



SecureSafe Pro Password Manager

User Manual
2016

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What is SecureSafe Pro Password Manager?

What is SecureSafe Pro Password Manager?



If you are having problems remembering all your **access passwords and logins**, would like **to protect yourself** against identity theft and need a reliable software solution to **store files** with confidential information in one place safely and securely, you need to get SecureSafe Pro Password Manager. Sure, it may sound like a sales push, but you'll change your mind once you try it. After all, great software sells itself. And here is why:

First, SecureSafe Pro Password Manager is **100% free** to download and try. Second, it uses **military-grade encryption standard** approved and used by the US Department of Defense (namely AES, Advanced Encryption Standard with 256-bit key). Third, **it frees you from having to remember** all of your **passwords and logins**. They are stored in a database tree, which is **very easy to search and navigate**. When you visit a site you need access to, simply click SecureSafe Pro Password Manager icon conveniently located in the system tray, enter your access password and that's it. **Never check** "Remember my login and password" box on web sites, since this is not safe and may lead to hackers getting access to your private information, or worse yet - stealing your identity. Use SecureSafe Pro Password Manager instead. Moreover, the program comes with a number of safety precautions, like unloading access data if program is left idle. Plus, it has a "tough password generator" feature. Fourth, this program is not just another password keeper. **You can store regular files inside the program**. The program can store any file and all files can be launched from SecureSafe Pro Password Manager. The files stored with SecureSafe Pro Password Manager won't be visible and accessible to anybody but you.

There are no limits to how many entries you can store and the program is incredibly easy to use.

If you find any solution that works better than SecureSafe Pro Password Manager, let us know. But since such a program has not been released yet, we suggest you take advantage of your **free SecureSafe Pro Password Manager test drive**.

See Also:

- [Quick start with SecureSafe Pro Password Manager](#)
- [Download the latest version](#)

- [Visit SecureSafe Pro Password Manager Web Site](#)
- [Order SecureSafe Pro Password Manager](#)

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System requirements

Works in the following operating systems:

- Windows 10 as a desktop application
- Windows 8.1 as a desktop application
- Windows 8 as a desktop app
- Windows 7
- Windows Vista
- Windows XP

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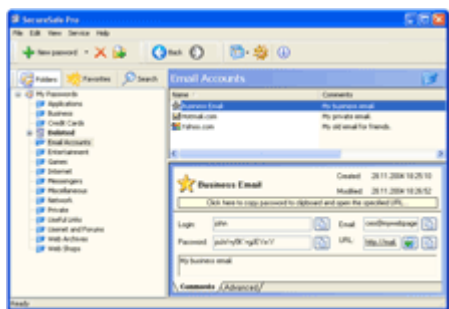
Quick Start with SecureSafe Pro Password Manager

Quick start with SecureSafe Pro Password Manager


You have downloaded and installed the program. Run the application by clicking the icon with a safe on the


Desktop or in the Start menu (). If it is the first time you run the application, you will see the Database Management dialog box. You can either create a new data file or open an existing one. Select the Create New Datafile option and click OK. You will see the datafile creation wizard that will help you to create a new file. See "[Datafile Creation Wizard](#)" for more information.

If creating a datafile is successfully finished, the program will open the new file and it will be ready for work.




In the left part of the main window you can see the tree of categories (folders). The right part of the window is divided into two parts: in the upper part you can see the contents of the folder you select and in the lower part you can see the properties of the selected item (you can hide this panel).

 To add a new folder, you should click the New Folder button on the toolbar or select the File|Create|New Folder menu item. (The shortcut key for creating a folder is F7). The dialog box for creating a new folder will appear. Enter a name for the folder, select the folder where you want to place the new folder and click OK. The new folder will appear in the left panel of the main window. (See also "[Working with folders](#)".)


 To add a new password, you should select the folder where you want to place the password and click the New Password button or select the File|Create|New Password menu item. (The shortcut key for creating a new password is F11). The new password will be created and you will see the dialog box where you can edit its properties.

Fill in all the necessary fields and click Save and Close to save the password and close the dialog box.

If you want to save this password and create a new one, click Save and Create. (See also "[Working with passwords](#)".)

 To add a new credit card record, you should select the folder where you want to place the credit card record and click the New Credit Card button or select the File|Create|New Credit Card menu item. (The shortcut key for creating a new credit card record is F12). The new credit card record will be created and you will see the dialog box where you can edit its properties.

Fill in all the necessary fields and click Save and Close to save the credit card record and close the dialog box. If you want to save this credit card and create a new one, click Save and Create. (See also "[Working with credit cards](#)".)

 To add a new file, you should select the folder where you want to place the file and click the Add File button or select the File|Create|Add File menu item. (The shortcut key for adding a new file is F9). The dialog box for entering a name for the new file will appear. Select the file you want to add and click Open. After that, the dialog box for editing file properties will appear.





Fill in or change the necessary fields and click OK. The file will be added to the program. (See also "[Working with files](#)".)

See Also:

- [Datafile Creation Wizard](#)
- [Working with folders](#)
- [Working with passwords](#)
- [Working with credit cards](#)
- [Working with files](#)

Data objects in SecureSafe Pro Password Manager

Data objects in SecureSafe Pro Password Manager


SecureSafe Pro Password Manager works with the following data objects: Folders () , Passwords () , Credit Cards () and files () .

Folders are grouping elements. You can place any objects in them: *folders, passwords, credit cards* and *files* with the **unlimited depth of nesting**. Folders can be moved, deleted and renamed. The only exceptions are two system folders: *Deleted* and the root folder *My Passwords*. You cannot move or delete them.

A **password** is a single password record. A password record contains the following fixed fields: *Name* (shown in the Name column of the list), *Login*, *Password*, *Email*, *URL* and *Comments* - and an **unlimited number of custom fields**. You can use a password both for storing **actual passwords** and for storing **personal notes, software serial numbers** and so on.

A **credit card** is a single credit card record. It is used for storing credit card records. A credit card record contains the following fixed fields: *Name* (shown in the Name column of the list), *Credit Card Info*, *Billing Address*, *Bank Info* and *Comments* - and an **unlimited number of custom fields**. Unlike passwords, any other use (not the one intended) of credit card records is inconvenient.

A **file** is a single file. A file is encrypted and stored in a datafile. Although the file size is not limited, there is no point in storing large files, such as video, this way because viewing such a file in the associated application takes a long time. Use files to store files of any type. For example, you can store distribution packages of all software products you buy and specify their IDs or any additional information in their comments or custom fields.

To make it easier to navigate the program, there is a **list of favourites** () . You can put frequently used passwords, credit cards or files in it. As a rule, a user has many passwords, but only three or four of them are regularly used and they are stored in different folders. The list of favourites allows you to store passwords in their folders in the folder tree and to access them quickly with the help of the list with favourites.

See Also:

- [Quick Start with SecureSafe Pro Password Manager](#)
- [Datafile Creation Wizard](#)
- [Working with folders](#)
- [Working with passwords](#)
- [Working with credit cards](#)
- [Working with files](#)

Working with a datafile

Creating a datafile when the program is started

When you run the program for the first time, the *Database Management* dialog box appears. If it is not the first time you run the program, you will see the *Login* dialog box (where you can enter your *username* and *password*) for logging into the datafile you opened last time. In this case you should click *CANCEL* in the *Login* dialog box.

When the *Database Management* dialog box appears, select the “*Create New Datafile*” item. You will see the [Datafile Creation Wizard](#). After the Wizard finishes its work, the new file will be opened and ready for work.

Creating a datafile from the main window

To create a datafile from the main window, you should select the “*File | Database management*” menu item and click “**Create New Datafile**”. The [Datafile Creation Wizard](#) will appear on the screen. After the Wizard finishes its work, the new file will be opened and ready for work.

Opening the last datafile when the program is started

When you start the program, SecureSafe Pro Password Manager will try to open the last datafile. If there are no errors, you will see the *Login* dialog box where you will have to enter the same *username* and *password* you entered when you were creating the datafile. If the *username* and *password* are entered correctly, the program will open the datafile and it will be ready for work.

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If you need to open a new datafile (but not the last one) while starting the program, you will have to click the *More* button in the *Login* dialog box and then select the *Open another password storage* item. You will see the *Database Management* dialog box. Select the “*Open the existed data file*” radio button, then click *Browse* to select the necessary file. After that, click *OK*. The *Login* dialog box for the new datafile will appear. Enter its *username* and *password*. If you enter them correctly, the file will be opened and ready for work.

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See Also:

- [Datafile Creation Wizard](#)
- [Quick start with SecureSafe Pro Password Manager](#)
- [Data objects in SecureSafe Pro Password Manager](#)

Datafile Creation Wizard

Datafile Creation Wizard

The Datafile Creation Wizard is used for either creating a new datafile or clearing an existing one out completely.

When you run the wizard, a welcome page is shown. Click Next to start the wizard.

Page 1 Specify file name

Select a file for storing your data. It is advisable to have more than 10 megabytes of free space on your disk and at least twice as large as the datafile size. Click Next.

Page 2 Enter Username and Password

At this stage you should specify a *username* and *password* for accessing your data. You will have to enter this *username* and this *password* every time you open the datafile. Enter your *username* and *password*. Then repeat the *password* to confirm it. You can use the *password hint* field to enter a hint that will help you remember the password if you happen to forget it. **Bear in mind that any user who has access to your computer can see the password hint.**

(!)Remember that if you forget your password, you will not be able to access your data.**** There are no magic tricks or secret words. You can get access to your datafile only if you know the password. See also "[Username and Password](#)". Click Next.

Page 3 Create Categories

If the *password* confirmation field is valid, you will go to **step 3**: creating categories. Here you can select the categories ([folders](#)) you want to see in your file. If you want to create folders yourself, select the "*Leave Empty*" option. Click Next.

Page 4 Finish

SecureSafe Pro Password Manager will try to create a new datafile. If any errors occur during its creation, you will see a message informing you that it is impossible to create a file. If there are no errors, you will see the confirmation that the file is successfully created. Click Finish. The Datafile Creation Wizard will finish its work and the new file will be opened in *SecureSafe Pro Password Manager*.

See Also:

- [Quick Start with SecureSafe Pro Password Manager](#)
- [Working with folders](#)
- [Working with passwords](#)
- [Working with credit cards](#)
- [Working with files](#)
- [Authentication \(login/logout\)](#)

Backup Options

Timestamp format string

Since version 2.2 you can set a format string for representing date and time.

A formatting string is similar to the printf formatting string (from C/C++ programming language). Formatting codes, preceded by a percent (%) sign, are replaced by SecureSafe. Other characters in the formatting string are copied unchanged. See the following list for details:

%a

Abbreviated weekday name

%A

Full weekday name

%b

Abbreviated month name

%B

Full month name

%c

Date and time representation appropriate for locale

%d

Day of month as decimal number (01 – 31)

%H

Hour in 24-hour format (00 – 23)

%I

Hour in 12-hour format (01 – 12)

%j

Day of year as decimal number (001 – 366)

%m

Month as decimal number (01 – 12)

%M

Minute as decimal number (00 – 59)

%p

Current locale's A.M./P.M. indicator for 12-hour clock

%S

Second as decimal number (00 – 59)

%U

Week of year as decimal number, with Sunday as first day of week (00 – 53)

%w

Weekday as decimal number (0 – 6; Sunday is 0)

%W

Week of year as decimal number, with Monday as first day of week (00 – 53)

%x

Date representation for current locale

%X

Time representation for current locale

%y

Year without century, as decimal number (00 – 99)

%Y

Year with century, as decimal number

%z, %Z

Either the time-zone name or time zone abbreviation, depending on registry settings; no characters if time zone is unknown

%%

Percent sign

Example

Format string: "%A, %B %d, %Y"

Date: March 23, 2007 (Friday).

Result: Friday, March 23, 2007

Default

The default value for time stamp format is "_%Y_%m_%d_%H_%M_%S"

Note

Please note that some symbol like ":", slashes or quotes are not allowed in the filenames.

See Also:

- [Working with a datafile](#)
- [Datafile Creation Wizard](#)
- [Quick start with SecureSafe Pro Password Manager](#)
- [Data objects in SecureSafe Pro Password Manager](#)

Authentication (login/logout)

Authentication (login/logout)

You have to enter your username and password each time you want to access your data.

Username

A username provides additional data protection. However, it has no encryption purpose. A username is stored openly and can be easily read by anyone.

Password

A password is the main authentication tool. It is one-way encrypted in the program. It means that you cannot decrypt it. The password is also a data encryption key. If you do not know the password, you will not be able to decrypt and access your data.

Attention: if you forget your password, you will not be able to access your data. There are no magic words or tricks to get the password or access the data.

Logging in when the program is started

When you start the program, it tries to open the last file. If it does it successfully, you will see the Login dialog box. If you enter the username and password correctly, the datafile will be opened and ready for work.

If the last datafile cannot be opened for some reason, you will see the Database Management dialog box (see [Opening a datafile when the program is started](#)).

Logging in from the main window

To get access to the data from the main program window (for example, if you are logged out), you should select the File|Login menu item. The Login dialog box will appear (the last datafile will be opened). See Logging in when the program is started.

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To finish a datafile session without closing the program, you should select the File|Logout menu item.

SecureSafe Pro Password Manager remains open, but you will have to enter your username and password to continue your work.

Logging out due to inactivity

Logging out due to inactivity is used for securing your data if you have to leave the computer when it is working. If you neither press any key nor move the mouse for a certain period of time (5 minutes by default), the program logs out. You will have to enter your username and password to resume your work.

Note: this feature is available in Windows NT/2000/XP/2003 only.

Exiting the program

To exit the program, you should select the File|Exit menu item. The file will be closed. If there are any unsaved items left, SecureSafe Pro Password Manager will ask you to close them. You don't need to log out before exiting the program.

See Also:

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Folders in the program

Folders are places where you store data items in the program. Folders can contain other folders with the unlimited depth of nesting, as well as passwords, credit cards and files.

Adding a folder

To add a folder to the program, you should select the *File | New Folder* menu item or click the *New Folder* button on the toolbar (). You can also press the *hotkey F7*. The folder creation dialog box will appear. Enter a name for the new folder, select the folder where you want to place the new folder and click OK. The new folder will appear in the left panel of the main window.

Deleting a folder

To delete a folder, select the folder you want to delete, then press the hotkey **Del** or select the *Edit | Delete* menu item (). The folder will not be deleted from the datafile, but will be moved to the *Deleted* folder (see the [Deleted folder](#)). You can perform this operation by dragging the folder to the Deleted folder with your mouse.

Note: you cannot delete the *Deleted* folder.

Moving a folder

To move a folder to another folder, select the folder you want to move, then select the *Edit|Move to folder* menu item. The folder selection dialog box will appear on the screen. Select the target folder and click OK. The folder will be moved. You can also do this with your mouse.

Note: you cannot move the *Deleted* folder.

Renaming a folder

Select the folder you want to rename. Then select the *Edit | Rename* menu item and enter a new name for it. After that press *Enter* to apply the changes or *Escape* to cancel them. The *hotkey* for renaming is **F2**.


See Also:

- [Working with passwords](#)
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- [Working with passwords](#)
- [Working with credit cards](#)
- [Working with files](#)
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A password is a single password record. In the first place, a password is used for storing a single password record. However, a record of the “password type” can be used for storing different types of information: *notes*, *software serial numbers*, *various settings*, etc. Thanks to *custom fields*, you can assign *any number of fields* to a password. For example, if you store the password to your mailbox, you can store your *POP* and *SMTP* server data in its custom fields. If it is an Internet account, you can store the settings of different proxy servers.


Password data fields

Besides custom fields, there are the following data fields in a password: *Name* (shown in the Name column of the list), *Login*, *Password*, *Email*, *URL* and *Comments*. **You can create any number of custom fields.**

Adding a password

To add a *password*, you should select the *File | Create | New password* menu item (). The *Password Properties* dialog box will appear (see Editing password properties). After you enter all the necessary information, click the *Save and Close* button on the toolbar () or select the corresponding menu item. The changes will be saved and the *Password Properties* dialog box will be closed. If you want to save the current password and create a new one, click the *Save and Create* button ().

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To delete a *password*, select the *password* you want to delete, then press the hotkey *Del* or select the *Edit | Delete* menu item (). The *password* will not be deleted from the datafile, but will be moved to the *Deleted* folder (see the [Deleted folder](#)). You can also drag the *password* to the *Deleted* folder with the mouse.

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To delete a *password*, select the *password* you want to delete, then press the hotkey *Del* or select the *Edit | Delete* menu item (). The *password* will not be deleted from the datafile, but will be moved to the *Deleted* folder (see the [Deleted folder](#)). You can also drag the *password* to the *Deleted* folder with the mouse.

Editing password properties

To edit the properties of a *password*, double-click the *password* or select the *password* and click the *Edit | Open* menu item. The *Password Properties* dialog box will appear. You can edit all the fields. The *Comments* and *Advanced* tabs at the bottom of the dialog box are used for switching between the *Comments* and *Custom Fields* modes (see [Editing custom fields](#)).


Changing the password icon

Any data item can be associated with an *individual icon*. Open the *Password Properties* dialog box. In the upper-left corner you can see the current password icon. To change the current icon, click the *Change* button next to it. The icon selection dialog box will appear. Select a new icon for the password and click OK. The new icon will replace the current one. Click *Save and Close* to apply the changes.

Note: the icon will be changed for the current item only. Changing the icon will not influence other passwords.

Tip: assign different icons to different passwords. It will help you quickly find the necessary item in the password list.


Adding a password into Favourites

You can make it easier to access frequently used items using *Favourites*. To add an item to *Favourites*, select it and either right-click it and select *Add To Favourites* or select the *Edit | Add To Favourites* item from the main menu ().

When add an item to *Favourites*, it is not copied. Only a link to it is added to *Favourites*. The item itself remains in the folder where it was and can be easily moved to any location in the program. If you edit its properties in *Favourites*, the changes will influence the original item. And vice versa, if you edit its properties in the folder tree (if you rename it, for instance), the changes will influence its representation in *Favourites*.

Tip: do not add too many items to *Favourites*. If there are too many items there, it will be difficult to find those you really need.

Deleting a password from Favourites

To delete an item from *Favourites*, switch to the *Favourites* panel, select the item you want to delete, right-click it and select the *Remove from This List* menu item (). When you delete an item from *Favourites*, it is not deleted from the datafile.

If you delete such an item from the datafile, it will be automatically deleted from *Favourites* when you empty the Deleted folder.

Previewing password properties

Use the *Preview Panel* to view the properties of a password without opening its properties dialog box. It is located under the list in the right part of the main window. Select a password in the list and all its properties will be shown in the *Preview Panel*. You can show/hide the *Preview Panel* by selecting the *View | Layout* menu item.

See Also:

- [Working with folders](#)
- [Working with credit cards](#)
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- [Datafile Creation Wizard](#)




Passwords in the program

A password is a single password record. In the first place, a password is used for storing a single password record. However, a record of the “password type” can be used for storing different types of information: *notes*, *software serial numbers*, *various settings*, etc. Thanks to *custom fields*, you can assign *any number of fields* to a password. For example, if you store the password to your mailbox, you can store your *POP* and *SMTP* server data in its custom fields. If it is an Internet account, you can store the settings of different proxy servers.


Password data fields

Besides custom fields, there are the following data fields in a password: *Name* (shown in the Name column of the list), *Login*, *Password*, *Email*, *URL* and *Comments*. **You can create any number of custom fields.**

Adding a password

To add a *password*, you should select the *File | Create | New password* menu item (). The *Password Properties* dialog box will appear (see Editing password properties). After you enter all the necessary information, click the *Save and Close* button on the toolbar () or select the corresponding menu item. The changes will be saved and the *Password Properties* dialog box will be closed. If you want to save the current password and create a new one, click the *Save and Create* button ().

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See Also:

- [Working with folders](#)
- [Working with credit cards](#)
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Credit cards in the program

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Credit Card data fields

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Adding a credit card

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See Also:

- [Working with folders](#)
- [Working with passwords](#)
- [Working with files](#)
- [Editing custom fields](#)
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To edit the properties of a credit card, double-click the credit card or select the credit card and click the *Edit | Open* menu item. The *Credit Card Properties* dialog box will appear. You can edit all the fields. The *Comments* and *Advanced* tabs at the bottom of the dialog box are used for switching between the *Comments* and *Custom Fields* modes (see [Editing custom fields](#)).

Changing the credit card icon

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See Also:

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Adding a credit card

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See Also:

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Editing credit card properties


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Changing the credit card icon

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See Also:

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Files in the program

A *file* is a single file. A *file* is encrypted and stored in a datafile. Although the file size is not limited, there is no point in storing large files, such as video, this way because viewing such a file in the associated application takes a long time. Use *files* to store files of any type. For example, you can store distribution packages of all software products you buy and specify their IDs or any additional information in their comments or custom fields.


File data fields

Besides custom fields, there are the following data fields in a file: *Name* (shown in the Name column of the list), *Filename* and *Comments*. **You can create any number of custom fields.**

Adding a file

To add a *file*, you should select the *File | Create | Add file* menu item (). The *File Properties* dialog box will appear (see Editing file properties). After you enter all the necessary information, click the *Save* button. The changes will be saved and the *file* will be uploaded to the datafile.

Deleting a password

To delete a *password*, select the *password* you want to delete, then press the hotkey *Del* or select the *Edit | Delete* menu item (). The *password* will not be deleted from the datafile, but will be moved to the *Deleted* folder (see the [Deleted folder](#)). You can also drag the *password* to the *Deleted* folder with the mouse.

Editing file properties

To edit the properties of a *file*, double-click the file or select the file and click the *Edit | Open* menu item. The *File Properties* dialog box will appear. You can edit all the fields. The *Comments* and *Advanced* tabs at the bottom of the dialog box are used for switching between the *Comments* and *Custom Fields* modes (see [Editing custom fields](#)).


Changing the file icon

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Launching a file / opening a file in the associated application

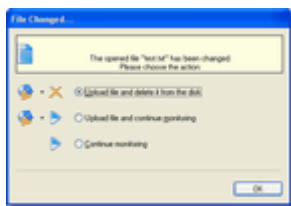
To open a *file* in the associated application, click the *Open* file in the associated application button on the *Preview Panel* or in the *File Properties* dialog box (▶).

The *file* will be copied to the “*Temporary Internet Files\SSP*” folder and opened in the associated application. See also “*Monitoring changes in files and uploading their new versions*”.

Tip: you can combine opening a file and monitoring changes to edit secret documents. In this case you will be the only person who accesses these files and that database will store their latest (actual) copies.

Monitoring changes in files and uploading their new versions

SecureSafe Pro Password Manager will monitor changes in the *file* opened in the associated application. If the *file* is modified, *SecureSafe Pro Password Manager* will open the dialog box where you can select what to do.



1. **Upload the file and delete it from disk** – uploads the modified file, deletes the opened *file* from the disk and finishes monitoring.
2. **Upload and continue monitoring** – uploads the modified file from the disk to the database and continues monitoring changes in the file.
3. **Continue monitoring** – continues monitoring the file without uploading it to the database.

When you finish working with the program, *SecureSafe Pro Password Manager* will try to delete all *files* opened during the last session.

Copying a file from the program to a physical volume

This feature is used for copying a *file* from the program to a *disk*. To copy a file from the program, click the *Save file on disk* button (📁) on the *Preview Panel* or in the *File Properties* dialog box.

Note: When you save a file to a disk, the program does not monitor changes in it.

See Also:

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If you delete such an item from the datafile, it will be automatically deleted from *Favourites* when you empty the Deleted folder.

Previewing file properties

Use the *Preview Panel* to view the properties of a file without opening its properties dialog box. It is located under the list in the right part of the main window. Select a file in the list and all its properties will be shown in the *Preview Panel*. You can show/hide the *Preview Panel* by selecting the *View | Layout* menu item.

Launching a file / opening a file in the associated application

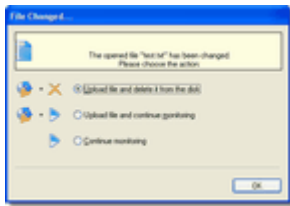
To open a *file* in the associated application, click the *Open* file in the associated application button on the *Preview Panel* or in the *File Properties* dialog box (▶).

The *file* will be copied to the “*Temporary Internet Files\SSP*” folder and opened in the associated application. See also “*Monitoring changes in files and uploading their new versions*”.

Tip: you can combine opening a file and monitoring changes to edit secret documents. In this case you will be the only person who accesses these files and that database will store their latest (actual) copies.

Monitoring changes in files and uploading their new versions

SecureSafe Pro Password Manager will monitor changes in the *file* opened in the associated application. If the *file* is modified, *SecureSafe Pro Password Manager* will open the dialog box where you can select what to do.



1. **Upload the file and delete it from disk** – uploads the modified file, deletes the opened *file* from the disk and finishes monitoring.
2. **Upload and continue monitoring** – uploads the modified file from the disk to the database and continues monitoring changes in the file.
3. **Continue monitoring** – continues monitoring the file without uploading it to the database.

When you finish working with the program, *SecureSafe Pro Password Manager* will try to delete all *files* opened during the last session.

Copying a file from the program to a physical volume

This feature is used for copying a *file* from the program to a *disk*. To copy a file from the program, click the *Save file on disk* button (📁) on the *Preview Panel* or in the *File Properties* dialog box.

Note: When you save a file to a disk, the program does not monitor changes in it.

See Also:

- [Working with folders](#)
- [Working with passwords](#)
- [Working with credit cards](#)
- [Working with files](#)
- [Editing custom fields](#)
- [Datafile Creation Wizard](#)


Files in the program

A *file* is a single file. A *file* is encrypted and stored in a datafile. Although the file size is not limited, there is no point in storing large files, such as video, this way because viewing such a file in the associated application takes a long time. Use *files* to store files of any type. For example, you can store distribution packages of all software products you buy and specify their IDs or any additional information in their comments or custom fields.


File data fields

Besides custom fields, there are the following data fields in a file: *Name* (shown in the Name column of the list), *Filename* and *Comments*. **You can create any number of custom fields.**

Adding a file

To add a *file*, you should select the *File | Create | Add file* menu item (). The *File Properties* dialog box will appear (see Editing file properties). After you enter all the necessary information, click the *Save* button. The changes will be saved and the *file* will be uploaded to the datafile.

Deleting a password

To delete a *password*, select the *password* you want to delete, then press the hotkey *Del* or select the *Edit | Delete* menu item (). The *password* will not be deleted from the datafile, but will be moved to the *Deleted* folder (see the [Deleted folder](#)). You can also drag the *password* to the *Deleted* folder with the mouse.

Editing file properties

To edit the properties of a *file*, double-click the file or select the file and click the *Edit | Open* menu item. The *File Properties* dialog box will appear. You can edit all the fields. The *Comments* and *Advanced* tabs at the bottom of the dialog box are used for switching between the *Comments* and *Custom Fields* modes (see [Editing custom fields](#)).


Changing the file icon

Any data item can be associated with an *individual icon*. Open the *File Properties* dialog box. In the upper-left corner you can see the current file icon. To change the current icon, click the *Change* button next to it. The icon selection dialog box will appear. Select a new icon for the file and click OK. The new icon will replace the current one. Click *Save* to apply the changes.

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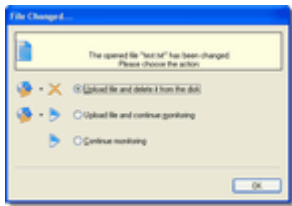
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Copying a file from the program to a physical volume

This feature is used for copying a *file* from the program to a *disk*. To copy a file from the program, click the *Save file on disk* button (📁) on the *Preview Panel* or in the *File Properties* dialog box.

Note: When you save a file to a disk, the program does not monitor changes in it.

See Also:

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- [Working with passwords](#)
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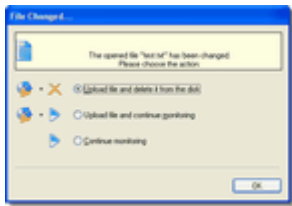
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Copying a file from the program to a physical volume

This feature is used for copying a *file* from the program to a *disk*. To copy a file from the program, click the *Save file on disk* button (📁) on the *Preview Panel* or in the *File Properties* dialog box.

Note: When you save a file to a disk, the program does not monitor changes in it.

See Also:

- [Working with folders](#)
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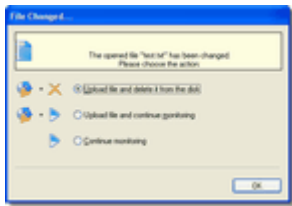
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When you finish working with the program, *SecureSafe Pro Password Manager* will try to delete all *files* opened during the last session.

Copying a file from the program to a physical volume

This feature is used for copying a *file* from the program to a *disk*. To copy a file from the program, click the *Save file on disk* button (📁) on the *Preview Panel* or in the *File Properties* dialog box.

Note: When you save a file to a disk, the program does not monitor changes in it.

See Also:

- [Working with folders](#)
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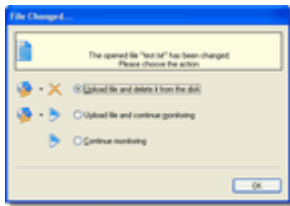
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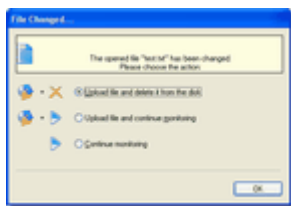
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1. **Upload the file and delete it from disk** – uploads the modified file, deletes the opened *file* from the disk and finishes monitoring.
2. **Upload and continue monitoring** – uploads the modified file from the disk to the database and continues monitoring changes in the file.
3. **Continue monitoring** – continues monitoring the file without uploading it to the database.

When you finish working with the program, *SecureSafe Pro Password Manager* will try to delete all *files* opened during the last session.

Copying a file from the program to a physical volume

This feature is used for copying a *file* from the program to a *disk*. To copy a file from the program, click the *Save file on disk* button (📁) on the *Preview Panel* or in the *File Properties* dialog box.

Note: When you save a file to a disk, the program does not monitor changes in it.

See Also:

- [Working with folders](#)
- [Working with passwords](#)
- [Working with credit cards](#)
- [Working with files](#)
- [Editing custom fields](#)
- [Datafile Creation Wizard](#)


Files in the program

A *file* is a single file. A *file* is encrypted and stored in a datafile. Although the file size is not limited, there is no point in storing large files, such as video, this way because viewing such a file in the associated application takes a long time. Use *files* to store files of any type. For example, you can store distribution packages of all software products you buy and specify their IDs or any additional information in their comments or custom fields.


File data fields

Besides custom fields, there are the following data fields in a file: *Name* (shown in the Name column of the list), *Filename* and *Comments*. **You can create any number of custom fields.**

Adding a file

To add a *file*, you should select the *File | Create | Add file* menu item (). The *File Properties* dialog box will appear (see Editing file properties). After you enter all the necessary information, click the *Save* button. The changes will be saved and the *file* will be uploaded to the datafile.

Deleting a password

To delete a *password*, select the *password* you want to delete, then press the hotkey *Del* or select the *Edit | Delete* menu item (). The *password* will not be deleted from the datafile, but will be moved to the *Deleted* folder (see the [Deleted folder](#)). You can also drag the *password* to the *Deleted* folder with the mouse.

Editing file properties

To edit the properties of a *file*, double-click the file or select the file and click the *Edit | Open* menu item. The *File Properties* dialog box will appear. You can edit all the fields. The *Comments* and *Advanced* tabs at the bottom of the dialog box are used for switching between the *Comments* and *Custom Fields* modes (see [Editing custom fields](#)).


Changing the file icon

Any data item can be associated with an *individual icon*. Open the *File Properties* dialog box. In the upper-left corner you can see the current file icon. To change the current icon, click the *Change* button next to it. The icon selection dialog box will appear. Select a new icon for the file and click OK. The new icon will replace the current one. Click *Save* to apply the changes.

Note: the icon will be changed for the current item only. Changing the icon will not influence other file.

Tip: assign different icons to different file. It will help you quickly find the necessary item in the list.


Adding a file into Favourites

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Tip: do not add too many items to *Favourites*. If there are too many items there, it will be difficult to find those you really need.

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To delete an item from *Favourites*, switch to the *Favourites* panel, select the item you want to delete, right-click it and select the *Remove from This List* menu item (). When you delete an item from *Favourites*, it is not deleted from the datafile.

If you delete such an item from the datafile, it will be automatically deleted from *Favourites* when you empty the Deleted folder.

Previewing file properties

Use the *Preview Panel* to view the properties of a file without opening its properties dialog box. It is located under the list in the right part of the main window. Select a file in the list and all its properties will be shown in the *Preview Panel*. You can show/hide the *Preview Panel* by selecting the *View | Layout* menu item.

Launching a file / opening a file in the associated application

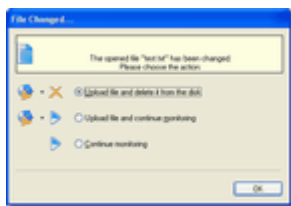
To open a *file* in the associated application, click the *Open* file in the associated application button on the *Preview Panel* or in the *File Properties* dialog box (▶).

The *file* will be copied to the “*Temporary Internet Files\SSP*” folder and opened in the associated application. See also “*Monitoring changes in files and uploading their new versions*”.

Tip: you can combine opening a file and monitoring changes to edit secret documents. In this case you will be the only person who accesses these files and that database will store their latest (actual) copies.

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3. **Continue monitoring** – continues monitoring the file without uploading it to the database.

When you finish working with the program, *SecureSafe Pro Password Manager* will try to delete all *files* opened during the last session.

Copying a file from the program to a physical volume

This feature is used for copying a *file* from the program to a *disk*. To copy a file from the program, click the *Save file on disk* button (📁) on the *Preview Panel* or in the *File Properties* dialog box.

Note: When you save a file to a disk, the program does not monitor changes in it.

See Also:

- [Working with folders](#)
- [Working with passwords](#)
- [Working with credit cards](#)
- [Working with files](#)
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Deleting a password

To delete a *password*, select the *password* you want to delete, then press the hotkey *Del* or select the *Edit | Delete* menu item (). The *password* will not be deleted from the datafile, but will be moved to the *Deleted* folder (see the [Deleted folder](#)). You can also drag the *password* to the *Deleted* folder with the mouse.

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Launching a file / opening a file in the associated application

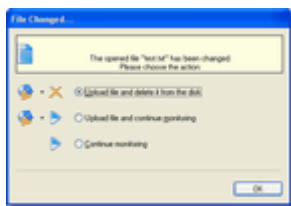
To open a *file* in the associated application, click the *Open* file in the associated application button on the *Preview Panel* or in the *File Properties* dialog box (▶).

The *file* will be copied to the “*Temporary Internet Files\SSP*” folder and opened in the associated application. See also “*Monitoring changes in files and uploading their new versions*”.

Tip: you can combine opening a file and monitoring changes to edit secret documents. In this case you will be the only person who accesses these files and that database will store their latest (actual) copies.

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When you finish working with the program, *SecureSafe Pro Password Manager* will try to delete all *files* opened during the last session.

Copying a file from the program to a physical volume

This feature is used for copying a *file* from the program to a *disk*. To copy a file from the program, click the *Save file on disk* button (📁) on the *Preview Panel* or in the *File Properties* dialog box.

Note: When you save a file to a disk, the program does not monitor changes in it.

See Also:

- [Working with folders](#)
- [Working with passwords](#)
- [Working with credit cards](#)
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Deleting a password

To delete a *password*, select the *password* you want to delete, then press the hotkey *Del* or select the *Edit | Delete* menu item (). The *password* will not be deleted from the datafile, but will be moved to the *Deleted* folder (see the [Deleted folder](#)). You can also drag the *password* to the *Deleted* folder with the mouse.

Editing file properties

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Changing the file icon

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Launching a file / opening a file in the associated application

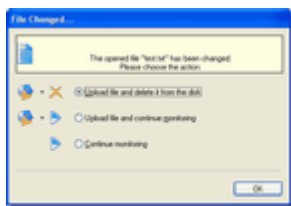
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When you finish working with the program, *SecureSafe Pro Password Manager* will try to delete all *files* opened during the last session.

Copying a file from the program to a physical volume

This feature is used for copying a *file* from the program to a *disk*. To copy a file from the program, click the *Save file on disk* button (📁) on the *Preview Panel* or in the *File Properties* dialog box.

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See Also:

- [Working with folders](#)
- [Working with passwords](#)
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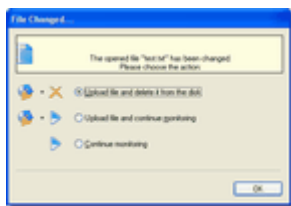
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See Also:

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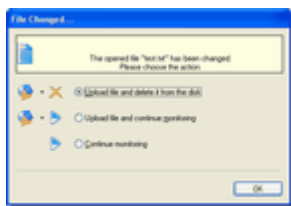
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A *file* is a single file. A *file* is encrypted and stored in a datafile. Although the file size is not limited, there is no point in storing large files, such as video, this way because viewing such a file in the associated application takes a long time. Use *files* to store files of any type. For example, you can store distribution packages of all software products you buy and specify their IDs or any additional information in their comments or custom fields.


File data fields

Besides custom fields, there are the following data fields in a file: *Name* (shown in the Name column of the list), *Filename* and *Comments*. **You can create any number of custom fields.**

Adding a file

To add a *file*, you should select the *File | Create | Add file* menu item (). The *File Properties* dialog box will appear (see Editing file properties). After you enter all the necessary information, click the *Save* button. The changes will be saved and the *file* will be uploaded to the datafile.

Deleting a password

To delete a *password*, select the *password* you want to delete, then press the hotkey *Del* or select the *Edit | Delete* menu item (). The *password* will not be deleted from the datafile, but will be moved to the *Deleted* folder (see the [Deleted folder](#)). You can also drag the *password* to the *Deleted* folder with the mouse.

Editing file properties

To edit the properties of a *file*, double-click the file or select the file and click the *Edit | Open* menu item. The *File Properties* dialog box will appear. You can edit all the fields. The *Comments* and *Advanced* tabs at the bottom of the dialog box are used for switching between the *Comments* and *Custom Fields* modes (see [Editing custom fields](#)).


Changing the file icon

Any data item can be associated with an *individual icon*. Open the *File Properties* dialog box. In the upper-left corner you can see the current file icon. To change the current icon, click the *Change* button next to it. The icon selection dialog box will appear. Select a new icon for the file and click OK. The new icon will replace the current one. Click *Save* to apply the changes.

Note: the icon will be changed for the current item only. Changing the icon will not influence other file.

Tip: assign different icons to different file. It will help you quickly find the necessary item in the list.


Adding a file into Favourites

You can make it easier to access frequently used items using *Favourites*. To add an item to *Favourites*, select it and either right-click it and select *Add To Favourites* or select the *Edit | Add To Favourites* item from the main menu (.

When add an item to *Favourites*, it is not copied. Only a link to it is added to *Favourites*. The item itself remains in the folder where it was and can be easily moved to any location in the program. If you edit its properties in *Favourites*, the changes will influence the original item. And vice versa, if you edit its properties in the folder tree (if you rename it, for instance), the changes will influence its representation in *Favourites*.

Tip: do not add too many items to *Favourites*. If there are too many items there, it will be difficult to find those you really need.

Deleting a file from Favourites

To delete an item from *Favourites*, switch to the *Favourites* panel, select the item you want to delete, right-click it and select the *Remove from This List* menu item (). When you delete an item from *Favourites*, it is not deleted from the datafile.

If you delete such an item from the datafile, it will be automatically deleted from *Favourites* when you empty the Deleted folder.

Previewing file properties

Use the *Preview Panel* to view the properties of a file without opening its properties dialog box. It is located under the list in the right part of the main window. Select a file in the list and all its properties will be shown in the *Preview Panel*. You can show/hide the *Preview Panel* by selecting the *View | Layout* menu item.

Launching a file / opening a file in the associated application

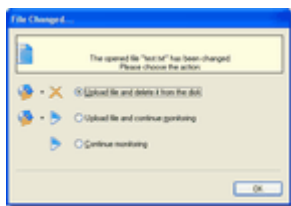
To open a *file* in the associated application, click the *Open* file in the associated application button on the *Preview Panel* or in the *File Properties* dialog box (▶).

The *file* will be copied to the “*Temporary Internet Files\SSP*” folder and opened in the associated application. See also “*Monitoring changes in files and uploading their new versions*”.

Tip: you can combine opening a file and monitoring changes to edit secret documents. In this case you will be the only person who accesses these files and that database will store their latest (actual) copies.

Monitoring changes in files and uploading their new versions

SecureSafe Pro Password Manager will monitor changes in the *file* opened in the associated application. If the *file* is modified, *SecureSafe Pro Password Manager* will open the dialog box where you can select what to do.



1. **Upload the file and delete it from disk** – uploads the modified file, deletes the opened *file* from the disk and finishes monitoring.
2. **Upload and continue monitoring** – uploads the modified file from the disk to the database and continues monitoring changes in the file.
3. **Continue monitoring** – continues monitoring the file without uploading it to the database.

When you finish working with the program, *SecureSafe Pro Password Manager* will try to delete all *files* opened during the last session.

Copying a file from the program to a physical volume

This feature is used for copying a *file* from the program to a *disk*. To copy a file from the program, click the *Save file on disk* button (📁) on the *Preview Panel* or in the *File Properties* dialog box.

Note: When you save a file to a disk, the program does not monitor changes in it.

See Also:

- [Working with folders](#)
- [Working with passwords](#)
- [Working with credit cards](#)
- [Working with files](#)
- [Editing custom fields](#)
- [Datafile Creation Wizard](#)

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
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Besides custom fields, there are the following data fields in a Note: *Name* (shown in the Name column of the list) and *Comments*. **You can create any number of custom fields.**

Adding a Note

To add a *Note*, you should select the *File | Create | New Note* menu item (). The *Note Properties* dialog box will appear (see [Editing Note properties](#)). After you enter all the necessary information, click the *Save and Close* button on the toolbar () or select the corresponding menu item. The changes will be saved and the *Note Properties* dialog box will be closed. If you want to save the current note and create a new one, click the *Save and Create* button ().

Deleting a Note

To delete a *Note*, select the *Note* you want to delete, then press the hotkey *Del* or select the *Edit | Delete* menu item (). The *Note* will not be deleted from the datafile, but will be moved to the *Deleted* folder (see the [Deleted folder](#)). You can also drag the *Note* to the *Deleted* folder with the mouse.

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To edit the properties of a *Note*, double-click the *Note* or select the *Note* and click the *Edit | Open* menu item. The *Note Properties* dialog box will appear. You can edit all the fields. The *Comments* and *Advanced* tabs at the bottom of the dialog box are used for switching between the *Comments* and *Custom Fields* modes (see [Editing custom fields](#)).


Changing the Note icon

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Previewing Note properties

Use the *Preview Panel* to view the properties of a password without opening its properties dialog box. It is located under the list in the right part of the main window. Select a password in the list and all its properties will be shown in the *Preview Panel*. You can show/hide the *Preview Panel* by selecting the *View | Layout* menu item.

See Also:

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
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See Also:

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- [Working with credit cards](#)
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
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Editing Note properties

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See Also:

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
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
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
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Previewing Note properties

Use the *Preview Panel* to view the properties of a password without opening its properties dialog box. It is located under the list in the right part of the main window. Select a password in the list and all its properties will be shown in the *Preview Panel*. You can show/hide the *Preview Panel* by selecting the *View | Layout* menu item.

See Also:

- [Working with folders](#)
- [Working with credit cards](#)
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- [Editing custom fields](#)
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Notes in the program




A Note is a text record. You may use it to store any text information, memo, todo tasks or anything else. Besides safety, your notes will be kept in secret.

Thanks to *custom fields*, you can assign *any number of relevant fields* to a Note.


Note data fields

Besides custom fields, there are the following data fields in a Note: *Name* (shown in the Name column of the list) and *Comments*. **You can create any number of custom fields.**

Adding a Note

To add a *Note*, you should select the *File | Create | New Note* menu item (). The *Note Properties* dialog box will appear (see [Editing Note properties](#)). After you enter all the necessary information, click the *Save and Close* button on the toolbar () or select the corresponding menu item. The changes will be saved and the *Note Properties* dialog box will be closed. If you want to save the current note and create a new one, click the *Save and Create* button ().

Deleting a Note

To delete a *Note*, select the *Note* you want to delete, then press the hotkey *Del* or select the *Edit | Delete* menu item (). The *Note* will not be deleted from the datafile, but will be moved to the *Deleted* folder (see the [Deleted folder](#)). You can also drag the *Note* to the *Deleted* folder with the mouse.

Editing Note properties

To edit the properties of a *Note*, double-click the *Note* or select the *Note* and click the *Edit | Open* menu item. The *Note Properties* dialog box will appear. You can edit all the fields. The *Comments* and *Advanced* tabs at the bottom of the dialog box are used for switching between the *Comments* and *Custom Fields* modes (see [Editing custom fields](#)).


Changing the Note icon

Any data item can be associated with an *individual icon*. Open the *Note Properties* dialog box. In the upper-left corner you can see the current *Note* icon. To change the current icon, click the *Change* button next to it. The icon selection dialog box will appear. Select a new icon for the *Note* and click OK. The new icon will replace the current one. Click *Save and Close* to apply the changes.

Note: the icon will be changed for the current item only. Changing the icon will not influence other *Notes*.

Tip: assign different icons to different *Notes*. It will help you quickly find the necessary item in the list.


Adding a Note into Favourites

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When add an item to *Favourites*, it is not copied. Only a link to it is added to *Favourites*. The item itself remains in the folder where it was and can be easily moved to any location in the program. If you edit its properties in *Favourites*, the changes will influence the original item. And vice versa, if you edit its properties in the folder tree (if you rename it, for instance), the changes will influence its representation in *Favourites*.

Tip: do not add too many items to *Favourites*. If there are too many items there, it will be difficult to find those you really need.

Deleting a Note from Favourites

To delete an item from *Favourites*, switch to the *Favourites* panel, select the item you want to delete, right-click it and select the *Remove from This List* menu item (). When you delete an item from *Favourites*, it is not deleted from the datafile.

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Previewing Note properties

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
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
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
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See Also:

- [Working with folders](#)
- [Working with credit cards](#)
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URLs in the program




An URL is a single record about *web sites*. Instead of storing all visited web sites in your browser's bookmarks, store them in SecureSafe Pro Password Manager. Besides safety, your bookmarks will be kept in secret.

Thanks to *custom fields*, you can assign *any number of relevant fields* to an URL.


URL data fields

Besides custom fields, there are the following data fields in an URL: *Name* (shown in the Name column of the list), *URL* and *Comments*. **You can create any number of custom fields.**

Adding an URL

To add an *URL*, you should select the *File | Create | New URL* menu item (). The *URL Properties* dialog box will appear (see [Editing URL properties](#)). After you enter all the necessary information, click the *Save and Close* button on the toolbar () or select the corresponding menu item. The changes will be saved and the *URL Properties* dialog box will be closed. If you want to save the current URL and create a new one, click the *Save and Create* button ().

Deleting an URL

To delete an *URL*, select the *URL* you want to delete, then press the hotkey *Del* or select the *Edit | Delete* menu item (). The *URL* will not be deleted from the datafile, but will be moved to the *Deleted* folder (see the [Deleted folder](#)). You can also drag the *URL* to the *Deleted* folder with the mouse.

Editing URL properties

To edit the properties of an *URL*, double-click the *URL* or select the *URL* and click the *Edit | Open* menu item. The *URL Properties* dialog box will appear. You can edit all the fields. The *Comments* and *Advanced* tabs at the bottom of the dialog box are used for switching between the *Comments* and *Custom Fields* modes (see [Editing custom fields](#)).


Changing the URL icon

Any data item can be associated with an *individual icon*. Open the *URL Properties* dialog box. In the upper-left corner you can see the current URL icon. To change the current icon, click the *Change* button next to it. The icon selection dialog box will appear. Select a new icon for the URL and click OK. The new icon will replace the current one. Click *Save and Close* to apply the changes.

Note: the icon will be changed for the current item only. Changing the icon will not influence other *URLs*.

Tip: assign different icons to different URLs. It will help you quickly find the necessary item in the list.


Adding an URL into Favourites

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Previewing URL properties

Use the *Preview Panel* to view the properties of a password without opening its properties dialog box. It is located under the list in the right part of the main window. Select a password in the list and all its properties will be shown in the *Preview Panel*. You can show/hide the *Preview Panel* by selecting the *View | Layout* menu item.

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Thanks to *custom fields*, you can assign *any number of relevant fields* to an URL.


URL data fields

Besides custom fields, there are the following data fields in an URL: *Name* (shown in the Name column of the list), *URL* and *Comments*. **You can create any number of custom fields.**

Adding an URL

To add an *URL*, you should select the *File | Create | New URL* menu item (). The *URL Properties* dialog box will appear (see [Editing URL properties](#)). After you enter all the necessary information, click the *Save and Close* button on the toolbar () or select the corresponding menu item. The changes will be saved and the *URL Properties* dialog box will be closed. If you want to save the current URL and create a new one, click the *Save and Create* button ().

Deleting an URL

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Editing URL properties

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If there are items in the *Deleted* folder, it is displayed in the **bold** type in the folder tree.

Emptying the Deleted folder

To empty the *Deleted* folder, right-click it and select the *Empty “Deleted” folder* menu item. You can also empty the *Deleted* folder using the *Service | Empty “Deleted” folder* menu item.

Attention: Before emptying the *Deleted* folder, look carefully through its contents to avoid losing important data. **If you delete data from the *Deleted* folder, you will not be able to restore them.**

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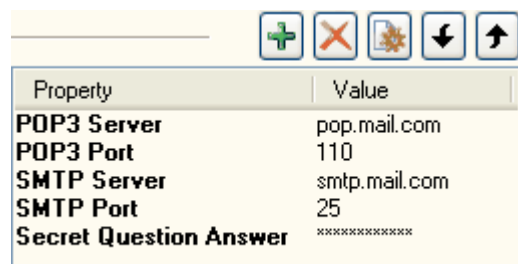
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Custom Fields

Custom Fields in the program



Property	Value
POP3 Server	pop.mail.com
POP3 Port	110
SMTP Server	smtp.mail.com
SMTP Port	25
Secret Question Answer	*****

Custom Fields are used for enhancing the efficiency of data storage. Each item can have an unlimited number of *Custom Fields*. For example, you have a *password* to your mailbox. The *Login*, *Password* and other fields are filled with the corresponding values. In this case you can use *Custom Fields* to store addresses of incoming and outgoing mail servers, as well as their ports.

Another example is storing information about an *Internet connection*, when you specify all proxy servers in the *Custom Fields* for example.

Custom Fields are available for *passwords*, *credit cards* and *files*. You can edit *Custom Fields* only when you are editing the properties of an item.

Adding a field

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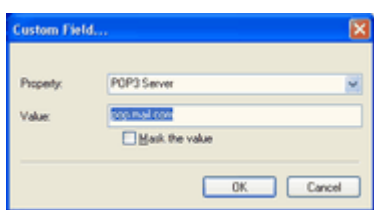
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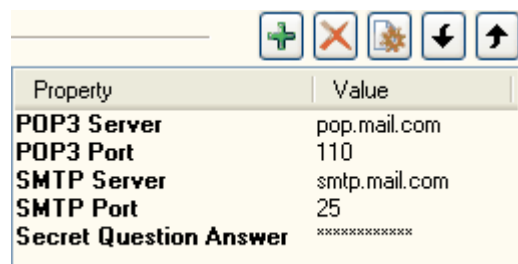
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See Also:

- [Working with folders](#)
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- [Working with files](#)

Custom Fields

Custom Fields in the program



Property	Value
POP3 Server	pop.mail.com
POP3 Port	110
SMTP Server	smtp.mail.com
SMTP Port	25
Secret Question Answer	*****

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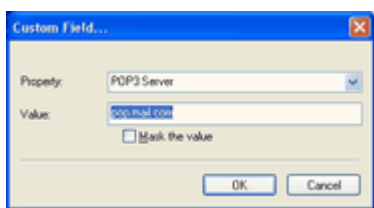
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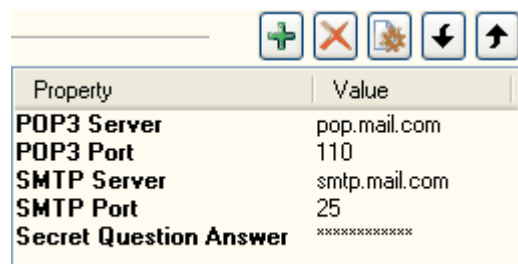
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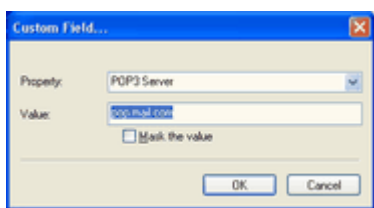
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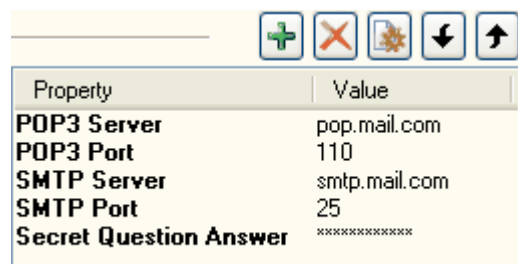
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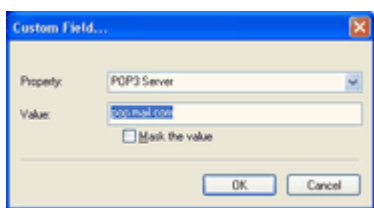
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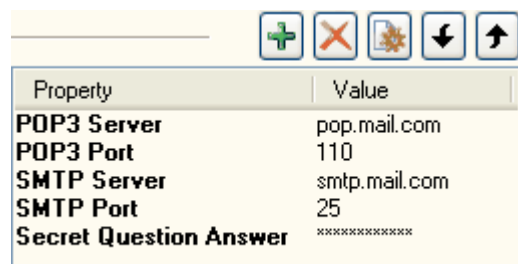
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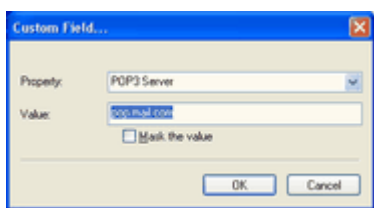
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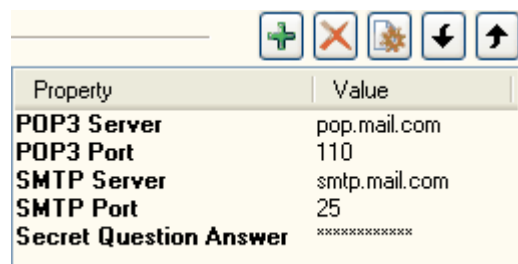
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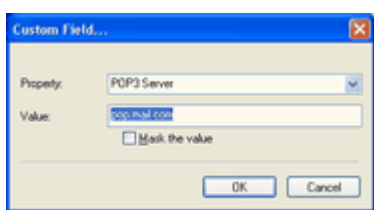
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Search in the program

The search window

To start searching, select the *Service | Search* menu item or click the button on the toolbar above the folder tree (). You can also use the shortcut keys **F3** or **Ctrl+F**.

You will see the search settings panel.

Search settings


1. Use the **Search For** field to enter either the full string you are looking for or a part of it. The **Search For** field supports [regular expressions](#).
2. Select the fields you want to search by. All fields are connected with the **OR** operator. It means that if at least one field contains the string you are searching for, the item is considered a match.
3. Select item type. If you want to find matches in items of any type, select *Any Type*. If you need an item of a certain type, select this type.
4. Use the **Look In** combo box to select the folder to search in. If the folder is not in the combo box, select the *Browse* item and select the necessary folder in the dialog box.
5. If you want to search in all subfolders, select the **Search in subfolders** check box.
6. Click **Start Search**.
7. Your search results will be displayed in the right part of the window.

See Also:

- [The “Favorites” list](#)

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Regular expressions search

Regular expressions search

To perform the search using regular expressions, open the search window, enter the search expression and press the **"Start"** button. The following wildcards can be used:

"*" (asterisk) - stands for any number of any symbols.

For example, the inquiry *"*.txt"* will return the files *"licence.txt"*, *"help.txt"* etc.

"?" (question mark) - any single symbol.

For example, the inquiry *"song.mp?"* will return *"song.mp3"* and *"song.mpg"*, but not *"song.mpeg"*

" " (space) - logical OR

For example, the inquiry *"*.mp3 *.wav"* will return the list of all wav and mp3 files.

"several words" (quotes) - whole phrase

For example the inquiry *"romantic collection"* (with quotes) will return *"Romantic Collection CD vol 1"* and *"Romantic Collection CD vol 2"*, but not *"My Music Collection"*

The use of regular expressions is not obligatory, in most cases you can just enter some part of a file name, and the search will be successful (e.g.: the inquiry *"californication"* will return files *"Red Hot Chill Peppers - Californication.txt"* and *"Red Hot Chill Peppers - californication.mp3"*).


Note: an empty search string will be interpreted as *"*"*

See Also:


- [Search in the program](#)

The “Favorites” list

The Favorites panel

 To open the *Favorites* panel, select the *View | Panels | Favorites* menu item or click the *Favorites* button on the toolbar above the folder tree. You can also use the shortcut key *Ctrl+I*.


Adding an item into Favourites

You can make it easier to access frequently used items using *Favourites*. To add an item to *Favourites*, select it and either right-click it and select *Add To Favourites* or select the *Edit | Add To Favourites* item from the main menu (.

When add an item to *Favourites*, it is not copied. Only a link to it is added to *Favourites*. The item itself remains in the folder where it was and can be easily moved to any location in the program. If you edit its properties in *Favourites*, the changes will influence the original item. And vice versa, if you edit its properties in the folder tree (if you rename it, for instance), the changes will influence its representation in *Favourites*.

Tip: do not add too many items to *Favourites*. If there are too many items there, it will be difficult to find those you really need.

Deleting an item from Favourites

To delete an item from *Favourites*, switch to the *Favourites* panel, select the item you want to delete, right-click it and select the *Remove from This List* menu item (). When you delete an item from *Favourites*, it is not deleted from the datafile.


If you delete such an item from the datafile, it will be automatically deleted from *Favourites* when you empty the Deleted folder.

See Also:


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Previewing item properties

The Preview panel

The *Preview* panel is used for previewing the properties of items without opening them in a separate window.

Showing/Hiding the Preview panel

You can show/hide the *Preview* panel by selecting the *View | Layout* menu item.

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Importing data from a CSV file

What is a CSV file?

A CSV file is a file with data in the text format. Each line is one data item. Fields inside each line are separated with a comma or, which is more often, with a semicolon.

CSV files are widely used for exchanging information between software products from different developers. For example, it is really convenient to edit a CSV file in *MS Excel*.

Why is the import feature useful?

The import feature is necessary for you to be able to start using SecureSafe Pro Password Manager without entering all data anew. If you have a list of passwords in the CSV format (you can easily make it using *MS Excel*), you can add all of them to SecureSafe Pro Password Manager without typing a single word on your keyboard.

Passwords import

To import passwords from a CSV file, you should select the *File | Export and Import | Import from CSV* menu item. It will open the **Import wizard**.

Note: the *Import wizard* is used for importing passwords only. You cannot import credit card records or files with it.

So, run the wizard and click *Next*.

Page 1 – Select file

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If the first line of the file or of the clipboard contains the list of column names, select the corresponding check box. If each field is in quotes, select the “*Values surrounded by quotes*” check box. Specify the character separating the data.

Click *Next*.

Page 2 – Select fields

Match password fields with the fields in the CSV file. If there is a field in the file, select the corresponding check box.

After you match the fields, click *Next*.

Page 3 – Select Values to Import

The *Import wizard* will pre-load and arrange the data in lines. Select the passwords you want to import and click *Next*.

Page 4 – Select Folder to Import to

Select the folder where you want to place the imported items. If the necessary folder is not in the combo box, select the *Browse* item to look through all the folders of the program.

Click *Next*.

If everything is alright, the data will be imported into the program. Click *Finish* to finish importing.

Importing data from a CSV file

What is a CSV file?

A CSV file is a file with data in the text format. Each line is one data item. Fields inside each line are separated with a comma or, which is more often, with a semicolon.

CSV files are widely used for exchanging information between software products from different developers. For example, it is really convenient to edit a CSV file in *MS Excel*.

Why is the import feature useful?

The import feature is necessary for you to be able to start using SecureSafe Pro Password Manager without entering all data anew. If you have a list of passwords in the CSV format (you can easily make it using *MS Excel*), you can add all of them to SecureSafe Pro Password Manager without typing a single word on your keyboard.

Passwords import

To import passwords from a CSV file, you should select the *File | Export and Import | Import from CSV* menu item. It will open the **Import wizard**.

Note: the *Import wizard* is used for importing passwords only. You cannot import credit card records or files with it.

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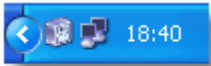
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Minimizing into the system tray




To have SecureSafe Pro Password Manager always at hand and save space on the taskbar, you can minimize the program into the system tray.

To set the options of minimizing, open the *Options* dialog box of the program (*Service | Options* menu item) and switch to the *Tray Icon* tab.

For the application to be minimized into the tray, you should select the *Enable Tray Functionality* check box. Then you should select how the icon is to be displayed: *Always* – the icon is always displayed in the system tray no matter if the application is minimized into the tray or not; *Only if minimized* – the icon is displayed in the system tray only if the application is minimized into the tray.

Specify in what case the application should be minimized into the tray.

When you minimize application – minimizes the application into the tray when you click the  button in the system menu.

When you close the application - minimizes the application into the tray when you click the  button in the system menu. If you close the application using the main menu (*File | Close*), the application is exited and not minimized into the tray.

Restoring from the system tray

There are three ways of restoring the application from the tray:

1. Find the safe icon in the tray and double-click it. The main program window will be opened.
2. Right-click the safe icon in the system tray and select the "Main Window" menu item.
3. Start another instance of the application. It will not be started, but the application will be restored from the system tray.

Automatically clearing the clipboard

Clearing the clipboard automatically is used for increasing the security of your data.

After you use the program (if you have copied any data to the clipboard), the clipboard contains some secret information: passwords, usernames, etc. To avoid revealing the data (in case they are accidentally inserted into places they should not be, such as chats, messages, forums, documents), the clipboard is cleared automatically. The clipboard can be set to be automatically cleared either when you exit the program or when you minimize it. To set the options for clearing the clipboard automatically, open the Options dialog box of the program (*Service | Options*) and switch to the *Clipboard* tab.

Log out automatically if idle

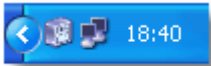
Use *logging out* automatically after a certain period of inactivity to prevent unauthorized people from accessing your data if you are away from your computer, but have not closed SecureSafe Pro Password Manager.

If you leave the program open and go away from your computer, the program will log out after a certain period of time (5 minutes by default) if no key is pressed and the mouse is not moved during this period.

Note: this feature is available only for users of *Windows NT/2000/XP/2003*.

You can also unload the database when the program is minimized into the system tray.

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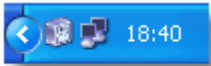
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Additional program features

Minimizing into the system tray




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Technical support

If you have a problem or a question about SecureSafe Pro Password Manager, please contact our **Technical Support Team** at using the [feedback form](#). Please inform us about the following:

- SecureSafe Pro Password Manager version and build (from About menu)
- SecureSafe Pro Password Manager registration code or user ID (if you're a registered user) – this will help us to process your request faster
- Where did you get SecureSafe Pro Password Manager (http or ftp site)
- Windows 95/98/ME/NT/2000/XP version (including service packs and other fixes installed), US or international, OEM or not
- Computer information: CPU type and speed, amount of memory installed
- **Description of your problem (as much information as possible to describe the problem)**
- Any additional information, which may help: the type of your hard drive, size and type of the partitions, versions of drivers in use (e.g. for Iomega ZIP drive) size of your datafile etc.

See Also:

- [Feedback form](#)
- [Our website](#)

Feedback

Feedback

Don't hesitate to email to us any questions, comments or suggestions about the program, site or any other relevant subject. Your opinion is very important to us. We'll do our best to implement all suggestions and advice in the future versions of the program.

Thank you!

[Click here for redirecting to the feedback form on *SecureSafePro.com*](#)

See Also:

- [Technical support](#)
- [Our website](#)

How to order SecureSafe Pro Password Manager

You need to buy **one license for each person** using SecureSafe Pro Password Manager. The collections created with a properly licensed copy of SecureSafe Pro Password Manager may be distributed royalty-free to any number of people.

Upon registration you will receive a registration key to remove all functional limitations. You will be also entitled to receive free technical support via email.

All prices include **free technical support** via email, and **free minor updates** and bug fixes. Read the [upgrade policy](#) for more information.

Volume discount prices are available. Please visit the [Order Page](#) for the latest actual information.

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See Also:

- [Download the latest version of SecureSafe Pro Password Manager](#)
- [SecureSafe Pro Password Manager on the Web \(new window\)](#)
- [How to order SecureSafe Pro Password Manager](#)

SecureSafe Pro Password Manager Upgrade Policy

Free Minor Updates and Bug Fixes

When you buy a copy of SecureSafe Pro Password Manager, you will get minor updates and bug fixes for free. Minor updates are updates of which the first version number has not changed. So if you buy SecureSafe Pro Password Manager 1.xx, you can upgrade to any other version of SecureSafe Pro Password Manager 1.xx free of charge.

You can check the version history on the SecureSafe Pro Password Manager web site to ensure that you are using the latest version. As you can see in the version history, minor updates are frequently released.

How to Get The Latest (Minor) Update

To upgrade your copy of SecureSafe Pro Password Manager, you are able to download the update package contained only the updated binaries or you can simply download the latest version and install it. If you always download the complete package, you do not need to have the previous version installed to install the latest version. There is also no need to uninstall the previous version before upgrading if you do have it installed.

Major Upgrades

Major upgrades are indicated by a change in the first version number. So an upgrade from 1.xx to 2.0 is a major upgrade. Major upgrades usually have a significant amount of improvements and new features. Therefore, you will likely have to pay an upgrade fee if you want to take advantage of a major update. This fee is typically half the price of the product. We do reserve the right to give you major updates for free as well, though. This decision will depend on how major the upgrade really is.

However, if a major upgrade is not free, the previous version will remain available for those who purchased it in the past and feel no need to upgrade. You will never be forced to upgrade. You will still be entitled to technical support if you continue to use the previous version. However, you will not receive any further updates with improvements or new features. And if you originally bought 1.xx, you can still buy the 3.xx upgrade even if you did not buy the 2.xx upgrade.

Buy Now!

[Buy your own copy of SecureSafe Pro Password Manager now!](#)

Privacy Policy

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SecureSafePro.com has created this privacy statement in order to demonstrate its firm commitment to privacy. The following statement discloses the information gathering and dissemination practices for this web site.

This site keeps all your personal information secret. Your personal information is not shared with anyone else.

Information Automatically Logged

This site may log your IP address to help diagnose problems with the web server and to administer this web site. This information is primarily used for general traffic tracking and security.

Cookies

This site uses cookies to track information about its visitors. This information includes the date/time of visits and products downloaded or ordered.

Order Forms

Our billing service is provided by Element 5. When ordering our products from Element 5's online store, Element 5 must collect the purchaser's name, email address, mailing address, credit card number, and expiration date. This allows us to process and fulfill orders and provide notification of the order status.

Newsletter

This site allows visitors to sign up for a free newsletter by providing an email address. The email address you provide is used only to send you the free newsletter, and you can unsubscribe by clicking a link in any issue of the newsletter.

External Links

This site contains links to other sites. This site and its owner(s) are not responsible for the privacy practices or the content of such web sites.

Public Forums

This site may make chat rooms, forums, message boards, and/or newsgroups available to its visitors. Please remember that any information that is disclosed in these areas becomes public information, so you should exercise caution when deciding to disclose your personal information.

Security

This site has security measures in place to protect the loss, misuse, and alteration of the information under its control. This site provides a secure server for all credit card orders, securely encrypting all personal data with industry-standard methods. This site does not store credit card numbers for processed orders.

Questions and Suggestions

If you have any questions or suggestions about our **Privacy Policy** please contact us via our [Feedback Form](#).

Copyrights

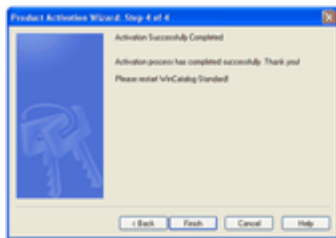
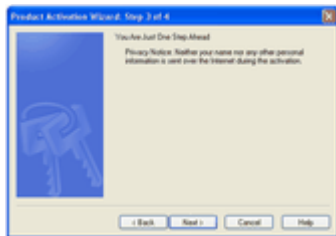
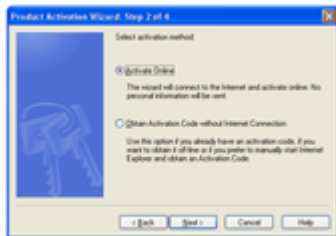
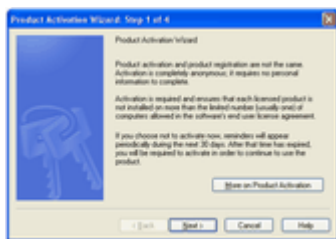
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What is Product Activation Wizard?

What is Product Activation Wizard?



Due to piracy and other forms of unauthorized use, users cannot always be sure that they have a genuine copy of software. The goal of product activation is to reduce a form of piracy known as casual copying. Casual copying is the sharing and installation of software that is not in compliance with the software's end user license agreement and is estimated to contribute to half of all pirated installations. Product Activation helps ensure that each copy is installed in compliance with the end-user license and is not installed on more than the limited number (usually one) of computers allowed by the product license. We have worked to make it as easy as possible to activate a licensed installation of products. During software registration, the registration wizard prompts you to enter a product key. The product key is a 25 character alphanumeric code shown in five groups of five characters each (for example, *GBFTK-3UN78-MKF8G-T8GTY-NQS8R*). Keep the product key in a safe location and do not share it with others. This product key forms the basis for your ability to use the software after the trial period.

For purposes of product activation only, a non-unique hardware identifier is created from general information that is included in the system components. At no time are files on the hard drive scanned, nor is personally-identifiable information of any kind used to create the hardware identifier. Product activation is completely anonymous. To ensure your privacy, the hardware identifier is created by what is known as a "one-way hash". To produce a one-way hash, information is processed through an algorithm to create a new alphanumeric string. It is impossible to calculate the original information from the resulting string.

Your product key and a hardware identifier are the only pieces of information required to activate the product.

If you activate via an Internet connection, the product key and a hardware identifier are sent automatically. When you decide to activate over the Internet, the product attempts to establish an online connection to the activation server, www.activatesoft.net, by way of the Internet.

If an online connection cannot be established, you can activate yourself via the browser. In this case you will be prompted to enter the product key and a hardware identifier on a Web page, and will get an activation key in return.

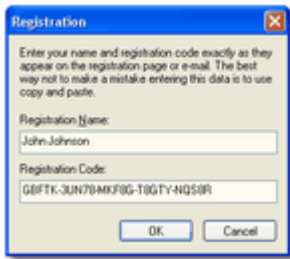
Activation is completely anonymous; no personally identifiable information is required. The activation key can now be used to activate the product on that computer an unlimited number of times. However, if you need to install the product on a different computer, you will need to perform the activation process again. Please refer to your end-user license agreement for information about the number of computers you can install the software on.

Until you have activated your copy of the product, an Activation Reminder will occasionally pop up. This reminder will not appear after you have activated your copy of the product.

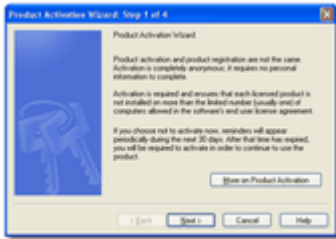
- **See Also:**[How to activate SecureSafe Pro Password Manager](#)
- [How to order SecureSafe Pro Password Manager](#)

How to activate SecureSafe Pro Password Manager

How to activate SecureSafe Pro Password Manager



Please run SecureSafe Pro Password Manager and select the **'Help | Register'** menu item to open the registration window. Enter your name and registration code **exactly as they appear** at the registration e-mail. The best way not to make a mistake entering this data is to use copy and paste. Click 'Ok' when done and select **'Activate Now'** at the appeared window. Follow the activation wizard. When wizard will be finished please **restart** SecureSafe Pro Password Manager. All limitations will be removed and your name will appear in the 'about' box (**Help | About SecureSafe Pro Password Manager**).



If you lose your registration key and need to re-install SecureSafe Pro Password Manager, just drop the letter using the [feedback form](#) and we will send it to you again. Please **provide your name and registration e-mail**.

See Also:

- [What is Product Activation Wizard?](#)
- [How to order SecureSafe Pro Password Manager](#)

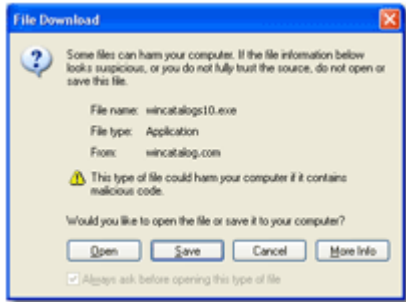
Download the latest version

Use the link below to download SecureSafe Pro Password Manager:

[Click here to visit download page on our site](#)

If you are downloading the executable distribution package, follow the steps listed below to install the program on your computer:

1. **Click Download link above to start the download.** This will open the File Download screen:



2. **Click Open.**
3. **SecureSafe Pro Password Manager will install.** If SecureSafe Pro Password Manager does not open, use the desktop shortcut or go to the Start Menu > Programs and find SecureSafe Pro Password Manager folder.

See Also:

- [How to order SecureSafe Pro Password Manager](#)
- [License agreement](#)
- [System requirements](#)