

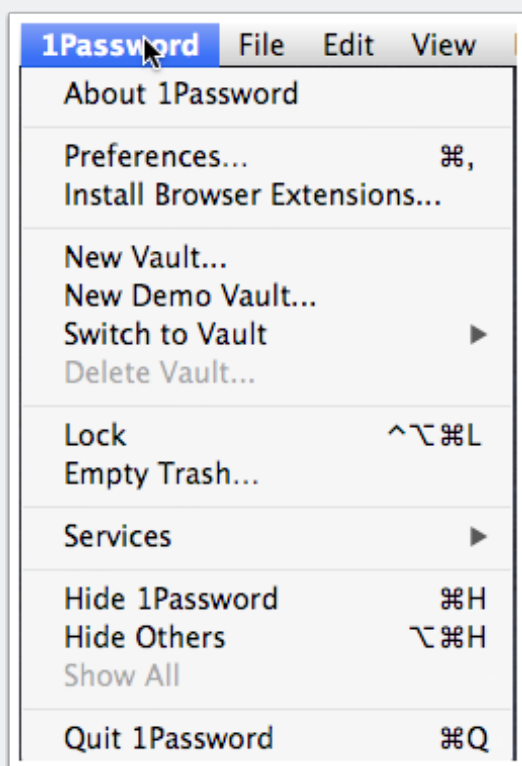
# 1Password Tips

## Quick tips

1. Set up Preferences
2. Always keep 1Password Mini running in background
3. Install Browser extensions
4. Choose a Master Password -- you will enter it every time you open 1Password
5. Purchase Take Control of 1Password - use the member discount section to purchase this

## 1. 1Password Menu

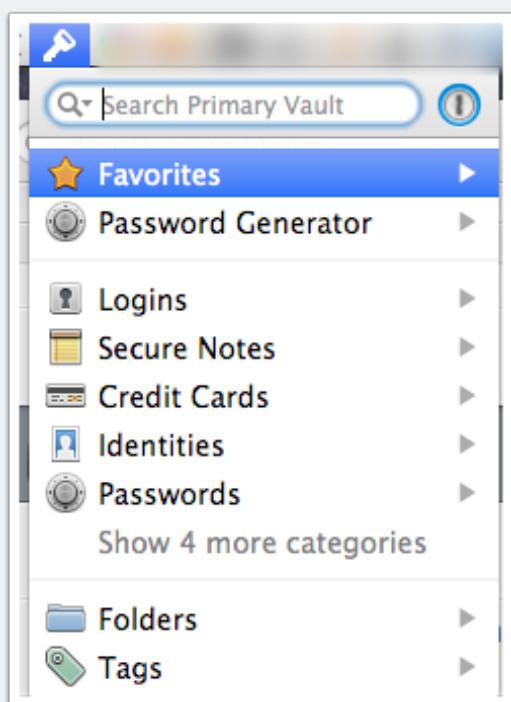
Here is what you see when you click the 1Password menu icon. Beginners should focus on **Preferences** and **Install Browser Extensions**. Save the **Vault** until you understand the basics.



# 1Password Tips

## 2. 1Password Mini

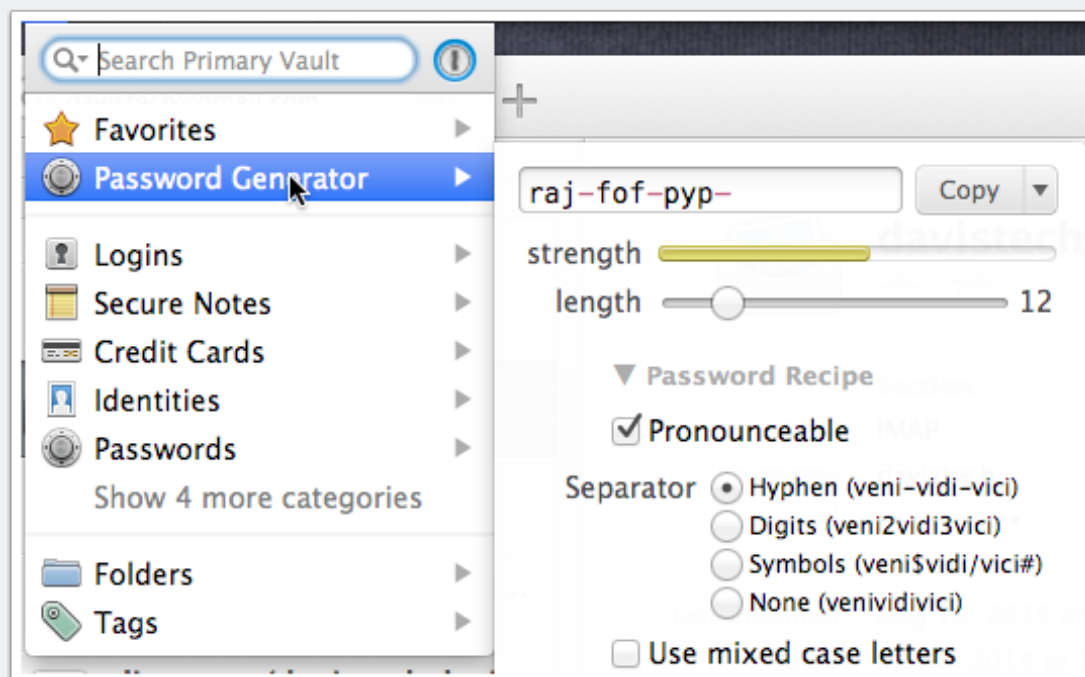
1Password Mini gives you quick access to the program without having the full program running. If you click on the Key in your menu bar this window will open. Your cursor will be in the search window. You can also select the arrow to the right of any category to display a list of items.



# 1Password Tips

## 3. Password Generator

The Mini give you a quick way to generate passwords. You can select various options such as length, pronounceable, type of separator, etc. Every time you click the Password Generator icon you will get a new password that can be copied and pasted.



# 1Password Tips

## 4. General Preferences

Default settings.



# 1Password Tips

## 5. Security Preferences

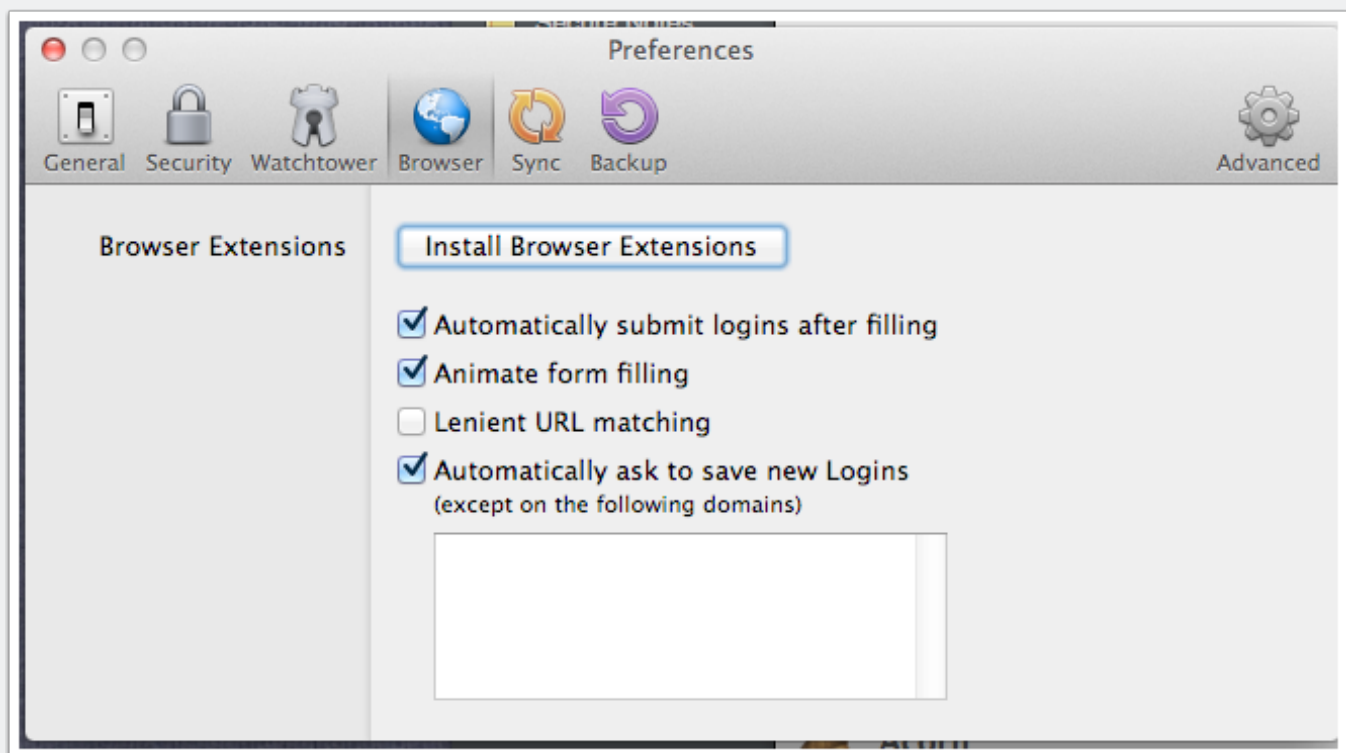
Notice that you can change your Master Password using this window. You can also control how long 1Password stays open.



# 1Password Tips

## 6. Browser Preferences

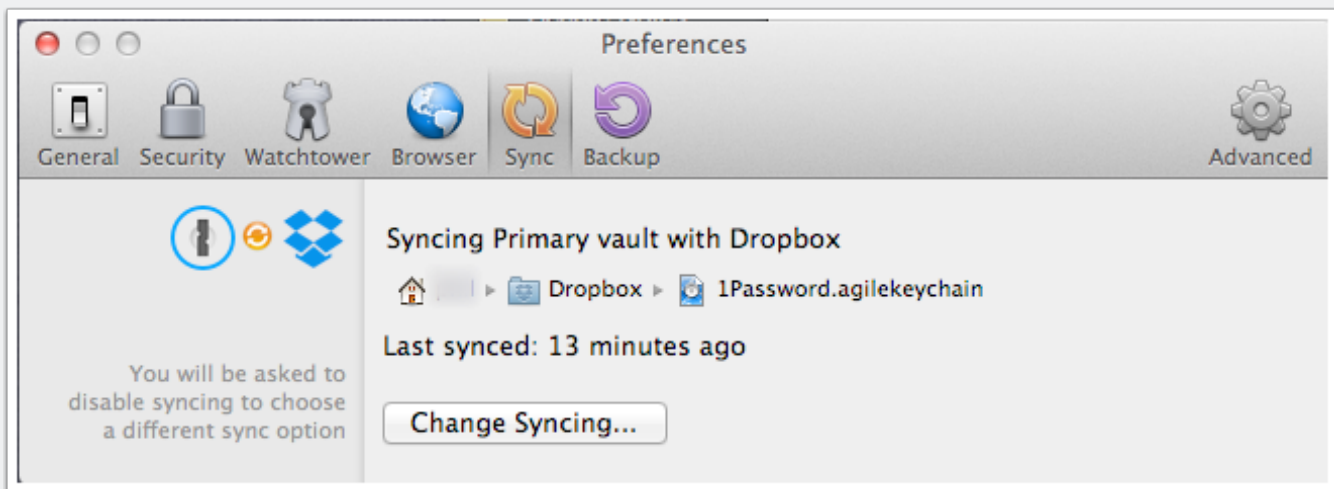
Default settings. Don't forget to install the Browser Extensions. These allow easy entry of stored data in web logins and forms.



# 1Password Tips

## 7. Sync Preferences

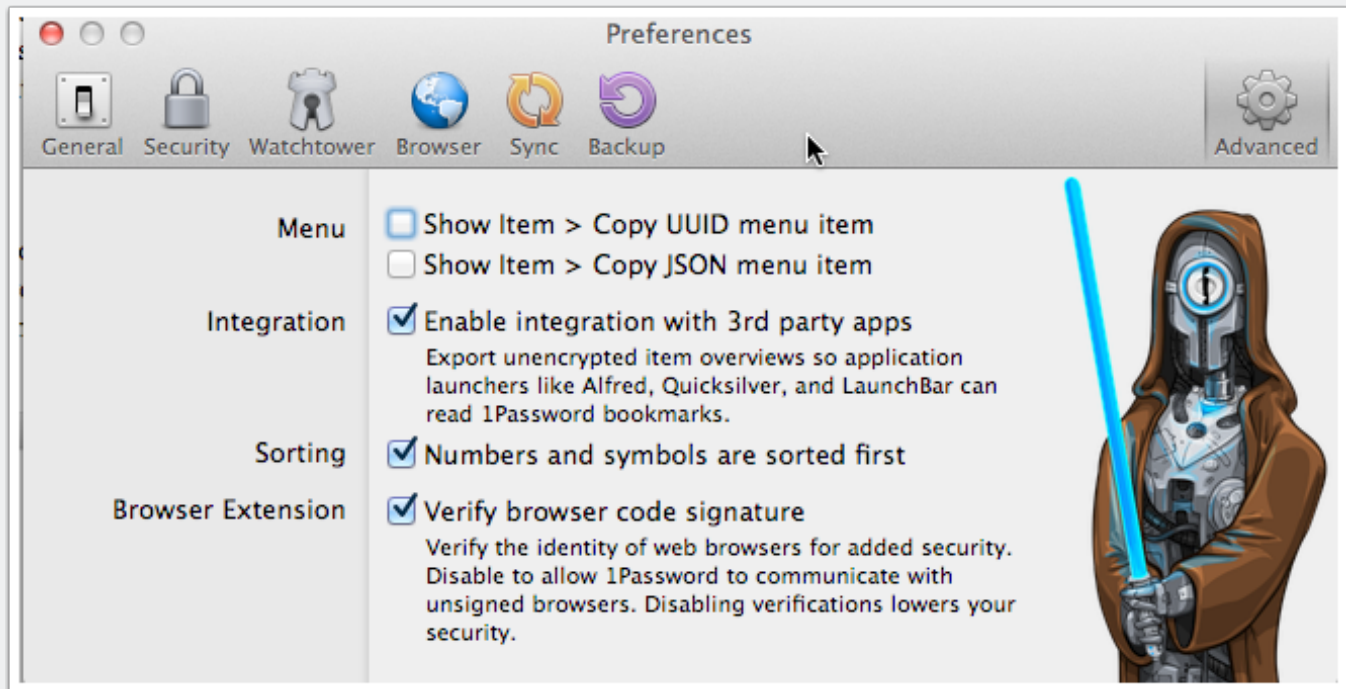
This window allows you to select your sync option -- iCloud or Dropbox. I use Dropbox because it allows me to share the keychain between several computers.



# 1Password Tips

## 8. Advanced Preferences

Most people will not make any changes to the Advanced settings.

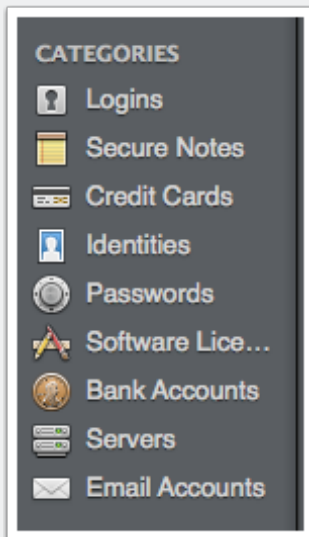




# 1Password Tips

## 9. Categories

Categories gives you a way to focus on specific types of entries.

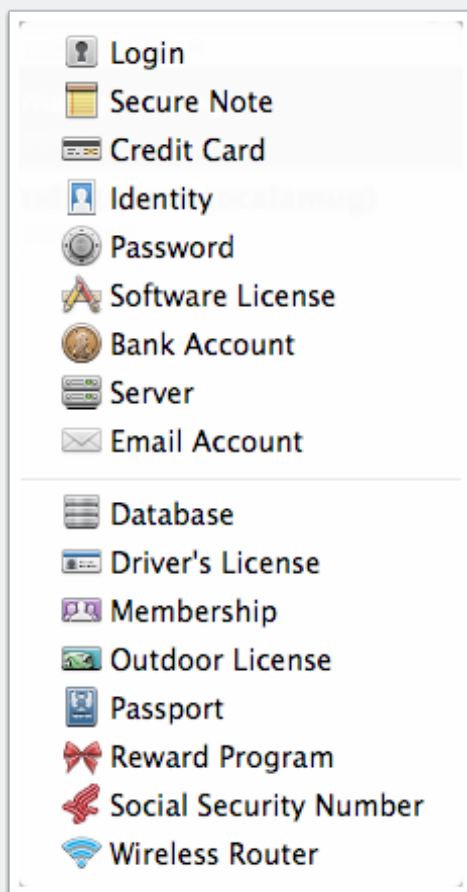


# 1Password Tips

## 10. Choose a Category

When you add an entry you will be asked to select a category. If your entry doesn't fit any of the predefined categories, just use the **secure note**. Each of the categories has a built in template that helps you decide what to include.

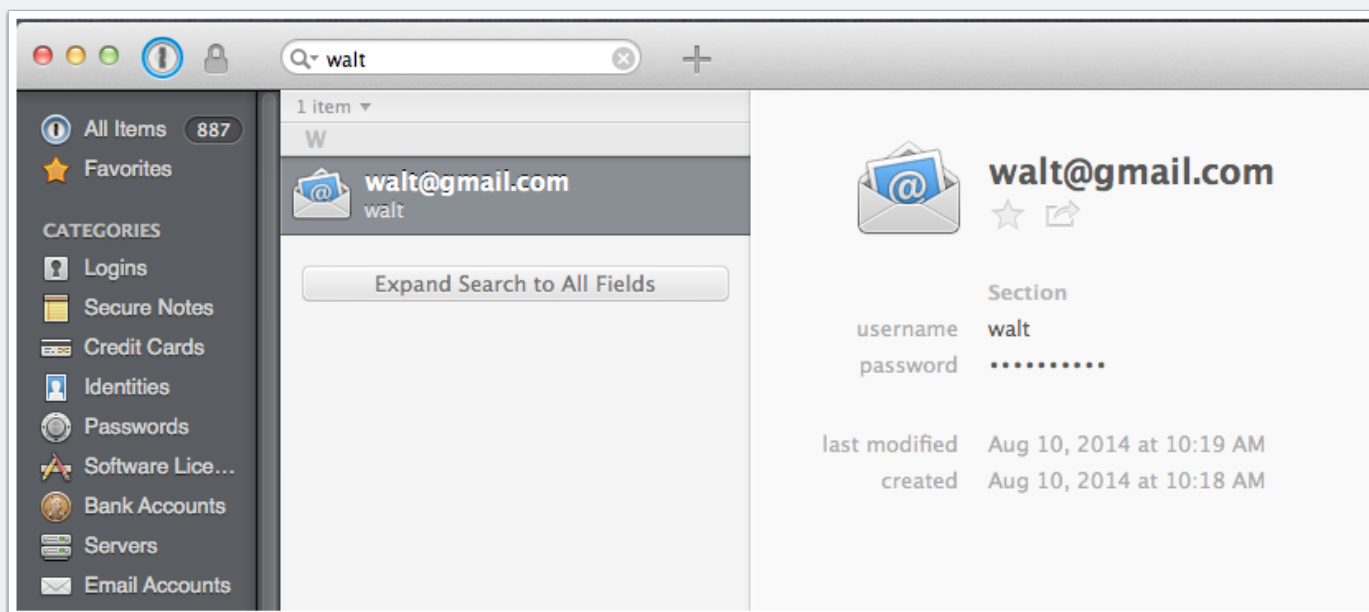
1. Click the + to create a new entry.
2. Choose the Category for the entry from the list.
3. Fill in the necessary data.
4. Save the entry.



# 1Password Tips

## 11. Search for an Entry

You can use the search bar to quickly find an entry. This shows a search for an email account. To see and/or edit the content of the item click the **Edit** button at the bottom of the window. Then click **Save** after you have made your edits.



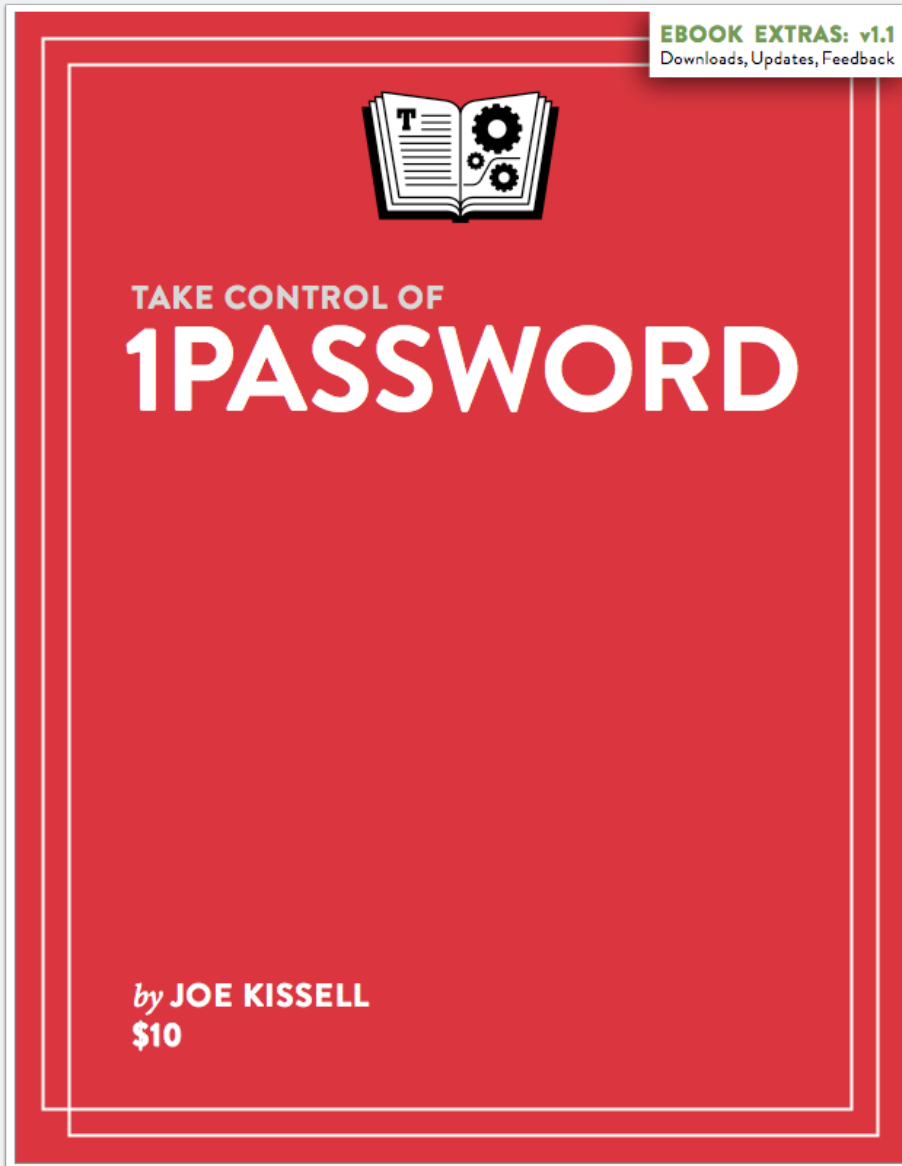
## 12. Security Checks

1Password includes some useful tests to help you manage your passwords. Once you get them all loaded you can quickly see what you need to change!



## 13. Take Control of 1Password (1.1).pdf

Purchase this using the member-only link to get a discount.



## 14. 1Password Emergency Kit

This document contains all of the pertinent information you will need to access my 1Password databases on all of the below indicated platforms. 1Password allows me to keep all of my online logins, passwords and other information constantly updated and all in one place for fast, secure retrieval.

[Download](#) a copy.

# 1Password Tips

## THE 1PASSWORD EMERGENCY KIT: VERSION 2.0

Name: \_\_\_\_\_ Date updated: \_\_\_\_\_

This document contains all of the pertinent information you will need to access my 1Password databases on all of the below indicated platforms. 1Password allows me to keep all of my online logins, passwords and other information constantly updated and all in one place for fast, secure retrieval.

Computer/Device Account Login: \_\_\_\_\_ Password: \_\_\_\_\_

Computer/Device Account Login: \_\_\_\_\_ Password: \_\_\_\_\_

Computer/Device Account Login: \_\_\_\_\_ Password: \_\_\_\_\_

(Any other devices will be listed on reverse of this sheet.)

**My Master Password for 1Password is:** \_\_\_\_\_

### 1Password Platforms Owned:

- Mac
- Windows
- iPhone

- iPad
- Android

1Password is **not** installed on the following devices I own: \_\_\_\_\_

iPhone 4 digit password enabled? If so, it is: \_\_\_\_\_

Android 4 digit password enabled? If so, it is: \_\_\_\_\_

### My 1Password database is stored in:

Dropbox - Login: \_\_\_\_\_ Password: \_\_\_\_\_

iCloud - Login: \_\_\_\_\_ Password: \_\_\_\_\_

Other - (see reverse of this sheet for details)

Any items stored in 1Password are checked off below (it carries over to the next page as well). 1Password names these categories similarly, meaning you can cross-reference them by simply opening the app and entering either the Master Password alone (Mac/PC/iPad) or the 4 digit password plus Master Password (iPhone/Android) if I have enabled the 4-digit password on those devices.

- Website Logins
- Secure Notes

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