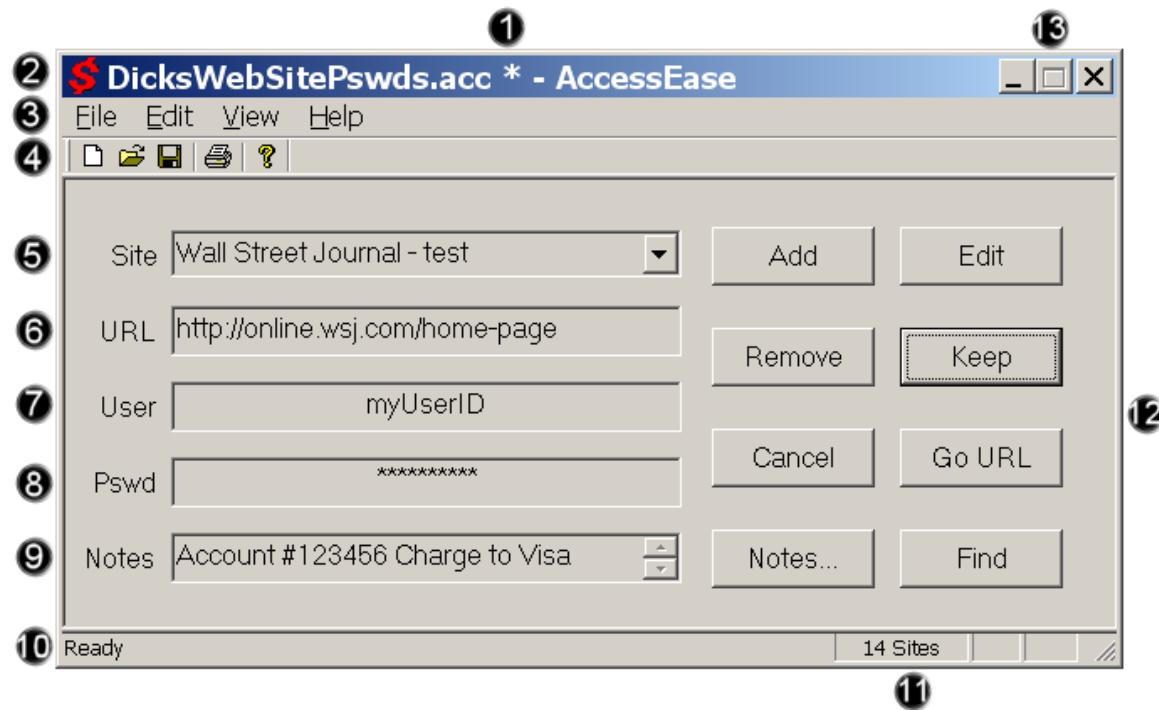## Installing and Removing AccessEase

AccessEase is a Microsoft Windows based encrypted flat-file database program for storing and retrieving URLs, User IDs, and Passwords for Internet websites. The entire program exists in a single file, **AccessEase.exe**, which may be placed in any folder on your file system. To view this documentation, as Help from within AccessEase, you must have access to the Internet. Alternatively, the latest documentation is posted on the web at http://www.dickinsonian.com/.

Remove AccessEase from your computer by deleting **AccessEase.exe**.

Comments and suggestions may be sent to dick@dickinsonian.com .

Main Window Features

1. Asterisk indicates that the database has been modified.
2. Title bar shows the file name of the current database.
3. Main menu bar of program commands.
4. Toolbar for rapid selection of often used commands.
5. Pull down selection list of website names stored in the database.
6. Uniform Resource Locator or URL for the current website.
7. User ID for this website.
8. Password for this website
9. Scrollable, single-line-at-a-time, Notes available for this website.
10. Status bar displays command's information during mouseover of menu items.
11. Number of websites in the database, capslock and, numlock status.
12. Buttons to modify the database, display verbose Notes, open the Site's URL, and Find other Sites in the database.

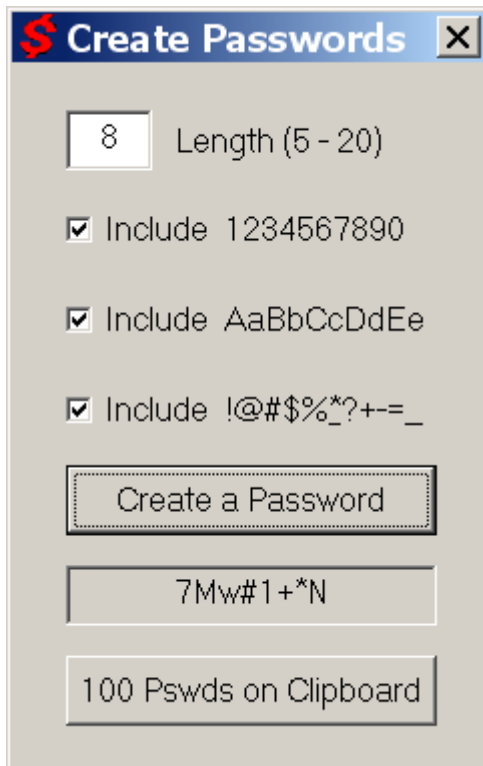13. Buttons to minimize the main window and exit the program

How Passwords are handled in AccessEase

All AccessEase information is encrypted when the database file is saved with a non-blank file password**.** You'll need to remember the file's password to successfully reopen the database. Asterisks obscure the file password as it is entered. A unique encryption key is used for different file passwords.

A website's password is displayed in the Pswd window, but is obscured by asterisks except when adding or editing data. All data windows are normally read-only, indicated by their gray background color. You can highlight and copy (right mouse click or Ctrl+C) text for subsequent pasting into the User and Password form boxes on a website displayed in an Internet browser.

When you copy the asterisks that obscure a website's password, the actual password text is placed on the computer's clipboard. It remains there, available for pasting, for 10 seconds, after which time it is automatically deleted for security reasons from the clipboard.

Create Password Dialog

A dialog for creating new passwords is available from the main menu bar **|View|Create Passwords…|.** The dialog can be moved anywhere on the computer's screen and will remain visible while other operations are preformed in the AccessEase program.

Password length is selectable between 5 and 20 characters. Three check boxes allow inclusion of numbers, mixed case, and assorted punctuations in the password. The Create a Password button generates a random password that is displayed in the read-only window directly below the create button. You may highlight and copy the password to the clipboard for subsequent paste operation.

If you desire an additional list of 100 random passwords, press the 100 Pswds on Clipboard button to place them on the clipboard.

Close the dialog by clicking on the ✕ button in its upper right corner.

Uncommon Keyboard operations

Click in the Site or Notes window to acquire the window's focus. The up and down arrow keys, the page up and page down keys, and the mouse wheel allow you to scroll through the Sites or vertically scroll lines of Notes.

Menu, Hot Key, Toolbar, and Button Commands

Note: In this document, menu commands are colored blue. For example: |File|New|, means select File from the menu bar followed by New on the drop down menu. Hot keys combinations, like Ctrl+N, are in shown in red. The icon ⬜ indicates that the New command is also available from the toolbar. A graphic, such as ⬚Add⬚, means the Add command can be executed by pressing a button in the program's main window.

|File|New| Ctrl+N ⬜ Creates a new, empty, database with the title "Untitled". You'll be requested to select a file name for a modified database when it is saved.

|File|Open…| Ctrl+O 📂 Opens an AccessEase file (.acc file extension) on your file system. If AccessEase didn't create the selected file, it will be rejected. If it is password protected (having a non blank password), you'll be prompted for the file's encryption password.

|File|Save…| Ctrl+S 💾 Saves the current modified database with the current name. If the title is "Untitled" you'll be prompted to choose a file name. If the disk database file was altered by another program while it was open in AccessEase, you'll be alerted before saving your copy to disk. This provides you with notification of network conflicts between two users trying to modify the same database at the same time.

|File|Save As| Allows you to save the current database under a different file name.

|File|Recent Files|Start with MRU| Toggles the option to load the Most Recently Used database upon program startup. The website data last viewed when the database was closed is reselected.

|File|Recent Files|xxxxx.acc| A selectable list of up to 6 MRU, Most Recently Used, database files.

|File|Printing|Print…| Ctrl+P 🖨 Brings up a standard print dialog for selecting a printer and its options.

|File|Printing|Print Preview| Displays a one page facsimile of how the currently selected Site and its data will appear when printed.

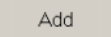|File|Printing|Print Setup…| Brings up a standard print setup dialog.

|File|Exit| Alt+F4 ❌   Exits AccessEase. You'll be prompted to save the current modified database. When the Operating Systems shuts down with AccessEase still running, the modified database will be automatically saved.
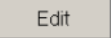
|Edit|Undo| Ctrl+Z Restore Cut text with Undo. As long as there is no intervening edit operation, you can remove the text again with a second Undo.
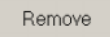
|Edit|Cut| Ctrl+X ✂ Removes the selected (highlighted) text and places it on the system clipboard. You can cut text only while Adding or Editing Site data.
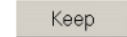
|Edit|Copy| Ctrl+C 📋 A copy of the selected (highlighted) text is placed on the system clipboard. Passwords are available for pasting for 10 seconds after being copied. For security reasons they are removed from the clipboard after that time. Copy all the ******* and the actual password is placed on the clipboard.

|Edit|Paste| Ctrl+V 📋 Replaces the selected (highlighted) text with that stored on the system clipboard. You can paste text only while Adding or Editing Site data.

|Edit|Site|Add| [Add] Add a new website to the database. The Site, URL, User, Pswd, and Notes windows are cleared. The read-only gray background color is removed from all data entry windows. After entering new website's data, select either the Keep or Cancel command.
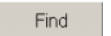
|Edit|Site|Edit| [Edit] The Site, URL, User, Pswd, and Notes windows become editable. The read-only gray background color turns white. After updating the website data, select either the Keep or Cancel command.

|Edit|Site|Remove| [Remove] Removes the selected website and all its data from the database. You'll be prompted if you really want to do this.

|Edit|Site|Keep| [Keep] Includes website data entered with the Add or Edit commands into the database. The Site window and all data windows become read-only as indicated by the gray color background.

|Edit|Site|Cancel| [Cancel] During Add of Edit, you may choose to abandon the operation by choosing Cancel. The Site window and all data windows become read-only as indicated by the gray color background.

|Edit|Site|Notes| [Notes...] Opens a large window with a verbose display of the website's Notes. During an Add or Edit operation the note text can be modified. When the window has a gray background color, the text is read-only but may be selected and copied to the clipboard for a subsequent paste operation.

|Edit|Site|Find Site| Ctrl+F [Find] Opens a text entry dialog where you can enter Site search text. As you type, the next Site that contains the search text scrolls into view. If no site exists, a beep is heard. You can find other Sites containing the search text by pressing the dialog's Next or Previous buttons. If you choose to cancel this dialog, the Site displayed prior to entering the Find command is displayed. The search is not case sensitive. The last Site visited is restored when the program is restarted.

|Edit|Site|Go URL| [Go URL] Displays the current URL's web page in the system's default Internet browser. See |Edit|New Browser| for an explanation of how the web page is displayed.

|Edit|Change File Password| Displays a password dialog where you can modify the encryption password for the database file. Entering blank or no password leaves the file as plain text, not encrypted. When the file is encrypted, you'll need the correct file password to gain access to it. Each unique password creates a different encryption key. If you change the current password, the file is marked as modified and shows an Asterisk the title bar. The new password becomes effective when the database is saved.

|View|Toolbar| Toggles the toolbar's visibility.

|View|Status Bar| Toggles the status bar's visibility.

|View|Create Passwords…| Brings up a Create Passwords dialog. Refer to the description in the section entitled **Create Password Dialog**.

|Help|About AccessEase| Brings up the About AccessEase dialog. The program's version number, a brief program description, and author contact information is displayed.

|Help|Documentation| F1 Displays this documentation as an Acrobat .pdf file in the system's default Internet browser.