding function is meant to be included in future releases.

Individual Settings

You can configure Password Depot individually and, in this way, adapt it precisely to your needs.

- **Configurable program options.** Thanks to many program options, Password Depot may be configured individually, down to the smallest detail – not only in terms of its external layout, but also regarding its internal functions, such as the use of browsers or networks.
- **Custom browsers.** You can determine yourself the browsers you would like to use with Password Depot. In this way, you are not bound to the common browsers such as Firefox or Internet Explorer, but can also use e.g. Opera.
- **Individual user modes.** As a new user, you can happily work with only a few core functions in the Beginner mode, whereas as an expert, you can use all functionalities in the Expert mode or can define your own Custom mode.
- **Personal favorites.** The list of favorites contains the passwords you use most frequently. As you will likely want to have this frequently used data always ready at hand, the list of favorites may be accessed directly via the top bar.
- **Custom fields.** You can extend the existing data input fields by any number of self-defined custom fields. This is possible both for a single password entry ("Custom Field") as well as for the entire password file ("Global Field").

- **Password icons.** You can assign icons to your password entries, enabling you to find and match them easily. These icons are available even if you open your password file on a different PC, as they are saved directly within the password file.
- **Individual safety warnings.** You yourself can determine the warnings you would like Password Depot to show and which not. Additionally, you may individually set whether the program should warn you in case your passwords expire and, if yes, how many days prior to the expiry.
- **Password statistics.** Clear statistics show you at a glance how often you have used which password. In this way, you might also realize which entries you do not use at all and can therefore delete to keep your password file up-to-date.

Flexible Interplay

Password Depot is able to work together with many other applications - flexibly and without problems.

- **Enterprise Server.** Password Depot features a separate server module, enabling simultaneous usage of passwords by several users. Access to the databases may run either via local network or via the Internet.
- **USB stick.** You can copy both your databases and the program Password Depot itself onto a USB stick. In this way, you can carry the files and the software along wherever you go, always having them ready to use.
- **Cloud devices.** Password Depot supports web services, among them GoogleDrive, Microsoft OneDrive and Dropbox. In this way, Password Depot enables you to enter the Cloud quickly and easily!
- **Databases on the Internet.** You can, optionally, deposit your encrypted databases on the Internet. This way, you can always access your passwords, no matter your location! To access, you can use the protocols HTTP, HTTPS, FTP, SFTP, FTPS, or FTPES, as required.
- **TAN support.** Password Depot supports the input and management of TAN numbers. In this way, it facilitates the life of all users of online banking, storing their sensible banking data securely.
- **URL placeholders.** Entering URLs into Password Depot, you can replace any number of characters by placeholders, namely an asterisk (*). Using this symbol, you can thus assign several URLs to a single password entry instead of having to enter one entry for each URL.

Versatile Functions

Password Depot can do a lot more than "only" securing and managing your passwords.

- **Cards, identities, licenses.** Password Depot protects and manages not only your passwords but also your information from credit cards, EC cards, software licenses and identities. Each information type offers a separate template, with e.g. the credit card window featuring a PIN field.
- **File attachments.** You may add file attachments containing e.g. additional information to your password entries. These attachments can be opened directly from within Password Depot and may, additionally, be saved on data storage media.
- **Transfer passwords.** You can both import password entries from other password managers into Password Depot as well as export entries from Password Depot. To do so, the software offers you special wizards that facilitate importing and exporting password information.
- **Synchronize databases.** Password Depot supports you with synchronizing two different databases. This is relevant e.g. if you are using a single password file on two different PCs. This being said, the file synchronization works in both directions.
- **Clean-up databases.** This function discovers password entries that you have not used for a long time or may even have expired already. Afterwards, the found entries can be deleted directly. This ensures that your databases always remain up-to-date.
- **Search for password entries.** With this function, you can search any character string within your passwords file - no matter if within the passwords themselves or within e.g. their descriptions and URLs. To refine your results, you are able to limit the search to specific areas.
- **Encrypt external files.** Password Depot enables you to encrypt external files and to then directly save them as individual entries within the software. In this way, Password Depot enables you to render confidential documents inaccessible to third parties.
- **Self-extracting files.** Whenever encrypting external data with Password Depot, you can, additionally, generate encrypted self-extracting files. This method enables other people - who do not have Password Depot - to also decrypt the core files.
- **Delete external files.** With Password Depot, you can delete external files, regardless of their format. In doing so, the software does not leave any traces on your hard drive, which means that the files cannot be restored by any application, no matter how sophisticated.

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Professional Licensed Version - Benef

These are the advantages of the **licensed professional version** of **Password Depot**:

- **No restrictions on the number of databases:** In the licensed version (and the 30-day trial), you can create and use an unlimited number of databases, whereas the freeware version allows you to manage one database file only.
- **No restrictions on the number of passwords:** In the licensed version (and the 30-day trial), you can manage an unlimited number of passwords, whereas the freeware version allows you to manage 20 passwords only.
- Free usage of **Enterprise Server** for up to 3 users: The licensed version of **Password Depot** allows you to use the Enterprise Server with up to three users for free. A separate server license is only required for greater numbers of users.
- Registered users can request help from our **technical support** via email whenever they have questions or problems (usually within 72 hours during work days).
- **Notification about upgrades** and other products via email.
- The **integrated Update Manager** automatically keeps your software up-to-date via the Internet.

Click here to go to the [online ordering page](#).

See also: [Activation](#)

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Know-how on Password Security

Our **website** offers important know-how on the notion of password security:

- [Tips for Strong Passwords](#): Get to know some basic rules for creating safe passwords.
- [How Does The Encryption Algorithm Rijndael Work?](#): This page explains how the Rijndael encryption algorithm works and why it is regarded as particularly secure.
- [More Security With The Use Of Password Depot](#): Learn how to store all your passwords securely and how to delete confidential data irrevocably.
- [Brute-Force Attacks](#): Find out more about brute-force attacks and how you can protect yourself against them.
- [Secure Password Management In Companies](#): Advice for how to improve your team's or company's security.
- [Identical Passwords](#): This article explains why using identical passwords is a bad idea and the risks involved.

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General Description

Password Depot's user interface is designed logically for intuitive usage.

The buttons located in the toolbar offer access to the most important and most frequently used **functions**. Furthermore, there is an extensive menu with the following tabs:

- **Database:** Here you will find basic functions for databases and the main program.
- **Edit:** Offers functions for creating new or managing/editing your existing selected entries/passwords (e.g. [add](#), [modify](#), and [delete](#) passwords). You can also access the program **Options**.
- **Search:** Here, you find search and replacement functions.
- **View:** Here, you can modify the design of the program. On the one hand, you select the **sort order** and the **view** for your passwords; on the other hand, you can select the **areas** of the main view. The main view consists of a maximum of five simultaneous windows: passwords, navigation area (with or without databases on a potential server), statusbar, toolbar, and favorites (or details). The window for passwords and the toolbar are always displayed; the three others can be shown or hidden, as you wish. All of these windows will be explained further below.
- **Folder:** all commands for working with folders.
- **Entry:** all commands that pertain to the currently selected password, e.g. copy to clipboard for user name and password, and various other actions, such as Open URL, Auto-completion etc..
- **Tools:** Contains additional functions, such as [Synchronize Databases](#) and [USB Installation](#).
- **Help:** functions such as the Online support, Unlock for Password Depot, and Search for Updates.

NOTE: In **Password Depot**, there are many [key shortcuts](#) available, helping you to access frequently used functions quickly.

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Customize View

Password Depot has a highly flexible [interface](#) that can be modified in the **View** tab according to your requirements.

The user interface consists of a maximum of five simultaneous windows or areas: **password area**, **navigation area** (with or without databases on a potential server), **statusbar**, **toolbar**, and **details (or favorites)**.

Password Area

This is the main window. It is therefore placed in the center of the screen and cannot be closed or hidden.

This windows provides access to your passwords, showing all the passwords from the selected **folder** in the navigation area to the left.

What is shown is the description of the password, along with additional further **information**, e.g. user name, last change ("modified"), URL, and category.

If the details view is enabled, you can select the details that should be displayed by right clicking on the details bar.

- You can select a different view for the list of passwords in the **View** tab.
- To edit password entries, switch to the **Edit** tab or **right-click on an entry**. This way, you can add, modify, delete, and print entries.

By right-clicking on an entry, you open the **password menu**. The menu's functions can only be used, however, if the information needed for this function - e.g. a TAN - is existent. With this menu, you can:

- **modify ("Properties")**, **delete** or **print** the selected password(s), similar to the functions in the **Database** and **Edit** tabs.
- **cut**, **copy**, **insert** and **duplicate** the entry or add it to your list of favorites.
- copy the password's information to the **clipboard**.
- create a **Windows Shell Link**. This is a shortcut to a password that you can save anywhere on your system (e.g. on your desktop) and that allows you to access the password quickly.

From within the **Password Area** window, you can also move passwords from one group to another. Just select the passwords you want to move in the navigation area to the left of Password Depot (which means this feature needs to be activated) and then drag & drop them into the desired group.

Navigation Area

This area offers a tree structure of the folders inside the opened database, similar to Windows Explorer. Additionally, it also displays the **Favorites**, the **Recycle Bin** and the **Search Results** after a search for quick access.

If you are using the **Enterprise Server**, here you can quickly access the files from the server here as well. To display the files in this area, click on **View** and activate the option **Databases on Server**. The files on the server are only displayed if you are connected and logged in to the server.

Statusbar

If you have set the **Statusbar** function under **View**, you will find a blue bar at the bottom edge of Password Depot, including information for version, license status (or remaining days for the trial mode), number of objects, "local system" (or network), and overall statistics (number of folders and passwords/entries).

Toolbar

Above the navigation and password areas, you will always find the **Toolbar**, offering quick access to Password Depot's important core functions, e.g. its **Database Manager** (first symbol to the left) or **Password** (create new password, third symbol from the left). Further to the right, there is a box/field for a file **path** as well as the basic **search function** ("Search entry").

Details (or Favorites)

This window is situated on the far-right side of the screen. Its purpose is to display the information about a selected password in a more compact space, so that it is easier to read and required passwords/entries can be identified quickly.

If you set **Favorites**, you can access your favorites through this area. For this purpose, click on **View** and then choose the option **Favorites**.

Sort by

Here, you can choose how password entries are sorted, e.g. by their **Description** or **Importance**.

Direction

Here, you can decide if the sort order should be in **Ascending** or **Descending** order.

Group by

Here you can choose if and how the entries should be grouped. They can be grouped by their **type** or **category**.

Mode

Here, you can choose between Password Depot's **Expert** and **Beginner modes** - or set your own **Custom mode**.

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Virtual Keyboard

The **virtual** (on-screen) **keyboard** allows you to insert keystrokes directly into password fields or whenever creating/modifying entries - without using the physical keyboard. The virtual keyboard does not emulate keyboard events, so no hardware or software keyloggers can intercept entered keystrokes.

Use the mouse to dial the strings for a target edit box.

By clicking on **Settings**, you have the following options:

- **Emulate fake cursors:** If activated, multiple fake cursors will be emulated to protect you from other persons who might be watching your screen.
- **Disable press effect:** If activated, the keys you click on will not be highlighted.

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Open Databases

1. Open the database manager by clicking on **Database > Database Manager**.
2. Select the desired storage location in the left panel.
3. Select a database and click on **Open**.

If the desired database is not listed, click on **Browse...** and navigate to/look for its storage location.

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Save Databases

To save the opened database manually, click on **Database** > **Save** or **Save as**.

Save

This function saves the current database. During this process, the currently opened file is overwritten with the changes that were made during the active session.

Save as

The **Save as** function basically fulfills the same purpose as the **Save** function, with the single difference that you can specify another name for the file, so you do not overwrite the old original file.

NOTE: In the [Options](#) > **Save** dialog box (under the **Edit** tab), you can set **Password Depot** to save your database each time you change it ("Auto save database on every change").

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Manage Databases on Internet Servers!

Password Depot allows you to store databases or backup files on Internet servers. To manage these servers centrally, there is the option **Manage Internet Servers**.

To manage your Internet servers, click on **Edit** -> **Internet servers**. A new dialog window will open and you can choose from the different options:

- **+ New**: Allows you to enter a new internet server.
- **Edit**: You can adjust settings of an internet server that has already been added to Password Depot.
- **Delete**: Removes a server from the list.

Add/Edit Internet Server

If you click on **+ New** or **Edit** a drop down menu will open and you can choose from the different cloud servers available here. You can see a list of all available **cloud servers via WebDAV protocol** in the section [Database Manager - Internet Server](#). With the release of version 14 support of different cloud servers via WebDAV protocol is implemented. After having chosen one of the available services you first need to enter the corresponding data in order to be able to start a connection in any case:

- **Protocol**: You can choose between FTP, HTTP, SFTP, HTTPS, FTPS and FTPES, WebDAV and WebDAV (SSL).

TIP: Generally, you should use the **SFTP** protocol as it allows **read and write** access and is additionally more **secure** than FTP. If you only need **read-only** access to a file on the Internet, however, the **HTTP** protocol is sufficient.

NOTE: If you select **HTTP** or **HTTPS**, you **cannot upload new files** to the server. Thus, in this case, in the Database Manager, the option for uploading new files will be disabled. New files can only be uploaded to FTP or SFTP servers.

- **Address**: Enter the server address. When working with your own server, this could be, for example, "ftp.myserver.com" or "www.myserver.com". Do not enter a path or storage location here! When choosing one of the available cloud servers, the right server address is displayed here by default, regarding the GMX MediaCenter this will be "webdav.mc.gmx.net" etc.
- **Port**: The default entry is **Auto**; Password Depot will automatically search for the correct port.
- **Path**: Enter the complete path. Do not enter a file name here! For accessing the root directory, enter only one slash (/). For all cloud servers the full path is already displayed here by default.
- **User name**: Enter the user name. This entry is required for FTP servers.
- **Password**: Enter the password. This entry is required for FTP servers.
- **Passive**: Allows you to switch between active and passive FTP mode (provided you are using the **FTP protocol**).

NOTE: The feature **Passive** is only available if the protocol is set to **FTP**.

EXPLANATION: The terms "passive" and "active" refer to the server's behavior during data transfer with the client. In the **passive mode**, the server is **passive**, the data transfer being initiated by the client. In the **active mode**, by contrast, the server is **active** and asks the client for the port via which data should be transferred. If an active firewall on the client notices the incoming connection, however, it might stop this connection and thereby also stop the data transfer. Conclusion: Therefore, if a firewall on the client does not allow for incoming connections, you should use passive FTP.

Examples for entering an Internet server:

Example 1: You would like to store your passwords and access them via FTP in the directory *privatestuff* on your web server with the domain *http://www.myserver.com*. The complete path using a browser would thus be *http://www.myserver.com/privatestuff/*.

First you create an FTP account for this directory in your provider's control panel and assign this FTP account the directory */privatestuff* as the home directory. Any user who logs in to your server using this FTP account will only see this directory.

- **Protocol**: FTP

- **Host:** myserver.com
- **Path:** /

Example 2: You wish to store your passwords in the directory *privatestuff* on your web server with the domain *http://www.myserver.com*. The complete path using a browser would thus be *http://www.myserver.com/privatestuff/*.

You do not want to create a new FTP account, but use your main account, which gives you access to all directories on the server. This means you have to specify the directory *privatestuff* as the path.

- **Protocol:** FTP
- **Host:** myserver.com
- **Path:** /privatestuff

Example 3: You would like to access a database, but only know its URL, not the FTP access data. The file is stored under the URL *http://www.myserver.com/privatestuff/secret.psw*.

- **Protocol:** HTTP
- **Host:** www.myserver.com
- **Path:** /privatestuff

NOTE: You will enter the file names when creating or opening databases. In the **Manage Internet Servers** dialog box, you only specify server information.

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Database Manager

Using the **Database Manager** (menu **Database > Database Manager**), you can add/create new databases and open existing ones.

Databases can be created and saved in the following locations (each of which has its own tab within the Database Manager):

- [Local System](#)
- [Enterprise Server](#)
- [USB Storage Device](#)
- [Internet Server](#)
- [Dropbox](#)
- [Google Drive](#)
- [OneDrive](#)
- [HiDrive](#)
- [Box](#)
- [Recent Files](#)
- [Backups](#)

NOTE: If you try to create a new database and the current database contains unsaved changes, you will be prompted to save these changes of yours first.

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Database Manager - Enterprise Server

In **Password Depot**, you can open and save databases on the Enterprise Server module. To do so, please open the **Database Manager** (menu **Database > Database Manager**) and click on the tab **Enterprise Server**. The following options are now available:

- **Sign in:** Directs you to the login site of Enterprise Server. Here, you enter all of the information indicated below this list. After login, all databases that you can access will be listed. Alternatively, you can also use the integrated Windows authentication, if available - for this purpose, click on the right arrow button. Further, since version 12.0.7, optional Two-Factor Authentication has been implemented when connecting to the Enterprise Server. The administrator is able to activate Two-Factor Authentication for the client's server login. If this option is selected, clients need to enter both user name and password as well as a particular code they will receive during login process. You can read more about Two-Factor Authentication [here](#).
- **Sign out:** Logs you out of the Enterprise Server.
- **Refresh:** Refreshes the list of available databases saved on the Enterprise Server.
- **Change password:** Allows you to change the password for Enterprise Server.
- **View Certificate:** If a certificate was installed earlier, you can view its details here.
- **Offline Mode:** This is a new function. Databases from the Enterprise Server can now continue to be used in the new offline mode comfortably, i.e. even if the connection to the actual server has been cut. Once re-connected to the server, the databases will synchronize automatically.
- **Open:** Opens a database selected in the list. For this purpose, select the desired database in the view and then click on **Open**.

NOTE: Databases for the Enterprise Server can only be created via the server's control panel. In case you would like to share a file on your local PC with other users, you would need to send this file to the system administrator first.

NOTE: Once you have opened an Enterprise Server's database, you can easily and quickly switch between accessible files by using the [Databases from Server](#) window in the navigation area to the left - without needing to re-open the Database Manager.

Enterprise Server: Login

Having clicked on **Sign in**, you will need to indicate your server information:

- **Server address:** Type in the address from which Enterprise Server is executed. Generally, this is a local address, e.g. 90.0.0.1.
- **Port:** Enter the port through which Password Depot can be reached. By default, this is port 25014 in Password Depot 14.
- **User name:** Enter the user name assigned by the administrator.
- **Password:** Enter the password assigned by the administrator.
- **Use SSL/TLS:** Here, you can, optionally, set safe connections via SSL/TLS in addition.

Finally, click on **OK**.

NOTE: Via the tab **Enterprise Server**, you can only open files for which you possess the required access rights. These rights are assigned to you directly by your network or system administrator.

TIP: If you have **Password Depot** (i.e. an unlocked/full professional version) or run **Password Depot** in the **30-Day Trial Mode**, you can manage up to **3 users for free** using the **Enterprise Server** module! To do so, please download the Enterprise Server from our [website](#) and install it on one of the network's computers.

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Database Manager - USB Storage Dev

In **Password Depot**, you can open and save databases on a mobile storage device, e.g. a USB stick. To do so, please open the **Database Manager** (menu **Database > Database Manager**) and click on the tab **USB Storage Device**. The following options are now available:

- **Back**: If you changed folders in the browser, with this button, you can jump back to the previous folder.
- **Forward**: If you jumped back/changed a folder previously, with this button, you can jump forward again.
- **Level up**: Changes over to the next higher-order folder/directory.
- **Drive**: Allows you to select a USB storage device.
- **Refresh**: Refreshes the list of databases on your USB storage device, e.g. after you have made changes to the files.
- **New Database**: Enables you to create a new database on your USB storage device. A detailed description of this process is provided [here](#).
- **Delete**: Deletes a selected database from the list.
- **Browse...**: Allows you to search the USB storage device for a specific database and to then load this file.
- **Open**: Opens a database selected in the list. In case the desired file is not shown in the list, simply search your USB storage device for this database, using the function **Browse...**. Then select the database and click on **Open**.

TIPP: To save databases onto a USB stick, you can use the function **USB Installation** on the tab **Tools**.

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Database Manager - Internet Server

In **Password Depot**, you can open and save databases on an Internet server. To do so, please open the **Database Manager** (menu **Database > Database Manager**) and click on the tab **Internet Server**. A new dialog window will open. Now, please click on the icon **Manage servers**. Afterwards, click **+ New** in order to choose from one of the offered services:

1. **Custom Server**
2. **GMX MediaCenter**
3. **WEB:DE Online-Speicher**
4. **MagentaCLOUD**
5. **freenet Cloud**
6. **Strato HiDrive**
7. **Yandex Disk**
8. **pCloud**
9. **wölkli**

With the release of version 14 support of **multiple cloud servers** (see the ones above) via **WebDAV protocol** is implemented. After having chosen one of these cloud servers you need to enter different data in a next step. You can read in the section **Manage Databases on Internet Servers** which data is required in order to establish a connection.

1. **Refresh**: Refreshes the list of available databases saved on the Internet **Server**.
 - **Manage servers**: Allows you to create/add a new Internet Server, on which you can subsequently create databases.
 - **New database**: Enables you to create a new database on your Internet Server.

NOTE: The function **New database** is only active and usable if the Internet Server protocol is set to **FTP** or **SFTP**. New files cannot be uploaded to **HTTP** or **HTTPS** servers. To find out and/or change the protocol currently used, go to the **Manage Internet Server** function.

1. **Open**: Opens a database selected from the list. In case you would like to open a desired file that is saved on a new, different server, simply click on **Manage servers**. You can now create a new server. Then click on **Refresh**, select the desired database and click on **Open**.

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Database Manager - Dropbox

In **Password Depot**, you can open and save databases on Dropbox. To do so, please open the **Database Manager** (menu **Database** > **Database Manager**) and click on the tab **Dropbox**. The following options are now available:

- **Sign in:** Directs you to the Dropbox login website.
- **Sign out:** Allows you to log out from Dropbox.
- **Refresh:** Refreshes the list of available databases saved on Dropbox.
- **New database:** Enables you to create a new database on your Dropbox. A detailed description of this process is provided [here](#).
- **Delete:** Deletes a selected database from the list.
- **Open:** Opens a database selected in the list. In case the desired file is not shown in the list, simply search your Dropbox for this database. Then select the database and click on **Open**.

If you save your databases on Dropbox, Password Depot uses the following default path:

\Apps\Password Depot\

WARNING: It is strongly recommended **not** to create this path manually. Instead, log in to Dropbox with Password Depot and allow the program to create the path, in case it does not yet exist. Once Password Depot has created the directory/folder, you can upload your existing password databases through Windows Explorer or your browser.

NOTE: Whenever you deposit your databases on a cloud service, your confidential data always "touch" the data medium of the cloud service in AES 256-bit encrypted format - never unencrypted. Your databases are always and only decrypted locally.

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Database Manager - Google Drive

In **Password Depot**, you can open and save databases on Google Drive. To do so, please open the **Database Manager** (menu **Database > Database Manager**) and click on the tab **Google Drive**. The following options are now available:

- **Sign in:** Directs you to the Google Drive login website.
- **Sign out:** Allows you to log out from Google Drive.
- **Refresh:** Refreshes the list of available databases saved on Google Drive.
- **New database:** Enables you to create a new database on your Google Drive. A detailed description of this process is provided [here](#).
- **Delete:** Deletes a selected database from the list.
- **Open:** Opens a database selected in the list. In case the desired file is not shown in the list, simply search your Google Drive for this database. Then select the database and click on **Open**.

If you save your databases on Google Drive, Password Depot uses the following default path:

\Password Depot\

WARNING: It is strongly recommended **not** to create this path manually. Instead, log in to Google Drive with Password Depot and allow the program to create the path, in case it does not yet exist. Once Password Depot has created the directory/folder, you can upload your existing password databases through Windows Explorer or your browser.

NOTE: Whenever you deposit your databases on a cloud service, your confidential data always "touch" the data medium of the cloud service in AES 256-bit encrypted format - never unencrypted. Your databases are always and only decrypted locally.

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Database Manager - OneDrive

In **Password Depot**, you can open and save databases on Google Drive. To do so, please open the **Database Manager** (menu **Database** > **Database Manager**) and click on the tab **OneDrive**. The following options are now available:

- **Sign in:** Directs you to the OneDrive login website.
- **Sign out:** Allows you to log out from OneDrive.
- **Refresh:** Refreshes the list of available databases saved on OneDrive.
- **New database:** Enables you to create a new database on your OneDrive. A detailed description of this process is provided [here](#).
- **Delete:** Deletes a selected database from the list.
- **Open:** Opens a database selected in the list. In case the desired file is not shown in the list, simply search your OneDrive for this database. Then select the database and click on **Open**.

If you save your databases on OneDrive, Password Depot uses the following default path:

\Files\Documents\Password Depot

WARNING: It is strongly recommended **not** to create this path manually. Instead, log in to OneDrive with Password Depot and allow the program to create the path, in case it does not yet exist. Once Password Depot has created the directory/folder, you can upload your existing password databases through Windows Explorer or your browser.

NOTE: Whenever you deposit your databases on a cloud service, your confidential data always "touch" the data medium of the cloud service in AES 256-bit encrypted format - never unencrypted. Your databases are always and only decrypted locally.

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Database Manager - HiDrive

In **Password Depot**, you can open and save databases on HiDrive. To do so, please open the **Database Manager** (menu **Database** > **Database Manager**) and click on the tab **HiDrive**. The following options are now available:

- **Sign in**: Directs you to the HiDrive login website.
- **Sign out**: Allows you to log out from HiDrive.
- **Refresh**: Refreshes the list of available databases saved on HiDrive.
- **New database**: Enables you to create a new database on your HiDrive. A detailed description of this process is provided [here](#).
- **Delete**: Deletes a selected database from the list.
- **Open**: Opens a database selected in the list. In case the desired file is not shown in the list, simply search your HiDrive for this database. Then select the database and click on **Open**.

If you save your databases on HiDrive, Password Depot uses the following default path:

\Password Depot\

WARNING: It is strongly recommended **not** to create this path manually. Instead, log in to HiDrive with Password Depot and allow the program to create the path, in case it does not yet exist. Once Password Depot has created the directory/folder, you can upload your existing password databases through Windows Explorer or your browser.

NOTE: Whenever you deposit your databases on a cloud service, your confidential data always "touch" the data medium of the cloud service in AES 256-bit encrypted format - never unencrypted. Your databases are always and only decrypted locally.

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Database Manager - Box

In **Password Depot**, you can open and save databases on Box. To do so, please open the **Database Manager** (menu **Database > Database Manager**) and click on the tab **Box**. The following options are now available:

- **Sign in:** Directs you to the Box login website.
- **Sign out:** Allows you to log out from Box.
- **Refresh:** Refreshes the list of available databases saved on Box.
- **New database:** Enables you to create a new database on your Box. A detailed description of this process is provided [here](#).
- **Delete:** Deletes a selected database from the list.
- **Open:** Opens a database selected in the list. In case the desired file is not shown in the list, simply search your Box for this database. Then select the database and click on **Open**.

If you save your databases on Box, Password Depot uses the following default path:

\Password Depot\

WARNING: It is strongly recommended **not** to create this path manually. Instead, log in to Box with Password Depot and allow the program to create the path, in case it does not yet exist. Once Password Depot has created the directory/folder, you can upload your existing password databases through Windows Explorer or your browser.

NOTE: Whenever you deposit your databases on a cloud service, your confidential data always "touch" the data medium of the cloud service in AES 256-bit encrypted format - never unencrypted. Your databases are always and only decrypted locally.

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Database Manager - Backups

This tab contains a list of all backups from the backups working directory. The working directory paths can be changed in **Edit > Options** (F10) > **Save**.

If a database got corrupted, or deleted by mistake, you can open a backup file of the database here.

Once you have opened a backup file, you should save it again in its original format by clicking on **Database > Save as** (Ctrl+Alt+S).

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Database Properties

Each Password Depot database has properties. Unlike program options, these properties are linked to a database and can be defined for each database individually. To view and modify/change your database properties, click on the menu **Database > Database Properties** (Ctrl+I), or right-click on your database in the left-hand navigation area, followed by selecting **Properties**.

There are six tabs in the **Properties** dialog:

- **General**: Displays a number of information fields; allows for change of authentication; offers deletion or refreshing of icons used in databases; offers deletion of attachments; contains ignored websites and allows for their modification/editing
- **Advanced**: Allows for definition of password policies in a database; allows for setting size of change history or its deletion.
- **Recycle Bin**: Allows you to further adjust settings of the database's recycle bin.
- **Notes**: Allows for modifying/editing of notes and master password hints - both are shown when opening databases.
- **Backup**: Allows for creating and saving backup files on internet or other remote servers and setting intervals for these backups, independent from regular backup files which are defined through the program options.
- **Entries**: You can choose here from different types of entries and deactivate those you are actually not working with or those which are not necessary to you.

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Properties - General

On the **General** tab of the file properties, you can view some basic information about your database and make some changes, if applicable.

At the top, you are shown the **File name** of your database. This cannot be changed in this dialog.

Below is shown following information:

- **Location:** Indicates the storage location of your database. The location cannot be changed in this dialog. To change the name of your database or the file path, you can either use the **Database > Save as** command in the main menu or make those changes in the Windows Explorer.
- **Size:** Shows the size of your passwords file in kilobytes and bytes.
- **Last modified:** Informs about the date of the file's last modification.
- **Authentication:** Shows the currently used authentication method for this database and also allows for its [change](#) via **Change...** Furthermore, it is possible to reduce database size through compression (tick box "Use compression to reduce the Database size").

In the middle of the window, there is further information about your database, called **Content**. Most of this data is only for your information and can thus not be modified in this context:

- **Contains:** Indicates the number of groups and passwords contained in your databases, as well as the number of passwords that have already expired.
- **Custom icons:** Shows the number of custom icons your passwords file is using.
- **Attachments:** Shows the number of attachments contained in your passwords file.
- **Delete icons/attachments:** With these buttons, you can delete the icons and/or attachments contained in your database. This will decrease your database size and thereby may speed up loading of databases. If changes have been made, you can apply them with **Update icons**.
- **Ignored Websites:** Opens a window, listing the websites that are [ignored](#) by the browser add-ons (**Edit websites**) and thus not automatically filled in.

NOTE: Keep your databases always up-to-date and avoid unnecessary data ballast. If your database takes a lot of time to load, you may need to consider reviewing your **attachments** and **custom icons**, as they increase the size of your database. You can either use the **Clean-up** function on the **Tools** tab to find entries and attachments which are no longer used, or you can delete your custom icons and attachments via the **General** tab here if your file is getting to big.

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Properties - Advanced

On the **Advanced** tab of the database properties, you can define different settings for the password policy and password change history.

Password Policy

- **Passwords hidden by default:** If this option is checked, passwords are hidden and will be shown as asterisks (**), e.g. in the **Properties** dialog. If you uncheck this option, passwords will be shown as clear text, meaning that you can see their actual characters. This is not recommended for security reasons, however, as showing your passwords' characters makes it easier to copy them.
- **Check password resistance to dictionary attacks:** If you activate this option, the software will check every password for character strings which may be part of a dictionary. Having found such strings, the program will issue a warning. If you do not want or need such warnings, simply uncheck the present check box.
- **Force new/edited passwords to comply with the following rules:** If you select this option, all new or modified passwords will be checked for compliance with the parameters defined below. When a password does not satisfy the defined policy, you will be prompted to modify the password.
 - **Minimum length:** You can determine a minimum length, which means that all passwords must contain at least the number of characters which you indicate here.
 - **Password must include:** You can specify that all passwords must include certain characters. In this respect, you can set that passwords must contain either *all* or a *some* of the four symbol types shown below.

NOTE: In the field **(Password must include) At least x of the selected symbol types**, the number of character types you can set is limited by the number of types checked below. If you have checked two types, for instance, you can only set a "1" or a "2" into the field, not a "3" or a "4."

History

- **Keep password change history:** If this option is checked, a new entry will be added to the password history whenever you change a password. You will find these stored changes on the **History** tab in the **Properties** dialog (Ctrl+M). The password history will for example help you if you created a new password and did not save it in the according account by mistake.
- **Max. number of changes in history:** Here you can limit the number of changes in the history that is saved.
- **Clear password history:** It can make sense to clear the passwords history for all passwords if (too) many changes have been recorded in the course of time. Deleting them will help you to decrease the file size and to keep track of all password changes.

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Properties - Notes

On the **Notes** tab of the database properties, you can change the **comment** and **hint** which you want to store for your database and for the master password. This information is shown whenever you open a database and are prompted to provide the master password.

- **Comment:** You may enter a description of your database. This can be particularly helpful if you work with many different databases. This field is optional, and must never contain the actual master password!
- **Hint:** You may enter a new hint for the master password in this field. This field is optional, and must likewise never contain the actual master password!

NOTE: In these two fields, do not enter any information which could help a third party to guess or even find out your master password. If you enter a hint, it should merely serve as a helpful reminder for you alone and nobody else.

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Properties - Backup

The remote backup file is an **additional** option for creating backup files. This should not be confused with the standard backup file, which is set via **Edit > Options (F10) > Save**.

In the dialog window **Backup** in the database [properties](#), you can set the storage location and the creation/settings of backup files.

Remote backup locations

Choose whether you want to save your backup locally and/or on an Internet Server.

- **Server:** In case you would like to save the backup files on a Internet server, check the box and use the **Manage Servers** button to select an existing server or to create a new one.
- **Local System:** If you prefer to save the passwords file locally on your PC, check the box and select the corresponding path via **Browse** (or type in the field).

Remote backup settings

- **Create automatic backup every:** To create backups automatically and regularly, check this option and enter the number/interval of days.
- **Create Backup:** Allows you to create an instant backup now.

NOTE: The **Create Backup** button is only active and usable if you have selected a backup location above!

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Enter Master Password

To open a database, you will first need to authenticate yourself. A small dialog box, showing the name of the database you are going to open, will appear. In this window, you will have to enter your master password and, if you previously chose this option, the corresponding key file. If you encrypt your database with a master password and a key file, we speak of Two-Factor Authentication. In this case, this applies for databases stored on your local system or in one of the offered cloud services.

Show Details

Below the section for entering master password and key file, there is the option **Show details** or **Hide details**. Using these functions, you can show or hide the description of the database you are opening (if available).

If you have the details shown, you will see the button **Load last-used file at program start**. Depending on whether you check or uncheck this option, the passwords file that you have last used in **Password Depot** will be loaded upon opening the program.

Forgot your (Master) Password?

In case you have forgotten your master password and had indicated a hint for this password when generating it, you can click on **Forgot your password?** which will then display the hint.

Entering a wrong Master Password

If you enter a wrong master password or indicate a wrong key file, you will see an error message. Subsequently, you can re-type the **master password**.

NOTE: After each wrong entry, the **OK** button is disabled for three seconds to prevent brute-force attacks.

Change Master Password

In order to change your master password, open the program **Properties** and select the tab **General**.

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Change Authentication

To change the authentication for an open database, click on **Database > Properties** (Ctrl+I) or **Properties** on the toolbar, and then **General > Change....** This will start an assistant for changing the authentication.

First, you have to enter your current credentials and then click on **Next** to authenticate yourself.

Afterwards, you can select another authentication method or just define a new master password for the database.

Authentication by: Here you can choose among one of several methods of protecting your database:

- **Master password** - The classic and (depending on the complexity of the master password) safe method of encrypting a database, using a master password. Enter your master password (and confirm this entry!), whether in clear text or concealed format (right-hand side eye icon), or open the [master password generator](#) (right-hand side gear wheel icon), to generate a particularly safe master password.
- **Master password and key file** - The database is protected by a master password and a key file.
- **Key file** - The database is protected by a key file. Key files contain complex encryption keys which are very safe and cannot be cracked, not even by a brute-force attack. However, please remember that anyone who has access to your key file and your database can read all your passwords! You should therefore treat your key file like a real "vault key" and always store it in a safe place (e.g. on a USB stick). Use the button [Generate key file](#) (small left-hand side gear wheel icon) to create such a key file.

NOTE: If you use a hint for your authentication, make sure to update it as well. Otherwise you might get confused when you need it later on.

HINT: Below, in the dialog field, you will see an estimate for your entered master password's security and quality.

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Key File Generator

You can use the Key File Generator at two moments:

- when you are creating a [new database](#),
- when you are [modifying/editing the authentication of an existing database](#).

To open the corresponding dialog box, you need to select an authentication method involving a key file (i.e. either master password plus key file or key file only). Having made this selection, you can now click on the small gear wheel icon on the right-hand (when creating new databases) or left-hand (when modifying/editing existing databases) side of the field **Key file**.

To generate the key file (256-bit key) within the Key File Generator, simply move your mouse cursor across the generator's field. This way, you randomly select characters that will then form your key. Once you have generated the key, click on **Save** in order to save the key as a proper key file.

WARNING: Keep the generated key in a safe place and do not forget to create backup files. We highly advise **against** using **only** key files for authentication, since this means that anyone with access to the database and the key file at the same time can read your password entries without having to enter a master password.

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Backup Files

In **Password Depot**, you can create backup files of your databases, manually and/or automatically.

Backup files increase the **security standard** of your database. For instance, you can re-create the content of a database that was accidentally deleted by using a backup file.

Basically, backup files are identical with regular databases. The only difference lies in their file extension name ".**bckd**".

NOTE: We highly recommend the use of backup files!

Backup location

By default, backup files are saved in the following directory:

C:\Users\<<USERNAME>\Documents>Password Depot\Backup.

You can access this backup location via **Edit** > **Options** (F10) > **Save** > **Working directories** > **Backups**.

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Add Password Entry

To add new entries, click on **Edit > New** or use the **Password** button on the toolbar (Ctrl+Ins). The new password will be saved in the currently opened folder (shown in the **navigation area** on the left-hand side).

Click on the left half of the **Password** button to add a password or on the right half of it (arrow down icon) to add one of the following entry types:

- [Password](#)
- [Remote Desktop Connection](#)
- [PuTTY Connection](#)
- [Credit Card](#)
- [EC Card](#)
- [Software License](#)
- [Identity](#)
- [Information](#)
- [Encrypted File](#)
- [Document](#)

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Modify Entry

To modify/edit existing password entries, please open the **Properties** dialog window.

This window can be accessed in five ways:

- Either you select the password and then click on **Properties** on the toolbar-
- Or you select the password and press (Ctrl+M).
- Or you right-click on the password entry and select **Properties**.
- Or you use the menu **Edit > Properties**.
- Or you select the password entry and left-click twice.

NOTE: The function **Properties** can only be accessed if you have previously selected a password entry from the list.

You can modify/edit all types of password entries that are possible in **Password Depot**:

- [Password](#)
- [Remote Desktop Connection](#)
- PuTTY Connection
- [Credit Card](#)
- [EC-Card](#)
- [Software License](#)
- [Identity](#)
- [Information](#)
- [Encrypted File](#)
- [Document](#)

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Add/Modify Entry - Password

To add new password entries, click on **Edit > New > Password** or use the **Password** button on the toolbar (Ctrl+Ins). The new password will be saved in the currently opened folder (shown in the **navigation area** on the left-hand side).

In the dialog **General**, you can enter the following data (all entries apart from the description are optional):

- **Description:** Enter a description for the new password. The description is the name that will be displayed in the password area window.
- **Change icon** (button to the right of Description): To change the icon for a password, click on **Change icon** to the right of the description. If you left-click on the icon, the [Select icon](#) window opens. If you right-click on the icon, you can choose among three options: **Select Icon...** (guides you to the [Select icon](#) window), **Load from URL** (using the standard icon (favicon.ico) of the URL you entered), and **Reset Icon** (Resets to the standard password icon of **Password Depot**).
- **User:** Enter the password's user name.
- **Password:** Enter the password.
- **Show/Hide password** (eye icon to the right): Changes whether the password is shown or hidden (and represented by dots).
- **Generate** (gear wheel symbol to the right of the Password box): Opens the [Password Generator](#) for generating random passwords. Once you have generated your password, the **Password** field will be automatically completed with the newly generated password.
- **Quality:** Shows how secure or insecure your password is, and whether it contains any character strings similar or identical to dictionary entries. In addition, you will be shown how long it approximately takes to crack your password.
- **Category:** Categories help you to structure your passwords.
- **Importance:** Select the level of importance for your password.
- **Expires:** You can use this option if you want to be reminded about changing your password. You can either enter a date when the password will expire or click on the **Extend** button next to the date field, to select how long the password will be valid.
- **Tags:** Here, you can define tags for easy filtering of your entries.
- **Comments:** Add any further comments to the new password.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

Apart from the present entry tab, the following tabs are available:

- [URLs](#)
- [Additional](#)
- [Custom Fields](#)
- [TANs](#)
- [Attachments](#)
- [History](#)

NOTE: In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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Add/Modify Entry - Remote Desktop Connection

You can enter and manage your Remote Desktop Connections in Password Depot to establish a connection to the server with one click. To add new Remote Desktop Connection entries, click on **Edit > New > Remote Desktop Connection**. The new entry will be saved in the currently opened folder (shown in the **navigation area** on the left-hand side).

In the dialog **General**, you can enter the following data (all entries apart from the description are optional):

- **Description:** Enter a description for the new Remote Desktop Connection. The description is the name that will be displayed in the password area window.
- **Change icon** (button to the right of Description): To change the icon for a password, click on **Change icon** to the right of the description. If you left-click on the icon, the [Select icon](#) window opens. If you right-click on the icon, you can choose among three options: **Select Icon...** (guides you to the [Select icon](#) window), **Load from URL** (using the standard icon (favicon.ico) of the URL you entered), and **Reset Icon** (Resets to the standard password icon of **Password Depot**).
- **Computer:** Enter the address of the computer, e.g. 192.168.178.201
- **User:** Enter the password's user name.
- **Password:** Enter the password.
- **Show/Hide password** (eye icon to the right): Changes whether the password is shown or hidden (and represented by dots).
- **Generate** (gear wheel symbol to the right of the Password box): Opens the [Password Generator](#) for generating random passwords. Once you have generated your password, the **Password** field will be automatically completed with the newly generated password.
- **Quality:** Shows how secure or insecure your password is, and whether it contains any character strings similar or identical to dictionary entries. In addition, you will be shown how long it approximately takes to crack your password.
- **Category:** Categories help you to structure your passwords.
- **Importance:** Select the level of importance for your password.
- **Expires:** You can use this option if you want to be reminded about changing your password. You can either enter a date when the password will expire or click on the **Extend** button next to the date field, to select how long the password will be valid.
- **Tags:** Here, you can define tags for easy filtering of your entries.
- **Comments:** Add any further comments to the new password.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

Apart from the present entry tab, the following tab is available:

- **History**

NOTE: In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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Add/Modify Entry - PuTTY Connector

You can enter and manage your PuTTY Connections in Password Depot to establish a connection to the server with one click. To add new Remote Desktop Connection entries, it is necessary to install PuTTY in a first step. You can do so [here](#). As soon as you have successfully installed PuTTY, click on **Edit > New > PuTTY Connection**. The new entry will be saved in the currently opened folder (shown in the **navigation area** on the left-hand side).

In the dialog **General**, you can enter the following data (all entries apart from the description are optional):

- **Description:** Enter a description for the new PuTTY Connection. The description is the name that will be displayed in the password area window.
- **Change icon** (button to the right of Description): To change the icon for a password, click on **Change icon** to the right of the description. If you left-click on the icon, the [Select icon](#) window opens. If you right-click on the icon, you can choose among three options: **Select Icon...** (guides you to the [Select icon](#) window), **Load from URL** (using the standard icon (favicon.ico) of the URL you entered), and **Reset Icon** (Resets to the standard password icon of **Password Depot**).
- **Protocol:** Choose among one of four options for the connection protocol (ssh, telnet, rlogin, or raw).
- **Host:** Please enter the host's address.
- **Port:** Enter the server's port number through which you want to communicate.
- **User:** Enter the password's user name.
- **Password:** Enter the password.
- **Show/Hide password** (eye icon to the right): Changes whether the password is shown or hidden (and represented by dots).
- **Key file:** Please enter your key file's path, either by typing or left-clicking on the right folder icon.
- **Key password:** Enter your key's password.
- **Show/Hide password** (eye icon to the right): Changes whether the password is shown or hidden (and represented by dots).
- **Category:** Categories help you to structure your passwords.
- **Importance:** Select the level of importance for your password.
- **Expires:** You can use this option if you want to be reminded about changing your password. You can either enter a date when the password will expire or click on the **Extend** button next to the date field, to select how long the password will be valid.
- **Tags:** You can enter additional tags/keywords for your PuTTY entry here. This option will help you to further filter and structure your database's entries.
- **Comments:** Add any further comments about the new password.

Click **OK** to save changes, or **Cancel** to close the window without saving changes.

NOTE: In this dialog box, you may use the [virtual keyboard](#). This feature is situated in the lower left-hand corner of the dialog box.

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Add/Modify Entry - Credit Card

To add new Credit Card entries, click on **Edit > New > Credit Card**. The new entry will be saved in the currently opened folder (shown in the **navigation area** on the left-hand side).

In the dialog **General**, you can enter the following data (all entries apart from the description are optional):

- **Description**: Enter a description for the new Credit Card entry. The description is the name that will be displayed in the password area window.
- **Change icon** (button to the right of Description): To change the icon for a password, click on **Change icon** to the right of the description. If you left-click on the icon, the [Select icon](#) window opens. If you right-click on the icon, you can choose among three options: **Select Icon...** (guides you to the [Select icon](#) window), **Load from URL** (using the standard icon (favicon.ico) of the URL you entered), and **Reset Icon** (Resets to the standard password icon of **Password Depot**).
- **Card Type**: Select the type of credit card you are entering.
- **Card Holder**: Enter credit card owner's name.
- **Card Number**: Enter credit card number.
- **Expires on**: Indicate credit card's expiry date.
- **Security Code**: Enter credit card's security code.
- **Show/Hide code** (eye icon to the right): Changes whether the code is shown or hidden (and represented by dots).
- **Service Phone**: Enter the telephone number of the credit card company.
- **Service URL**: Enter your bank's URL. You can choose between the following input options (from left to right): typing, browsing through your folders, and opening in your standard browser.
- **Additional Code**: Enter, if needed, supplementary code.
- **Additional Information**: Enter, if needed, supplementary information.
- **PIN**: Enter, if applicable, your credit card's PIN.
- **Show/Hide PIN** (eye icon to the right): Changes whether the PIN is shown or hidden (and represented by dots).
- **Comments**: Enter, if needed, supplementary information.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

Apart from the present entry tab, the following tabs are available:

- **Additional**
- **History**

NOTE: In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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Add/Modify Entry - EC Card

To add new EC Card entries, click on **Edit > New > EC Card**. The new entry will be saved in the currently opened folder (shown in the **navigation area** on the left-hand side).

In the dialog **General**, you can enter the following data (all entries apart from the description are optional):

- **Description:** Enter a description for the new EC Card entry. The description is the name that will be displayed in the password area window.
- **Change icon** (button to the right of Description): To change the icon for a password, click on **Change icon** to the right of the description. If you left-click on the icon, the [Select icon](#) window opens. If you right-click on the icon, you can choose among three options: **Select Icon...** (guides you to the [Select icon](#) window), **Load from URL** (using the standard icon (favicon.ico) of the URL you entered), and **Reset Icon** (Resets to the standard password icon of **Password Depot**).
- **Card Holder:** Name the EC card's owner.
- **Account Number:** Enter the number of your bank account.
- **Bank code number:** Enter the code which identifies your bank.
- **Bank Name:** Enter the name of your bank.
- **BIC:** Enter the BIC code of the bank for international transfers.
- **IBAN:** Enter the IBAN code of the bank for international transfers.
- **URL:** Enter the address for online banking. You can choose between the following input options (from left to right): typing, browsing through your folders, and opening in your standard browser.
- **Login:** Enter your user name for online banking.
- **Password:** Enter your corresponding password for online banking.
- **Show/Hide password** (eye icon to the right): Changes whether the password is shown or hidden (and represented by dots).
- **Card Number:** Enter your EC card's number.
- **Service Phone:** Enter your bank's telephone number.
- **Legitimacy ID:** Enter, if applicable, additional ID code for online banking.
- **PIN:** Enter EC card's PIN number.
- **Show/Hide PIN** (eye icon to the right): Changes whether the PIN is shown or hidden (and represented by dots).
- **Expires on:** Indicate EC card's expiry date.
- **Comments:** Enter, if needed, supplementary information.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

Apart from the present entry tab, the following tabs are available:

- **Additional**
- **TANs**
- **History**

NOTE: In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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Add/Modify Entry - Identity

To add new identity entries, click on **Edit > New > Identity**. The new entry will be saved in the currently opened folder (shown in the **navigation area** on the left-hand side).

In the dialog **General**, you can enter the following data (all entries apart from the description are optional):

- **Description:** Enter a description for the new identity entry. The description is the name that will be displayed in the password area window.
- **Change icon** (button to the right of Description): To change the icon for a password, click on **Change icon** to the right of the description. If you left-click on the icon, the [Select icon](#) window opens. If you right-click on the icon, you can choose among three options: **Select Icon...** (guides you to the [Select icon](#) window), **Load from URL** (using the standard icon (favicon.ico) of the URL you entered), and **Reset Icon** (Resets to the standard password icon of **Password Depot**).
- **Account Name/ID:** Enter an account name or another form of ID here.
- **First/Last Name:** Enter the name of the person here.
- **Email Address:** Enter the email address here.
- **Web Site:** Enter the URL of a linked website into this field. You can choose between the following input options (from left to right): typing, browsing through your folders, and opening in your standard browser.
- **Birth Date:** Enter the birth date of this identity/contact here.
- **Company:** Enter the company name here.
- **Street/House number:** Enter some postal address information here, for example a street and house number.
- **Address 2:** Enter further address information here, if applicable.
- **City:** Enter the name of the city here.
- **State (Province):** Enter a state, province, or district here.
- **ZIP:** Enter the postal code of the city here.
- **Country:** Enter the country here.
- **Phone/Mobile/Fax:** Enter the telephone, mobile, and fax numbers here.
- **Category:** Categories help you to structure your passwords.
- **Comments:** Enter some additional data here

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

Apart from the present entry tab, the following tabs are available:

- [Attachments](#)
- [History](#)

NOTE: In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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Add/Modify Entry - Information

To add new information entries, click on **Edit > New > Information**. The new entry will be saved in the currently opened folder (shown in the **navigation area** on the left-hand side).

In the dialog **General**, you can enter the following data (all entries apart from the description are optional):

- **Description:** Enter a description for the new information entry. The description is the name that will be displayed in the password area window.
- **Change icon** (button to the right of Description): To change the icon for a password, click on **Change icon** to the right of the description. If you left-click on the icon, the [Select icon](#) window opens. If you right-click on the icon, you can choose among three options: **Select Icon...** (guides you to the [Select icon](#) window), **Load from URL** (using the standard icon (favicon.ico) of the URL you entered), and **Reset Icon** (Resets to the standard password icon of **Password Depot**).
- **Category:** Categories help you to structure your passwords.
- **Content:** Enter some text you want to save here. You can format your text using the buttons below.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

Apart from the present entry tab, the following tabs are available:

- **Attachments**
- **History**

NOTE: In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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Add/Modify Entry - Encrypted File

Password Depot offers the possibility to encrypt external files with the secure algorithm AES 256 Bit. The password which you need to decrypt the file afterwards can be stored within your database.

There are four ways how you can create an entry for an encrypted file:

- Click on **Edit > New > Encrypted file.**
- Encrypt a file via **Tools > Encrypt external files.**
- Select **Password** on the toolbar, click on the right-hand down-arrow button and choose **Encrypted file.**
- Right-click on a file in the Windows Explorer and click on **Password Depot 14 > Encrypt** (this will automatically take you to **Password Depot**).

In the dialog window **General** (shown after the first and third options), the following functions are available:

- **Description:** Enter a description for the new encrypted file entry. The description is the name that will be displayed in the password area window.
- **Change icon** (button to the right of Description): To change the icon for a password, click on **Change icon** to the right of the description. If you left-click on the icon, the **Select icon** window opens. If you right-click on the icon, you can choose among three options: **Select Icon...** (guides you to the **Select icon** window), **Load from URL** (using the standard icon (favicon.ico) of the URL you entered), and **Reset Icon** (Resets to the standard password icon of **Password Depot**).
- **Password:** Enter a password for the encrypted file.
- **Show/Hide password** (eye icon to the right): Changes whether the password is shown or hidden (and represented by dots).
- **Category:** Categories help you to structure your passwords.
- **Importance:** Select the level of importance for your password.
- **Comments:** Enter, if needed, supplementary information.

On the second tab **Files**, you have the following options:

- **Files:** Shows a list of encrypted files belonging to the selected entry. They are ordered by/can be ordered by Name, Path on Disk, Last modified, and Size.
- **Add file:** Allows you to add an encrypted file (*.pwde) to the list.
- **Delete file:** Removes no longer needed files from the list.
- **Decrypt file:** Select a file from the list and click on Decrypt file to decrypt the file with a saved password.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

NOTE: Encrypted files are always saved and deposited on your own data storage medium, whereas Password Depot's database **only** contains the password and link to the encrypted file. If you delete the file from your computer, e.g. via Windows Explorer, you will no longer be able to access it. In contrast to this, the entry type **Document** saves your file directly within Password Depot's database, i.e. documents are **part** of your Password Depot database.

NOTE: In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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Add/Modify Entry - Document

You have the possibility to enter your documents in Password Depot. The documents will thereby be added to your encrypted database. To create a new entry for a document, click on **Edit > New > Document**.

When you add a new document, you must select the file first.

The following fields are filled in automatically after file selection and cannot be edited:

- **Document:** The name of the file.
- **Type:** The type (file name extension) of the file.
- **Size:** The size of the file.
- **Modified:** [Date/Time] of the last change.

The following fields are also available:

- **Original path:** The original path of the file. With **Erase**, you can, if desired, delete the original file irrevocably from your hard drive.
- **Default folder:** The default folder for actions with this file (e.g. export). You may either type or click on the right-hand folder icon to set a path.
- **Category:** Categories help you to structure your passwords.
- **Comment:** Enter further information, if applicable.

The following functions are available at the bottom of the tab:

- **View:** Displays the file with the application linked in Windows.
- **Edit:** Opens the file with the application linked in Windows.
- **Import:** Import the file again, e.g. from another source.
- **Export:** Save the file on a data carrier.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

NOTE: The **Document** entry type stores a file directly within Password Depot, i.e. documents are **part** of your Password Depot database. The entry type **Encrypted file**, on the other hand, is always stored on your data carrier and stored in the database of Password Depot are **only** the password and the link to the encrypted file. If you delete the file from your computer (for example, using Windows Explorer), you can no longer access it.

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Add/Modify entry - Tab URLs

When you add or modify a password entry in Password Depot, you can modify both its default URL and link it to other URLs, too. To so do, please open the tab **URL** in the windows for adding/modifying an entry.

Default URL/File

Enter the URL of a website or the path of a file you would like to use with this entry.

NOTE: This field doesn't support wildcards (*). In order to add masks with wildcards, use the list below this field.

Associate the entry with following URLs and Templ

Below, you can associate the selected entry with other URLs that use the same login data. In this way, you do not need to make separate entries for each of these URLs anymore.

EXAMPLE: For instance, the same password and user name might be used on the websites `http://forum.example-url.com/log/` and `http://example-url.com/login.htm`.

In the URL dialog window, you have the following options:

- **Add:** Adds a URL that uses the same login data as the selected entry's URL and that you would therefore like to link to the entry's default URL.
- **Delete:** Deletes an URL selected in the window.
- **Clear:** Deletes all URLs shown in the window.

NOTE: Since most websites use URLs with `www.` (e.g. `www.example.com`) and without it (e.g. `example.com`), masks like `*example.com*` work best.

Add URLs

When you add URLs, you can either enter precise URLs or use masks for them. In such a URL mask, several characters can be replaced by a specific single character. In Password Depot, this replacing single character is represented by an asterisk (*) that can be placed at the beginning and/or end of a URL.

EXAMPLE: `http://www.example-url.com/*` includes both `http://www.example-url.com/forum/` as well as `http://www.example-url.com/login.php`.

EXAMPLE: `*example-url.com*` includes all possible sites of this domain.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

NOTE: In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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Add/Modify entry - Tab Custom Fields

Custom Fields allow you to create your own customised fields for entries, and to define their values.

You can add custom fields to your password entry by going to the **Custom Fields** tab while [adding](#) (**Edit > New**) or [editing](#) (**Edit > Properties**) a password entry.

Here, you are shown a list of all existing custom fields. The columns of the list are labelled:

- Name
- Value

In the lower part of the tab **Custom Fields**, you will find six buttons for working with customised field:

- Click **Add field** to create a new field. To do this, you have to enter a name for the field and the value which the field should have.
- Click **Edit field** to change the value or the name of a field.
- Click **Delete field** to erase the selected custom field from the list.
- Use **Move Up** and **Move Down** to change the order of your custom fields, e.g. to find certain passwords more quickly on the top bar.
- If you uncheck the option **Mask Values**, you will be able to see the unmasked values you entered for each field.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

See also: [global custom fields](#)

NOTE: In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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Add/Modify entry - Tab History

On the **History** tab, you can see how a password has developed and changed in case there was a data loss or you have accidentally overwritten an entry.

Here, you see a list of all changes that have been made for a password.

- Clicking **View Differences** will show you all differences between two versions of a password in detail.
- Via the **Delete** button, you can erase an item from the history list.
- **Restore** will take the password back to the selected state.
- At **Changes history**, you can decide whether you want to keep a history for the respective password or not. By default, the global settings you set in the options will be applied.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

NOTE: In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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Import/Export Entries

The **Import** and **Export** functions allow you to import passwords from an external file or to export the current database to an external file. These functions (on the **Tools** menu) are especially useful for the interaction between **Password Depot** and [other password managers](#).

By clicking on the respective functions, you will find detailed information about **exporting** and **importing** passwords with **Password Depot**.

NOTE: Your database is a highly confidential document. Make sure that no other person gains access to the list. Store the list in a secure location.

WARNING: If you export your database, it will be saved on your hard drive - in unencrypted form!

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Exporting entries

The content of the opened database can be exported through **Tools > Export**.

Supported Formats

Databases can be exported into the following four formats:

- **XML** (Extensible Markup Language)
- **CSV** (file with entries separated by comma)
- **TXT** (text file)
- **HTML** (Hyper Text Markup Language)

To export a file into one of the first 4 formats, click on **Tools > Export > Export wizard**.

WARNING: The first four file formats (XML, CSV, TXT, HTML) do not support encryption. Anyone with access to those files can read their content.

To export a file into the outdated PSWX format, click on **Database > Save As** and select this file type.

NOTE: PSWX files are encrypted with a master password defined by the user.

NOTE regarding .csv file: Everz .csv file contains one password per line. Up to nine fields are assigned to each password in turn, separated by comma: Description, Importance, Password, Last modified, Expiry Date, User Name, URL, Comments, and Category.

How to export

Before you can export the content of the file, you need to authenticate yourself first, entering your master password.

Afterwards, you can define the following:

- **Export format:** Select the format in which you want to export the content.
- **Target file:** Click on **Browse...** in order to define the storage location and the file's name.

Click on **Next** to continue.

Now select what you want to export.

TIP: If you choose **Selected entries in**, there are further convenient commands/functions at your disposal, accessible through right-clicking within the list (e.g. Check All, Uncheck All etc.).

Now select what you want to export. Click on **Next** again and then **Finish** to complete the export. For .csv files, you can select or deselect the above mentioned fields assigned to the password in an intermediary step.

NOTE: In this dialog box, in the beginning, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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Import Wizard

With **Password Depot**, you can both import passwords from external files and export them into an external file. These functions are to be found on the **Tools** menu.

Supported Import Formats

The software supports following file formats for importing passwords (**Tools > Import**):

- **XML** (Extensible Markup Language)
- **CSV** (file with entries separated by comma)
- **Password Depot Format** (.pswe and .pswd as well as older versions and backups)
- **TXT** (text file)

Import process

To launch the import wizard, you have to enter your **master password** first. Then, you are asked for the following information:

- **Import format:** Format of the file you wish to import.
- **Source file:** Click the button **Browse...** to select a source file that should be imported.
- **Target folder:** In the drop-down list, select a target folder into which the passwords are to be imported.

Click the **Next** button to continue, and then **Finish** to complete the process.

NOTE regarding the Enterprise Server: The **Import** function cannot be executed while you are connected to the server. If you would like to import passwords, please contact the administrator. They then have to open the database into which the passwords are to be imported via **Password Depot Client** as a local copy (via **Database > Database Manager > Local System**). Only on the client, the **Import** function is available. Now import the desired passwords, save the file and finally add it back to the server or save the file directly on the server directory.

NOTE: In this dialog box, in the beginning, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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Import Wizard - CSV File Import

This page of the import wizard is used to adjust parameters for importing passwords from a CSV file.

If the source file was created using the same version of **Password Depot**, you can accept the standard values of the wizard. If the source file was created using another version or another software altogether, you have to check or define the following field assignments:

- **Delimiter:** This is a character used in CSV files to separate values, the most frequently used symbols being ';', ',' or ' ' (blank).
- **Text qualifier:** This is a symbol used to group complex strings; the most often used symbol is '"' (double quotation marks).
- **Available Fields:** If the source file is not empty and the **delimiter** and **text qualifier** are specified correctly, this list contains values from the first row of the source file.
- **Assign target and source fields:** This list is used to establish correspondence between values in the source file and the relevant fields used by Password Depot. To assign a source field to a target field in **Password Depot**, select a value from the **Available Fields** list on the left and the relevant target field from the list on the right and click the >> button. To remove a relation, select an item from the right list and click the << button.

If the first line of the CSV file contains the field description ("First line contains field names"), please check this control box to exclude the first line from the import process. Subsequently, the depiction in the wizard will be updated.

To continue, click the **Next** button.

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Import Wizard - Import from other password managers

Importing passwords from one password manager to another (e.g. KeePass, 1Password etc.) may prove to be a very tedious task in case you have to do this manually and must transfer each password individually.

If you import passwords into **Password Depot**, however, the import wizard (via **Tools > Import**) will help you. First, you have to export your passwords contained in the other password manager into a .csv or .xml file, then you can import this file via the import wizard into **Password Depot**.

Example Import from KeePass

If you want to import KeePass data into **Password Depot**, please first export this data into CSV format.

The KeePass CSV file contains only the main fields "Account", "Login", "Name", "Password", "Web Site" and "Comments".

In **Password Depot**, click **Tools > Import** and choose the exported CSV file.

On the next page enter a comma "," as delimiter. Now you will see all available fields from the KeePass file in the left column.

Please assign them as follows:

1. Click the field **Account** in the left panel.
2. In the right panel choose the corresponding **Password Depot** field, which is **Description**.
3. Now click the icon **>>** to make the assignment.

Proceed with the remaining fields as follows:

- Login Name -> User Name
- Password -> Password
- Web Site -> URL
- Comments -> Comments

After that, check the option **First line contains field names** and click the **Next** button.

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Import Wizard - Import Completed

This page displays the results of the import process and the number of processed items.

To insert the imported passwords into the database, click the **Finish** button.

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Clean-up Password Entries

Using the **Clean-up** function on the **Tools** tab, you can see at one glance all of the passwords which you have not used for a long time or which have expired. Additionally, you can directly delete those entries which you no longer need.

NOTE: Make sure that your database is up-to-date; unused and/or expired entries only overload the program unnecessarily.

To find passwords, six options are available:

- **Show entries expired before:** Shows all passwords which have expired before the day you have selected.
- **With attachments, bigger than (KB):** Shows all passwords which have an attachment bigger than the number of KB you entered. This option allows you to quickly find big attachments which might cause delays in loading your database.
- **Entries not used after:** Shows all passwords which have not been used since the day you have selected.
- **Never used entries:** Shows all passwords which you have never used since you created them.
- **With History:** Shows all passwords for which "Keep change history" has been set previously.
- **With custom icon:** Shows all passwords which have been customized by the user.

After you have set the desired filter options, you will see all passwords which meet the criteria you have chosen. Additionally, there is corresponding information (e.g., Expiry Date and Frequency of Use) displayed in the list.

For the clean-up of the displayed passwords, four options are available:

- **Delete History:** Deletes Change history of the selected passwords.
- **Delete Attachments:** Deletes attachments of the selected passwords.
- **Reset Icon:** Resets the standard icons of the selected passwords.
- **Delete:** Deletes all passwords which you have selected in the list.

NOTE: Deleted passwords will be moved to the [Recycle bin](#).

Click on **Close** to complete the process.

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Delete Password Entries

The **Delete** function on the **Edit** tab (Ctrl+Del) or the button of the same name on the toolbar clear both password entries and (sub)groups.

Whenever you choose to delete passwords or groups, you will be asked if you are sure that you want to proceed. This way you cannot delete passwords or groups by mistake.

NOTE: Note that if you delete a group, all its passwords and **subgroups** will **also** be **deleted**.

NOTE: Deleted entries are moved to the **Recycle bin** and can be restored from there.

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Recycle Bin

Password Depot features a **recycle bin** into which deleted password entries are moved.

You can find the bin in the main view in the navigation area, the latter being by default placed on the left-hand side.

By left-clicking onto the **recycle bin** symbol, a new tab with the same name opens. Under this tab, you will see a list of all deleted entries and have the following options (either by right-clicking on the entire recycle bin or selected entries):

- **Empty recycle bin:** Permanently deletes all entries contained in the bin. In order to delete only a *single* entry, right-click this item and choose **Delete**.
- **Restore all:** Restores *all* deleted entries to their original places.
- **Restore:** Restores only those entries that are selected from the list.

NOTE: If you have **mistakenly deleted** an entry, quit the program without saving the file. The next time you open the program, the entry in question will again be in the recycle bin and you can now restore it. In case you have activated the option for **automatically saving** the database upon quitting the program, you may need to refer to backup copies of your file. These are, by default, saved here: C:\Users\<<USERNAME>\Documents>Password Depot\Backup.

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Search Entries

The **Search** function (Ctrl+F, on the bar to the right of the toolbar and above the password area, always visible in the main window) allows you to search for password entries within the currently opened database. Alternatively, click on **Search > Search**.

To search for a specific entry, enter a search term into the search field. Password Depot will look for the information while you enter it and display live search results.

Within the menu **Search > Advanced Search** (Ctrl+Alt+F), you find a feature that allows you to look for entries based on a number of criteria (e.g. Description, User name, URL, Comments, Tags, Modified after, Expired after, Category, Importance etc.). Once you have set your criteria, please click on **Start search**.

In the "Search" menu you can also find the option **Search and Replace** (Strg + R).

NOTE: If you do **not** have **any information** regarding a certain search criterion, simply leave this field empty. The empty field will not be taken into account by the search algorithm.

NOTE: If you only have **partial information** about one of the search criteria, you can enter this information as well. The search algorithm takes into account any possible matches.

Furthermore, you have the following options:

- **New Search:** If you click on this button, the last search will be cleared and you are able to start a new one.
- **Close:** Allows you to exit the present search process.

If you would like to **directly work** with a found password, e.g. modify it or copy it to the clipboard, simply right-click on this password. A list of available actions will appear.

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Search and Replace

The **Search and Replace** function (Ctrl+R) on the **Search** menu allows you to search the entire database for the occurrence of one string of characters and replace it with another.

- **Search for:** Enter the character string you are searching for and which you then replace.
- **Replace with:** Enter the new string.
- **Folder:** Select the directory from which the search should start.
- **Search in:** Restrict the fields in which you want to search.

Search options and display of search result can be refined even further, e.g. for lowercase/upercase spelling etc.

WARNING: This operation cannot be undone.

See also: [Search Entry](#)

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Sort Entries

Entries can be sorted by clicking on **View** > **Sort by**. See [Customize appearance](#) for further information.

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Print Entries

Password Depot offers you the possibility to print passwords. This function can be found on the **Database** menu (**Database > Print**, or Ctrl+P).

Before you can print, you need to enter your master password. This ensures that no unauthorized third party is trying to get a print copy of your passwords. Having entered your master password, the print window opens.

After having entered your master password you will see the **print preview** of the list of passwords or database that is to be printed subsequently. Via the arrow buttons, you can switch between the single pages. By clicking the button **Print**, you start the printing process.

With the buttons **- and +** you can change the scale of the page to be printed, e.g. down to 50% of the original. With the **Export to PDF** button, you can create a PDF file with your passwords.

Content

On the **Content** tab (in the middle), you can determine what exactly you want to print. At the top of this dialog, you can define if you want to print **All passwords** in your file or a specific group only (**Selected passwords**). For the latter, choose a group or database from the drop-down list to select this group or database and check the option **Include sub-folders** if you want to print any folders included in that group or database as well. You can uncheck specific passwords if you want to exclude them from being printed.

To get a better overview of the passwords inside the group, you can sort them ("Ordered by"). Use the **Check All** and **Uncheck All** buttons to select all passwords or to remove their selection.

Below you can select which fields of your entries you want to print. If you uncheck any of the available fields, they will not be printed for any of the selected passwords or entries. By default, the program also prints the number of attachments (although not the attachments themselves).

NOTE: The field **Description** is necessary and cannot be deselected.

Layout

The print layout of a database can be changed on the **Layout** tab to the right.

At the top, you can enter a **Title** for the print-out.

In addition, you can choose either **Portrait** or **Landscape orientation** for the printed page.

If you would like to define **Margins** - e.g. in order to hole-punch the sheet - please indicate the margins at the four sides in millimeters.

At the bottom of the dialog, you can change the **Font type, style,** and **Font size** of the **Title**, of the **Folders** and of the **Entries**. Simply click the corresponding box and make your changes in the dialog **Click here to change the font.** that opens.

To see the result of the changes you made, you can return to the **Print Preview** tab.

To print your passwords, simply click on the **Print** button available on each tab.

NOTE: Your password printout is a highly confidential document. Make sure that **no other person gains access** to the list and store it in a secure location.

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Synchronize Entries

The **Synchronize databases** function at the **Tools** tab can be used to compare two databases and update them, for example if you have a second copy of your file on a USB device or on a server.

First, select the file with which you would like to compare the currently opened file and click **Open**. Next you have to enter the master password for the second file.

Now you are shown an overview of all differences.

On the left-hand side, you see the file with which you are synchronizing your current file ("External File"). On the right side you have the currently opened one ("Current File").

To ensure that you can compare the two files, you are shown the **size of each file** ("size") and the **date of the last change** ("Last modified").

The entries are divided into three categories: **Not existing entries**, **Different entries** and **Identical entries**.

Next to each password which has been changed, you are shown the date of the last modification, so that you can decide which version you would like to use in both files. To be able to see details of the changes, select the according password and right-click it to [View differences](#).

You can transfer entries from each file to the other or substitute one password with the other. Alternatively, you can erase entries or skip this password to change neither one. All of these options can be found in the middle between the entries. Select the desired option from the drop-down list. In the bottom left-hand side corner, you will be offered, if available, **Recommended Actions**.

Then, click **Synchronize** to apply all of the chosen changes.

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Organize Entries in Folders

You can (and should) create **folders** in Password Depot, to better organize your passwords. For this purpose, on the left-hand side navigation area, right-click on the name of a main folder and select **New**. Assign a meaningful name to the new folder and, if necessary, repeat this process to create further sub-folders.

You can move a password entry to another folder by selecting it/clicking on it and dragging it whilst keeping the mouse button pressed down.

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Categorize Entries

In **Password Depot**, you can assign self-chosen categories to passwords, e.g. when [adding a new entry](#) or [modifying an existing entry](#).

To edit the categories, go to the **Edit** menu and choose **Categories**.

Use the following command buttons to edit the categories list:

- **Add**: Adds a new category to the list.
- **Delete**: Deletes a selected category.
- **Replace**: Renames a selected category.
- **Clear**: Deletes all categories from the list.
- **Load from File**: Loads categories from a file.
- **Save to File**: Saves the selected category within a file. This function is ideal if you are using *different* databases and, within these, would like to have the *same* categories, without having to manually edit each file's categories. In this case, you can simply save the categories in a file and then load it within a different database, via **Load from File**.

Once you have edited the categories, click **OK** to apply the changes.

NOTE: The buttons **Add** and **Replace** only become active and thus usable after you have entered characters into the entry field above.

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Key Shortcuts

To quickly access the most important functions of **Password Depot**, use the following key shortcuts:

Function	Shortcut
Application Restore/Minimize	Ctrl + Alt + P
Top bar Mode/Minimize	Ctrl + T
Favorites	Alt + C
Database Manager/Open Database	Ctrl + Alt + O
Save Database	Ctrl + S
Save Database as ...	Ctrl + Alt + S
Print Database	Ctrl + P
Close Database	Ctrl + W
Backup now	Ctrl + B
Lock	Ctrl + L
Exit	Alt + F4
Add Password ...	Ctrl + Ins
Modify Password ("Properties")	Ctrl + M
Delete	Ctrl + Del
Database Properties	Ctrl + I
Copy password to clipboard	F2
Copy user name to clipboard	F3
Copy URL to clipboard	F4
Open URL in Primary/Standard Browser	F5
Auto-completion	F6
Select all	Ctrl + A
Auto-complete sequences	Ctrl + Q
Search	Ctrl + F
Advanced Search	Ctrl + Alt + F
Search and Replace	Ctrl + R
Options	F10
Program help	Ctrl + H
Program help for specific functions	F1

NOTE: Password Depot's keyboard shortcuts listed above are fixed and cannot be changed by users.

There are two further global shortcuts, which also function outside of Password Depot. You can define them individually in the program options. Please consult the topic [Options -General](#), under the heading **System-wide Hot Keys**.

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Open URL

The **URL** function can be found in the [Password menu](#) or the menu **Entry > Open URL**. This function opens a new Web browser session and goes to the URL address of the selected password.

You can always change a password's URL from the Properties ([Modify password](#)) dialog box.

NOTE: This function for opening the URL is only available if a password is selected from the database!

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Copy Information to Clipboard

The **Copy to clipboard** function moves information (e.g. password and user name) to the clipboard.

These functions can be found in the [Password menu](#) and also in the top bar.

The options are only active if a password is selected from the list.

- **User name:** Copies the user name of the selected password to the clipboard.
- **Password:** Copies the selected password to the clipboard.
- **URL:** Copies the selected password's URL address to the clipboard.
- **TAN:** Copies the selected entry's TAN to the clipboard.
- **Custom fields:** Copies the selected entry's custom fields to the clipboard.

In order to define after how many minutes the information copied to the clipboard will be deleted, open the **Options** dialog box (under the **Edit** menu) and select the tab **Clipboard**.

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Ignored Websites

This dialog shows you all websites that are currently ignored by the browser add-ons.

You can open this dialog by going to **Database > Database Properties > General > Ignored websites > Edit websites**.

- **Add:** Add a site to this list of ignored web sites, enter the URL into the text field above **Add** and then click the button. Alternatively, you can click **Ignore** after you have filled in a new log in and the program asks you if you would like to save this new password entry.

NOTE: The button **Add** will be activated (recognizable by the button's change in color from grey to black) only after you entered at least one character into the text field for ignored websites.

- **Delete:** Erases the selected URL from the list of ignored websites.
- **Replace:** Replaces the selected URL from the list with the URL from the text field below it.
- **Clear:** Clears the entire list of ignored websites.
- **Load from File/Save to File:** Saves the ignored website to a file or loads a website from a file.

NOTE: If you included a website here, you can still fill in its data via the [auto-complete](#) function.

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Auto-completion

You can set Password Depot to automatically fill in web forms for you - with your user name, password and any other eventual log-in data. To do so, there are two options:

1. the **Auto-complete** function (lightning symbol in the top bar)
2. the [browser add-ons](#).

Differences between Auto-complete Methods

Auto-Completion	Browser Add-ons
Accessed in the program itself (lightning symbol in the top bar)	Separate module; accessed via browser
Launched manually by user	Launched automatically
Process: User clicks on lightning symbol (top bar); software fills in the log-in data that is saved for the password entry selected from the list	Process: User opens URL; add-on compares opened URL with URLs saved in the database; if it finds a corresponding URL, it fills in the log-in data linked to this URL
Condition: There is a auto-complete sequence saved for the password entry in question	Condition: The opened website is not ignored by the add-ons

Below, the **auto-complete** function will be explained. For details on the [browser add-ons](#), please click [here](#).

Auto-complete Function

To fill in a Web form automatically, please perform the following steps:

1. Switch the program into the top bar mode.
2. Select a password from the list.
3. Click the **Auto-complete Form** button (lightning symbol).
4. A window opens at the top right, informing you about the next steps and indicating that the program is now in the **auto-complete mode**.
5. Click the first field of the log-in you want to fill out. Now **Password Depot** automatically completes the fields of the window.
6. If you would like to cancel the auto-complete action, click on **Cancel auto-complete mode** in the window that had opened upon your click on the flash symbol.

NOTE: The **order** in which data relating to a password is automatically entered can be set in the [Auto-complete sequences](#) dialog box.

NOTE: The auto-complete function is only active and usable if a password has been **selected** from the database - and an **auto-complete sequence** set for it.

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Auto-complete Sequences

An **auto-complete sequence** is the order in which the fields of a Web page will be filled in with your user name, password and other commands (like **TAB** and **ENTER**). You can find out the right auto-complete sequence for a password by visiting its URL address and looking for the completion order of user name and password.

The **Auto-complete sequences** function can be accessed in two ways:

- via **Edit > Auto-complete sequences** (Ctrl+Q)
- in the dialog boxes **Password (Add Entry)** and **Properties (Modify Entry)**, in both cases on the **Additional** tab.

The **Auto-complete sequences** window includes the default auto-complete sequence of **Password Depot**. You can add new sequences and remove or review your old sequences.

- **Add:** [Creates](#) a new sequence.
- **Edit...:** [Modifies](#) the selected sequence.
- **Delete:** Deletes the selected sequence if you no longer need it.
- **Clear all:** Removes all custom sequences from your list, leaving only the default sequence.

EXAMPLE: You would like **Password Depot** to fill in automatically a web form that consists of **two web pages**. For instance, on the first web page, you enter your client number, on the second page, you enter your user name and password.

In this case, you would do the following:

- Create a **custom field** for the client number which you call e.g. "Client Number."
- Create a corresponding **auto-complete sequence**. To do so, imagine the steps the program has to take:
- First, the software enters the client number (<Client Number>),
- then it 'jumps' to the enter button (<TAB>),
- it presses this button (<ENTER>);
- on the second web page, the program enters the user name (<USER>),
- it 'jumps' to the next entry field (<TAB>),
- enters the password (<PASS>),
- finally presses the enter button (<ENTER>).
- This results in the following auto-complete sequence: <Kundenummer><TAB><ENTER><USER><TAB><PASS><ENTER>

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Clipboard Monitor Alert

This dialog box is shown when **Password Depot** is about to move sensitive data to the clipboard and detects that an unknown application monitors changes to the clipboard, using clipboard viewer technology.

NOTE: This does not automatically mean there is a real threat or infection. It is mainly a notification that you should investigate.

Password Depot can 'mask' the changes it makes to the clipboard from other clipboard viewers but it cannot guarantee 100% that your PC is clean from any clipboard monitors. Click on the **Protect** button to proceed with 'masking' the changes to the Clipboard. Note, **Password Depot** can detect only certain types of keyboard viewers and cannot replace a full-featured anti-spyware program.

If you are sure that the detected program is safe and eligible to read the data **Password Depot** copies to the Clipboard, click the **Ignore** button, otherwise click **Cancel** and try to find out more about the detected program or process.

When this dialog box shows, you have four options:

- Click the **Protect** button if you would like that the program proceeds to mask its changes in the clipboard.
- Click the **Ignore** button if you are sure that the detected program does not pose any risk and is thus eligible to read the data which **Password Depot** has put to the clipboard.
- In case of doubt, click **Cancel** to find out more about the detected program or process.
- Check the box **Save Selection** if you want that the program applies the option you have now selected to all future actions.

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Advanced Password Generator

With the Advanced Password Generator, you can generate a random password and define exactly which characters it contains. In addition, you can save these settings as a template and use them for any other password which you later create with this password generator.

You can use the Advanced Password Generator when you add or modify a password entry. In the dialog window for adding or modifying an entry, click on the small **gear wheel symbol** (usually on the right-hand side), labelled **Generate**. A dialog window will open, in which you then switch to the tab **Advanced**.

Template

First of all, select a **Template** from the list:

- **Custom password settings:** Allows you to create your own password template. You can save it under a name of your choice by clicking the **Save** button to the right. The next time you create a password, this template will also be shown in the drop-down list for templates. To delete a template you no longer need, select this template on the list and click the **Delete** button on the right-hand side.
- **Default settings for new passwords:** Applies the software's default template for generating passwords.
- **Deduce settings from the current password:** If you are currently modifying (and not adding) an existing password, the program will automatically choose this option which adopts the existing entry's settings for the new password.

Password settings

Here, you can define the characters the password should consist of:

- **Use only following characters:** Enter some characters here, from which your password should be created. For instance, if you enter "abcdef" into this field, the generated password will contain only these six characters.
- **Use the following character types with relative frequencies:** Check all the characters types which the password should contain, for example Lowercase, Numbers and Special characters. Using the slider next to each type, you can set a percentage which indicates how frequently the selected character type will be used for the password. Via **Custom**, you can enter some characters like umlauts, which you would also like to be part of your password.

NOTE: Because UTF-8 is too extensive (64.000 characters), only the first 256 ASCII characters are supported.

- **Use at least one character of each type selected above:** Select this option to ensure that at least one character from every type is used for the password. For example: If you select uppercase letters, numbers and special characters as types and check this option, the created password will contain at least one uppercase letter, one number and one special character, even if it is only five characters long.
- **Exclude similar-looking characters:** If you check this option, the password will not contain similar-looking characters like, for example, zero and the letter "O".
- **Exclude consecutive identical characters:** Select this option to avoid that the same character is used twice in a row in the password, for example ZZ.
- **Exclude strings from dictionaries:** Select this option to avoid using character strings that are included in dictionaries. Such sequences of characters or words can be remembered easily, but also belong to the most crackable passwords.
- **Password length:** Define the number of characters the password will consist of. You can select a number between five and 256.

Generator:

In this section, the password will be created and the quality assessed.

- Click the **Generate** button to create a password with the current settings.
- With **Tries to reach maximum password quality**, you can define how many passwords the password generator will try to get the best possible result with the settings given. A number between 300 and 500 is normally enough to get a satisfactorily secure password.
- **Password:** Here, the password generated by the password generator will be shown.
- **Copy** (button to the right): Allows you to copy the password to the clipboard, so that you can insert it in a

different location.

- **Show/Hide** (second button to the right): Allows you to see the password characters in clear text or in concealed form with dots, respectively.
- The **Password quality** is shown graphically on the one hand, but on the other hand there is also an approximate value showing you how long a hacker would need to crack your password. Thus, you will be able to better compare passwords in terms of their security.

Once you have created a password, click on **OK** (alternatively, click on **Cancel** to leave without saving). The newly generated password will then automatically be added to the **Password** field of your new or edited password entry.

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Partial Password Builder

Password Depot offers you a **Partial Password Builder**. To open it, select a password entry from your list and right-click on it, selecting **Partial Password**. Alternatively, click on **Entry > Partial Password**. Or, if activated, click on **Partial Password** on the top bar.

The partial password method is an authentication method for passwords, with the purpose of increasing protection against password theft. The method in question asks the user to insert certain characters of his passwords only, instead of entering all of them completely. As only a part of the password is always shown, this renders it more difficult to find out/intercept the password through common hacker techniques such as keylogging.

If you select a password entry and then open the Partial Password Builder, you will see four lines in the window:

- **Position:** The Builder assigns a number to each character of your password; the first character has the number 1.
- **Password:** Here, you will see your password. If the function **Hide Password** (below) is checked, the password's characters are represented by dots. Otherwise, you will see the password's characters themselves.
- **Select:** In this line, you can select certain characters of your password, by clicking onto the desired boxes and thereby placing a check mark within them.
- **Partial Password:** In this line, the partial password created by the Builder will be shown, according to the characters you had previously selected in the line above.
- **Hide Password:** If this function is checked, the password's characters are represented by dots. Otherwise, you will see the password's characters themselves.
- **Always on Top:** If checked, the window of the Partial Password Builder will be always at the front and visible.
- **Copy to Clipboard:** Copies the generated partial password to the clipboard.
- **Close:** Exits the Partial Password Builder and returns to the main window.

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Lock Password Depot

The **Lock** function is one of **Password Depot's** most important local security **features**: It allows you to safely leave **Password Depot** running on your computer without having to worry that someone else could take a look at your database.

Lock Password Depot

If you lock the program, this moves the application into the tray bar and in this way secures ('locks') it. The **Lock** function can be found at three places:

- on the **Database** menu, under **Lock** (Ctrl+L),
- on the blue toolbar, on the far-right side (lock icon).
- on the top bar, on the far-right side (lock icon).

Unlock Password Depot

To restore the application, you must enter the authentication method of the currently opened file - i.e. its **master password** and/or **key file**:

1. Click on the tray bar icon of **Password Depot**. Alternatively, simply select Password Depot from your normal program applications.
2. A window opens, asking for the file's authentication.
3. Enter the **master password** and/or select the path to the **key file**.

NOTE: If you have entered a **wrong** master password and/or selected a wrong key file, you will receive an "Invalid master password/key file" **error message**. The application will be locked briefly. Afterwards, you can re-enter the master password and/or re-select the key file.

4. Click on the **OK** button.

NOTE: As long as the application is locked, you **cannot perform any actions**: neither edit the currently opened list, nor add a new list, nor open a different list. This may seem annoying, but only this guarantees the highest security standard possible on your computer.

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Mobile Versions

You can also use **Password Depot** on mobile devices. Currently, we offer editions for the following mobile operating systems:

- Android
- iOS

Both editions are currently **free** of charge.

You can easily export your PC's database to use it on your smartphone.

To synchronize the file on your mobile phone with the one on the PC again later, transfer your file back to your PC, by using the **Synchronize databases** function on the **Tools** tab to detect any differences.

Operating System Android

1. Download the **Password Depot** app for Android via [Google Play](#) and install it.
2. Connect your mobile phone to your computer and transfer the .pswe file to the phone.
3. Start **Password Depot** Android Edition and load the file.

Please consult the [manual](#) for more information.

NOTE: If your smartphone uses an **Intel processor** chip, unfortunately Password Depot cannot be installed nor used on your device.

Operating System iOS

1. Download the **Password Depot** iPhone app via the [AppStore](#) and install it.
2. Start iTunes.
3. Connect the iPhone, go to the Apps tab and scroll until you reach the File Sharing section.
4. Select the **Password Depot** App and add the database on the right side.
5. Now you can use your database in the iPhone App.

Please consult the [manual](#) for more information.

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Command Line Parameters

You can start **Password Depot** using command line parameters. **Password Depot** supports the following command line parameters:

PasswordDepot.exe

PasswordDepot.exe [FileName.pswc] - Launches **Password Depot** and loads the database "FileName.pswc".

pdFileTools.exe

pdFileTools.exe <-encrypt|-decrypt|-erase> <FileName>

-encrypt: File encryption

-decrypt: File decryption

-erase: File deletion

<FileName> - File which contains the names of the working directory and the files to be processed.

The format of this file has to be as follows:

First line - full path to the current directory

Next lines - relative paths to all selected files

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Encrypt & Decrypt External Files

With **Password Depot**, you can easily encrypt or decrypt external files regardless of their format. The files will be encrypted with the safe algorithm AES 256-Bit.

You can find the corresponding functions **Encrypt external files** and **Decrypt external files** on the menu **Tools**.

Encrypt external files

With the function **Encrypt external files**, you can encrypt any file, using a password - so that no unauthorized third party can access your data.

To encrypt your files, proceed as follows:

1. From the **Tools** menu, select the option **Encrypt external files**.
2. In the dialog box that opens, select the file(s) you wish to encrypt.
3. Click on **Open**.
4. Enter the password which you will use to en-/decrypt the file later into the **Enter password** field.
5. Repeat the password in the **Confirm password** field.
6. **Show/Hide**: Shows the password entry in clear text or masked with dots.
7. **Generate**: Opens Password Depot's [Password Generator](#), if necessary.
8. To remove the original file, check the option **Delete original file(s) after encryption**. This option is useful if you wish to encrypt a file that has been accessible for several people and to delete the version which could be accessed by all. The original file is then deleted - without any traces - from the hard disk, thanks to secure algorithms.
9. Select the option **Create a self-extracting archive** if a user who has not installed **Password Depot** on his PC should be able to open it.
10. If you want to save the password for the encrypted file in **Password Depot**, check the option **Store password with Password Depot**. To do so, you will need to have your database opened. In the next dialog, confirm that you want to add the password to your file and it will automatically be saved as an encrypted file entry.
11. Click on **Encrypt** to encrypt the file(s).

Decrypt external files

With the function **Decrypt external files**, you can decrypt any encrypted files if you have a valid password.

To decrypt files, proceed as follows:

1. From the **Tools** menu, select the option **Decrypt external files**.
2. In the dialog box that opens, select the encrypted file (*.pwde) which you wish to decrypt.
3. Click on **Open**.
4. Enter the corresponding password of the file into the **Password Depot - Decrypt** dialog box.
5. To remove the encrypted file afterwards, check the option **Delete encrypted files after decryption** if you no longer need it.
6. Click on **Decrypt** to decrypt the file.

Erase External Files

With **Password Depot**, you can erase external files from your hard disk, regardless of their format. These erased files cannot be restored, not even by specialized programs, as they will be overwritten several times.

To erase files, follow these steps:

1. From the **Tools** menu, select the option **Erase external files**.
2. In the dialog box that opens, select the file you wish to erase.
3. Click on **Open**.
4. A warning message will appear to tell you that the selected files will be erased. If you wish to erase the files completely, click on **Erase**.

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Global Custom Fields

The **Global custom fields** function on the **Tools** menu provides frequently used information, such as email addresses or nick names, and thus saves you the trouble of having to enter them anew for every password.

- **Add:** Opens the window **Edit Custom Field** for creating a new global field (see below).
- **Edit:** Allows you to change an existing field.
- **Delete:** Removes a selected global field from the list.
- **Mask values:** If checked, hides the content of the fields in the list. If unchecked, allows to see the fields' contents.

Click on **OK** once you have completed all the desired changes.

Edit Custom Field

If you click on the **Add** button in the **Global fields** window, a new window opens, where you can edit global fields.

- **Name:** Enter a meaningful title for the field. You can either write a name yourself or select a name from the drop-down menu, e.g. "Address" or "Birth Date."
- **Value:** Enter the value you would like to have for the field you are editing.

EXAMPLE:

Name: Email address

Value: info@example.com

- **HTML Input:** Here, you can indicate the name of a corresponding HTML input element, if applicable.
- **Visible in top bar:** Check this option if you would like this custom field to be displayed in the top bar.

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Search Duplicates

This compact feature/function (**Tools** > **Search for duplicates**) searches up to three main fields of your database for duplicates:

- User name
- Password
- Default URL

While the user name can often be the same (e.g. due to representing your email address) and duplicate entries can also occur for the URL, **the password never must be identical**.

However, you also have the option of combining analyses by, for example, searching user name and password. You can also use the operators AND or OR.

Then, click on **Find Duplicates** to start the process.

Note that the results that correspond to the previously selected fields and the operator will be grouped together.

You can use the following functions by right-clicking in the results list:

- **Edit:** Opens the entry for editing.
- **Delete:** Deletes the entry from the database.
- **Open URL:** Opens the corresponding URL in the browser.
- **Select all:** Selects all entries in the result list.

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Customize Browsers

In **Password Depot**, you can define your custom browsers which the program has not recognized as such.

To add a browser, proceed as follows:

1. Open the menu **Edit > Options > Browsers > Custom browsers...**
2. In the window that opens, click on **Add...**
3. Select a **Description** for this browser in the new **Custom Browser** window.
4. Below, you can select the **Path to .exe file** by clicking **Browse** on the right-hand side.
5. If applicable, please define additional **Parameters**.
6. Then, confirm your new browser with **OK**.

You can always change an existing browser via **Edit...** or use **Delete** to remove it from the list.

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Customize Icons

In the dialog box **Select Icon**, you may associate a certain password entry or an entire folder with a specific symbol.

To open this dialog, call up the properties of the entry (via **Properties**, [Modify Entry](#)) or [folder](#) (e.g. via right-click) in question. In the respective dialog windows, you then click on **Change Icon**.

To assign an icon, you may either select a *predefined* icon (**Standard** tab) or one of your *own* icons (**Custom** tab).

NOTE: If you have opened a database from the **Enterprise Server**, you can choose new icons for the passwords, but it is not possible to delete and sort the custom icons. To delete custom icons, open the file locally (via the **Database > Database Manager > Local System** tab), make your changes and then ask the administrator to upload the changed file via the Control Panel.

Standard

On this tab, you can choose from several predetermined icons. To do so, select the desired icon and then click on **OK**.

Custom

The **Custom** tab allows you to manage the collection of your icons via the following commands:

- **Import:** Opens a dialog box where you may select an external graphic file to load. You can either select a file from the local system, from a URL or from the cache. This is also possible with the right arrow button.
- **Export:** Opens a dialog box where you can export a file from your PC. You can choose between **Export all** and **Export selected** with the right arrow button.
- **Delete:** Deletes a selected icon from the list.
- **Clear:** Deletes all icons from the list.

In the drop-down list **View Size**, you can decide about the size of the custom icons: whether they should be displayed in **Large** or **Small** size.

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Program Options

In the **Edit > Options** dialog (F10), you can configure important program features individually.

The **Options** dialog box has the following tabs:

- [General](#)
- [Actions](#)
- [Top Bar](#)
- [Passwords](#)
- [Save](#)
- [Clipboard](#)
- [Layout](#)
- [Network](#)
- [Browsers](#)
- [Warnings](#)

At the bottom left of each tab, you will find the possibility to **Restore default settings**. Use this option in case the program does no longer work as expected due to a specific combination of options.

Certain security-related functions are not stored within the program's Options, but within the database itself. These functions can be accessed via the respective file's [Properties](#).

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Options - General

In the program's [Options](#) (**Edit > Options** or F10), the tab **General** allows you to change the following settings:

User interface

- **Language:** Here you can select the language of the user interface, e.g. "Deutsch" or "English".
- **Theme:** You can choose here from different themes for the **Password Depot user interface**. In total, four different themes are available here: **Default** (this is the theme set by default), **Windows 10**, **Windows 10 Dark** and **Windows 10 Slate Gray**. The selected theme will be applied as soon as you close the program options by clicking on OK.

Program Start

- **Start mode:** From the drop down list, define how **Password Depot** will be started: In a normal window, minimized to tray, in the top bar or in the last state it was used.
- **Start in locked mode:** The program is always launched in locked state, so that you will have to enter the master password to unlock it from the system tray.
- **Launch application on Windows startup:** Activate this option if you wish to start the program when you start Windows.
 - **Delay start for:** It may be helpful to delay the start of Password Depot by a certain number of seconds. For example, if your Windows needs some time before connecting to required network drives.
- **Open last used database at program start:** Activate this option to load the same database as last time when starting the program.
- **Store lists of used databases and key files:** Check this option and the program will save a list of databases and key files which you have used recently. You can see your recently used files in the main menu and on the **Most Recently Used** tab when opening a file.

Update settings

- **Automatic updates:** Here, you can choose between three options for automatic updates - "Download updates and prompt to install", "Notify when updates are available," and "Do not check for updates automatically".
- **Interval (days):** Choose an update interval, measured by days.

System-wide hot Keys

- **Restore/Minimize:** The key combination which will automatically bring **Password Depot** to the screen if it is minimized or in the system tray, and which will minimize the program if it is currently in focus. By default, the hot key is **Ctrl+Alt+P**.
- **Top Bar/Minimize:** The key combination which will switch **Password Depot** to the top bar mode or minimize the program from the top bar. By default, the hot key is **Ctrl+T**.

You can change both hot keys by clicking into the according field. Then click the key combination which you would like to use instead.

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Options - Actions

In the program's [Options](#) (**Edit > Options** or F10), the tab **Actions** allows you to change the following settings:

Auto-complete

NOTE: These options refer to the normal [auto-completion](#) only (via F6 or the lightning symbol). It does NOT refer to auto-completion by means of the [browser add-ons](#).

- **Open the password's URL first:** If you select this option, the URL/local file which you have defined for this password will be opened before the auto-complete function starts. If you disable this option, you can open the URL/file via the according button **Open URL** from the top bar or manually.
- **Window position:** Here, you can choose between four options for the window position.
- **Auto-complete delay:** Determine a value for the delay with which the program enters data. Normally you do not need to modify the default values, but on slow computers, this value may be increased to make the auto-complete function more stable (though slower).

Double-click actions

- **Action # 1:** Select the option which you want to be taken if you double-click on a password in your database.
- **Action # 2:** In case it makes sense with your first action, you can select another option here which will be taken after the first one.

Minimize program

- **Automatically minimize when the program is inactive for:** Here you can define after which period of non-using the program the auto-minimize function should be activated. Select this option and specify the desired time period in minutes and seconds. To additionally lock the program when it is not used, activate the option **Close database and lock program: when the program is auto-minimized**.
- **Minimize when the Close button is clicked:** If you select this option, the program is minimized (instead of closed) when you click the Close button.
- **Minimize to System Tray:** With this option, you can set the program to be minimized into the system tray.

Close database and lock program

- **When the computer is idle for:** Here, you can define after which period of not using the computer the auto-minimize function should be activated. Select this option and specify the desired time period in minutes and seconds.
- **When the current user (session) changes:** The program is automatically minimized and locked when the active desktop user or terminal session changes.
- **When the computer enters standby/hibernate mode:** The program is automatically minimized and locked when the computer goes into standby or hibernate mode.
- **When the program is auto-minimized:** If you select this option, the program is locked automatically when it is auto-minimized.
- **Always when program is minimized:** If you select this option, the program is locked automatically when it is minimized.

Options - Top Bar

In the program's [Options](#) (**Edit > Options** or F10), the tab **Top Bar** allows you to make settings regarding the position and appearance of **Password Depot's** top bar mode.

Position

- **Floating:** Activate this option to be able to freely move the top bar on the screen. You can additionally activate the option **Always top Left** to always display the top bar on the top left of the screen, from where you can move it to any position.
- **Always top Left:** (Only available when *Floating* is selected.) Enable this option if you want to always display the top bar on the top left of the screen.
- **Top screen edge:** Activate this option to always display the top bar on the top screen edge. Use the options **Always on top** and **Auto hide** to further define the behavior of the top bar.
- **Bottom screen edge:** Activate this option to always display the top bar on the bottom screen edge. Use the options **Always on top** and **Auto hide** to further define the behavior of the top bar.
- **Always on top:** (Only available when *Top screen edge* or *Bottom screen edge* is selected.) Activate this option if you wish to display the top bar always on top of all other applications.
- **Auto hide:** (Only available when *Top screen edge* or *Bottom screen edge* is selected.) Activate this option to hide the top bar by default. To have the top bar displayed again, you will have to move the mouse to the upper or lower edge of the screen, respectively.
- **Monitor:** If you have several monitors connected to your computer, this drop-down list allows you to define on which monitor the top bar is to be displayed.

Appearance

- **Use theme colors:** If this option is activated, the top bar appears in light-blue, and the bar's symbols are colored in blue and grey.
- **Custom colors:** If you activate this option, you can determine the top bar's color yourself. In case you select the same start and end color, the top bar will appear **only** in this one color. In case you select different start and end colors, the top bar will be shaded in a **color gradient**: starting from the defined start color at the bar's upper edge to the end color at the bar's lower edge. If the colors offered by the software are not enough for you, you can click on **Define colors** in the respective and will then have a broader choice of colors.
- **Show bar captions:** If this option is selected, you will see explanatory texts when you move your mouse cursor onto the symbols shown in the top bar.
- **Show server database selector:** This control field only has consequences, if you are connected with the Enterprise Server. If it is activated, there will be a drop-down field in the top bar, from which you can select any file that your administrator has assigned on the Server.
- **Show search box:** Here, you can, optionally, show or hide the search field.
- **Transparency of bar:** Define a transparency level for the top bar. If you set the cursor to the left, the top bar is clearly visible; if you set the cursor to the very right, the bar is virtually invisible.
- **Length of drop-down lists:** This setting refers to the height of the two drop-down fields for groups and passwords. If you set a **low** value (left), the drop-down lists will be relatively **short** and can therefore only show up to ten entries at once; if there are further entries, you need to scroll. If you however set a **high** value (right), the drop-down lists will be **long** and can therefore show more, perhaps even all, entries.
- **Width of Folder field:** Define the width of folder fields.
- **Width of Password field:** Define the width of password fields.
- **Width of Search field:** Define the width of search fields.
- **Customize Top Bar:** Click this button to select the buttons you want to have in the top bar and put them in the order you want to have. [Learn more](#).
- **Large/Small icons:** Define the size of icons on the top bar.

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Options - Customize Top Bar

To call up the dialog for modifying the top bar, there are two possibilities:

- Open the program's [options](#) (**Edit > Options** or F10), click on the **Top Bar** tab and then onto the button **Customize Top Bar**.
- In case the program is in top bar mode, you can also open the dialog in question by right-clicking on the top bar and then clicking on **Customize**.

In the window **Customize Top Bar**, you will see two lists: on the left are all buttons that could be shown in the top bar but are currently not shown ("Available toolbar buttons"); on the right are all buttons that currently appear in the top bar ("Current toolbar buttons").

You are now able to make the following adjustments:

- **Add:** If you would like to add a button to the top bar, select this button from the left list and click on **Add ->**. The selected button will then be cleared from the left list and will appear on the right list.
- **Remove:** To remove an item from the top bar, select this item on the right list and click on **<-Remove**. The selected button will now be cleared from the right list and instead appear on the left list.
- **Reset:** If you click on this button, the program's default settings for the top bar will be restored. In this case, the top bar will contain the 15 generally most-used functions, e.g. the automatic fill-in function.
- **Move Up/Down:** Using these buttons, you can change the order in which the symbols appear in the toolbar. To do so, please select an element on the right list and then click on **Move Up** or **Move Down**. With every click, the element will be placed one position higher or lower.
- **User name as text button/Password as text button:** By checking the boxes for user name and password, respectively, you can add those as custom options to the top bar. That means you can see your current entry in clear text/unmasked format on the top bar. For this purpose, you can also set the maximum length of text displayed (**Max. text length**).

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Options - Passwords

In the program's [Options](#) (**Edit > Options** or F10), the tab **Passwords** allows you to modify the settings of your saved passwords.

Editing

- **Default auto-complete method:** Allows you to define which auto-complete method will be selected for new password entries by default.
- **Default auto-complete sequence:** Allows you to define which auto-complete sequence will be selected for new password entries by default.
- **Default expiration period for passwords:** You can define a period here, after which your passwords will expire by default, for example 3 months. This expiry date is used as a reminder to change your passwords regularly. If you want to change the expiry date for a specific password, select it, click **Properties** and change the according option on the **General** tab.
- **Show warning for expired passwords:** If you check this option, you will receive a warning by the program when any passwords have expired. If you check it, you can set the number of days on which you will be shown a warning before the password expires.

Password Analyzer

Password Depot automatically analyzes new passwords, e.g. when you add a password entry. Additionally, the software shows how long it would approximately take to crack this password. This analysis is based on a standard value of three billion calculations per second, which corresponds to the power of a high-performance computer.

You can either leave the setting at **Default** or you can choose **Custom** to set your own values. In doing so, you can determine how many work stations are used by the imagined attacker and how many calculations per second can be executed by their work stations. In accordance with your specifications, the estimated value for cracking the password changes.

NOTE: As a rough guideline, you can say that one could crack about one million passwords per second using a regular PC. This means that the calculations offered by **Password Depot** really would be performed by a high-performance computer. It is not to be assumed that a 'normal' user would invest the criminal energy and the time to crack passwords by means of brute-force attacks or dictionary attacks.

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Options - Save

In the program's [Options](#) (**Edit > Options** or F10), the tab **Save** allows you to determine e.g. how often the database and backup files are saved.

Save and backup

- **Auto save database on every change:** If you activate this option, any change to your database will be saved automatically. This improves the safety of your data.
- **Create a backup copy on database saving:** If you select this option, a backup file of your database will be created each time you select **Save** or **Save As** from the **Database** menu (or **Save** on the tool bar). Below, you can also specify how many backup files you would like to have overall.
- **Create a backup copy on database opening:** If you select this option, you will have to select the **Backup** function from **Database** menu to create backups.

Remote databases

Here, you can define whether the local copy of your database should be deleted after you have finished working with files from an Internet server ("Automatically delete local copy after closing remote database") or saved and kept locally ("Store local copy of databases from Password Depot Enterprise Server").

NOTE: These settings may be disabled through direct server settings by your administrator.

Working directories

Here, you can modify the directories of your database and of the backup files.

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Options - Clipboard

In the program's [Options](#) (**Edit > Options** or F10), the tab **Clipboard** allows you to configure the program's actions in relation to the clipboard.

Clipboard

- **Delete password from clipboard after:** Here, you can define the number of minutes after which the password is going to be deleted from clipboard. This function helps you to prevent passwords from staying in the clipboard by mistake. The smallest value you can enter here: 10 seconds.
- **Hide clipboard changes from external viewers:** With this function, Password Depot hides clipboard changes to protect your sensitive data even further.
- **Protection from Clipboard history in Windows 10:** Password Depot prevents recording of data copied to the Clipboard history on Windows 10 Release 1809 or higher.

NOTE: This tool cannot provide you with 100% detection of all clipboard viewers - it can only detect applications that register themselves as "clipboard viewers". In such a case, Password Depot can detect the viewer's handle and, subsequently, its exe-name. It is however possible that some third party applications do not register themselves as clipboard viewers and only open and read the clipboard periodically (e.g. with timer events). Under such circumstances, there is no way to detect this viewer.

NOTE: Whenever Password Depot reports an unknown application that uses e.g. the name HWND, then this does not (automatically) mean that you are dealing with malware. Usually, this merely indicates that an application which previously read the clipboard has been closed, but failed to sign off in Windows as a "clipboard viewer" properly. Or the relevant application may still be active, but did not sign in properly, so that the name of the exe-file remains unknown.

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Options - Layout

In the program's [Options](#) (**Edit > Options** or F10), the tab **Layout** allows you to select the fields that will be displayed in the main window. Simply check all of the elements you would like to be displayed.

- Importance
- Description
- URL
- User name
- Password
- Type
- Last modified
- Expiry date
- Category
- Comment
- Last accessed

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Options - Network

In the program's [Options](#) (**Edit > Options** or F10), the tab **Network** allows you to set the options regarding your proxy server and the server module of **Password Depot**.

Enterprise Server

- **Default authentication mode:** Here, you can choose between the integrated Windows authentication and the user name/password options.
- **Internet Protocol version:** Here, you can choose between three options (Auto, IPv4, and IPv6) for the internet protocol.
- **Automatically reconnect on network errors:** If you check this option, the software will automatically try to re-establish a connection after errors pertaining to the network connection.
- **Reconnect interval (sec):** Here, you can set the temporal distance (in seconds) between the automatic attempts at reconnecting.
- **Reconnect attempts:** Allows you to set how often the program should try to re-establish a connection.

SSL/TLS Settings

If your administrator installed a certificate for the Enterprise Server, here you can define the settings for the SSL/TLS connection to the server: whether a SSL/TLS connection should be used and, whether the server certificate should be verified.

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Options - Browsers

In the program's [Options](#) (**Edit > Options** or F10), the tab **Browsers** allows you to set different options regarding the standard browsers and the browser add-ons.

Internet browsers

- **Default browser (F5):** Select a browser here which you want to use by default. It will now be opened via **F5** and is preset if you click **Open URL/File**. You can either choose a browser from the list of browsers which **Password Depot** has found on your system or define a custom browser by clicking on the [Custom browsers...](#) button.

Browsers add-ons

- **Auto-fill web forms using add-ons:** Check this option if you want the browser add-ons to fill out web forms fully automatically. If you prefer drag & drop or the auto-completion via the lightning symbol, uncheck this option.
- **Automatically select passwords in top bar:** If the program is set to the top bar mode and you manually enter an URL into the browser, the program automatically selects the corresponding password (given that there is an entry with a password for the current URL). For this function to work, the browser add-ons must be activated.
- **Add new passwords from web browsers:** If you want **Password Depot** to suggest to add new passwords while you are surfing the Internet, check this option.
- **Warn about identical passwords for different URLs:** Here, you can set Password Depot to warn you in case of identical passwords on different URLs. This will increase your security.
- **WebSockets port:** Here, you can set or change the port for WebSockets of Password Depot. The default port in Password Depot 14 is 25110.
- **Protect access with a password:** We recommend to activate this option if you desire enhanced or additional security for accessing Password Depot from browser extensions. As soon as you check the required box, a new dialog window will open and you will be requested to enter a new password and confirm it in the field below. Click OK in order to finish. If you want to **change the password** click on the **button of the same name**. For **deactivating this option**, please uncheck the corresponding box. Before finishing the process you will be requested to enter your current password once again.

NOTE: All options regarding the browser add-ons refer to the three browsers **Internet Explorer, Chrome** and **Firefox** only, as browser add-ons currently are available for these three browsers only.

Add-ons online

Here, you can find the links for installing the add-ons.

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Options - Warnings

On the **Warnings** tab of the program [Options](#) (**Edit > Options** or F10), you can define which warnings you want to see and which you want to ignore. Thus, you can decide for yourself which warnings are helpful to you.

Uncheck all the warnings which you no longer want to see. You have the following options:

- Weak master password
- Recommendation to use secure FTP protocol
- Extraction of encrypted data on disk
- Too many passwords in the root folder
- The password file is too large
- Data copied to the Clipboard
- Password Depot is running in locked state
- Disconnected from Password Depot Enterprise Server
- Moving of not-empty folders

Click **Check all** to activate all the available warnings.

Click **Uncheck all** to disable all the warnings shown.

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Mode

In **Password Depot**, you can choose between three different modes. The mode you choose determines the functionalities that will be available to you.

To change the mode, select the **View** menu and click on the **Mode** option.

You can now select one of three modes:

- [Expert Mode](#) (available only in the trial and full professional version)
- [Beginner Mode](#)
- [Custom Mode](#)

Additionally, here you can change the settings for the **Custom Mode** by clicking Edit Custom Mode.

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Expert Mode

In **Password Depot**, you can choose between three different [modes](#). The mode you choose determines the functions that will be available to you.

To change the mode, click on **View > Mode**.

In the **Expert Mode**, all functions contained in **Password Depot** are available. Thus, this mode also provides functions that cannot be used in the Beginner Mode (such as **Synchronize databases** and **Clean-up** under **Tools**). Due to its full scope of functions, the Expert Mode is especially appropriate for users who know the program very well and intend to use all of its functions.

To use only the program's basic functions, choose the [Beginner Mode](#). To determine yourself which functions you would like to use, choose the [Custom Mode](#).

NOTE: The freeware version after the trial period can be used only in the **Beginner Mode**. To switch to the **Expert Mode** with additional functions and settings, Password Depot must be [unlocked](#).

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Beginner Mode

In **Password Depot**, you can choose between three different [modes](#). The mode you choose determines the functions that will be available to you.

To change the mode, click on **View > Mode**.

In the **Beginner Mode**, only the **most important** and **most basic** functions of the program are available. Any advanced functions (like **Synchronize databases, Clean-Up, TANs** etc.) are disabled and only available in the [Expert Mode](#) and [Custom Mode](#) (if set accordingly). Due to its restricted functions, the Beginner Mode is especially appropriate for users who do not (yet) know the program very well and/or who would like to only work with the program's basic functions.

To use all functions offered by the program, switch to the [Expert Mode](#). To determine yourself which functions you would like to use, choose the [Custom Mode](#).

NOTE: The freeware version after the trial period can be used only in the **Beginner Mode**. To switch to the **Expert Mode** with additional functions and settings, Password Depot must be [unlocked](#).

Options

The following (**Edit >**) **Options (F10)** are available in the **Beginner Mode**:

User interface

- **Language:** Here, you can select the language of the user interface.
- **Icons:** Here, you can select one of two options for changing the colors of the design.

Internet browsers

- **Default browser (F5):** Select a browser here which you want to use by default. It will be opened via **F5** and is preset if you click **Open URL/File**. You can either choose a browser from the list of browsers which **Password Depot** has found on your system or define a custom browser by clicking on the [Custom browsers...](#) button.

Browsers add-ons

- **Auto-fill web forms using add-ons:** Check this option if you want the browser add-ons to fill out web forms fully automatically. If you prefer drag & drop or the auto-completion via the lightning symbol, uncheck this option.
- **Automatically select passwords in top bar:** If the program is set to the top bar mode and you manually enter an URL into the browser, the program automatically selects the corresponding password (assuming there is an entry with a password for the current URL). For this function to work, the browser add-ons must be activated.
- **Add new passwords from web browsers:** If you want **Password Depot** to suggest to add new passwords while you are surfing the Internet, check this option.
- **Warn about identical passwords for different URLs:** Here, you can set Password Depot to warn you in case of identical passwords on different URLs. This will increase your security.
- **Close the Select Password dialog box automatically in:** Here, you can set the dialog field for selecting passwords to close automatically, after an interval measured by seconds. The default value is 10 seconds.
- **WebSockets port:** Here, you can set or change the port for WebSockets of Password Depot. The default port for Password Depot 12 is 25109.

NOTE: All options regarding the browser add-ons only refer to the three browsers **Internet Explorer, Chrome** and **Firefox**, as only these three browsers offer add-ons at the moment.

Display

Here, you can select the fields that will be displayed in the main window. Simply check all of the elements you would like to be displayed.

You have the following options:

- Importance
- Description
- URL
- User name
- Password
- Type
- Last modified
- Expiry date

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Custom Mode

In **Password Depot**, you can choose between three different [modes](#). The mode you choose determines the functions that will be available to you.

To change the mode, click on **View > Mode**.

In the **Custom Mode**, you can choose yourself which functions contained in Password Depot you would like to use and which you want to deactivate. In doing so, you can of course only deactivate those functions that the program does not need in order to work properly. Functions that can be deactivated comprise e.g. **Synchronize databases** and **Decrypt external files** (under **Tools**). Due to its personally defined scope of functions, the Custom Mode is especially appropriate for users who know the program very well and exactly know which functions they will need.

To use all functions offered by the program, switch to the [Expert Mode](#). To use only the program's basic functions, choose the [Beginner Mode](#).

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Technical Support

We look forward to providing you with the best possible support in case of queries, questions, and problems.

Please visit our [website](#) to view all available support options.

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Contacting AceBIT GmbH

You would like to order **Password Depot**? Please click here, and you will be redirected to the [order page for Password Depot Version](#).

If you have **technical queries or problems** in relation to one of our software products, please visit our [Help Desk](#).

Address: AceBIT GmbH
Holzhofallee 15
D-64295 Darmstadt
- Germany -

Phone*: +49 61 51 136 50-0

Fax: +49 61 51 136 50-20

Email: info@acebit.de

* Note: You can contact us by phone from 9 a.m. until 5 p.m (CET). We do **not** offer support by phone (hotline). We **only** deal with support inquiries via our [Help Desk](#) or our [community](#).

Inquiries will usually be answered within 48 hours on working days.

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FAQs

On AceBIT's product website, you can find an overview of frequently asked questions on **Password Depot** with suggested solutions.

Please [click here](#) to open the FAQ section ("Knowledge Base").

If your question is not answered there, but you need a fast answer, please also visit our old [forum](#) and new [community](#).

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License Agreement

You can find the license agreement for Password Depot in the installation program and on our [Website](#).

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USB Installation

You can, optionally, execute Password Depot via USB stick. This can be helpful if you want or need to keep your confidential documents, passwords, and other confidential information - which you manage via Password Depot - always at hand. If you would like to use Password Depot on such a removable storage device, then you will need to install it via the **USB Installation** function - **not** via the standard installation wizard!

The **USB Installation Wizard** (menu **Tools > USB Installation**) helps you to install Password Depot on removable storage devices, e.g. USB flash drives. Additionally, it lets you update both the program and your files stored on these devices.

1. **Removable drive:** Select the drive of your storage device.
2. **Copy/update databases:** Having selected a drive, in this window, you will see all files stored on the selected device. Check those files that you would like to copy or update.
3. **Update Password Depot configuration file on the target media:** If you check this option, your settings for the program will be transferred to the device as well.
4. **Update Autorun.inf to launch Password Depot automatically:** If checked, the file autorun.inf will be installed on the device, as well. This will automatically launch Password Depot as soon as you use the device.
5. **Next:** Click on this button to run the installation or to upgrade automatically.

NOTE: Certain functions that require a local installation (e.g. browser add-ons) cannot be used with the USB installation.

NOTE: When upgrading **Password Depot**, please *first* update the program on your local system!

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Database Manager - Local System

In **Password Depot**, you can open and save databases on your local system. To do so, please open the **Database Manager** (menu **Database** > **Database Manager**) and click on the tab **Local System**. The following options are now available:

- **Back**: If you changed folders in the browser, with this button, you can jump back to the previous folder.
- **Forward**: If you jumped back/changed a folder previously, with this button, you can jump forward again.
- **Level up**: Changes over to the next higher-order folder/directory.
- **Refresh**: Refreshes the list of databases on your local system, e.g. after you have made changes to the files.
- **New database**: Enables you to create a new database on your local system. A detailed description of this process is provided [here](#).
- **Delete**: Deletes a selected database from the list.
- **Browse...**: Allows you to search the local system for a specific database and then to load it.
- **Open**: Opens a database selected in the list. In case the desired file is not shown in the list, simply search your local system for this database, using the function **Browse...**. Then select the database and click on **Open**.

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Database Manager - Recent Files

On the **Recent Files** tab in the **Database Manager** (menu **Database > Database Manager**), you can see all the files you have been accessing recently. This applies both to local files as well as files that were opened on e.g. an Internet Server or via **Enterprise Server**.

Simply select the desired database and click on **OK** in order to get to the window for entering the corresponding master password and/or key file (for Enterprise Server: login information).

NOTE: The tab **Recent Files** is only available if the program keeps a list of recently used files. You can (un-)check this via **Edit > Options > General > Store lists of used databases and key files**.

You can remove a selected entry from the list by clicking on **Remove** in the toolbar (this only removes the entry from the list **Recent Files**, but not the database itself). Furthermore, you can delete invalid entries in the list (e.g. due to changed storage/save directory/folder of the database in question) by clicking on the **Remove invalid** button.

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Database Manager - New Database

The **New database** window contains the following fields:

- **Database name:** Enter a valid file name (e.g. "My Passwords") without any path or file extension. The database will be saved with the entered name and the extension ".pswe" or ".pswd" (see **Format**, at the bottom), so that you can find it again easily at a later time.
- **Database description:** Describe your database. This description will be displayed in the **Open Database** dialog box. This field is optional.
- **Hint for master password:** Enter a helpful hint for your **master password**. This hint will be displayed in the **Open Database** dialog box if you have problems remembering the password. This field is optional.
- **Authentication by:** Select one of three authentication methods for protecting your database:
 - **Master password:** The common and - depending on the complexity of the master password - safe method for encrypting your database.
 - **Master password and key file:** The most secure and comprehensive way to protect your database. You will need both a password and a key file to access it.
 - **Key file:** The database will be protected by a key file. Key files contain complex keys that are very secure and cannot be cracked by brute-force attacks. However, please note that anyone who has access to your key file and the database can open it. The key file should be considered similar to a physical key for a safe and therefore be stored accordingly, in a safe location (e.g. on a USB drive).
- **Master password:** With the master password, you can open your database. If you forget your master password, there will be no way to access and open your database. However, for your safety, you can enter and deposit a hint that will help you remembering it (see above).
 - If you chose **Authentication by Master Password**, please enter your desired master password here or open the [Master Password Generator](#) (second icon with gear wheel to the right of the input field) to create a particularly safe master password. For password input, upper and lower case characters are differentiated. With the first eye icon to the right of the input field, you can display or hide your password input.
 - **Re-enter master password:** Re-enter the previously entered master password for safety reasons. Both entries must be identical, otherwise you cannot proceed!

WARNING: If you forget your **master password** and did not enter and deposit a hint, or the hint does not help you after all, there will be NO POSSIBILITY to recover your password inside the file. Please use a password you will remember easily.

- **Quality of master password:** Shows how safe the entered **master password** is considered to be. The bigger the bar, the safer the master password. Do not use master passwords where a red bar is displayed - stick to green or blue bars. In addition to that, the **estimated crack time** will show you approximately how much time a professional hacker would need to crack your master password.

NOTE: Please make sure to use a safe **master password**. It should be at least 8 characters long and contain numbers and letters as well as special characters. The quality bar below the input field **Master password** helps you with assessing the safety and quality of your entered password.

- **Key file:** Required, if selected as an **authentication method**. Enter an existing one by using the **Open key file** button on the right, or **Generate a key file** by clicking on the button next to it.

Once you have filled in all required fields, you can click on **OK** to save the new file.

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Master Password Generator

The **Master Password Generator** assists you in finding a password which is particularly safe and at the same time also easy to remember.

You can launch this generator when creating a new database and then, in the corresponding window, clicking on the button **Create Master Password** (**gear wheel symbol** to the right of the field **Master password**).

To create your master password, the generator takes a phrase of your choice as the starting point. The generator will then use the phrase's initial letters and change some of them in a random manner, using the Leetspeak Conversion Table (see second tab).

- **Please enter below an easy-to-remember phrase of at least 8 words:** Here, you enter a phrase that should contain at least eight words. You can invent the phrase yourself, but should be sure to be able to remember it! Having entered your phrase into this field, the button **Generate Password** becomes active. Click on this button to make the generator create a password.
- **Generated password:** Shows the password that the password generator has created from the phrase you had entered above.
- **Password quality:** Shows the generated password's quality.
- **Convert phrase using:** You can choose from a number of options regarding lowercase and uppercase letters and the conversion table being used. You also have the possibility to keep the original uppercase/lowercase letters of your sentence. After all, the most important thing is not only a secure password, but also one you can remember!
- **Template used:** Here, you can see how the initial letters of your original phrase were changed. To understand the meaning of each template element, please refer to the **Template Legend** at the bottom of the window.
- **Leetspeak Conversion Table:** On this second tab of the currently opened window, you can see the Leetspeak Conversion Table and also change the default table in use.

Click **OK** afterwards to use the generated password as the master password of your database.

NOTE: It is essential that you are able to remember the password based on the original sentence!

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Add/Modify entry - Software License

To add new software license entries, click on **Edit > New > Software License**. The new entry will be saved in the currently opened folder (shown in the **navigation area** on the left-hand side).

In the dialog **General**, you can enter the following data (all entries apart from the description are optional):

- **Description:** Enter a description for the new software license entry. The description is the name that will be displayed in the password area window.
- **Change icon** (button to the right of Description): To change the icon for a password, click on **Change icon** to the right of the description. If you left-click on the icon, the [Select icon](#) window opens. If you right-click on the icon, you can choose among three options: **Select Icon...** (guides you to the [Select icon](#) window), **Load from URL** (using the standard icon (favicon.ico) of the URL you entered), and **Reset Icon** (Resets to the standard password icon of **Password Depot**).
- **Product:** Enter product's name.
- **Version:** Enter product's version number.
- **Registered Name:** Enter name of the person the software is licensed to.
- **Email Address:** Enter email address used for the license's purchase.
- **License Key:** Enter product's license key.
- **Additional key:** Enter, if needed, an additional key (e.g. the license key of a previous version).
- **Download URL:** Enter URL where the product can be downloaded. You can choose between the following input options (from left to right): typing, browsing through your folders, and opening in your standard browser.
- **User Name:** Enter user name linked to software license key.
- **Password:** Enter corresponding password for above user name.
- **Show/Hide password** (eye icon to the right): Changes whether the password is shown or hidden (and represented by dots).
- **Download is password protected:** indicates whether the download requires a password
- **Purchase Date:** With the help of the calendar function, select the date on which you bought the product.
- **Expires:** Indicate software license key's expiry date, if applicable.
- **Order Number:** Enter product's order number.
- **Category:** Categories help you to structure your passwords.
- **Comments:** Enter, if needed, supplementary information.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

Apart from the present entry tab, the following tabs are available:

- [Additional](#)
- [Attachments](#)
- [History](#)

NOTE: In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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Password Generator

The **Password Generator** is a tool for creating random passwords.

This tool can be opened in different ways:

- in the dialog fields for [adding](#) (**Edit > New**) and [modifying](#) (**Edit > Properties**) password entries, by clicking on the **gear wheel icon** ("Generate") on the right-hand side of the field **Password**.
- via the top bar, by clicking on the framed **gear wheel button**.

To generate a random password, on the **General** tab, proceed as follows:

1. **Character types used for generating password:** Choose which characters will be used for the password's creation (e.g. lowercase and/or uppercase letters, numbers, and special characters).
2. **Exclude similar-looking characters:** Sets whether the program may use characters that look similar to create the password.
3. **Maximum number of characters in generated password:** Limit the maximum number of characters of the final password. Up to 256 characters may be used.
4. **Password policy:** Determines whether your new password complies with existing password policies.
5. To generate the password, now move your mouse cursor across the field below, showing random data (in green). Your cursor's movements will select characters randomly and thereby generate a randomized password.
6. **Password:** In this field, the newly generated password will be shown.
7. **Clear:** Erases the generated password and enables you to create a new one.
8. **Show/Hide:** Displays the password either as 'normal' characters ("show") or as dots ("hide").
9. **Copy:** If you are content with the generated password, you can copy it directly to the clipboard.
10. **OK/Copy to Clipboard:** Click here if you are content with the generated password (otherwise click **Cancel** to leave without saving). The password will then be copied to the clipboard or, if the window for adding/modifying passwords is opened in the background, directly inserted into the field **Password**.

If you need more advanced options to be able to generate a very specific password, please refer to the [Advanced](#) tab.

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Add/Modify entry - Tab Additional

Command line parameters

Specify here the parameters to be used when opening a local executable file or saved document.

Example: If you would like to open an encrypted Winword document, then select the path to Winword (e.g. C:\Programs\Microsoft Office\OFFICE11\WINWORD.EXE) in General/URL/Local Document and indicate the path of the document that is to be opened (e.g. C:\mydocument.doc).

If the program you like to open with command line parameters is password-protected and opened via a DOS command line parameter (for example PuTTY or MySQL), you can use the **Insert** button to the right to add the user name and password to the command.

Example: The correct way of indicating a command for PuTTY is as follows:

> Create a new password entry.

> Enter your log-in data into the "password" and "user name" fields as usual.

> Select the path to PuTTY: either enter it into the field **Default URL/File** on the tab **URLs**, or select it by clicking the icon next to the input field.

> Switch to the tab **Additional**.

> In the field **Open local file with command line parameters**, you need to enter the following:

<USER>@12.345.678.123 -pw <PASS> (Replace "12.345.678.123" with your IP address.)

> If you now select the new entry in **Password Depot** and click F5, PuTTY will open and you will automatically be logged in with your account.

Auto-complete sequence

Select an **auto-complete sequence** from the list. (This is not needed for the browser add-ons.) If none of the existing sequences matches your wishes, click the **Compose** button to open the [Auto-complete sequences](#) dialog box. Here you can define your own auto complete sequence or **Delete** sequences that are no longer needed.

Auto-complete method

Select here one of the following methods to use in auto-complete mode (lightning symbol) for forms:

- **Use global settings** - With this method, passwords (and other field contents) will, if possible, be inserted based on global settings.
- **Clipboard I** - In this case, user name, password and other field contents are copied into clipboard first and then pasted into target windows using emulation of the **Shift + Insert** key combination.
- **Clipboard II** - In this case, user name, password and other field contents are copied into clipboard first and then pasted into target windows using emulation of the **Ctrl + V** key combination.
- **Keyboard input simulation** - In this case, user name, password and other field contents are inserted into target windows using **emulation of keyboard typing**.
- **Multi-Channel Obfuscation** - This method is very helpful against keyloggers, because the password is not transferred in one piece, but sequentially, by several auto-complete methods chosen randomly. For example, the first character might be inserted from the clipboard, the second one via a keyboard simulation and so on. This way, a keylogger would only ever be able to log and intercept one part of the password.
- **Windows Messaging I** - This method sends passwords directly to the target input field.

Usually, you will not need to change this option. In most cases, each of the above methods functions correctly. You can open Notepad.exe for testing purposes and attempt the automatic completion of a dummy password entry to ensure that these methods are the same or yield the same result. However, there are some exceptions where one or several of these methods do not work. Besides, there is not a single universal method that would work anytime, anywhere. For example, there are cross-platform applications that do not know Windows key messages; there are applications that, for security reasons, have no copy/paste function in the password entry field; there are cases where Ctrl+V but not Shift+Ins works, or vice versa. The most universal method is, in most cases, the "keyboard input simulation". This method is currently used as the default standard, but can also still be unusable in some cases - for example, if the Password Depot client and the target window run on different computers with different keyboard layouts and you attempt to transfer a password via remote connection. In such a case, it may be that the Windows Messaging I method yields better results.

Preferred browser

If several browsers are installed on your computer (e.g. Firefox, Opera etc.), you can connect your password entry with the desired browser of your choice. This can be helpful if specific websites are only shown correctly with a special browser and if you have not set this browser as your default browser.

Open URL in private browsing mode

If you allow Password Depot to open URLs, the browser will be opened in private browsing mode.

Use a second password

You can use a second password to secure a password entry. Check the box and open **Change second password**. This is only useful when using the enterprise server, as you can additionally secure important passwords this way. Other users can only use this entry if they enter the second password correctly.

Use entry with browser add-ons

Here you can determine whether the chosen log-in data should be filled in automatically via the browser add-ons or not.

Change second password

Here you can change or set the second password. If a second password already exists, you must enter the old password first before changing it.

Update web form data

You can manually update the web form data associated with a password here. This can be useful if the autofill via the add-ons does not work correctly.

No password policies for this entry

If this box is checked, no password policy checks will be performed for this entry. This way, you can avoid security warnings concerning your entry. Activating this option only makes sense if you are aware of a weak password, but unable to change it.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

NOTE: In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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Add/Modify entry - Tab TANs

In this window/tab, you can enter TANs associated with your password. For example, if you store your bank details in **Password Depot**, you can enter the TANs which you received by your bank for certain transactions.

Columns are labelled: No, Value, Used On, Amount, Confirmation Code, and Comment.

The buttons in the lower part of the tab offer the following options:

- **Add TAN:** Click this button to open the [Add TAN](#) dialog box, where you can enter new TANs.
- **Edit TAN:** Click this button to open the [Edit TAN](#) dialog box for editing existing TANs.
- **Delete TAN:** Deletes all *selected* TANs after prompting for confirmation.
- **Import TANs:** Allows you to import TANs from a file. The file formats available are CSV, XML, and TAN lists (in plain text). The TAN lists format expects a text file containing exactly one TAN per line. Since banks usually issue printed TAN lists, you may require an OCR (optical character recognition) software to convert your TAN list from hardcopy to the file format required by **Password Depot**.
- **Export TANs:** Allows you to export TANs to a file. The formats available are CSV, XML, and TXT.
- If you uncheck the option **Mask Values**, you will be able to see the unmasked values you entered for each TAN.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

NOTE: In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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Add/Edit entry - Tab Attachments

To add an attachment to your password entry, go to the **Attachments** tab while [adding](#) (**Edit > New**) or [editing](#) (**Edit > Properties**) a password entry.

- Click **Add attachment** to select the desired file where it is currently located and saved. It will now be added to your list of attachments. On the right-hand side, you see the file's path.
- Via **Delete attachment**, you can remove a file from your password entry.
- Using the button **Delete from Disk** will delete the file from its original place, but it will still be saved and available in **Password Depot**.
- **Extract to Disk** will save an item wherever you like.
- The **Open with Internal Viewer** button will open the current file.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

WARNING: Using attachments is **not** recommended. In connection with the server, attachments have already been deactivated. Instead, please use the new entry type **Document**.

NOTE: In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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Compare Entries

To view all differences that two passwords have in the synchronization, view the Differences Report. Here, you get a list of differences, which helps you to identify all changes.

By default, passwords and other sensitive data like the user name are masked. If you would like to see them in plain text, uncheck the option **Mask passwords and other sensitive data** on the left bottom side.

To return to the synchronization dialog, click **OK**.

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Browser Add-ons

You can set **Password Depot** to fill in web forms automatically - with your user name, password and any further log-in data. There are two methods to do this (they can also be combined):

1. the [Auto-complete](#) function (lightning symbol in the top bar).
2. the **browser add-ons**.

Below, you will find more information about **browser add-ons**. For details on the **Auto-complete** function, please click [here](#).

Explanation of Browser Add-ons

Add-ons can fill in web forms automatically. Additionally, they can import new log-ins directly into **Password Depot**, so you do not have to create the entry manually and can surf the Internet safely and conveniently.

Browser add-ons are launched together with the browser and come into action once you have opened a website containing a log-in. Currently, the software includes add-ons for **Internet Explorer, Chrome, and Firefox**.

If you **do not want to use** the browser add-ons, you can uncheck the browser add-on option in the installer, so they will not be installed in the first place. To disable already installed browser add-ons, use the browser's settings.

NOTE: The browser add-ons will not work while a dialog (e.g. Modify entry or **Properties**) is opened in Password Depot, if **Password Depot** is closed or locked.

Automatic Completion of Log-ins

If you open a URL that is already saved in one of your password entries and the browser add-ons are enabled, the information (user name, password and other log-in data, if available) will be inserted automatically into corresponding fields.

If the URL you have opened is saved in **several password entries**, the add-on will ask you to select one entry from a list.

You *never* want to log-in automatically to web forms:

1. From the **Edit** menu, select the button **Options**.
2. In the window that opens, select **Browsers**.
3. Uncheck the checkbox **Auto-fill web forms using add-ons**.

You do not want to log-in automatically to *particular* sites:

- Either add the URL(-s) to the list of **Ignored Websites**.
 - Or disable the auto-completion for a specific password.
1. Select the password.
 2. Go to the **Edit** menu.
 3. Select the button **Properties**.
 4. On the **Additional** tab, uncheck the checkbox **Use entry with browser add-ons**.

If your log-in information has changed, you can update your **Password Depot** entry after you typed in the new information into the log-in fields.

Automatic Import of new passwords

If you log in to a site not yet contained in **Password Depot**, the program will automatically ask you whether to save it after you have entered your log-in data.

If you would like to disable this function, please follow these steps:

1. Go to **Edit > Options**.
2. Select **Browsers**.
3. Uncheck the option **Add new passwords from web browsers**.

NOTE: If the program suggests adding a new entry although there already is an entry in your database, it is most likely that the URL does not match with the saved one. In this case, add a corresponding URL mask to the respective password entry.

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Add & Edit Auto-complete Sequences

In the dialog box **Auto-complete Sequences**, you can determine the order in which certain commands are carried out.

To modify auto-complete sequences, click on the menu **Edit** and then on **Auto-complete sequences**. A window opens, enabling you to **Add** new auto-complete sequences and to **Edit...** or **Delete** existing sequences.

If you click on **Add**, you will see a list of all actions that are currently carried out when you use the auto-complete sequence. To generate your own auto-complete, select from the buttons below:

- **USER**: Adds a user name.
- **TAB**: Jumps to the next input element.
- **PASS**: Adds a password.
- **Custom**: You can also use your defined custom fields for auto-completion. For more information, consult [Add new password](#).
- **CLEAR**: Clears content of target edit box.
- **ENTER**: Emulates the key "Enter".
- **SPACE**: Emulates the key "Space".
- **Additional**: Enables you to add **Arrow** buttons, e.g., and **Delays** to your sequence, which helps with filling out dynamic web forms. Simply select *Additional* > *DELAY* and set the delay's duration.

Once you have added an action, you will see a short description of it.

- **Move Up/Down**: Changes the items' order.
- **Delete**: Removes a selected action from the list.
- **Clear All**: Deletes the entire sequence you created, allowing you to start over again.

Having created a correct and satisfying sequence, click on the **OK** button and add your newly created sequence to your list.

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Folder Properties

This dialog box allows you to view and edit the properties of a selected folder of password entries.

You can call this window up by right clicking on a folder and then selecting **Properties** in the window that opens.

In the window's upper third, you have following options:

- **Name:** Allows you to modify the folder's name, simply by typing into the field.
- **Change Icon:** Click this button to change the icon that represents the folder in the navigation area. There opens the window [Select Image](#). Here you can either choose from a large number of integrated symbols (tab **Standard**) or select your own icon (tab **Custom**).
- **Reset Icon:** Sets the icon back to its initial state.

In the middle of the window are fields providing additional information about the selected folder:

- **Type.**
- **Location:** Indicates the path to this folder.

NOTE: The field **Location** is empty if the selected folder is the root directory (i.e. it contains all other folders), as it does not have a path in this case. However, if the selected folder represents a subfolder (i.e. it is within one or several other folders), then the field shows the corresponding path, along the pattern "Root\Subfolder1\Subfolder2\etc.".

- **Contains:** Informs about the folders and passwords contained in the folder, as well as about the number of passwords that have expired.

At the window's lower end are two further fields:

- **Category:** If you like, you can assign a category to the folder. Either you type in a description yourself, or you choose one of the names from the drop-down list.
- **Comments:** Provides space for any text you might like to add, e.g. a description of the folder.

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Add/Edit TAN

Use this dialog box to add a [TAN](#) or to modify the properties of an existing [TAN](#).

NOTICE: You can only modify a TAN if such a number is available in the first place!

In the present window, you can fill in the following information; only the field **TAN** is obligatory:

- **Number:** This parameter is used for numbered (indexed) TANs.
- **TAN:** Actual value of the TAN, usually a 6-digit number.
- **Used On:** To mark the TAN as used, check the calendar and specify a date.
- **Amount:** The money amount used in the transaction.
- **Confirmation Code:** If your bank uses confirmation codes to accept the order taking you can enter it here.
- **Comments:** Arbitrary text you wish to associate with the TAN.

Click **Next** to be able to enter the next TAN.

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