

EasyPDF™ Password Manager Help Menu

- ◆ Click the Black EasyPDF™ menu icon in the upper top left-hand corner of the form to open and preview a custom popup menu featuring a number of menu items created to simplify and facilitate using the form.
- ◆ Click the 'Highlight Fields' menu item provided to toggle active form fields on/off. In start mode, the only active or highlighted field is the 'name' field located at the top left-hand corner of the form. In contrast, all other form fields remain inactive/disabled awaiting a password record to be added or selected from a drop-down list to enable edit mode.
- ◆ The 'Help' and 'About' menu items are self-explanatory.
- ◆ When the form first opens, the cursor automatically appears inside a form field ready for the user to enter/type a name/description for creating a new password record or select an existing password record by name from a drop-down list thereby placing the form in edit mode allowing the end user to view, edit, or delete the record provided.
- ◆ To add a new record, simply click the EasyPDF™ menu icon once again to display the main popup menu and select 'Reset Form' to clear the form and return to start mode.
- ◆ To enter a user ID and a password to a site already added to EasyPDF™ Password, click the link you entered/provided on the password record to go to the website. Once there, to enter a user ID and password you already provided in EasyPDF™ Password, simply right-click on the user ID or password field to bring up a context menu and click 'select all' followed by 'copy' to copy the user ID or password to the clipboard. Thereafter, click on the user ID or password field provided on the website and once again right-click the mouse to display the context menu and click paste to copy the user ID or password as the case may be into the associated field provided on the website.
- ◆ The 'Copy Data' menu item is intended to facilitate copying/transferring data from an earlier to a later version of EasyPDF™ Password Manager with just one click of the mouse (Note: Both the old and updated versions of EasyPDF™ Password Manager must be open in Adobe Reader to enable transfer of data from the old to updated version of EasyPDF™ Password Manager which process is activated from the 'Copy Data' menu item provided in the latest version of the form). Once all data has been copied/transferred to the latest version of the form, the 'Copy Data' menu item is automatically grayed out/disabled for the remaining life of what has now become the latest version of the form in which event the old version of EasyPDF™ Password Manager residing on a computer and USB device may now be deleted.
- ◆ Backup and restore password records from a previous point in time (Note: Both 'Copy Data' and 'Restore Data' menu items are intentionally disabled (grayed out) when you first open/begin using EasyPDF™ Password Manager. The 'Restore Data' menu item is enabled once a backup has been performed whereas the 'Copy Data' menu item is only enabled a brief time for providing a onetime data copy/transfer from a previous to a later version of the form as already described above. The backup/restore features are especially useful if and when a record has been deleted in error given a backup that occurred prior to the deletion allows restoration of the deleted record.
- ◆ The Green colored button serves to activate a website link or URL in which event the website address field (URL) must begin with https:// or http:// in order to perform its intended function given a website address/URL beginning without an https:// or http:// will fail to work (Note: any website URL without a leading http/https should be considered suspect).
- ◆ The form provides a number of predefined combo box drop-down fields that are populated transparently by the user over time in using the form. In brief, predefined drop-down field text items are essentially created and retrieved from one or more records that presently reside on the form containing a drop-down text field value. If and when a record containing one or more combo box drop-down fields with an assigned text value has been deleted from the form and no other remaining record contains an identical text value associated with a record that has been deleted, the text item ends up being removed from the predefined list of text items provided for that particular combo box drop-down field once the form is saved. This in turn provides an updated list of predefined text items most often assigned to a combo box drop-down field by the user over time.
- ◆ EasyPDF™ Password Manager provides a link to an online password generator via a menu item provided in the password manager module only for those who prefer using an online password generator to create a password. However, contrary to what you may believe or have been told, studies have shown online password generators are not required to create a strong password. Once more, online password generators normally create passwords that are convoluted and extremely difficult to remember. In brief, a strong password normally consists of 12 randomly chosen alpha-numeric characters with one or more capital letters and a symbol such as !,\$,). Our advice is that you choose a password creation option you deem most secure.
- ◆ It's important to save EasyPDF™ Password Manager after each and every session when prompted prior to closing the form to ensure any changes made to EasyPDF™ Password Manager during a session get saved to the form to be present for the next session.
- ◆ EasyPDF™ Password Manager is solely designed/intended for use on a Windows 10/11 or compatible Apple desktop/laptop computer or tablet running the Free Adobe Reader DC version 15 or higher to preview and use all form features provided.
- ◆ An internet connection is required (preferably a VPN) in order to browse the internet and use several form features provided by EasyPDF™ Password Manager.
- ◆ EasyPDF™ Password Manager can be easily copied to an encrypted password protected USB device when using Windows 10/11 Pro or compatible Apple desktop/laptop computer for 24/7 added convenience and security.
- ◆ Also consider Adobe's free online PDF password protection option in addition to creating a master password or PIN (if you haven't already done so) for the desktop/laptop computer you are using to prevent unauthorized access to your computer and EasyPDF™ Password Manager.
- ◆ EasyPDF™ Password Manager is guaranteed to be free from popup ads, malware, and viruses.
- ◆ EasyPDF™ Password Manager provides an extremely small footprint delivering superior speed and performance for organizing and storing an unlimited of password and other records. For example, an EasyPDF™ Password Manager app with 130 password records contains less than 380 bytes of data where 1000 bytes equals 1 MB.
- ◆ Last but not least, if you happen to believe and remain convinced mobile phone apps together with the Cloud are the absolute be-all end-all and 100% secure, EasyPDF™ Password Manager is not for you!