



PASSWORD VAULT

Help

Free program from
sefisys.com

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What is a Password Vault program and how can it be useful?

Internet shopping, banking and sometimes even only browsing requires the use of different passwords and pin numbers. As if it's not bad enough to remember them all, they also have to be frequently changed as well!

With the *Password Vault* program, all that is to be remembered is only one password, and even that could be stored in encoded form in the same directory on *PC's* hard drive, memory card or *USB* disk. This program will then automatically retrieve it, decode it and use it to unlock all other passwords, card and pin numbers, stored in the program.

These passwords, or any information stored by this program, can be decoded by the program and displayed in the program's text box. The password can be then copied from this text box into memory, by highlighting the required text and pressing the Ctrl (holding) + C button, followed by clicking into the text box, asking for the password. For example, when login to Internet Banking, pressing Ctrl (holding) + V button, will paste the password there. This is called *Windows* Cut & Paste and is described in details in *Windows* help.

Using this method will prevent any malicious programs or viruses, monitoring keystrokes on your *PC* and thus stealing your private data! This is an important security enhancement.

The *Password Vault* program for *Windows PC* is compact, portable and easy to use. There is no need for *Windows* installation, activation or Internet connection, and the program never expires.

Program does not collect, store or send any information to anywhere, and it only does what is designed for: Securely stores and retrieves your passwords, pin numbers etc.

The program can be stored in any directory on the *PC's* hard drive, removable memory card or *USB* stick. Storing it on a removable card or *USB* stick enables you to carry your passwords everywhere you go. And they are safe there, since they are all encoded.

The only one encoding password locks all other passwords etc., and is not kept anywhere, unless you wish to do so via one of the program's options. The same copy of the *Password Vault* program can be used by many users with different login names and passwords.

The program uses advanced coding algorithm "Blowfish", designed by one of the world's leading cryptographers - Bruce Schneier, Chief Security Technology Officer, BT
"I know of no successful cryptanalysis against Blowfish."
(Bruce Schneier in his book "Applied Cryptography".)

PLEASE NOTE:

Password Vault program stores all deposited passwords and pin numbers in four files named:

"<user login name> _PASSVAULT.CSB", "<user login name> _MAILVAULT.CSB". ,
"<user login name> _MISCVault.CSB". , "<user login name> _INETVAULT.CSB".

These files are encoded with the user's login password, which is not kept anywhere, unless you create a User Access File, using the program's tool Create User Access File. This User Access File stores your password in encoded form in the same directory, where is the program file PASSWORD_VAULT.EXE.

If you decide for any reasons to open these files in some other program, for example MS Word,
PLEASE DO NOT SAVE THESE FILES FROM THAT PROGRAM!

Some programs during saving modify the file structure, and the content of the encoded file will be lost. Since there is no need to open this file, avoid opening it, please.



Downloading and installing *Password Vault* program

Password Vault program does not need *Windows* installation and it could run from a hard drive, *USB* drive or memory card, and it comes in a few packages:

Does your Internet provider allow you to download “.EXE” files?

YES

1. Download or copy `PASSWORD_VAULT.EXE` - this is the program's executable file.
2. Open *Windows Explorer*, create a directory on your *PC*'s drive and download this file there. Then navigate to this file and double click on its icon. After the program starts, you can use the menu item *Create Shortcut on Desktop*, and next time you could start the program by clicking on its desktop icon.
3. Depending on your *Windows* setup, during the first run the program may tell you that you also may need one, or all of the following files:
msvcr100.dll , mfc100.dll and mfc100u.dll (*Windows XP*),
They are available for download from our web pages.
4. You could also download to this directory this help file `password_vault_help.pdf`, which will be then accessible from the program.

NO, downloading of EXE files is not permitted

1. Create a temporary directory on your hard drive and download there `password_vault_files.zip`, or `password_vault_files.rar`, if you prefer the WinRAR program. This package contains an executable file, this help file and other files, you might possibly need to run the *Password Vault* program, as listed previously above.
2. Open *Windows Explorer*, navigate to this file and double click on its icon. In the Extraction Wizard click *File->Extract All* and you will be asked for a directory, where to extract the files. Not all directories might be accessible to you, so select one which is. Usually the simplest would be to select *Local Disk (C)* in displayed dialog and pressing the *Make New Folder*, create the *Password Vault* directory. Then navigate to this newly created directory and double click on `PASSWORD_VAULT.EXE` file icon. The program will start and you can then use the menu item *Create Shortcut on Desktop*. Next time you can start the program by clicking on its desktop icon.
3. You could also download or copy into the temporary directory **`password_vault_installation.zip` or `password_vault_installation.rar`**.
Open *Windows Explorer*, navigate to this file and double click on its icon. This will open the Extraction Wizard and then click *File->Extract All*. You will be asked for some temporary directory, where to extract the files. You could use the same temporary directory.
When all files are extracted, navigate in *Windows Explorer* to `password_vault_instal.exe` file and double click on its icon. When the installation program starts, you can check the box *Create Shortcut on Desktop* and next time you would be able to start the program by clicking on its desktop icon. (You could create this shortcut later, when the program is running.)
Press the *Continue* button and the program will ask you for the drive (and directory if you wish), where to install the *Password Vault* program. Usually, the simplest would be to select *Local Disk (C)*. This time, the installation program will create a *Password Vault* directory and Desktop icon for you.

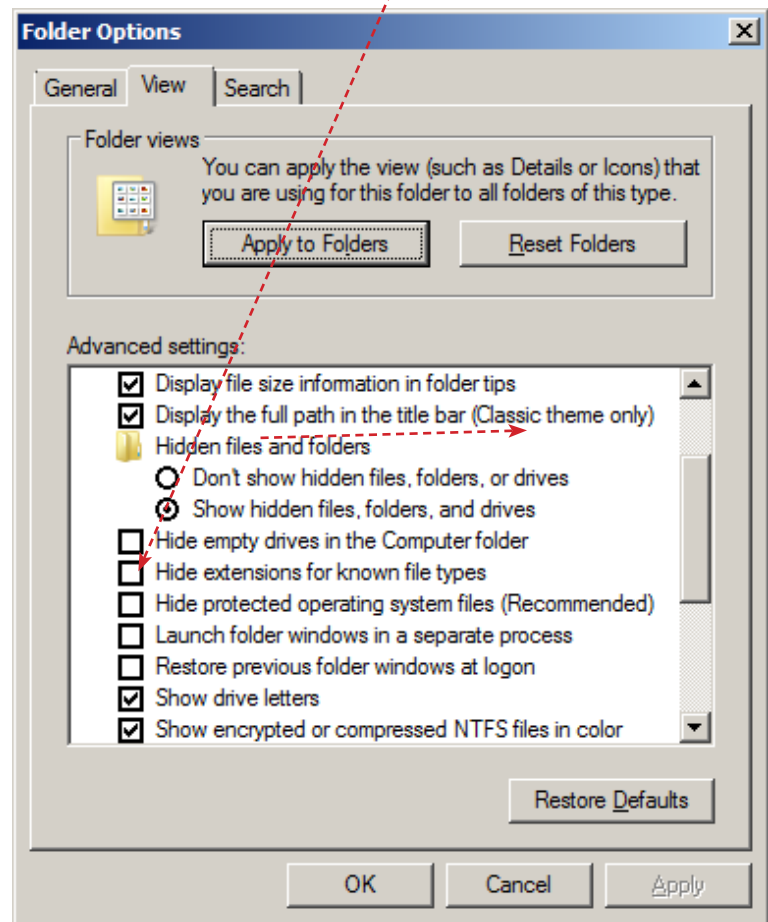
PLEASE NOTE:

Since *Password Vault* could be also run from the *USB* drive, it does not need *Windows* installation and it is therefore not installed on your *PC* in the *Windows Registry*. Because of that, you will not find the *Password Vault* program amongst the list of installed programs. To uninstall this program, just delete the *Password Vault* directory with all the files in it.

Setting folder options

If you cannot see in *Windows Explorer* any file extension, you can select in its menu the item *Tool menu -> Folder Options -> View*.

In the displayed dialog then **mark off** the item *Hide extensions for known file types*.



Additional *Windows* files needed sometimes by the *Password Vault* program:

msvcr100.dll
mfc100.dll
mfc100u.dll (*XP Windows*)

They are *Windows* support files, which might be already present on your *PC*, and downloading them is therefore not necessary.

Only when the program will not start without these files, (i.e. you might have some issues with access rights), then you should download them into the *Password Vault* program directory.

When downloaded into the *Password Vault* program directory, they will **NOT** overwrite the same files, used by other programs, already existing in installed *Windows*. They will be solely used by the *Password Vault* program.

These files are a part of *password_vault_files.zip*, *password_vault_files.rar*, *password_vault_installation.zip*, *password_vault_installation.rar* and during installation they will be automatically copied into *Password Vault* directory.

PLEASE NOTE:

Only one instance of *Password Vault* could run on a *PC* at a time.

This inbuilt feature is included to prevent any possible corruption of data files, should more than one user login with the same name & password.

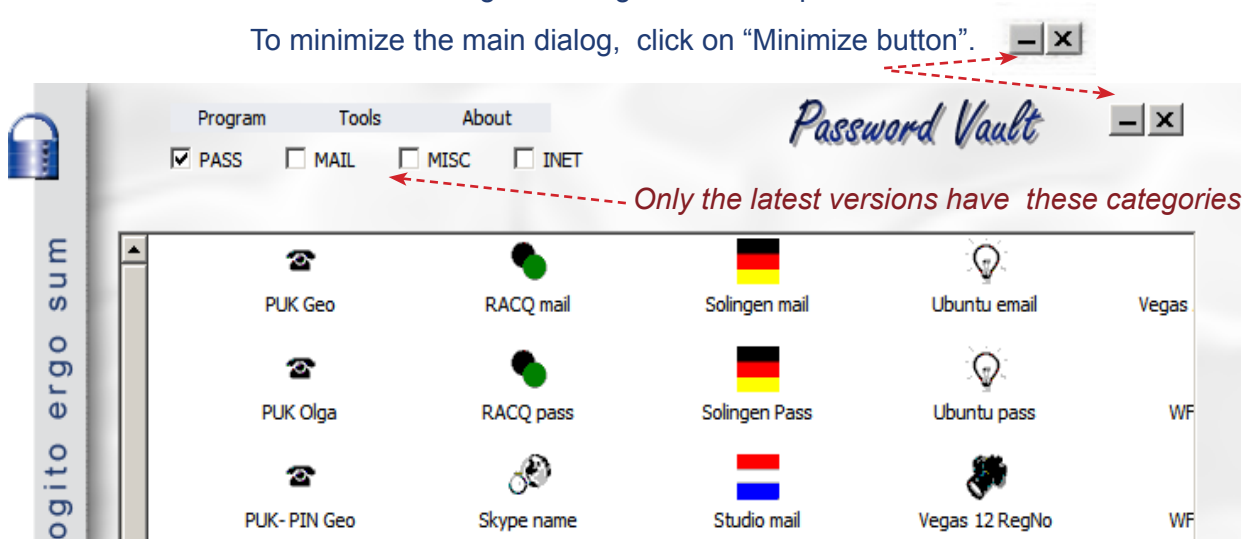
Different users could still run this program, but on one particular *PC* only one user at a time and one instance only.

For possible errors see [Errors & Remedies](#)

PLEASE NOTE:

To move displayed dialogs, click with the left mouse button within the dialog frame, hold it down and drag the dialog into desired position.

To minimize the main dialog, click on "Minimize button".



Current program contains 4 different categories, each can contain a number of entries, limited only by the capacity of your *PC* storage. The categories are denoted as "PASS", "MAIL", "MISC" and "INET". This should enable users to sort their data into smaller, manageable parts. It is up to the user to decide what will be stored under which category. Each category is treated separately and their backups are also separate files.

Adding, deleting or editing will affect only entries in the selected category. When creating a new user, all categories will start empty.

Updating from previous versions

Before updating it is recommended to use the existing version of the Password Vault program and make a backup of your current personal data file. You could also make a copy of the whole directory, where *Password Vault* files are stored. This way you will assure that your stored data will be still usable, even if some power outage, or other catastrophic event happens during updating.

1. Updating from versions **without** data groups *PASS*, *MAIL*, *MISC*, *INET*:

Download the latest version of:

`PASSWORD_VAULT.EXE` and `PASSWORD_VAULT_HELP.pdf`

Open Windows Explorer and in the program's directory replace the old version of these files with the newly downloaded. ALL your data in the current personal data file will be automatically copied into the file containing data under checkbox *PASS*. All other different files, each representing a different category introduced in the new version will be empty. As a backup, the original data file will be copied to the file with the same name, with "_PREV_VERSION_" added after the user's name.

Your backup files will also be automatically converted.

2. Updating from versions containing already data groups *PASS*, *MAIL*, *MISC*, *INET*:

Download the latest version of:

`PASSWORD_VAULT.EXE` and `PASSWORD_VAULT_HELP.pdf`

Open Windows Explorer and in the program's directory replace the old version of these files with the newly downloaded. Your data files and backups will be used without any changes.

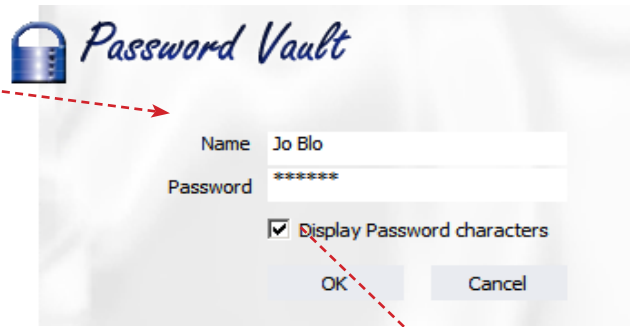
Using Password Vault for the first time

When you login for the first time, select any name you like. For any subsequent login you would have to use the same name and same password.

There could be as many users as you wish. For example, you can store your passwords, card and pin numbers under name Jo Blo, your wife under the name Jan, your daughter under name Lassie, etc.

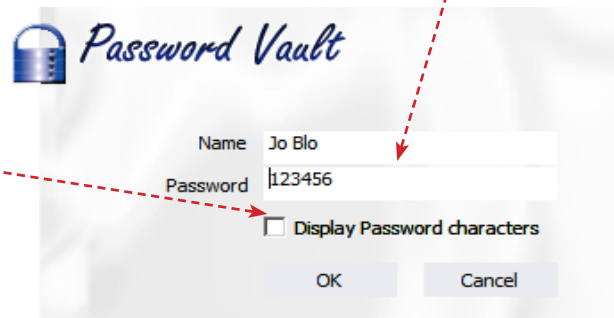
To keep your stored data private, everybody should use a different password, and at least 6 to 56 characters or digits long.

The Character “” is not allowed and the program will automatically inform you.



The screenshot shows the 'Password Vault' application window. It has a title bar with a lock icon and the text 'Password Vault'. Below the title bar, there are two input fields: 'Name' with the text 'Jo Blo' and 'Password' with masked characters '*****'. Below the password field is a checkbox labeled 'Display Password characters' which is checked. At the bottom of the window are two buttons: 'OK' and 'Cancel'.

By unchecking *Display Password characters*, the password will be revealed.



The screenshot shows the 'Password Vault' application window. It has a title bar with a lock icon and the text 'Password Vault'. Below the title bar, there are two input fields: 'Name' with the text 'Jo Blo' and 'Password' with the text '123456'. Below the password field is a checkbox labeled 'Display Password characters' which is unchecked. At the bottom of the window are two buttons: 'OK' and 'Cancel'.

If user *Jo Blo* does not exist, program will ask if is it OK to create new user with login name *Jo Blo* and password *123456*

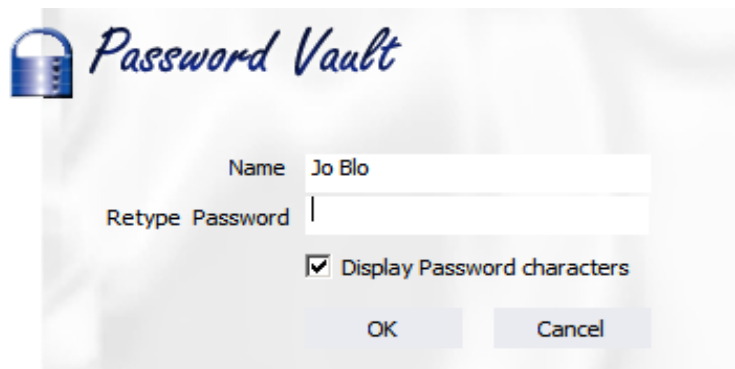
If you click Yes, new user Jo Blo will be created.

You can login under different names, and if such a user doesn't exist, the program will create a new user.

There could be as many users as you wish, but they all could have different names and passwords



The screenshot shows a dialog box titled 'Password Vault'. It has a title bar with a lock icon and the text 'Password Vault'. The main content of the dialog box is a text box containing the message: 'Please note: Program will create a new user: 'Jo Blo'. OK to proceed?'. At the bottom of the dialog box are two buttons: 'YES' and 'NO'.



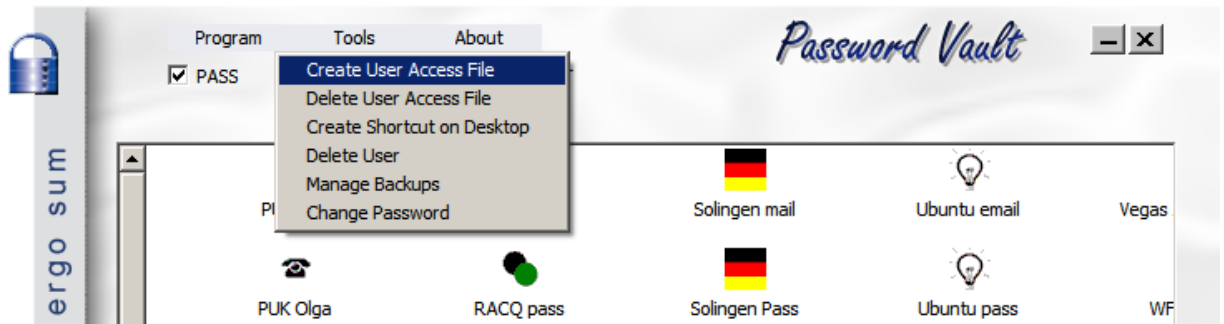
The screenshot shows the 'Password Vault' application window. It has a title bar with a lock icon and the text 'Password Vault'. Below the title bar, there are two input fields: 'Name' with the text 'Jo Blo' and 'Retype Password' which is empty. Below the 'Retype Password' field is a checkbox labeled 'Display Password characters' which is checked. At the bottom of the window are two buttons: 'OK' and 'Cancel'.

PLEASE NOTE:

Login password should be at least 6 and up to 56 long and could contain any combination of characters or digits.

The only exception is the character “” and the program will prevent you from entering it. The longer is the login password, the better is the security of your stored information!.

Menu



Create user's Access File

Every time you wish to open the Password Vault program, an appropriate username and login password has to be entered.

You could create a user's Access File, which is encoded and will contain your login password.

It will be stored in the same directory where Password Vault executable file

PASSWORDVAULT.EXE is stored. This file can be then used to start the program without login.

PLEASE NOTE:

If more than one user is using the same Password Vault program, then every user could create their own Password Vault data files, containing all stored information, like passwords, PIN numbers, etc.

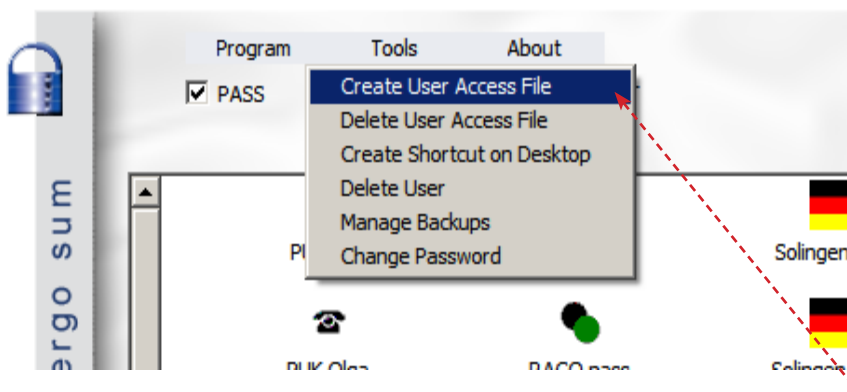
Yet, only one user's Access file can be created in the program's directory.

When this file is present in the program's directory, the program will always start with the user and password set in the Access file. To enable other users to login, this file has to be removed via the 'Delete User Access File' menu item by the user who created it.

If you create a user's Access File, the security of your locked passwords, card and PIN numbers is only as good as the security of the drive, USB or memory card, containing the Password Vault program and the user's Access File. Anybody having access on your PC to the Password Vault program's directory, or USB drive, memory card with User Access File on it, can unlock all locked information, passwords, card and pin numbers, without knowing your login password!

If you don't create a user's Access File, then your login password is NOT STORED ANYWHERE and only you know it. If you forget your login password, your stored passwords, card and pin numbers etc., **will be lost!**

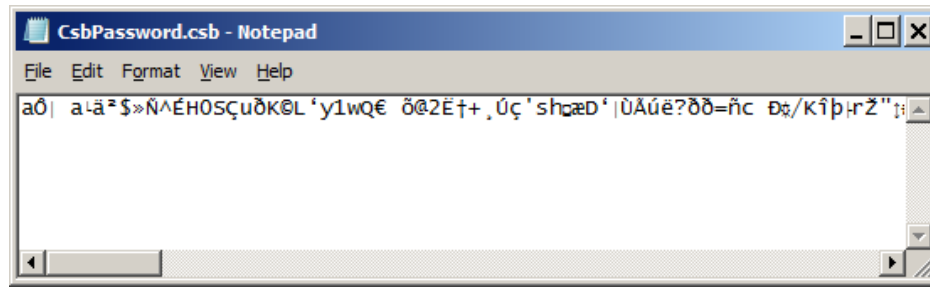
To keep your data secured, the program does not have any 'backdoors', i.e., it does not have any universal passwords!



To create a user's Access File, click with the left Mouse button on menu item *Create User Access File* and the file will be created.

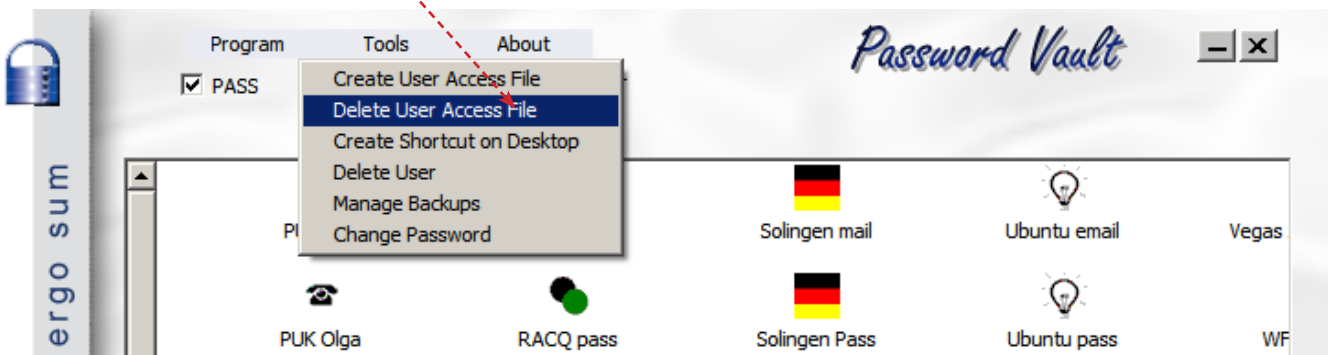
Next time you start the program, it will automatically log you in and it will start without a need to type any login user name or password.

To open this file in some other program, for example MS Word,
YOU MUST NOT SAVE THIS FILE FROM THAT PROGRAM! Some programs during saving modify the file structure and the content of the encoded password file will be **LOST!**



Delete user's Access File

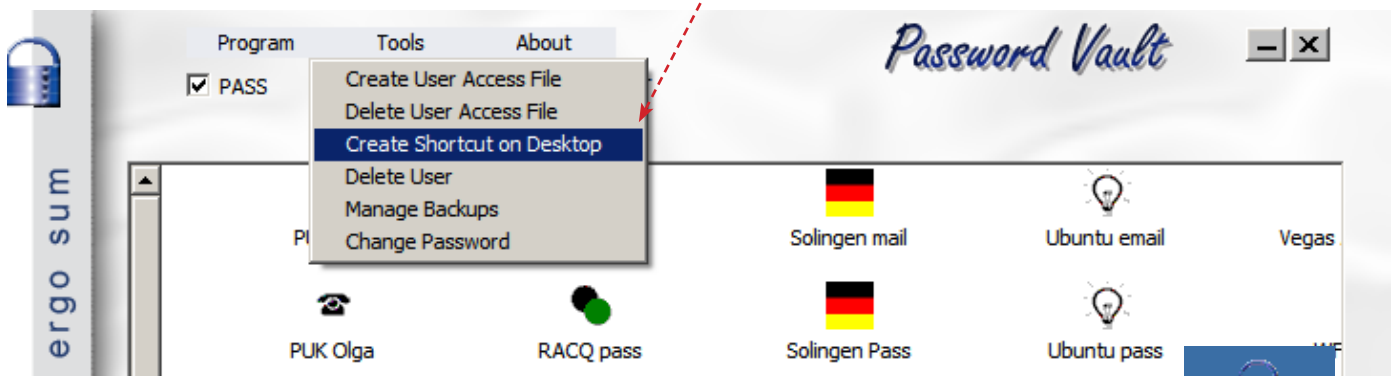
To delete user's Access File click with left Mouse button on menu item *Delete User Access File*



Create Shortcut on Desktop

Password Vault program will usually start by clicking in Windows Explorer with the left Mouse button on the executable file PASSWORDVAULT.EXE. This file could be stored on PC hard drive, on USB drive or memory card.

You can simplify the starting procedure by adding a shortcut to Windows Desktop.



Selecting this menu item will create the following shortcut on the desktop. Double clicking with the left Mouse button, or single click with right Mouse button + selecting *Open*, will start the program.

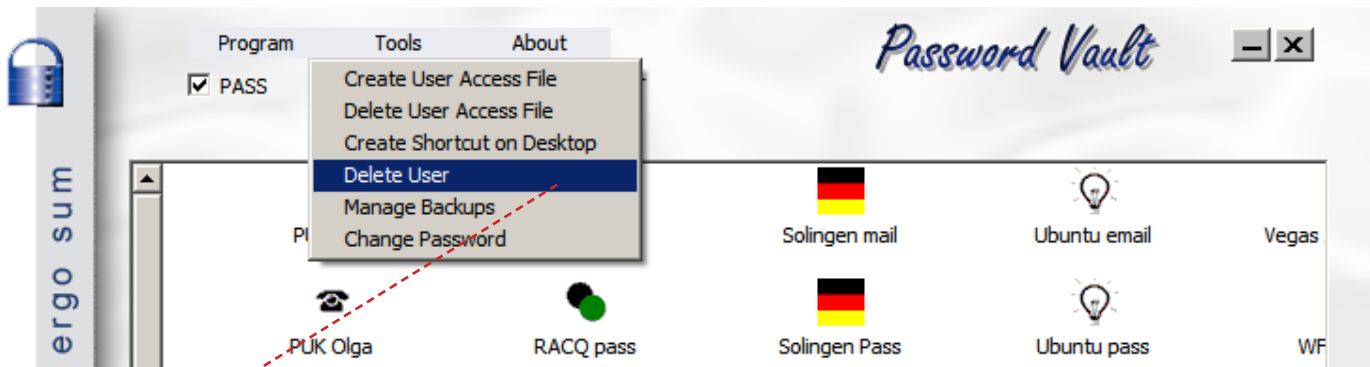
PLEASE NOTE:

When the icon changes to this, it indicates that the Windows can't find *PASSWORD_WAULT.EXE* file.

You can then either:

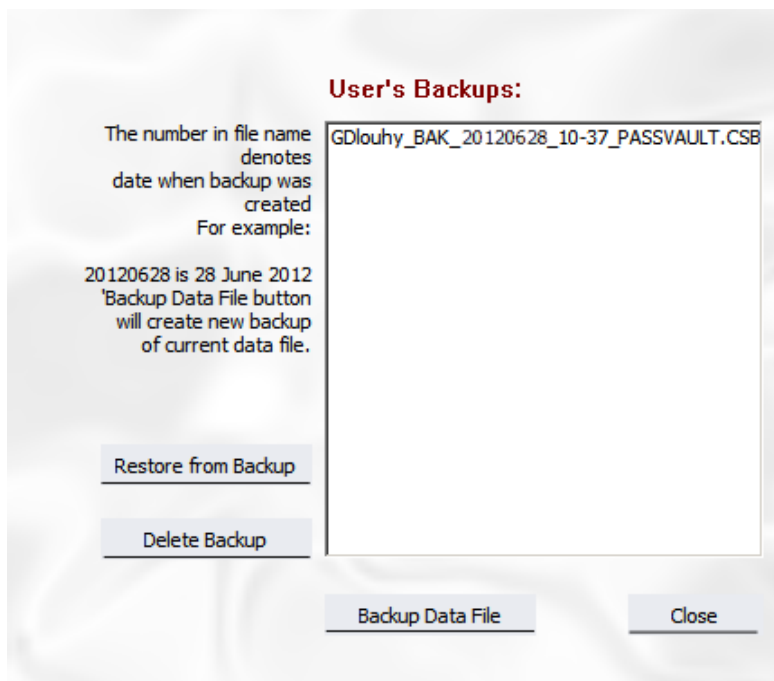
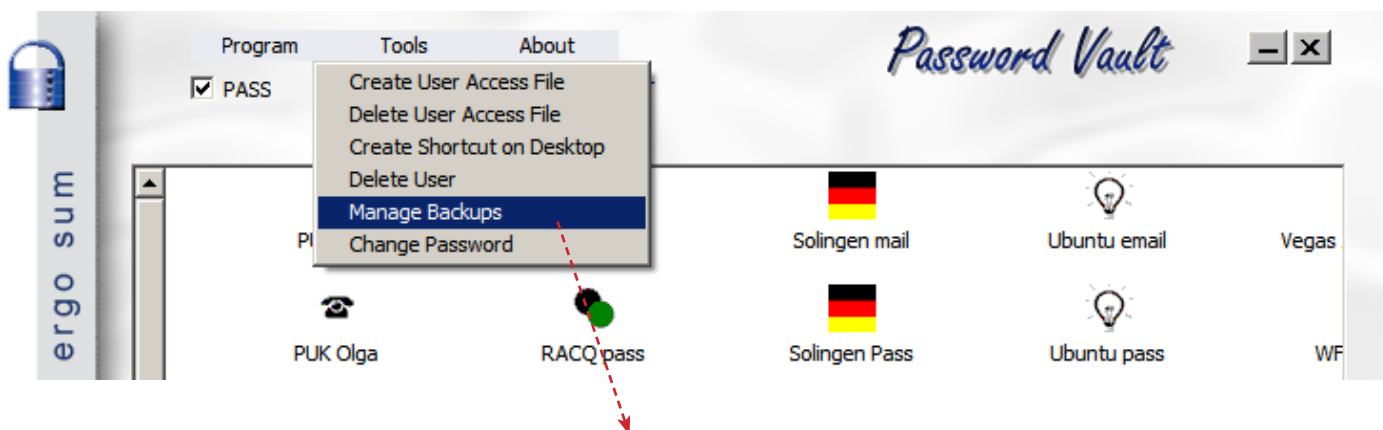
- Correct the settings on the shortcut (see [Errors & Remedies](#))
 Using menu item 'Create Shortcut on Desktop' create a new shortcut, and the new shortcut will replace the old one.

Deleting user



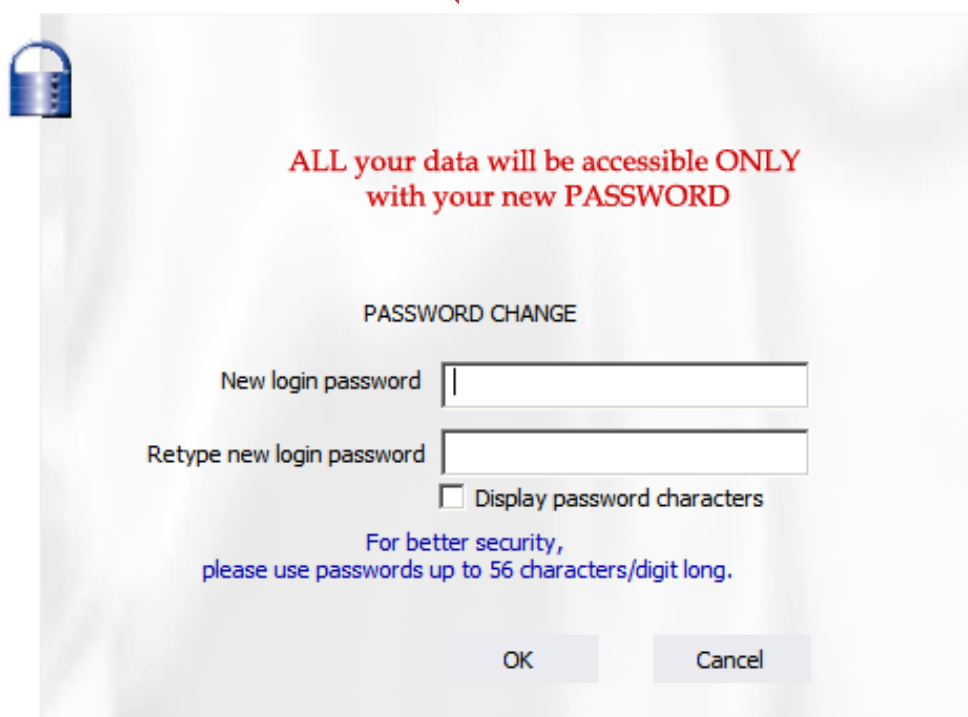
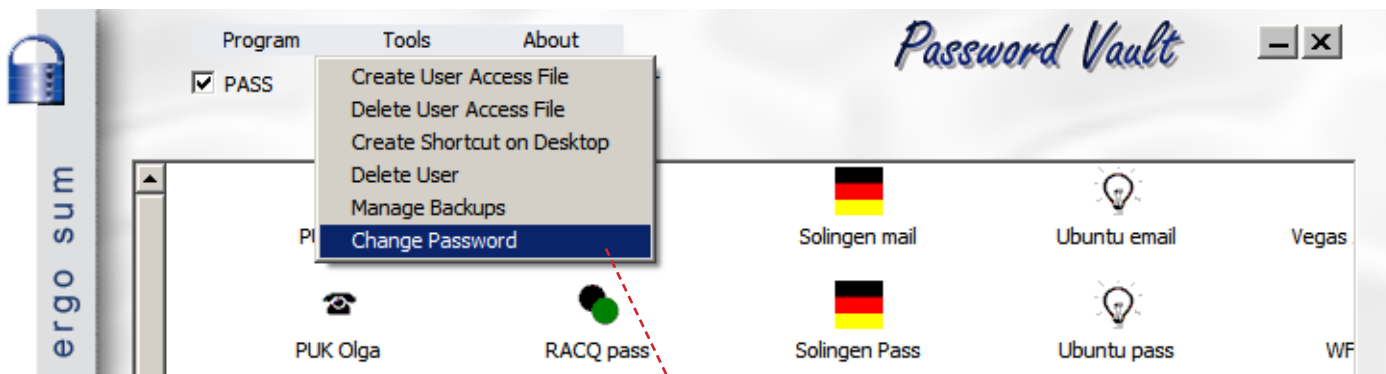
Only the current user will be deleted, and if the user's Access file exists, it will be deleted together with all user's backup files. After successful deletion, the program will close.

Managing backups



Selecting 'Backup Data File' will create a backup of currently stored passwords, specific to the current user. If there are more users using this program, each with its individual access password, then the program will create a specific backup for each user. Users can access only their own backup files. In the example above, the user is 'GDlouhy' and the backup was created on 28th June, 2012 at 10:37.

Change password



When it becomes obsolete, the *Login password* could be changed. Selecting the menu item *Change Password* will display the above dialog. Since you are already login, the program does not ask for the old password. Entering a new password and subsequently retyping it will change the login password.

Although at the beginning of the process your files are copied into temporary files, it is a good practice to make copies of all your data files^[1] and store them somewhere safe, before changing the login password. During this procedure your *PC* could malfunction and your data could be lost!

When finished, the program will change your login password and all your files, i.e. all group's data files and your backups files. They will be encoded with your new password and they will not be accessible with the old password any more...

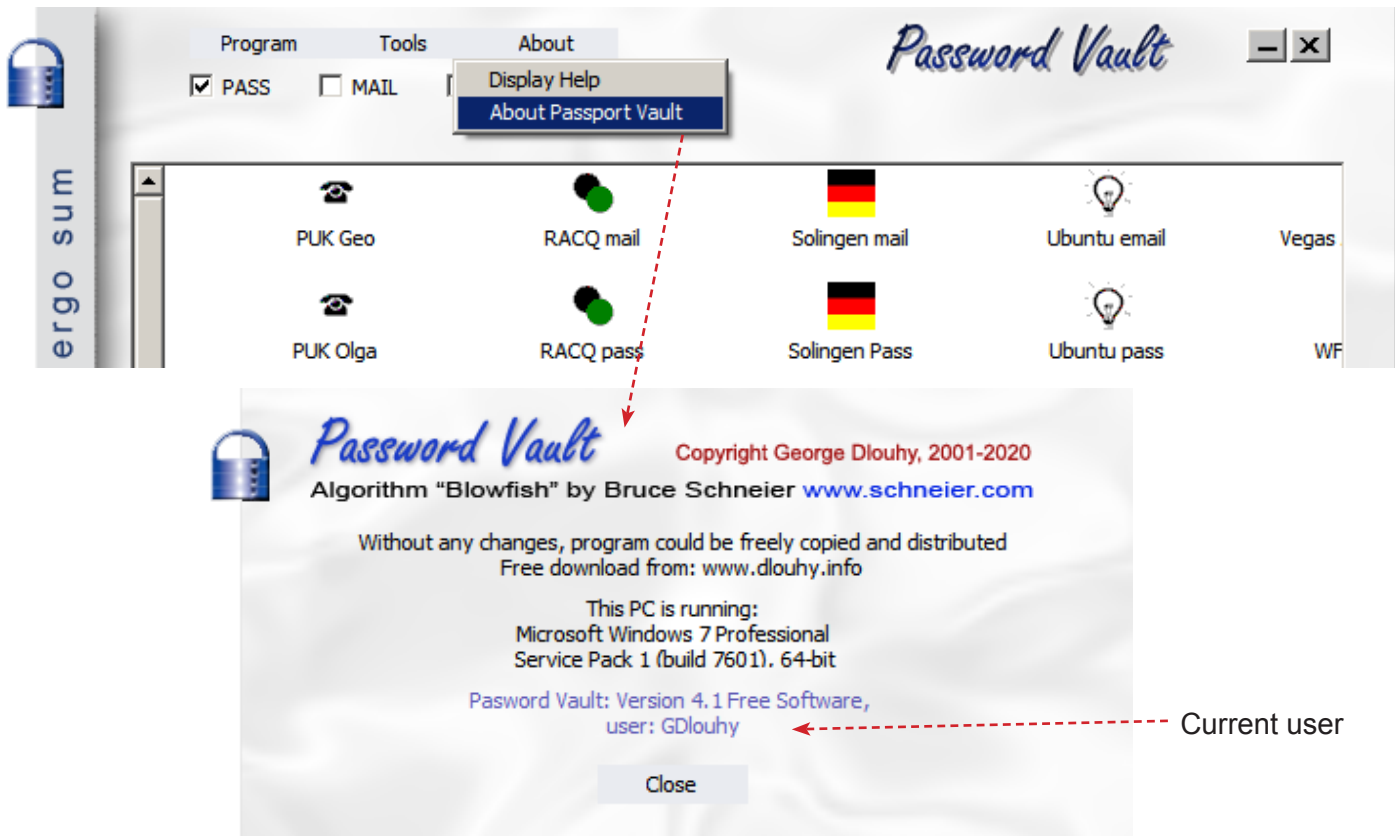
After the process finishes, all temporary files created by the program will be not just deleted, but thoroughly shredded!

PLEASE NOTE:

If you have created a *User Access File*, this file will be shredded and you would have to create it again. For the next login you will need to use a new login password.

^[1] All files found in the *Password Vault* program directory, starting with the user's login name. This includes all user's backups.

About Password Vault




BRIEFLY:

Password Vault program can be used by more than one user. To create a new user, simply login under a different name and program will proceed to create a new user with that name and entered password.

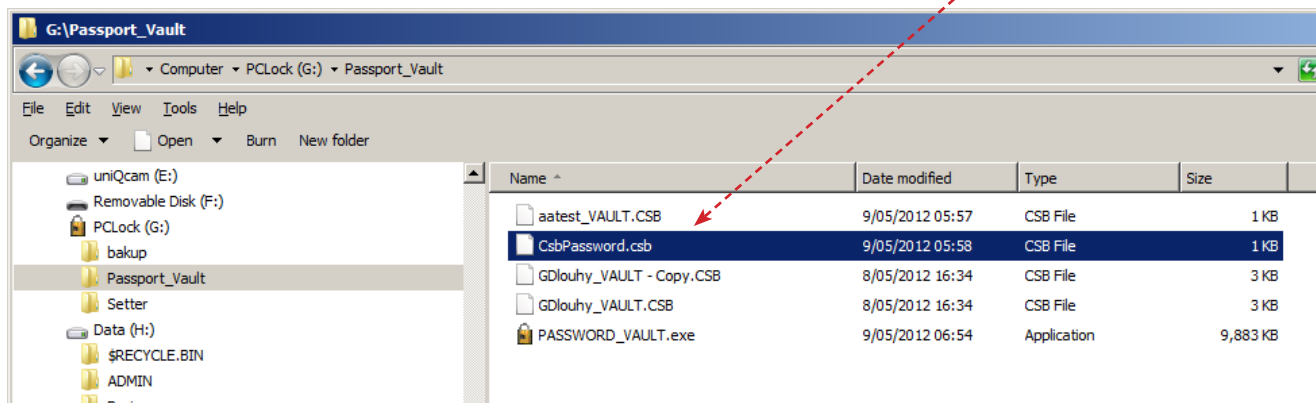
Every user will have their own set of stored passwords, card and pin numbers etc., which will be protected by each user's login password. This set will be made automatically available after the user's successful login.

When a User Access File is created by one user in the *Password Vault* program directory, the program will always start with that user's settings. No other users would be able to login and open their data files.

That implies that whenever some user creates a User Access File, the *Password Vault* program's directory, *USB* or memory card should be kept private, not exposed to some other potential users. Whoever has access to *PC* hard drive, *USB* drive or memory card, where the User Access File is stored, could read all stored passwords, card and pin numbers etc., belonging to the user who created the User Access File!

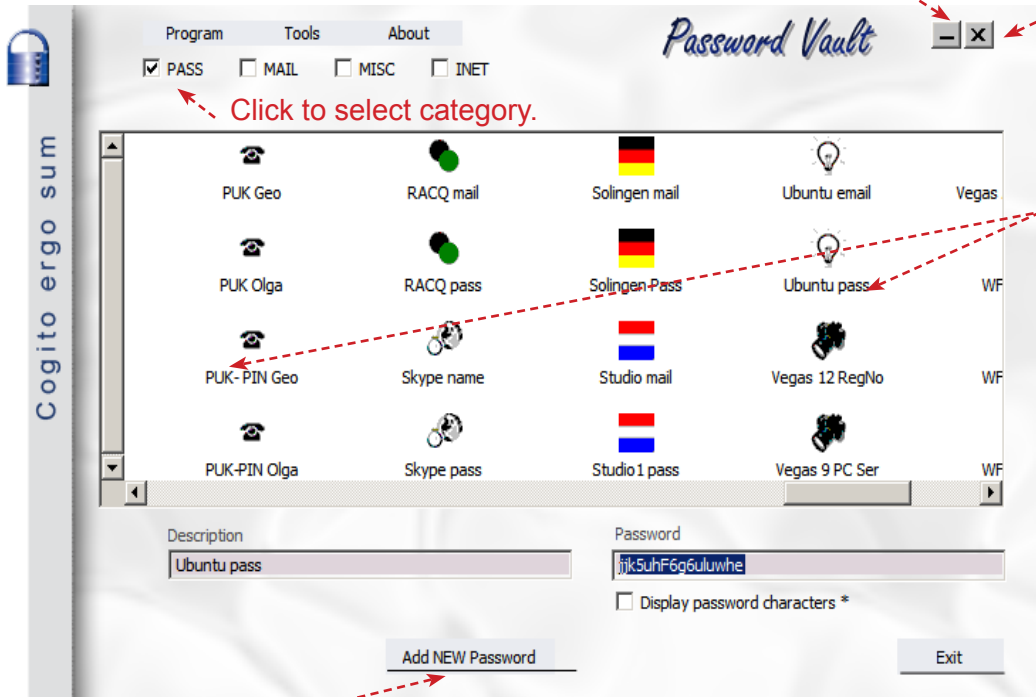
User Access File can be deleted in the program by the user who created it, by simply selecting menu item Delete User Access File. This file could be also deleted by anybody by simply using *Windows Explorer* (to open it, press and hold down *Windows* key  and then press *E* key.)

Then highlight the file name and press keyboard button delete, or right-clicking with Mouse and select menu item *Delete*.



Using Password Vault program

Menu



Minimize Button

Close Button

Click to select category.

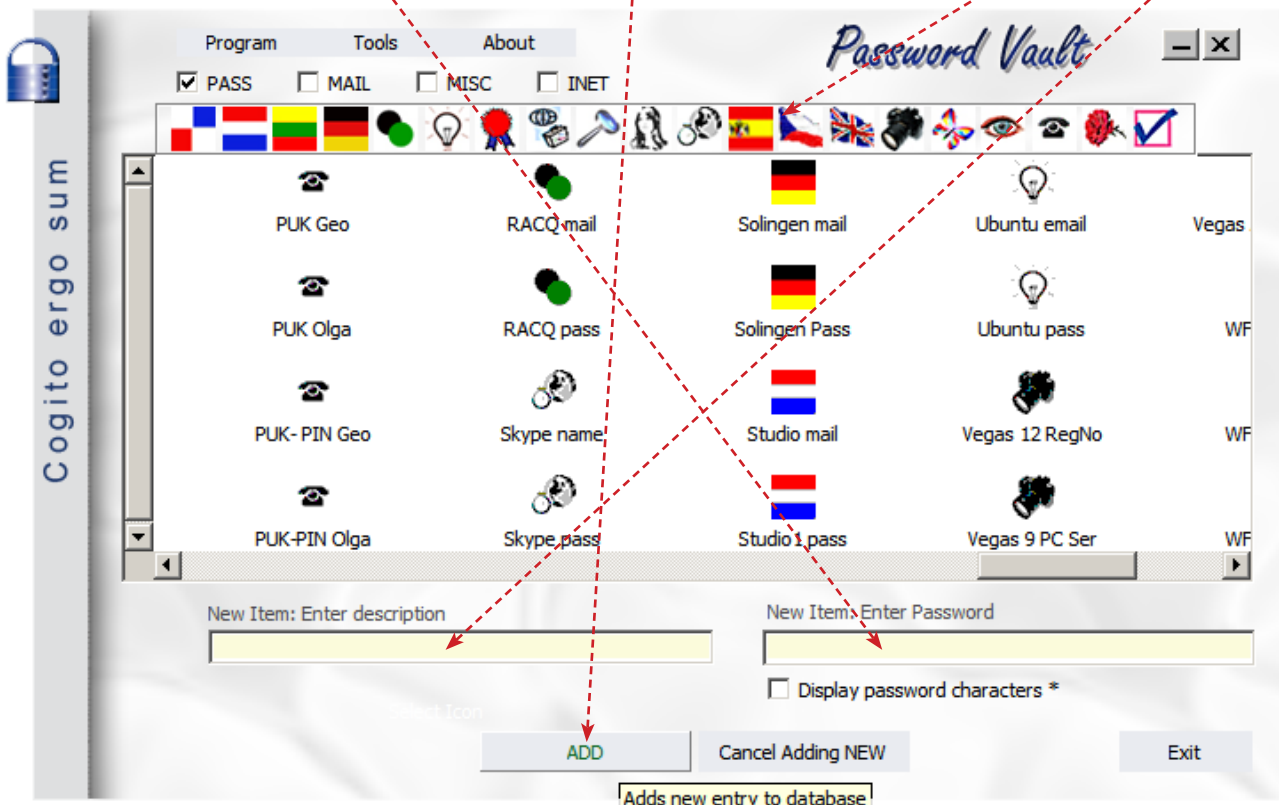
Stored passwords, card and pin numbers, etc., have to have different descriptions.

Click to add new password, card or pin number

PLEASE NOTE:

During retrieval, adding or editing individual entries, the corresponding data file in the program's directory is never decoded. Program extracts only selected items and decodes them in computer memory. Therefore, even if the computer shuts down with Password Vault opened, your data files are still encoded!

Clicking on *Add NEW Password* will activate *ADD* button and text fields, where you can enter description and then item's private data (i.e. user name, credit card's number etc.). After selecting the icon and entering description and password field, clicking the *ADD* button will encode and add the entered information to the appropriate category of the *Password Vault* file.

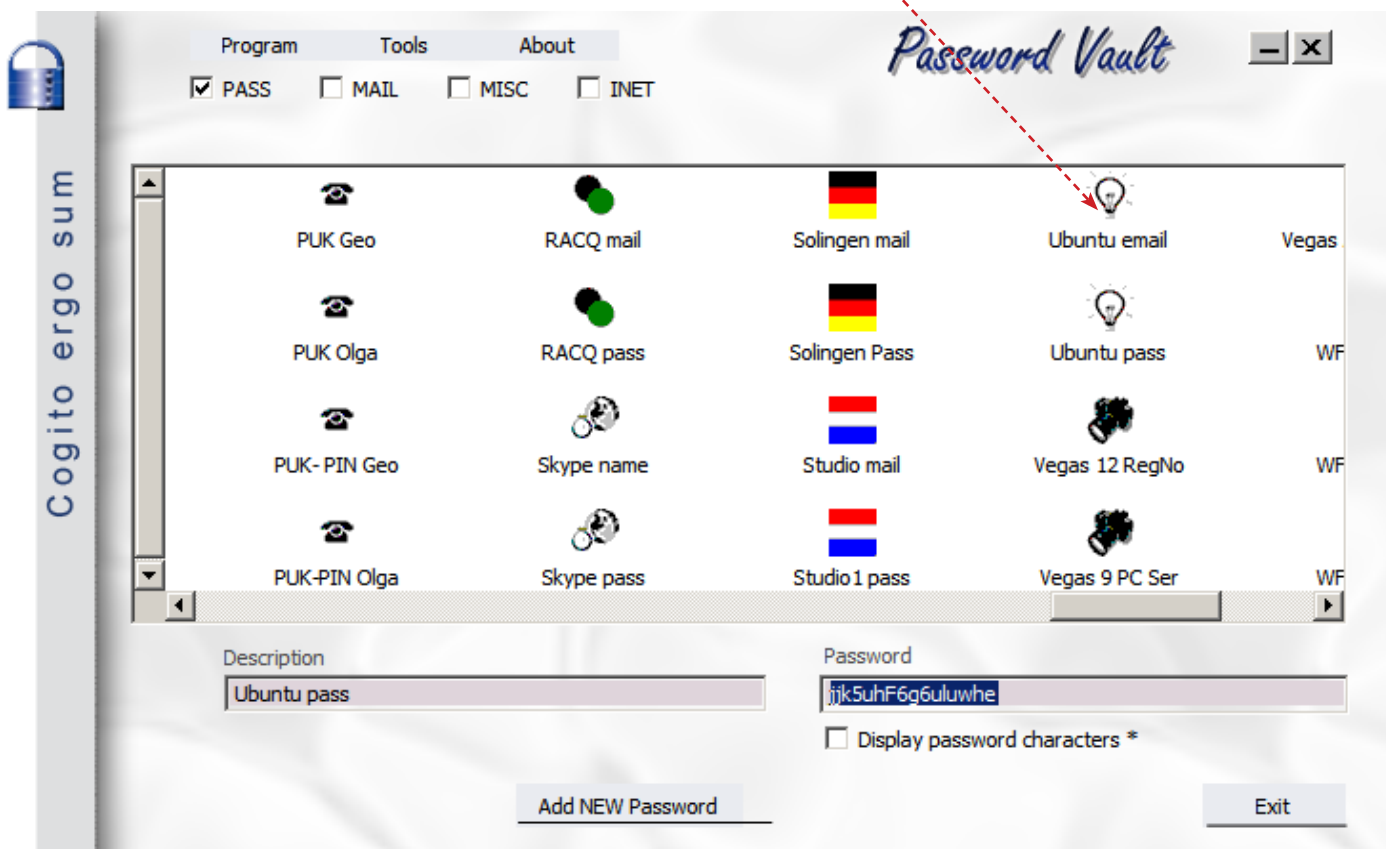


PLEASE NOTE:

You can use any characters or digits with an exception of the character “`”, located usually on the left-top part of the keyboard. Program will stop you from doing so if you try. Maximum length for stored passwords is 127 and description is 20 characters or digits.

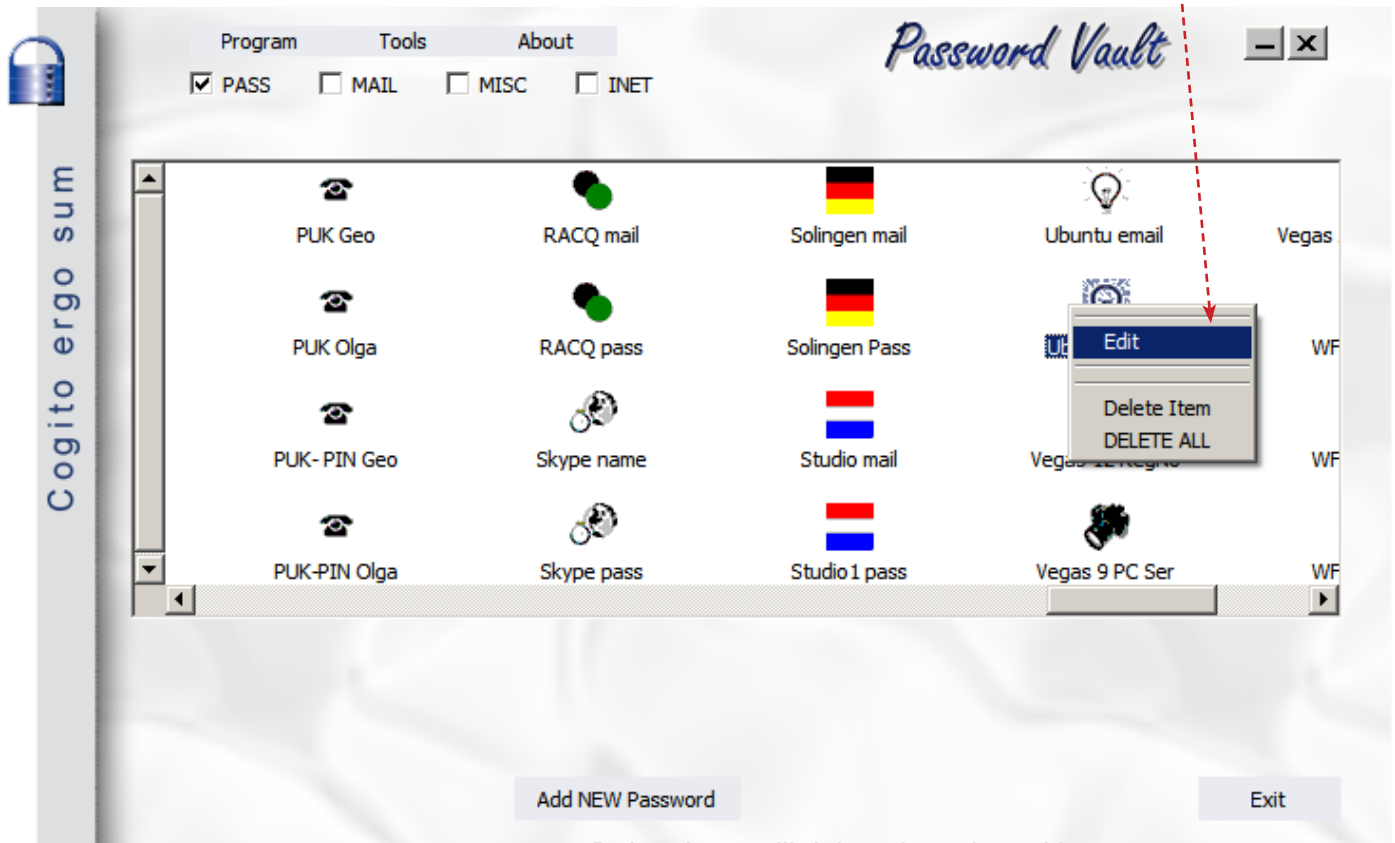
Revealing stored passwords

To retrieve the stored passwords, select the category and then click with the left *Mouse* button on the displayed item. The item’s description will be displayed together with the highlighted stored password. You can now press **Ctrl** (hold down) and **c**, and the password will be copied to the clipboard. In some open program navigate to the password text field requiring password, and press **Ctrl** (hold down) and **V** letter on the keyboard.



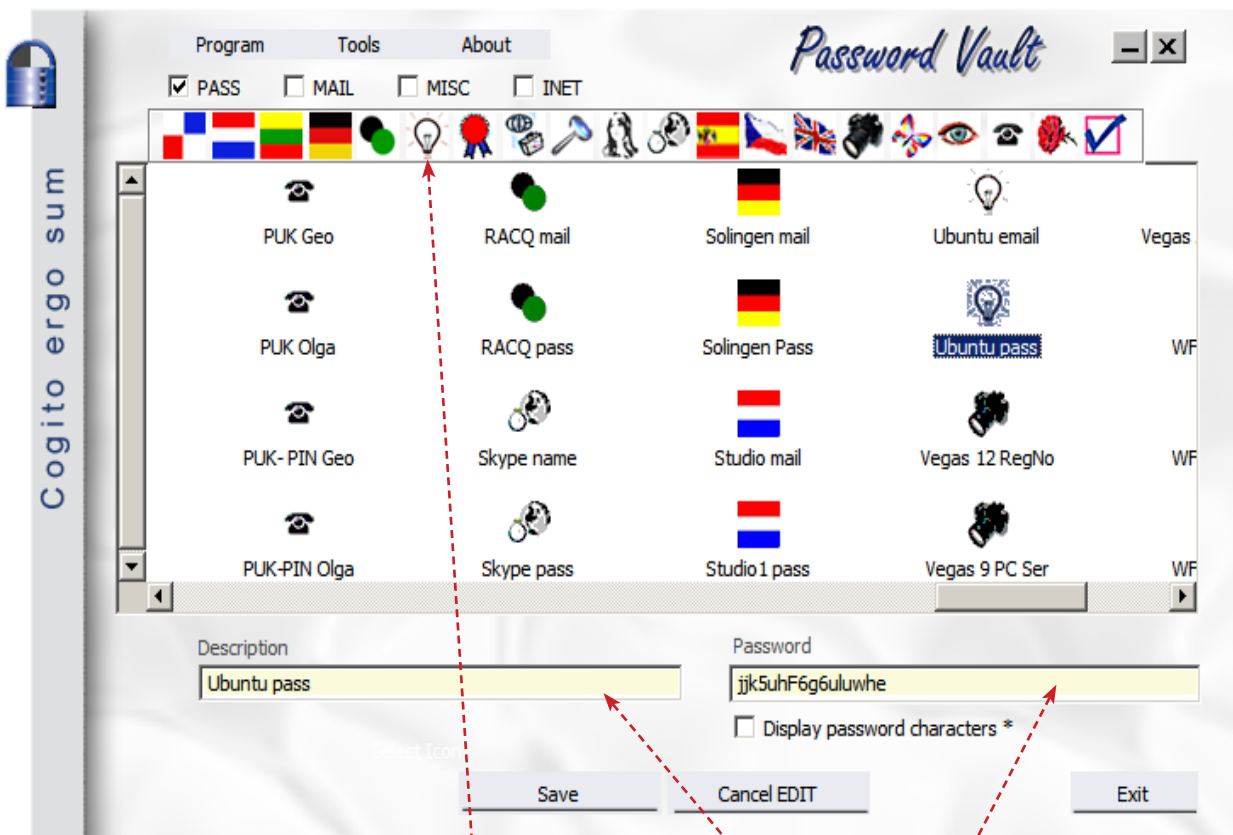
Popup

Right-click with Mouse on the item you wish to open its popup menu. By selecting *Edit*, the selected item name and password etc., will be decoded and placed into respective text boxes.



Delete Item will delete the selected item.

Delete ALL will delete ALL displayed items, **BEWARE!**

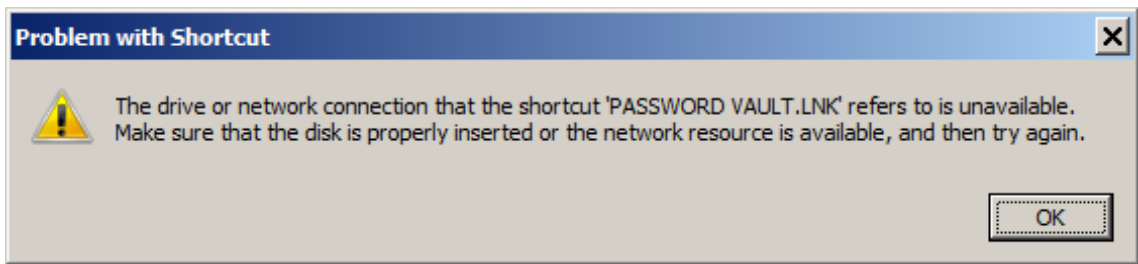




Select the icon, change item description and/or password, and then press Save button.

Possible Errors and Remedies

1. The program will not start after clicking on the desktop icon.

Message:



Program icon on the desktop might have changed from this  to this 

Explanation 1: *USB drive or memory card, with Password Vault program is not inserted in PC port or PasswordVault.exe file on hard drive was deleted, renamed or damaged.*

Remedy: Insert *USB drive or card, containing Password Vault program, or install new PasswordVault.exe file*

Explanation 2: *If a USB drive or memory card, containing a Password Vault program is inserted in different PC port, or there are more USB drives inserted in all different ports. USB drive with Password Vault has been assigned a different drive letter.*

Remedy: Create new shortcut on Desktop. Open the *Password Vault* program from *Windows Explorer* and when the program opens, select menu item *Create Shortcut on Desktop*.

or

Open *Window Explorer* and find out which drive letter was assigned to the *USB drive, containing the Password Vault program. Then click with the right Mouse button on the Password Vault program's icon and from the menu displayed select Properties.*

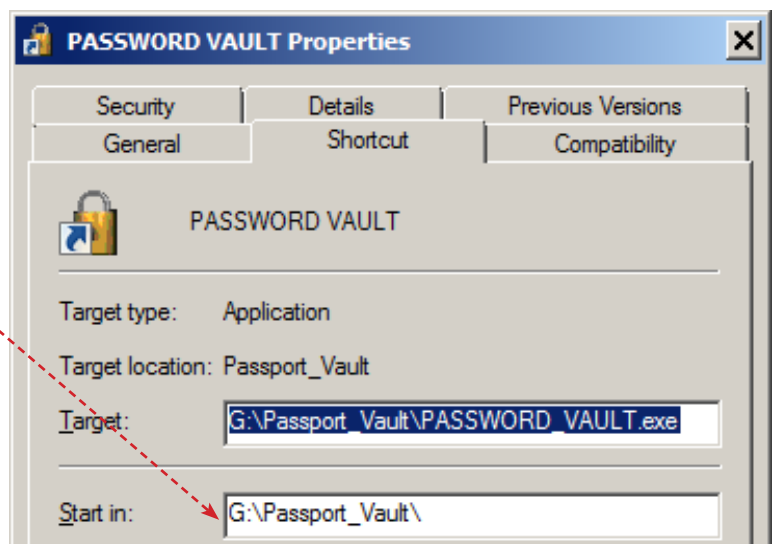
Change the drive letter in *Start in the field* by typing over and then press the *OK* button.

If the new drive letter is for example *F*, then it should be changed from

G:\Password_Vault

to

F:\Password_Vault

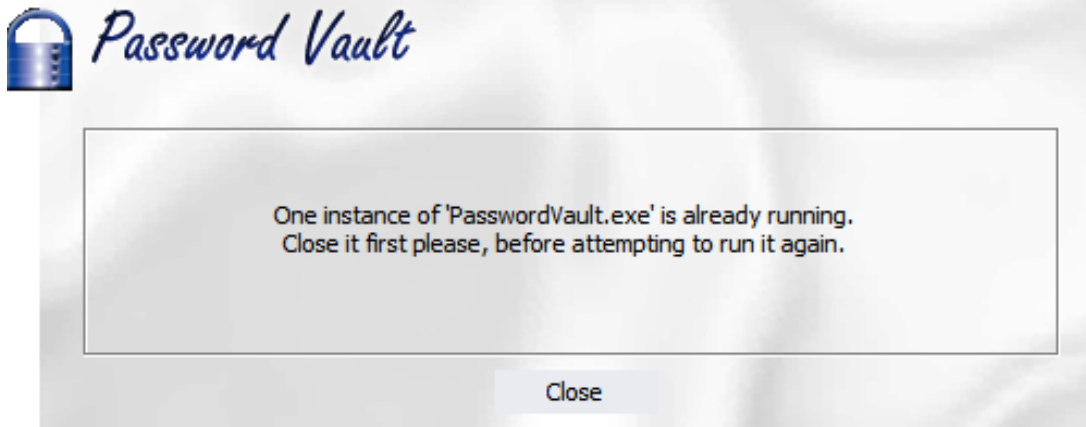


PLEASE NOTE:

If you are not sure which drive was assigned to the *Password Vault* program's *USB drive*, note all available drives and then remove the *USB drive with Password Vault* program. Then compare and establish which drive *PC* was assigned to the *Password Vault USB drive*.

2. Password Vault will not start.

Message:



Explanation: Only one instance of *Password Vault* could run on one particular *PC* at a time. This inbuilt feature is included to prevent any possible corruption of data files, should more than one user login with the same name & password.

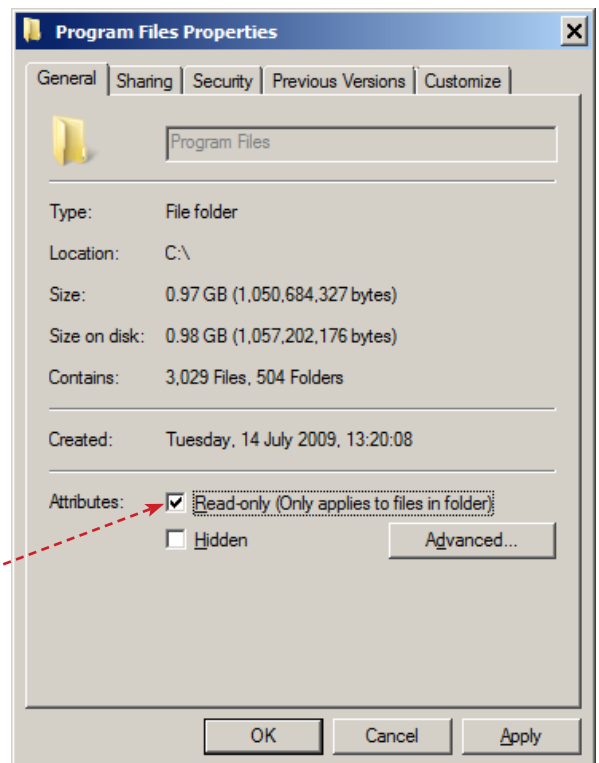
3. Password Vault will not start.

Message: *USB Drive* where *Password Vault* program is copied is *READ-ONLY*

Explanation: *Password Vault* program could be started from a *PC* hard drive, *USB* drive or memory card, and needs to write to its directory.

Remedy: Change *Password Vault* program's directory to *READ/WRITE*.

To find out, open *Windows Explorer*, select the drive and directory the *Password Vault* program is on, and click with the right Mouse button to reveal the submenu. Select *Properties* and uncheck *Read only* check box



4. New data CAN'T be stored.

Message: User doesn't have correct file, or the file might be damaged.
Password Vault file can not be found or opened.
Password Vault file can't be read

Explanation: Some files on the *Password Vault* program's *USB* drive were deleted or damaged.

Remedy: Try to restore the file from backup. If not successful, the only way to correct this problem is to delete the current user and then create a new one. Unfortunately, all the stored data will be lost.

Use menu item *Delete User*. If this produces another similar error, open *Windows Explorer*, navigate to the *Password Vault USB* drive, find a file starting with your username, click on it with the right Mouse button and from the submenu displayed select *Delete*.

If this will not fix the problem, check your access rights for the directory you are running your *Password Vault* program. Every version of *Windows* has a different way to do that, so if in doubt, consult *Windows*' help.

5. Clicking on Display Help menu will not display program's help.

Message: There were problems with the *Acrobat Reader* program, needed to display the help file.

Explanation: Since you are reading this help file, it is unlikely that you will receive this message. But if ever it will appear in the future, it is because the *Acrobat Reader* is not installed on your PC, or the *password_vault_help.pdf* file is not copied to the program's directory.

Remedy: *Acrobat Reader* can be downloaded free from many web sites, so search for one convenient for you. After downloading it, run the program's setup.

6. During saving of newly entered data, the program will not save.

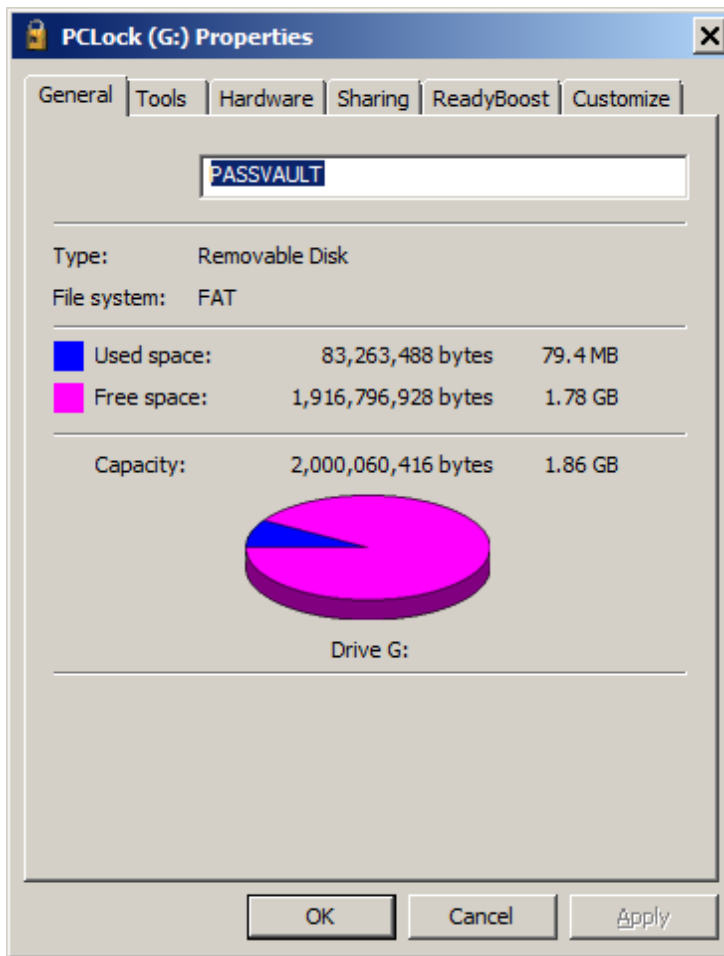
Message: Can't make backup of Vault file!
The Vault file can't be restored from the backup file!

Explanation: During saving new data, the program first makes a copy of the original data file and only when newly entered data is correctly saved into file, the copy is deleted. If data is not saved correctly, then the program will restore the original file from the copy made.

Remedy: Check your access rights on the *PC* you're working on. You have to be able to read & write to the *Password Vault* program's directory on a *PC* hard drive, *USB* or memory card. Check also available free disk space and if necessary, delete some old files

How to check free disk space

Open *Windows Explorer*, navigate to the *Password Vault* program directory icon, click on it with the right *Mouse* button and from the menu select *Properties*.



How to check access rights

Click the *Windows Start* button in the left down corner of the screen and from the displayed menu select *Control Panel*. Then display all users registered on that installation of *Windows*. If you are registered there, select yourself and check your access rights.

If you are not registered, then you belong to some group, under which you can operate. Check the group's access rights.

If you are not a member of any created group, then you are in the group of general users and their rights have to be *Read/Write* for the program's *USB* drive.

You will not be able to change any rights, unless you or the group you belong to, are registered as *Windows administrator*. If you are not, then ask somebody with such registration to do it for you.

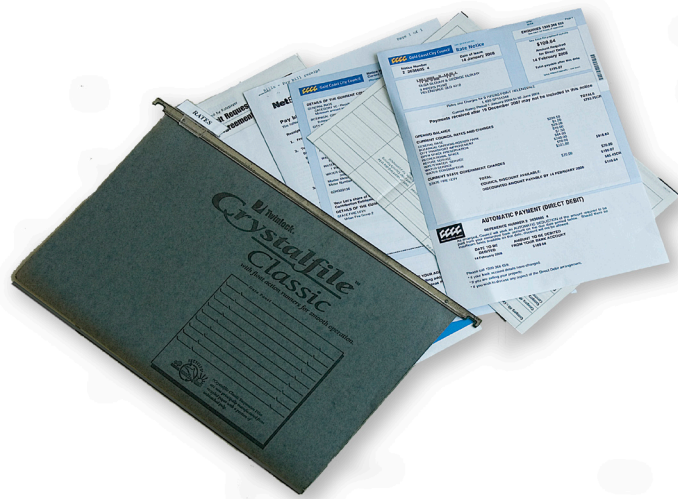
This task is thoroughly described in *Windows Help and Support*, available from the *Start* menu.

BASIC TUTORIALS

1. Understanding the data storage

When you, for example, create a document or an image, you create a block of data in the memory of the computer, which has to be stored on some permanent storage device, like a hard drive, *USB* drive, CD ROM, memory card etc.

Think of every document, image, spreadsheet etc., as a file, similar to files in the filing cabinet. Files are sorted into folders, as depicted on the following picture.



Folders are stored into draws of the filing cabinet.



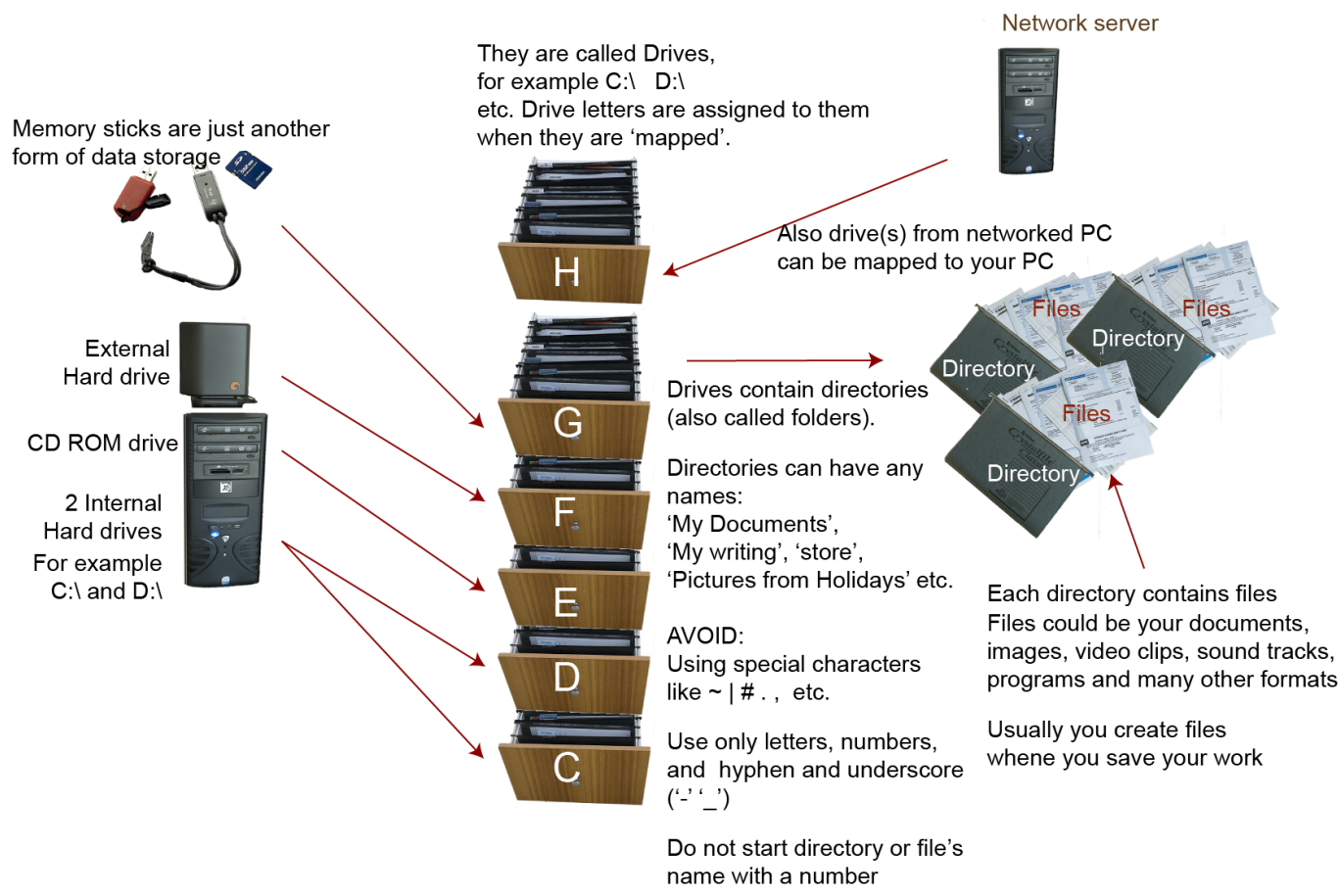
In the computer world, files, folders, filing drawers and cabinet are represented similarly as:

Files

Folders (also called directories)

Drives (filing drawers)

Cabinet (*PC* or data server)



Files have names with an extension, which denotes the type of the file. For example, *MS Word* documents have extension “.doc”, text file created by *Notepad* program “.txt”, executable files “.exe”, some images “.jpg”, etc.

Directories also have names, but without the extension. For example “*My Documents*”, “*Program Files*” etc.

Drives have only a letter, with optional name. For Example “*My Data (D:)*”.

You can change these names by opening *Windows Explorer*, right-click on the name you wish to change and from the popup menu select “*Rename*”. Then type the new name in the highlighted box.

Directories can have one or more subdirectories. You can create new directories, or subdirectories in *Windows Explorer* by selecting the top directory (it will be highlighted), and then from the menu select *File -> New -> Folder*

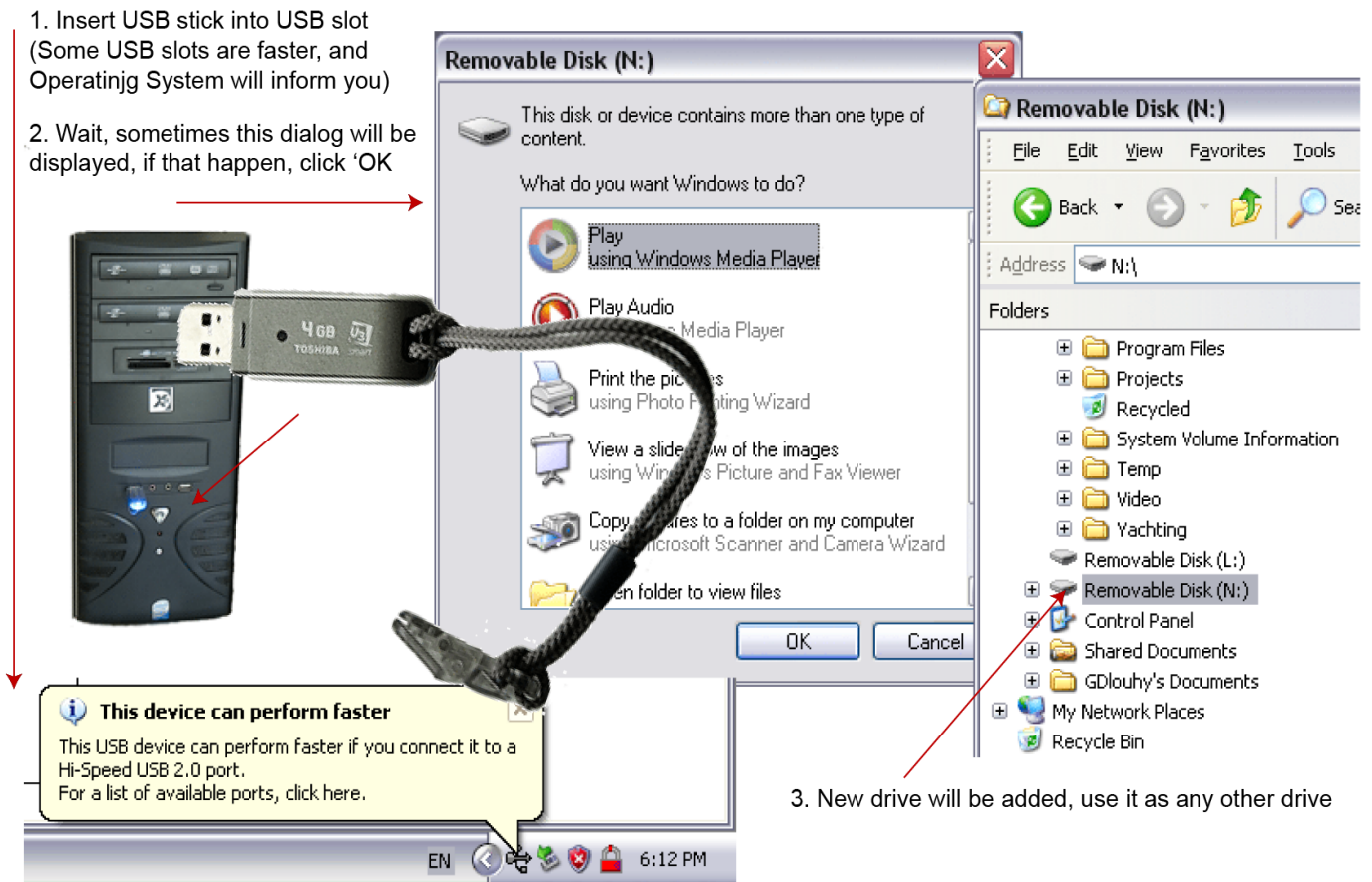
New folder will be created with the name “*New Folder*” highlighted. You can type in the box your new name for the folder. Be aware that not all characters are allowed to be used in naming files, directories or drives. Recommended characters are letters a-z, A-Z, numbers 0 - 9, underscore ‘_’ and hyphen ‘-’. Do not start any directory or file name with a number.

You can delete the folder by selecting it in *Windows Explorer*, right-clicking and from the pop-up menu selecting “*Delete*”.

You can also copy files or folders. Select it in *Windows Explorer*, right-click and from the pop-up menu select ‘*Copy*’. Then select where you would like to copy it and from the pop-up menu select “*Paste*”. Please note that you will not see this menu item, unless you have previously copied the file or directory name into the computer’s memory.

If you wish to move the selected directory or file, follow the procedure above, but instead of selecting “*Copy*”, select “*Cut*”. Then paste it to the desired location. Selected directory or file will be moved from its

2. Inserting *USB* drive



USB drives are just an extra amount of memory which can be used for storage of data. They are removable, and therefore you can keep some personal information, use them to transfer data between different computers, send away some data, like documents, photographs etc.

After inserting an empty *USB* drive into the *USB* slot on your computer, the operating system will add this drive to the list of available drives, and you can then use it as any other hard drive. (Scenario 3 in the picture above).

If the *USB* drive contains some data, the initial response from your computer will depend on the actual format of the data and also on the setup of your operating system. Usually the computer will ask you what to do with the inserted drive it found.

You can insert a *USB* drive into the computer any time after the *Windows* operating system is loaded and running.

PLEASE NOTE:

If you insert a *USB* drive before starting your computer, you might encounter problems, depending on the setup of your computer. In such a case, the *Windows* usually try to load the operating system from the inserted *USB* drive.

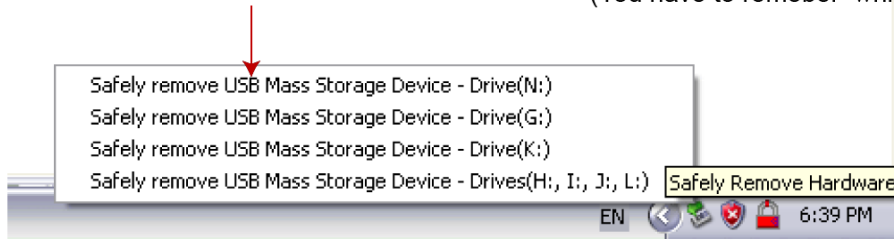
3. Safely removing *USB* drive

1. With left Mouse button, click on USB icon



2. List of all external drives will be displayed

3. Click on your USB drive drive
(You have to remember which drive it was assigned)



4. Only after this message is displayed, it is safe to remove your USB memory stick



On some earlier versions of *Windows*, it is advisable not to remove the *USB* drive before disconnecting it from the operating system.

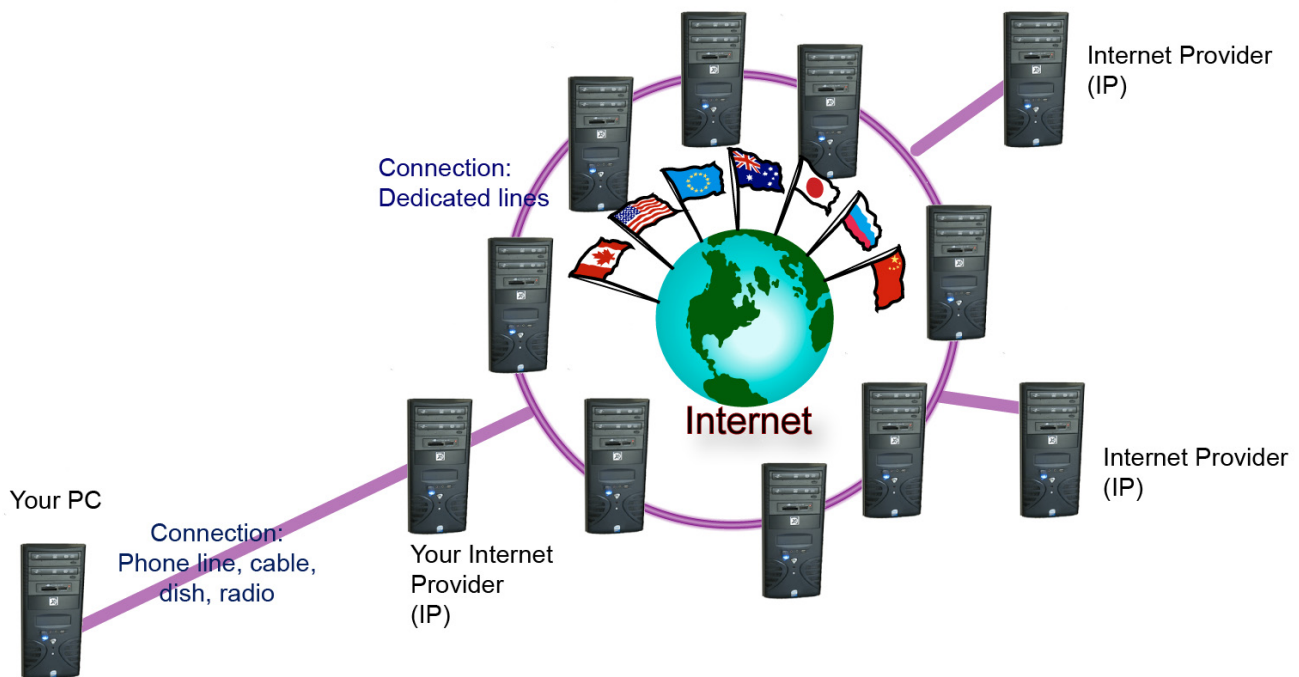
In the picture above is described the correct procedure. If you have more drives on your computer, before disconnecting one particular, you would have to know what drive letter was assigned to it after insertion into the *USB* slot on the computer.

You can use the program *Windows Explorer*, supplied with the operating system. To start this program, you can either:

Go to->Start label (marked  *start*)->*All Programs*->*Accessories*->*Windows Explorer*
OR

On keyboard press and hold **Windows button** (marked ) and then press letter **E**.

4. What is Internet



The Internet is formed by connected computers. When your *PC* is connected to the Internet, then you are part of it too!

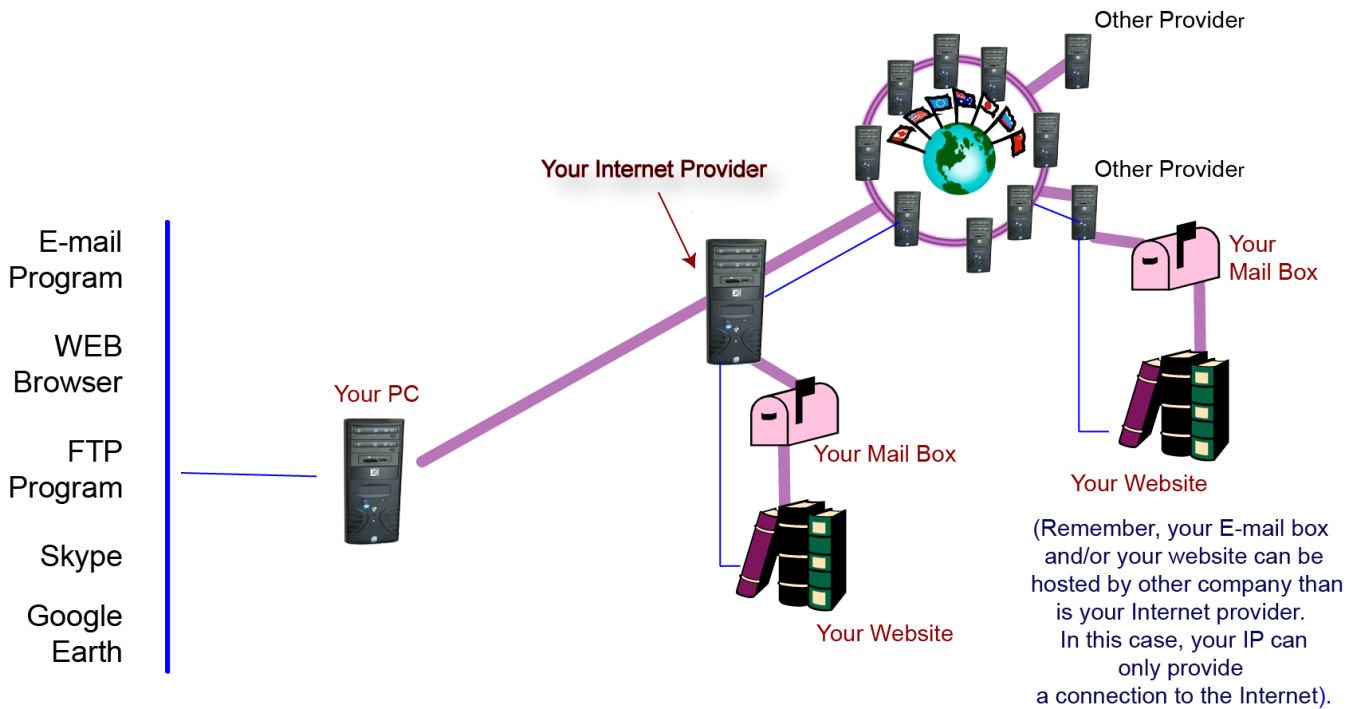
To connect your *PC* to the Internet, you need an Internet Provider (IP). This could be a phone company or some independent IP.

There are different types of connections:

1. Via existing phone line using a modem
This could be dial-up, Broadband or one of DSL modems
(Digital Subscriber Line)
2. WiFi Connection
3. Satellite Wireless Connection
4. Dedicated Leased Line

Your IP will usually provides you with the following:

1. Modem
1. User name
2. Password
3. Instruction on how to set-up modem and Internet access.
(... and the bill, of course)



Your Internet Provider can connect you not only to the Internet, but can also keep for you your Email box and/or host your web site. You can also choose to have Email and/or your web site hosted by some other company, not necessarily by your IP provider.

After applying for E-mail box, the hosting company will provide you with:

1. Username and password to access your Email - it could be different from user name and password used to connect to the Internet
2. Names of the hosting servers:
 - server for the incoming mail - usually POP3 server
 - server for the outgoing mail, usually SMTP server

(If your Email box is hosted by another company than your IP provider, it is quite common to use a POP3 server from your IP provider and SMTP from the company hosting your Email).

With this information you can then set the Email accounts on your Email program, like for example MS Outlook, Outlook Express and many more, offered by different companies.

To host your web site, you need additional information:

1. The name of your hosting server - Host Name (for example archie.thinline.cz)
2. User ID/name and password - it could be different from user name and password used for connecting to the Internet and E-mail
3. Some FTP programs, which enable you to transfer, delete and rename files on your web site. With widely used WS_FTP program, you can copy files from your PC to the server hosting your web site, provided that your PC is connected to the Internet.

Once connected to the Internet, programs like Web browser, Skype, Google Earth will usually after the installation connect automatically.

You could also set up your e-mail by selecting from many free Webmail offerings, like Gmail, Hotmail, etc. For the latest offers just browse the Internet for "Free Email".



Cogito, ergo sum.
(I think, therefore I am.)

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