KeePass – Getting Started on Windows

This guide includes the initial installation of KeePass 2.x on a Windows PC, creating your first password database, testing the software and entering your first accounts.

1. **Installation:** Download the software (KeePass-2.xx-Setup.exe) from http://keepass.info/download.html and install. On first launch of KeePass it will prompt you to enable (default) or disable automatic checks for updates. Note this simply checks for the existence of a new version – it will not download or install unless you specifically request.

2. **Create the Initial Password Database**

   Run KeePass

   Select File → New

   With Windows 7 the default location will be **Libraries → Documents**

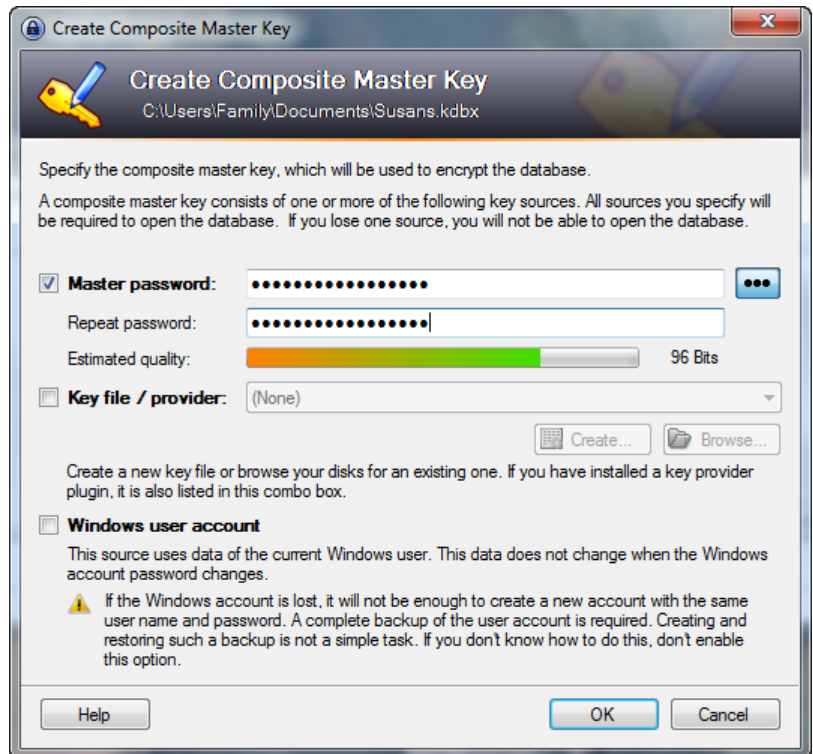   Select this or an alternate, known location and enter a file name.

   Create Composite Master Key

   You will be prompted to create your master password.

   Enter a unique password or a short phrase (i.e. "pass phrase" instead of "password").

   Enter the password or pass phrase a second time

   A pass phrase can be easier to remember!

   Database Settings

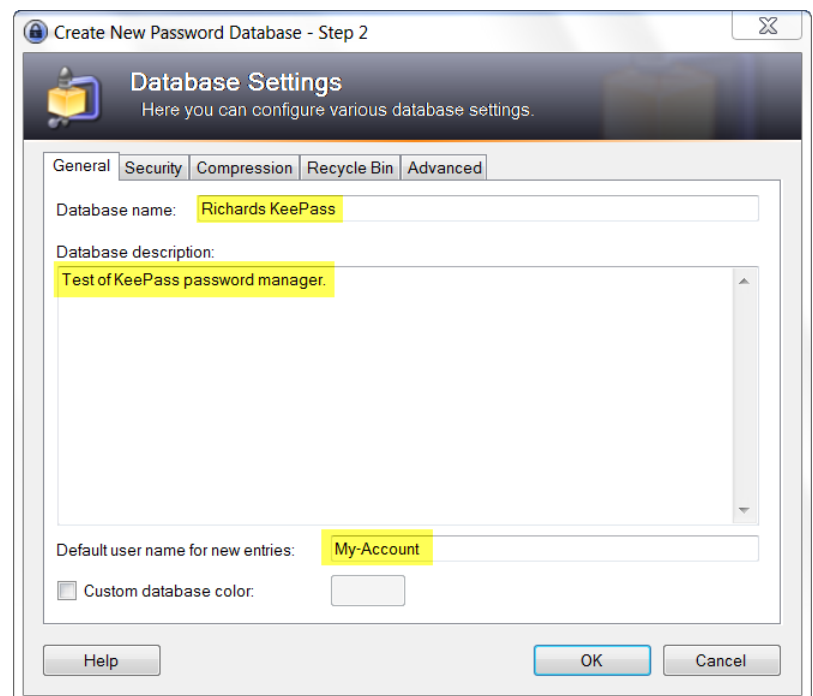   **Database name:** Enter a name

   Database Description: Optionally enter a description for this database.

   Default User Name: Enter your most commonly used User Name.

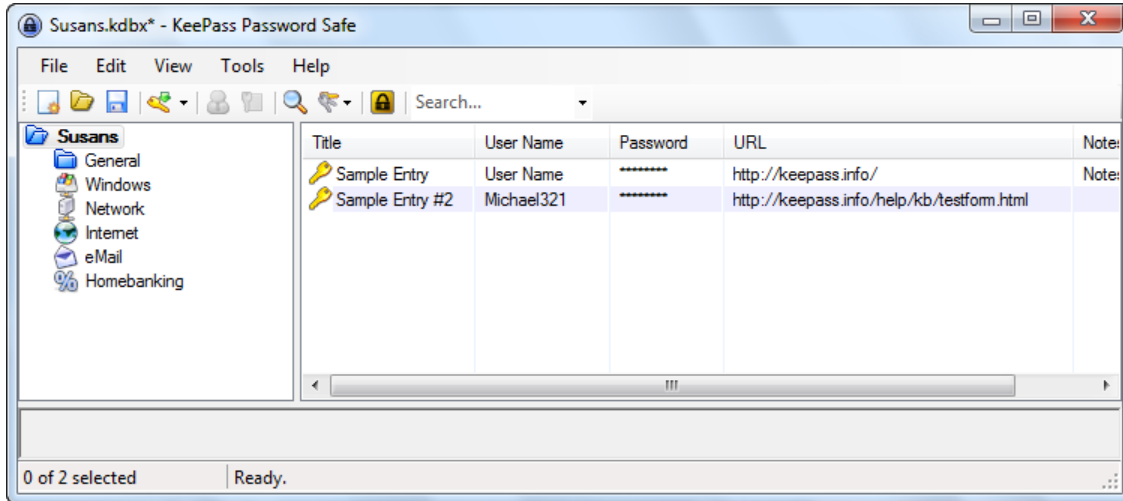   If you are a heavy user of web accounts – this is likely an email address.

   Click **OK**

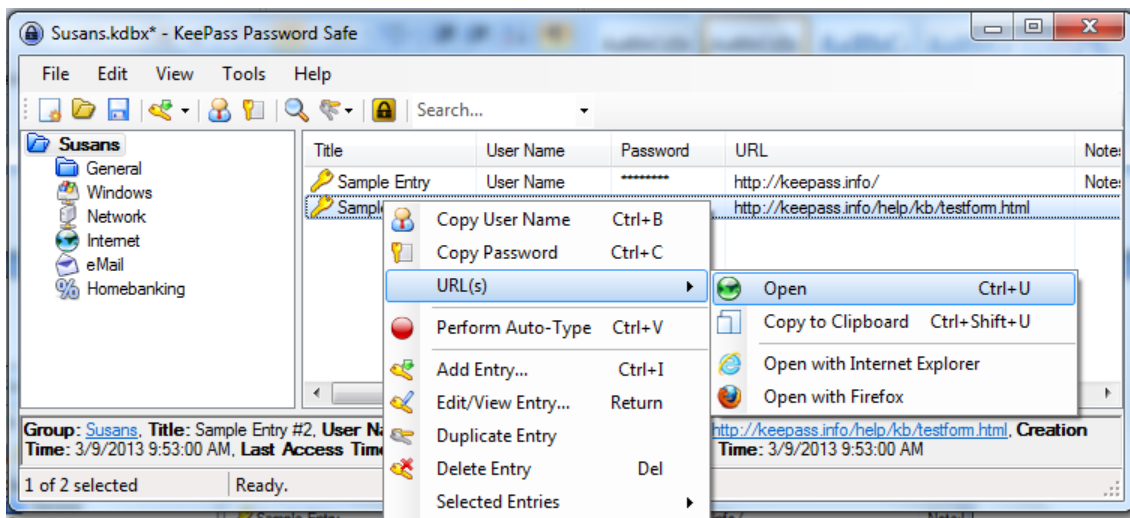   KeePass will display the main user interface window (see below).

2. **Create the Initial Password Database** (continued)

Main Window

KeePass will create two sample account entries for you.
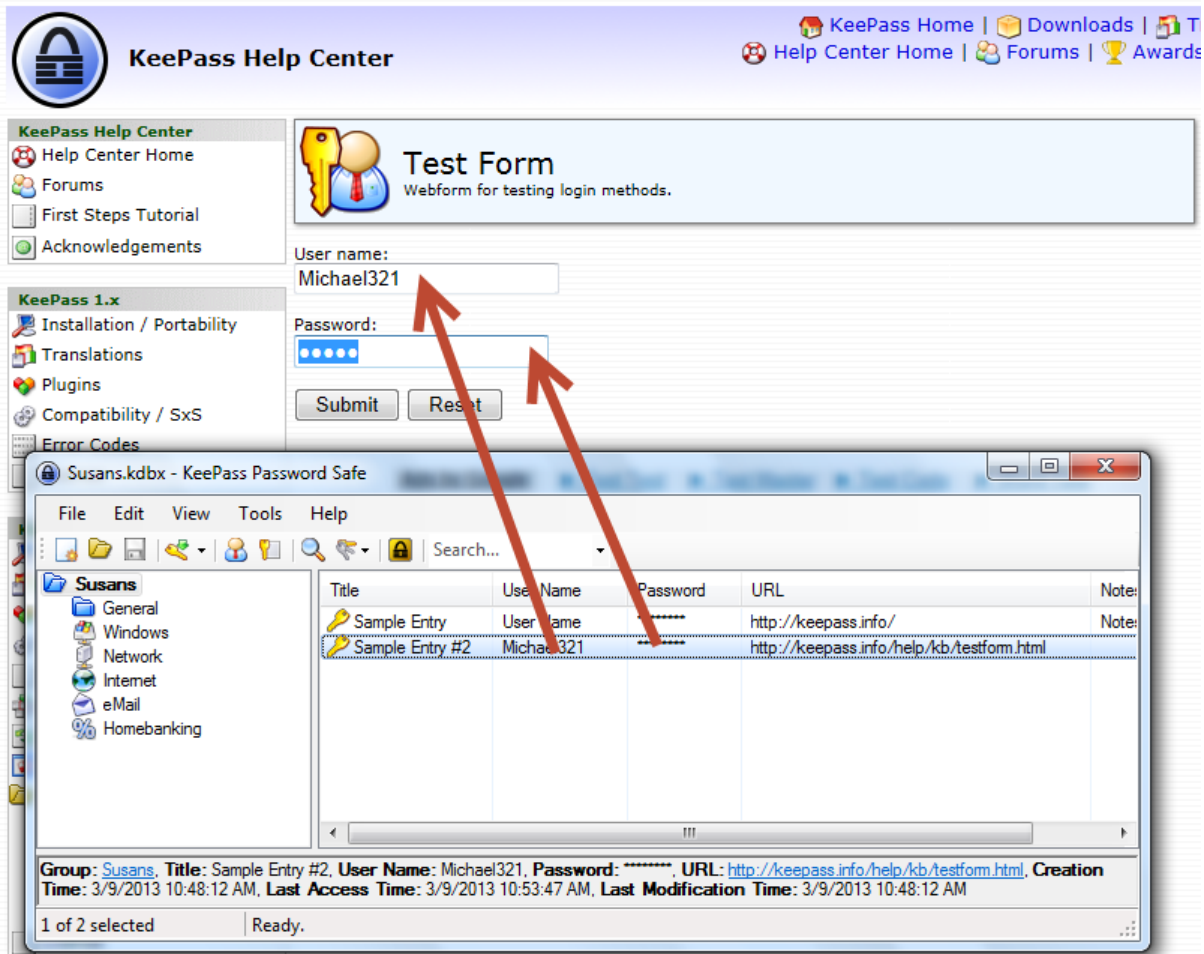
3. **Testing KeePass**

To test KeePass:
- Right-Click on the 2nd entry, Select **URL(s) → Open**
- Alternatively – simply double-click on the URL cell for the entry.

KeePass will open the KeePass Help Center **Test Form** in your web browser.

3. Testing KeePass (continued)

Drag and Drop the **User Name** (Michael321) to the User Name field
Drag and Drop the **Password** to the Password field
Click **Submit** on the Web Form
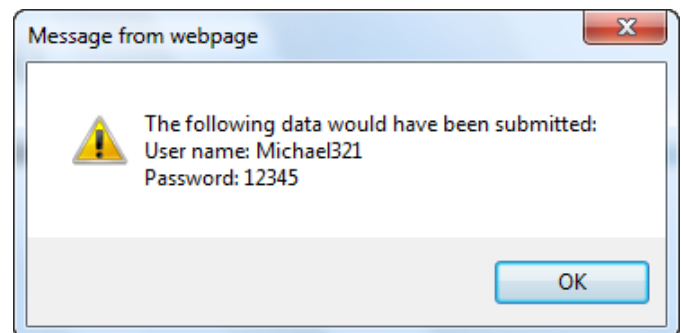You should see the **Message from webpage** dialog box:

Editing an Entry

Now Click **Reset** on the Web Form.
Switch to the KeePass window and double click on **Sample Entry #2**.
This will bring up the edit window. Update the **User Name** and **Password**.
Then try the above test again.

Testing Autotype

Click **Reset** on the Web Form.
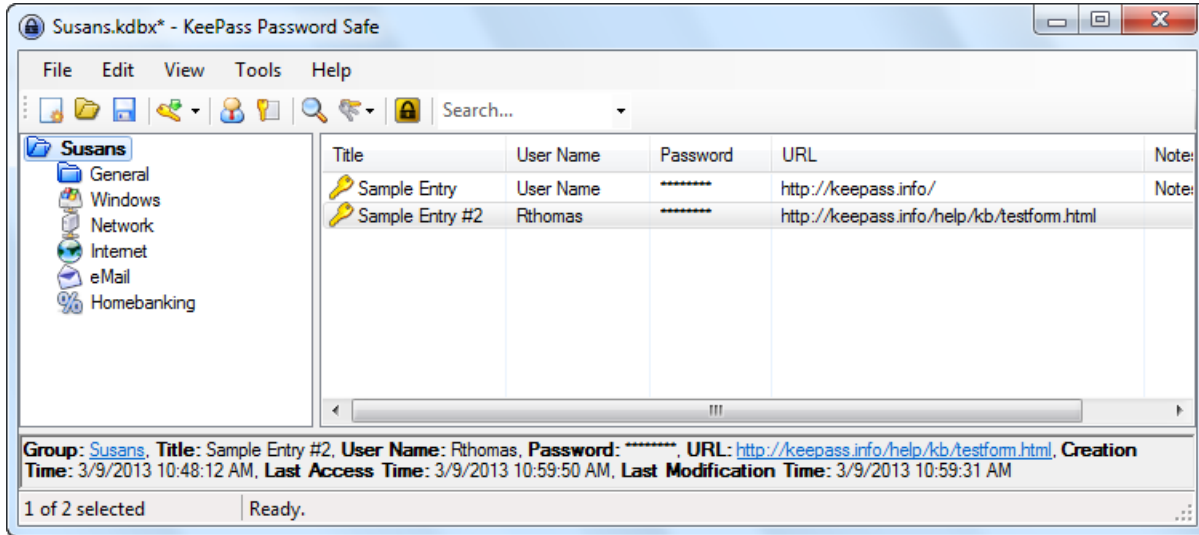Click in the **Name** field of the Web Form.
Change to the KeePass window
Right-click on the account entry and select **Perform Auto-Type**.

KeePass should automatically enter the User Name and Password and activate the Submit button!

The values typed by the Auto-Type feature can be customized for each account by editing the entry and selecting the Auto-Type Tab.

4. Entering Accounts

Return to the main KeePass window:

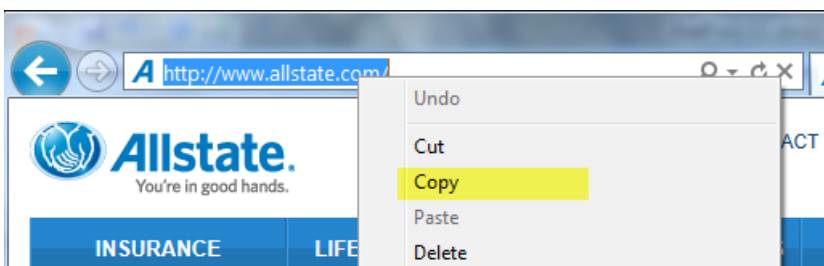To add a user account: Select **Edit → Add Entry**, or simply click the icon.
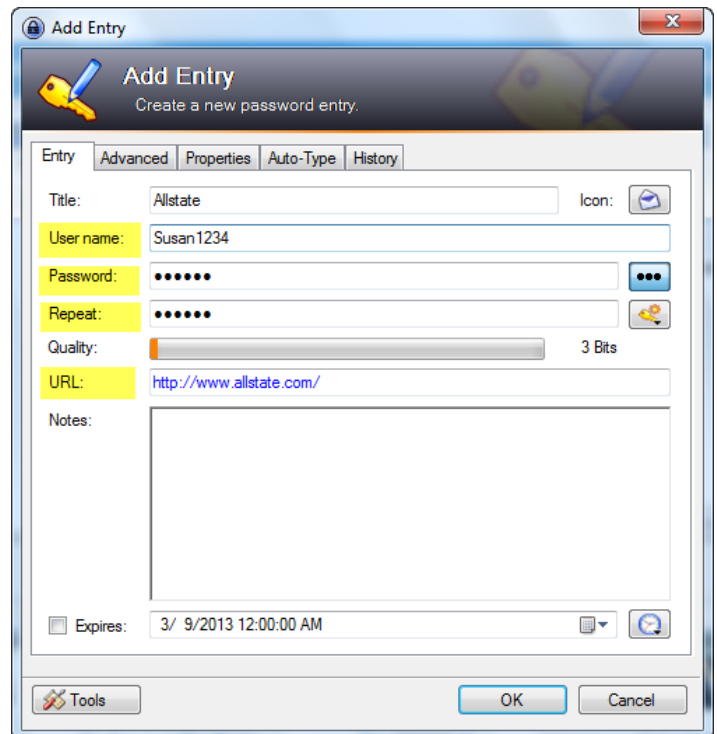
For the specific web site, enter the following:

User Name: Your User name
Password: Your Password
Repeat: Your Password again
URL: The address of the web page

An easy way to get the URL is to:
- Go to the website in your browser
- Right click on the address bar
- Select **Copy**.
- Then paste it into the URL field of KeePass.

(See example below)

5. **Portable KeePass**

Once you have installed KeePass on your PC and set up your database of accounts, you can easily install a copy on a USB drive. You can then plug this USB drive into any PC you are using and access your personal database of websites, accounts and passwords!

Installing Portable KeePass

- Download the zip archive containing the software (KeePass-2.xx.zip) from http://keepass.info/download.html
- Plug in your USB drive
- Create a folder called **KeePass** on the USB drive.
- Unzip the contents of the zip archive into the folder **KeePass** on the USB drive.
  If you do not have an unzip utility – just double-click on the archive to open it, select and copy the contents, then past into folder **KeePass** on the USB drive.
- Locate the database created on your PC (by default located in Libraries → Documents)
- Copy the single database file to folder **KeePass** on the USB drive.

Using Portable KeePass

- Navigate to folder **KeePass** on the USB drive
- Double-Click on **KeePass.exe**
- The first time you use portable KeePass it may not find the database.
  Use the **File → Open** menu, navigate to folder **KeePass** on the USB drive, select and open the database.
- For quicker access – place a shortcut to **keePass.exe** in the root folder of the USB drive.

6. **Additional Information**

This guide describes only a very small subset of the features built into KeePass (© 2003-2013 Dominik Reichl) to facilitate organizing your password database and effective use of the software. For further information:

- Explore the menus and icons!
- Use the HELP Menu
- See http://keepass.info/index.html
- See http://keepass.info/help/base/index.html

KeePass is Open Source, free software. However, to support continuing software improvements and ongoing technical support for this product – please consider donating at http://keepass.info/donate.html .