WebPasskey

Owner's Manual

Version 2.0

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Contents

Introduction

If you surf the web, you know what a pain it is remembering your different names and passwords for all the sites you visit. Wouldn't it be great to have a "passkey" that would open all the sites for you?

Well now there's WebPasskey! WebPasskey by **Micro System Designs, Inc** automatically captures, stores and enters your names and passwords for you.

Key Features

- **Auto-capture*** While you are browsing the web, WebPasskey senses when you enter a username and password and will store it for you.
- **Auto-entry.** The next time you visit that site, WebPasskey automatically enters this information for you.
- **Printouts**. Print a list of your usernames and passwords for safekeeping. You have the option of printing it very small to put in your wallet or scrambling your passwords so that only you can understand them.
- **Password generation**. Coming up with a lot of good passwords is hard to do. WebPasskey can generate random passwords for you.
- **Expiration reminders.** It is a good idea to change your passwords periodically. WebPasskey will keep track of how long you have used each password and will show you a reminder when it is time to change it.
- **Data file encryption**. All information is stored in an encrypted data file to protect it from prying eyes.
- **Multi-user**. Many people can share the same copy of WebPasskey on one computer or network and keep their passwords separate. The administrator can open and manage all users information.
- **Merging**. WebPasskey makes it easy to merge passwords from another user or synchronize them to keep work and home data files up-to-date.
- **Auto-start*** WebPasskey will start automatically when you start browsing, there is no need to remember to start it first.

Requirements

- Windows 95, 98 or NT
- Internet Explorer or Netscape version 3 or greater. Features marked with a '*' require Internet Explorer 4.0 or greater.)
- 8Mb RAM
- 2Mb Hard Disk space

Installation

In order to use WebPasskey, it must be first installed on your computer. Before starting the installation be sure to close/exit all running programs.

Floppy Disk Installation

1   Insert the installation disk into any 3.5" floppy drive on your computer.

2   Select **Start|Run** then type **A:\SETUP**.

3   The Setup program will lead you through the installation process and ask where you would like to have WebPasskey installed.

Web Installation

1   Download the WebPasskey file to a temporary directory on your computer. This might be called SETUP.EXE or WP20DEMO.EXE or WP20DEMO.ZIP.

2   If the installation file ends in .ZIP, use WinZip or a similar program to unzip it to a temporary subdirectory.

3   Select **Start|Run** then type **C:\TEMP\SETUP**. (Change C:\TEMP to the drive and subdirectory you downloaded it to and SETUP to the name of the EXE that was downloaded or unzipped.)

4   The Setup program will lead you through the installation process and ask where you would like to have WebPasskey installed. After it is installed, you can delete the files in the temporary subdirectory.

Upgrading a Previous Version

If you are upgrading from an earlier release of WebPasskey or a demo version, you can install the files into the same subdirectory as the old WebPasskey files. Your information will be saved. If the information you previously entered doesn't appear, use **File|Merge With...**.

Uninstall

There are two ways to uninstall WebPasskey:

First option: Go into the Windows **Control Panel**, choose **Add/Remove Programs**, scroll down to WebPasskey and select the **Add/Remove** button.

Second option: Under the **Start** button go into **Programs,** choose **WebPasskey** and select **Uninstall WebPasskey.**

Quick Start

WebPasskey was designed to be intuitive and easy to use. Most users will be able to plunge in and use it without having to read any instructions. Here are some quick hints on getting started quickly.

Getting Started With Internet Explorer 4.0

If you are using Internet Explorer 4.0, just install WebPasskey and start browsing the web. WebPasskey will start automatically and sense when you enter a username and password on a web page.

Auto-Capture

When WebPasskey senses that you entered a username and password, it will show the Auto-Capture screen and ask to save the information:
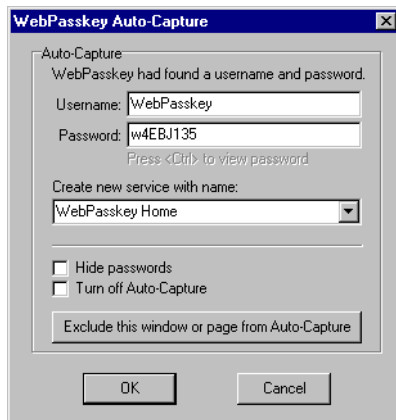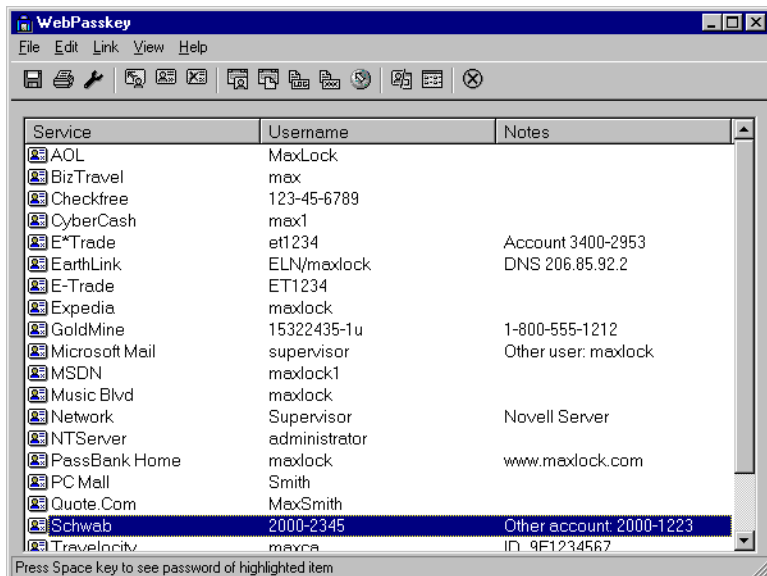

Other Browsers

If you are using another browser, first start WebPasskey and enter your usernames and passwords for all services that you use. Then start browsing the web. When you come to a page that asks you to enter a password, right-click on the WebPasskey icon in the system tray and select Create Link. The following instructions describe how to do this.

Services and Links

WebPasskey uses Services and Links. A **Service** is just a site that requires a user-name and password and a **Link** tells WebPasskey how to enter this into a specific web site or program. Here is what the Service screen looks like:

Service	Username	Notes
AOL	MaxLock	
BizTravel	max	
Checkfree	123-45-6789	
CyberCash	max1	
E*Trade	et1234	Account 3400-2953
EarthLink	ELN/maxlock	DNS 206.85.92.2
E-Trade	ET1234	
Expedia	maxlock	
GoldMine	15322435-1u	1-800-555-1212
Microsoft Mail	supervisor	Other user: maxlock
MSDN	maxlock1	
Music Blvd	maxlock	
Network	Supervisor	Novell Server
NTServer	administrator	
PassBank Home	maxlock	www.maxlock.com
PC Mall	Smith	
Quote.Com	MaxSmith	
Schwab	2000-2345	Other account: 2000-1223
Travelocity	maxca	ID 9E1234567

WebPasskey — File Edit Link View Help

Press Space key to see password of highlighted item
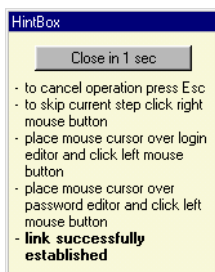
Creating Links

After entering your services, minimize WebPasskey and start surfing the web. When you come to a service that asks for a password, right-click on the WebPasskey icon and select "Create Link" and the service name.
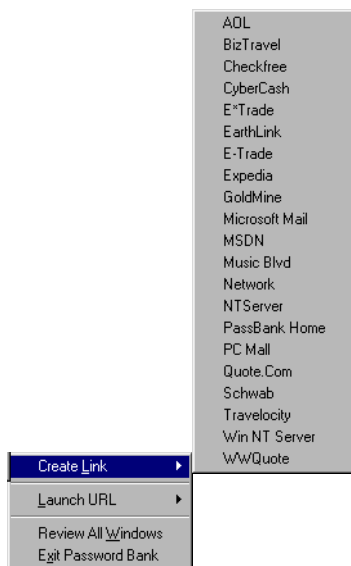
WebPasskey will ask you to click on the username and password fields so it can memorize them.

The next time you go to this web page, WebPasskey will enter the information for you automatically.

Neat Tricks

Here are some neat tricks that WebPasskey can do.

Auto-Logon

If you set your master username and password to the same ones that you use to logon to Windows, you can have WebPasskey use these to logon automatically. Just go to **File|Options** and select the "Logon Automatically" option.

Password Quick Peek

If you want a quick peek at your password, highlight the service and press **<Space>**. (You can disable this feature by selecting "Hide Passwords" in **File|Options**.)

Quick Enter

There might be times when you don't want to create a link but just want to enter your username or password into a web page or program quickly. To enter them both at the same time, use the **Link** menu and select **Copy Name and Password**. You can also select **Copy Username to Clipboard** and then paste it into the web page with **<Ctrl-V>**.
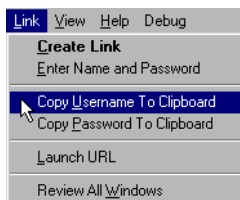
Random Password

Since you don't have to remember your passwords, you can use really strong passwords that can't be broken. The best way is to do this is to let WebPasskey generate a really good random password for you. Edit the service and then select the **Generate** tab:
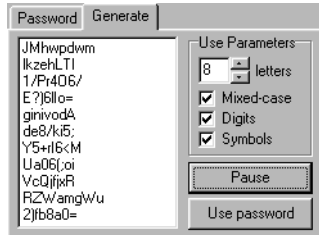
Tiny Printouts

It's nice to have a printout of your passwords but you don't want to leave it lying around. Let WebPasskey printout a really small copy of them, cut off the excess, fold, and then put it in your wallet or purse. The printout will be about the size of a credit card so it will be easy to hide.
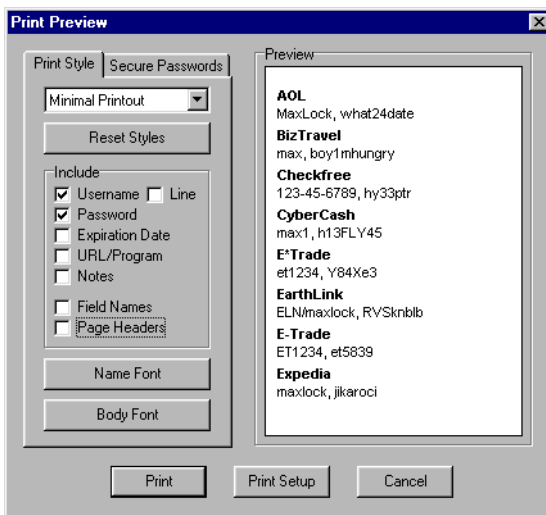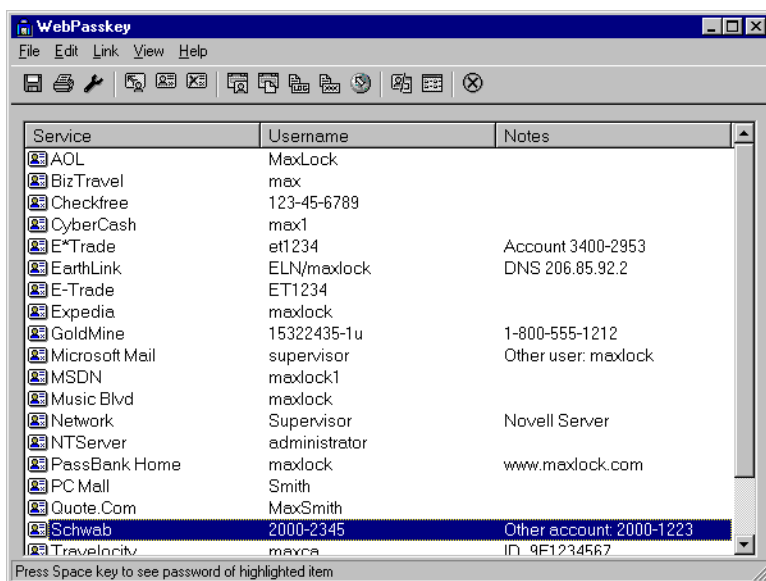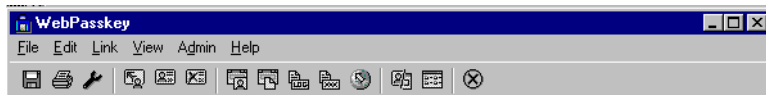
What It Looks Like

Here are some of WebPasskey screens to give you an idea of what it looks like.

Main Window

The main WebPasskey window shows you all the services you have entered. You can also switch to the links screen to review or delete links.
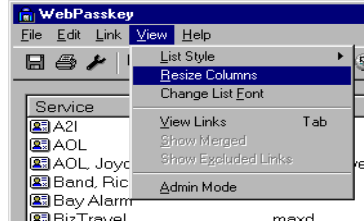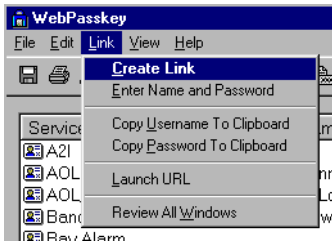

Toolbar

The Toolbar provides quick access to various features. To see what they do, place the cursor on it and pause for several seconds and a description will appear.

Menus

Here is what the menus look like.
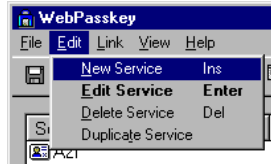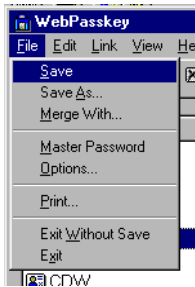
Options Screen

Here is where you can setup various options.
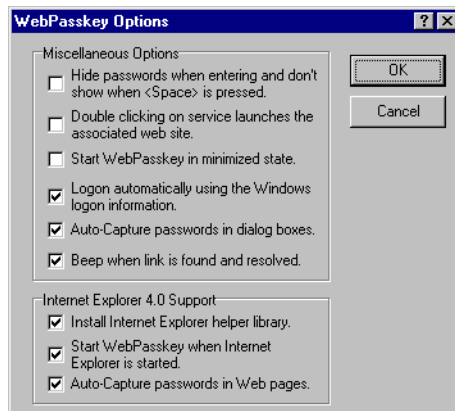
Edit Service Screen

This is where you enter the username, password and other information for each service.

Merging Screen

WebPasskey allows you to merge passwords from another user or to synchronize your passwords so you can browse the web from work and home.

Creating Services and Links

Creating a Service

To create a new service record in the list, you can use the menus, shortcut, toolbar button or right-click.

**New:**   Menu: **Edit|New Service**   Toolbar: 🔲   Keyboard: **Ins**

Edit: Menu: **Edit|Edit Service**   Toolbar: 🔲   Keyboard: **Enter**

Delete: Menu: **Edit|Delete Service** Toolbar: 🔲   Keyboard: **Del**

Duplicate: Menu: **Edit|Duplicate Service**

Edit Service

Here is what the Edit Service dialog looks like.

- **Service Name:** This identifies the service and appears along with the username in the main window. The list is alphabetized according the service name. The easiest way to choose a name for a service is to use the name of the web site. This way, the name will also help you remember which program or Internet address this record corresponds to. For example; if you are accessing Web pages at www.maxlock.com you can use MaxLock as a name for the service.

- **Username**: This is the username or login name that you use to access the service.

- **Password:** If the "Hide Passwords" option is turned ON then you will have to enter the password twice to confirm it was entered correctly. To briefly view the password, select this field and press the **<Ctrl>** key.

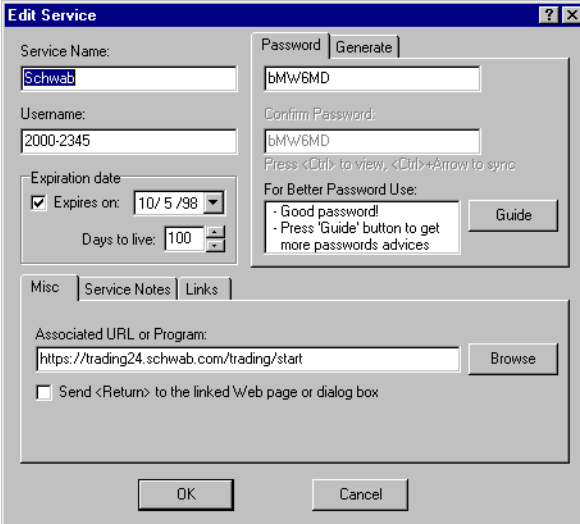- **Generate:** Select this button if you want WebPasskey to generate a random password for you.

- **Guide:** Selecting this button gives you more information on how to pick a good password.

- **Expiration date:** Check the "Expires On" option and set the date for which you want to be notified about expiration of the password. Check "Never Expires" otherwise.

- **Associated URL or program:** If you enter a URL or program here, WebPasskey can take you directly there when you select **Link|Launch URL**. If the URL does not start with 'www' then use the prefixes HTTP:, HTTPS: or FTP:. Otherwise the name in this editor will be treated as a path and name of a program.

- **Send <Return>:** After automatically entering your username and password, WebPasskey can also send a simulated **<Enter>** key. On many web pages and programs, this will automatically continue to the next page.

- **Service Notes:** This field stores notes about the particular service. They can be reviewed on this screen or printed out.

- **Links:** This shows all links defined for this service. You can also see these links on the main window by selecting **View|Links**.

Creating a Link

Links allow WebPasskey to automatically enter the username and password in the correct web page or program. You can't enter or edit the link information directly. If you are using Internet Explorer 4.0, just start browsing the web and let WebPasskey Auto-Capture them for you whenever you enter a username and password on a page.

If you are using another browser, here is how you create a link:

1. Start WebPasskey and enter the username and password for the service you want to link to.

2. Browse the web or run the program until it asks for your username and password.

3. Do any of the following:

    • Switch to the WebPasskey window and select the service from the main list and choose:

         Menu: **Link|Create Link**   Toolbar:

    • Right-click on the icon in the tool tray. Then choose **Create Link** and the desired service.

4. The mouse cursor will change its shape as shown below. Point the mouse cursor at the login edit field and click the left mouse button. This will show WebPasskey where the login information should be entered. If you want to skip this step (for example: if your program require a password only) press the **<Space>** key or click the right mouse button.

5. The mouse cursor will change again as shown below. Point the mouse cursor at the password edit field and click the left mouse button. If you want to skip this step (for example: if your program require a username or login only) press **<Space>** or click right mouse button.

During all these steps, WebPasskey will display hints in a special window. It will remind you what to do next or report about possible errors.

Now the link is defined and you can review it in the list of defined links. If you skip both login and password, the link will not be created.

The next time that web page or program comes up, WebPasskey will enter your username and password automatically.

If you want to delete a link, first switch to the link window by:

Menu**: View|View Links**   ToolBar: Hotkey **<Tab>**

Options

There are several options you can set to customize the way WebPasskey works. To access the Options dialog use:

Menu: **File|Options**   Toolbar: 🔧
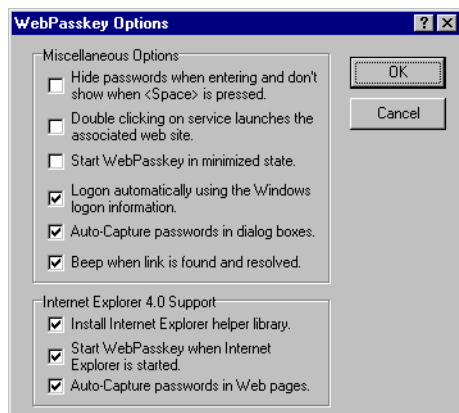
Hide Passwords

If this option is not selected (default), WebPasskey will display your passwords in the Service Properties dialog box and allow you to press **<Space>** on the main window to see them. In addition, when you are entering or changing a password, WebPasskey will show you hints on making it a better password.

If this option is selected, it will hide your passwords and not show them when **<Space>** is selected. When you enter or change your password, you will need to enter it again in the Confirm window to make sure you typed it correctly. To see your password, open the Service Properties dialog, select the password edit field and then press the **<Ctrl>** key. If you want to copy the password to the Confirm field so you don't have to type it again, press **<Ctrl-Right Arrow>**.

Double-Clicking

This option controls what happens when you double-click on service in the main window of WebPasskey. If it's selected (default), WebPasskey will go to the web

page or associated program. Otherwise double-clicking will edit the service information.

Start Minimized

After you have entered your service information and created your links, you will probably want WebPasskey to run quietly in the background. A good way of doing this is to put it in your startup group and select this option to have WebPasskey start in the minimized state. If WebPasskey is starting automatically with Internet Explorer 4.0, it will always start minimized.

Logon Automatically

If your Windows logon username and password is the same as your WebPasskey logon name and master password, selecting this option will logon to WebPasskey automatically.

Auto-Capture Dialogs

On some web sites, a dialog box will pop up asking for your username and password. Selecting this option tells WebPasskey to automatically capture these for you.

Beep When Link Is Found

Normally WebPasskey will beep when it enters your username and password to let you know it is working. Turn this option off to keep WebPasskey from beeping.

Start Automatically

With this option selected, WebPasskey will start automatically each time you start Internet Explorer 4.0.

Auto-Capture Web Pages

Some web sites will ask for a username and password directly on the web page. Select this option if you are using Internet Explorer 4.0 and would like to automatically capture these for you.

Multi-User Administration

WebPasskey supports multi-user access so that each user can have separate data files.

If you have not set up a master password then WebPasskey will automatically start with the default data file. Once you have setup a master username and password, WebPasskey will show a logon screen when it starts. Each user will then have their own separate data file.

The first person who uses WebPasskey will be the administrator and will have access to everyone's data file.

Admin Mode

When the administrator is using WebPasskey, an extra option **View|Admin Mode** is available. No other users will see this menu item. Once in Admin Mode, here is what the main screen looks like:
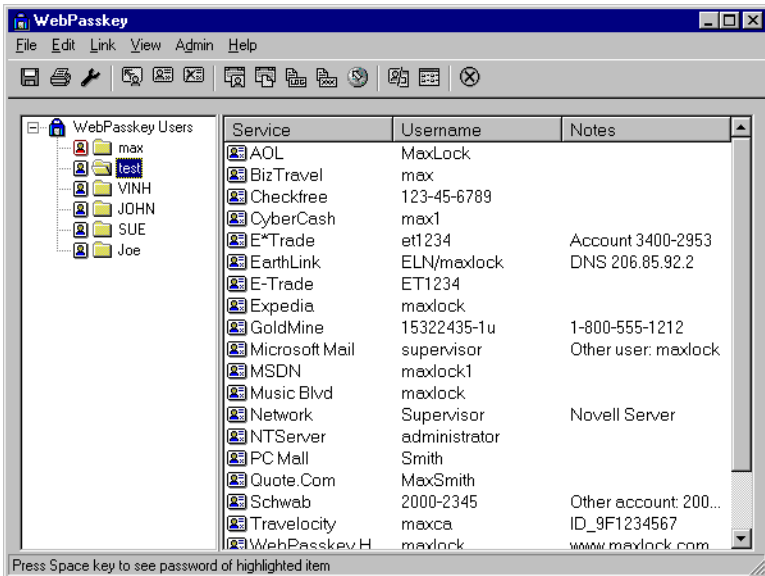
The first user with the red icon is the administrator. To open another users data, double-click it or select **Admin|Open User's Data**.

Admin Menu

When you are in admin mode, a special menu will appear:

Copying Passwords

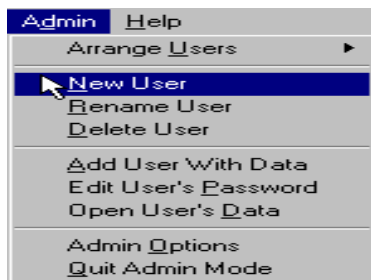**New User** creates a new user without any data. **Add User With Data** allows you to select another users file to copy the information from. This can be used to setup a list of "company wide" passwords for all users.

You can also select passwords from one user and drag-and-drop them onto another user.

Restricting Access To Passwords

When you are in admin mode and choose **Edit|Service**, two new questions appear:
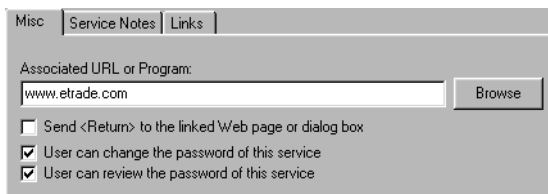
These allow the administrator to restrict users from viewing or changing the passwords. This is handy if you want users to be able to use the company wide password but not see it or change it.

Admin Options

To change the administrative options, select **Admin|Admin Options**.
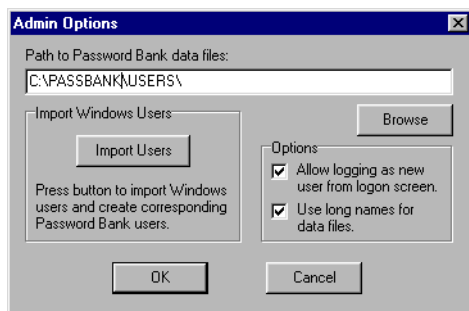
Changing the path to the data files also moves the data files to the new path.

If you select **Import Windows Users**, all users that have Windows logon names for that computer will be automatically added.

One handy option is **Create new users from logon screen**. This allows anyone to create a new WebPasskey file when they logon to WebPasskey. The new files can still be opened by the administrator.

When users are created, a file with the same name is used to store the information. Normally these file names are limited to the first 8 characters of the users names. If you would like to use long file names, select **Use long names for data**.

Exiting Admin Mode

When you are done with Admin mode, select **Admin|Quit Admin Mode**.

Merging and Synchronizing

WebPasskey allows you to merge the information from another data file or synchronize two data files.

Merging

If you want to merge data from a file and save its content into the current WebPasskey choose **File|Merge With...** menu item and then choose the file. If the file has a master password and the password differs from the current master password you will have to enter it first.

After that, the Merge Options dialog box will appear. This will allow you to control how the information gets merged.
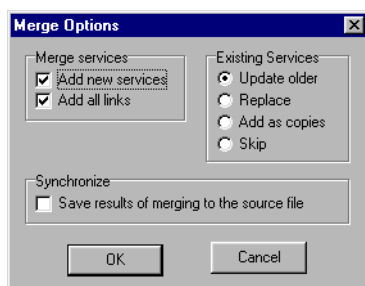
Select **Add new services** if you want to include new services. Don't select this if you just want to update existing services.

Each service record has a field that stores the date of the last change. By selecting this field WebPasskey merges the services with the same names in one of four ways:

1 Replaces older services only with new versions. It also affects links, so if new service has new links they will be included.

2 Always replaces existing service with new one

3 Adds new services as copy

4 Skips existing services

Synchronizing

If you want both files to contain the same data after merging check the **Synchronize** box. This will also merge back to the other file which is useful if you are trying to keep both your passwords at home and at work synchronized.

Reviewing Merged Entries

After merging has completed, all new services and links are highlighted in the main window. You can turn highlights on and off from **View|Show Merged**.

Other Features

Printing

WebPasskey provides a lot of options for printing. As you change the various options, the Preview window will show you what your printout will look like. There are three basic printouts that you can change: Normal, Full Information, Minimal Printout. Any changes you make to these will be saved.
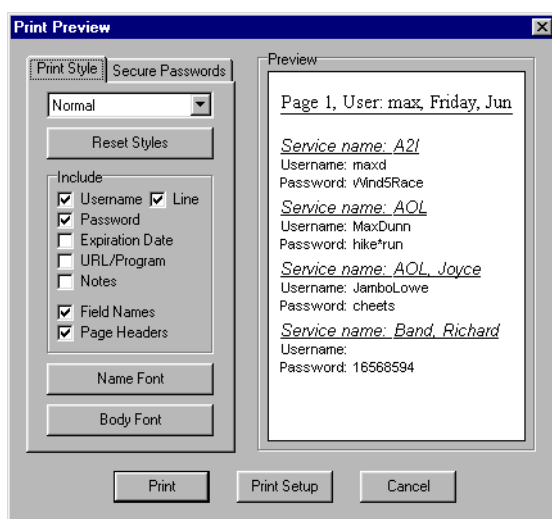
The Secure Password options lets you scramble your passwords so that only you can read them.

Enter Username and Password

If you want to enter both your username and password into a web page but don't want to create a link, use this feature. This allows you to click on the username and password fields to easily enter them.

Menu: **Link|Enter Name and Password**   Toolbar:

Copy Username or Password To Clipboard

If you just want to enter just your username or password, use one of these to copy your username or password into the clipboard. Then switch to the correct page, select the field and press **<Ctrl-V>** or **Edit|Paste**.

Copy Username To Clipboard

>   Menu: **Link|Copy Username To Clipboard** ToolBar:

Copy Password To Clipboard

>   Menu: **Link|Copy Password To Clipboard** ToolBar:

Start a Web Page or Program

To go to a web page or start a program, first enter it in the Service Properties page under "Associated URL or program". Then choose:

>   Menu: **Link|Launch URL**   Toolbar:

Generating Random Passwords

WebPasskey can generate a random password based on predefined patterns. This frees you from having to think up new passwords and make sure that it is a really good password. To use this, go to the Service Properties dialog and select the **Generate** button. You will then see:
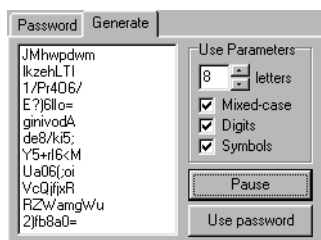
You can control the length of the password and whether it uses mixed-case, symbols or digits. If you want to suspend the password generation press the **Pause**

button. To start again, press **Start**. Once you see a password you like, select it and press **Use password**.

Setting the Master Password

The Master password protects your data file so no-one else will be able to access it. If you want to prevent unauthorized access to your data, set up a master password by selecting **File|Master Password** from the menu. Here is the master password screen.
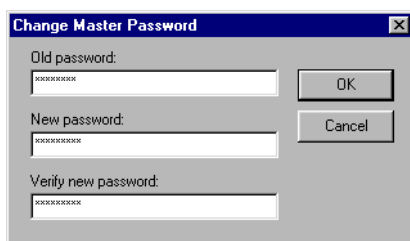

Save

WebPasskey automatically saves all changes when you exit the program or when you exit or shutdown Windows. If you want to save the changes explicitly then choose:

Menu: **File|Save**   Toolbar: 🖫

Save As

To save data from WebPasskey to another file choose **File|Save as...** menu item and then choose a name for this file. WebPasskey will save its data into this file using the current master password.

Exiting

There are two ways to exit WebPasskey. If you exit WebPasskey using the standard way, WebPasskey saves all your changes. To exit WebPasskey the standard way, use:

Menu: **File|Exit**   Toolbar: ⊗   Keyboard: **<Alt-X>**

If you want to discard the changes you made to the data you can exit WebPasskey without saving the data. All your changes will be lost! To do this choose **File|Exit Without Save** from the menu item.

Using With Other Programs

WebPasskey can enter usernames and passwords into other programs as well, not just web sites. To do this, follow the instructions for creating links. You can also enter a program name in the "Associated URL or Program" field in Edit Service. Then when you select **Link|Launch URL**, the program will be launched.

Selecting Good Passwords

The object when choosing a password is to make it as difficult as possible for a cracker to make educated guesses about what you've chosen. This leaves him no alternative but a brute-force search, trying every possible combination of letters, numbers, and punctuation. A search of this sort, even conducted on a machine that could try one million passwords per second (most machines can try less than one hundred per second), would require, on the average, over one hundred years to complete.

What to Use

- Do use a password with mixed-case alphabets.
- Do use a password with nonalphabetic characters, e.g., digits or punctuation.
- Do use a password that is easy to remember, so you don't have to write it down.
- Do use a password that you can type quickly, without having to look at the keyboard. This makes it harder for someone to steal your password by watching over your shoulder.

What Not to Use

- Don't use your login name in any form (as-is, reversed, capitalized, or doubled)
- Don't use your first or last name in any form.
- Don't use use your spouse's or child's name.
- Don't use other information easily obtained about you. This includes license plate numbers, telephone numbers, social security numbers, the brand of your automobile, the name of the street you live on, etc.
- Don't use a password of all digits, or all the same letter. This significantly decreases the search time for a cracker.
- Don't use a word contained in (English or foreign language) dictionaries, spelling lists, or other lists of words.
- Don't use a password shorter than six characters.

Methods to Choose Good Passwords

- Choose a line or two from a song or poem, and use the first letter of each word. For example, "In Xanadu did Kubla Kahn a stately pleasure dome decree" becomes "IXdKKaspdd."
- Alternate between one consonant and one or two vowels, up to eight characters. This provides nonsense words that are usually pronounceable, and thus easily remembered. Examples include "routboo," "quadpop," and so on.
- Choose two short words and concatenate them together with a punctuation character between them. For example: "dog;rain," "book+mug," "kid?goat."

Excerpts from

IMPROVING THE SECURITY OF YOUR UNIX SYSTEM
David A. Curry, Systems Programmer
Information and Telecommunications Sciences and Technology Division
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Technical Support

While you are using WebPasskey, you can always get help by pressing **\<F1\>** or choosing **Help|Contents**.

If that doesn't answer your question, check our web site. We continually update it so there is a good chance your question will be there. The WebPasskey web site is at:

www.maxlock.com/wp

We also offer FREE e-mail and fax support for WebPasskey. Please include your serial number as found on the **Help|About** screen and contact us at:

    tech@maxlock.com
    408-260-2695 Fax

If you would like phone support, you may contact us at:

    408-260-2600 Phone

Here are the rates for phone support:

    1 year phone support: $49
    Per incident: $35

Other Products

MaxLock HD 100 is a complete data security system designed to protect desktop PCs by encrypting all data written to their IDE hard drives. It uses unbreakable 112-bit triple DES encryption technology and encrypts data "on the fly" with no effect on computer performance.

MaxLock is compatible with MSDOS, Windows 3.1 and Windows 95 operating systems. It also works with all application programs including memory managers, backup software, databases, and over LAN networks.

MaxLock is designed as a hardware-based encryption system to achieve superior performance, protection, and speed compared to software encryption devices. Operation of MaxLock is completely transparent to the user, requiring no intervention after initial installation and setup.

MaxLock protects all the data on a hard disk so there is no "back door" for hackers to enter through the operating system. The encrypted data on the hard disk protected by MaxLock is only accessible with the correct name and password. There is no master key safety scheme.

Hacker's can't hack it. Prying eyes can't see it. Even if thieves steal your office computer, the hard disk data is useless to them. Unlike most other encryption products, MaxLock does not interfere with your computer's operation or slow down your application programs.

MaxLock is simple to use. You don't have to select files, perform special keystrokes, or keep detailed logs of what's encrypted and what's not. MaxLock automatically encrypts and decrypt data to and from the hard disk, so it operates invisibly as you perform your daily computer tasks.

For more details regarding MaxLock, please visit our Web site at:

www.maxlock.com/ml