

MyKey Help

© 2010 SCM Microsystems

Inhaltsverzeichnis

1	CHIPDRIVE MyKey Help	4
1.1	Introduction	4
1.2	Firefox Support	4
1.3	Windows 7 Support	5
1.4	Overview	5
	Starting MyKey	5
	The Main Window	6
	Importing, Exporting and Backing Up Data	6
	Settings	7
	The CHIPDRIVE Masterkey Card	8
	Technical Support	9
1.5	Windows Logon	9
	Edit Windows Logon Credentials	9
	Logging On With The Card	10
1.6	Saving Passwords	10
	Saving Passwords - Websites	10
	Saving Passwords - Applications	12
	Filling In Passwords	14
	The Context Menu	15
	Exceptions	16
	The Edit Menu	17
	Editing Passwords	17
1.7	Filling Forms	20
	Creating and Editing Profiles	21
	The Edit Menu	21
	Filling Forms	21
	Exceptions	23
	The Context Menu	24
1.8	Bookmarks	24
	Saving Bookmarks	24
	The Edit Menu	25
1.9	Notes	25
	Creating and Editing Notes	25
	Searching Notes	26
1.10	Tips & Tricks	26
	How do I protect my Masterkey Card from misuse?	26
	Creating a backup copy	27
	Internet Explorer Support	27
	Firefox Support	28
	Opera Support	29

1 CHIPDRIVE MyKey Help

1.1 Introduction

CHIPDRIVE MyKey for Microsoft Windows XP and Windows Vista offers the following functions:

Windows Logon - You can save your Windows logon credentials on the [Masterkey Card](#)^[8]. By inserting your card when your PC boots up, you will be automatically logged on to Windows. [More...](#)^[9]

Remembers your passwords - Your login data for websites will be automatically saved to the [Masterkey Card](#)^[8] when you enter them in your browser and automatically filled in when you visit the site again. [More...](#)^[10]

Fills registration forms - If you store your personal data in a profile on the card, MyKey can fill in registration forms on websites automatically. [More...](#)^[20]

Manages bookmarks - MyKey can store the Addresses of you favourite websites on the card, so you can access them at any time from both Internet Explorer and Firefox. [More...](#)^[24]

Stores confidential notes - Notes stored on a PIN-protected Masterkey Card are safe from unauthorized access. [More...](#)^[25]

Manage and backup card data - The [Backup Function](#)^[27] saves the content of your card to a password protected file. Using the [Organize Function](#)^[6], you can copy one or several items (notes, profiles, login data or bookmarks) from one card to another, from a card to a file or from a file back to a card.

Note: The server versions of Microsoft Windows are not supported.

"CHIPDRIVE" is a registered trademark of SCM Microsystems.
Copyright (c) SCM Microsystems, 2002 - 2009.

1.2 Firefox Support

Firefox Support

To activate CHIPDRIVE MyKey's Firefox support, you have to install an extension in your browser. This extension enables the browser to communicate with CHIPDRIVE MyKey. The extension has been tested with Firefox 2.0 and 3.0.

To install the extension, find the entry "CHIPDRIVE/CHIPDRIVE MyKey" in your Start Menu and click "Install Firefox Extension". If Firefox is installed, the installation of the extension will start. Please follow the on-screen instructions.

If installing the extension this way should fail, please start Firefox, select the menu item "File/Open File", and open the file "C:\Program Files\CHIPDRIVE\CHIPDRIVE MyKey\MyKey\somozilla.xpi".

Additionally, you should deactivate the built-in password manager of Firefox. Use "Tools" menu to open the "Preferences" dialog. Select the category "Privacy & Security" / "Passwords" and disable the option "Remember passwords".

For reasons of security, you should delete all passwords previously saved in Firefox. This

guarantees that all passwords will be stored on the Masterkey Card in the future.

The bookmarks will appear in a new submenu of the browser's context menu called "CHIPDRIVE MyKey". To add the current page to the bookmarks on the card, select "Add to Address Book" from this menu. To display the main window of Address Book, select "Manage Address Book".

1.3 Windows 7 Support

Windows 7

Tray Icon

Under Windows 7, tray icons are hidden by default. To be able to see the MyKey tray icon, proceed as follows:

Click the small white arrow (triangle) situated next to the clock or the other icons in the taskbar. From the menu which appears, drag the MyKey icon (green chip card contact field) using the mouse and drop it in the tray area.

Quick Launch Icon

Under the default configuration of Windows 7, there is no Quick Launch Toolbar anymore. If you wish to have a Quick Launch Icon for MyKey, proceed as follows:

Double-click the MyKey tray icon. The MyKey main window will open and a larger icon is shown in the taskbar. This icon represents the open window.

Right-click the taskbar icon and select "Pin to taskbar" from the menu.

From now on, the icon will also be shown if MyKey is not running. You can start MyKey by clicking the icon.

1.4 Overview

1.4.1 Starting MyKey

Starting CHIPDRIVE MyKey

CHIPDRIVE MyKey will run automatically when the PC is started and can be accessed using the green chip card symbol in the system tray.



Start the [MyKey main window](#) by double-clicking the icon.

You can disable the automatic starting of CHIPDRIVE MyKey when starting Windows in the program's settings. In this case, start MyKey by selecting "CHIPDRIVE/CHIPDRIVE MyKey" in the start menu.

1.4.2 The Main Window

The Main Window

The main window is split into three parts:

The toolbar in the upper part allows you to select the tabs "Passwords", "Profiles", "Bookmarks" and "Notes", save edited data on the card, organize and backup your data and change the settings of the program. To select the next/previous tab using the keyboard, press Ctrl+Tab or Shift+Ctrl+Tab. To save the data, press Ctrl+S.

Depending on the selected view, the middle part shows the stored passwords, profiles, bookmark or notes and functions to edit them. You can edit an item (password, profile...) by double-clicking it. The keys F2 and Del can be used to rename/delete items. Right-click an item to view a menu containing further edit functions. The same menu can be accessed by clicking the "Edit" button situated under the password, profile and bookmark lists.

In the password list, there are green arrows beside the items which can be used to directly launch the page to which the password "belongs to".

Note: Some websites do not allow you to link directly to the page containing the password entry form - in this case, edit the password item and enter the address of the site's main page under "Website".

The status bar in the lower part shows you the state of the card and the main settings. Click on a setting to view an explanation.

1.4.3 Importing, Exporting and Backing Up Data

The Organize Window

Click "Organize" in the main window to open the "Organize" Window. Here you can copy one or several items (notes, profiles, login data or bookmarks) from one card to another, from a card to a file or from a file back to a card. Additionally, you can import favourites from Internet Explorer and bookmarks from Firefox by using this window.

Import data from another card

Insert the source card. The card data is displayed on the left side. Select the items to be imported and click the arrow button to copy them onto the clipboard. Now insert the target card. Select the items in the clipboard and copy them onto the card using the corresponding arrow button.

Saving data to a file

Select the items to be exported and click the arrow button to copy them onto the clipboard, the click "Save". Select the filename for the export file and enter a password at least 8 characters long.

Import data from a file

Click "Open", select an existing export file, and enter the password. The file is decrypted and the content is displayed on the right-hand side of the window. Use the arrow buttons to copy some or all items to the left-hand side.

Tip: Press the Ctrl and Shift keys to select several items simultaneously. Use the Drag & Drop

function to move items conveniently between the card and the clipboard. The "double arrow" buttons can be used to copy all items from one list to the other.

Importing Internet Explorer Favourites

Click the "IE Favourites" tab to display the Internet Explorer Favourites on the right. Select the favourites you want to import and click the arrow button to copy them to the card.

Import Firefox Bookmarks

Importing Firefox bookmarks is very similar to importing Internet Explorer favourites, except you can import bookmarks from other profiles as well if several profiles are defined.

Click "OK" to accept the changes and close the window. "Cancel" closes the window without saving the changes. "Apply" saves the changes without closing the window.

1.4.4 Settings

Settings

Click "Settings" in the main window to display the settings dialog. The tabs of this dialog are described below.

General

To run MyKey automatically when starting Windows, check one of the options "Run MyKey automatically for this user" or "Run MyKey automatically for all users". If you choose "all users", the application will be started for any user that logs on to the system. However, under Windows Vista you will have to answer a User Account Control dialog before this setting can be saved.

Under Windows Vista there is an additional option: "Run MyKey automatically requesting Administrator privileges". If this option is selected, MyKey will be started with administrator privileges. However, this means you will have to answer a User Account Control prompt every time you start Windows. This option is only necessary if you want to enter passwords in an application which requires Administrator privileges, since in this case MyKey can only access the application if it has Administrator privileges as well. Such applications should be very rare, so we recommend using this setting only when such an application is used.

Under "Firefox Support" you can install the MyKey Firefox Extension in your Firefox browser by clicking the "Install/Update" button. Of course, this is only possible if Firefox is installed.

Passwords

Under "Save Passwords", you can select whether MyKey should prompt you to save a password *automatically* or *only at your request* - in the latter case, you can request saving a password using the [context menu](#)^[15] displayed in your browser or in the application.

Similarly, under "Fill Passwords", you can select whether passwords should be filled in *automatically* or *only at your request* - also using the [context menu](#)^[15].

You can define [exceptions](#)^[16] to these setting by clicking "Define Exceptions" in the [main window](#)^[6].

"Activate Expert Mode" — Expert Mode enhances the functionality of the passwords editing wizard to include several powerful options described in more detail in the [corresponding section](#).^[17]

"Activate shortcut for entry dialog" — If MyKey fails to recognize a dialog automatically as a password dialog, you can invoke the Save dialog at any time using a freely definable shortcut.

Note: Other programs may also use system-wide shortcuts. In this case, make sure that the shortcuts are different.

Fill Forms

Under "Fill Forms" you can select whether forms should be filled automatically or only at your request - in the latter case, you can request filling a form using your browser's context menu.

You can define [exceptions](#)^[16] to this setting by clicking "Define Exceptions" in the main window.

The option "Fill in forms containing a number of [] fields" determines the number of fields as of which a form is recognized as a form. This lets you prevent single fields, e.g. email addresses for newsletter subscriptions from being filled in automatically. This option is enabled by default.

Bookmarks

The bookmarks on the Masterkey Card are stored in a folder in the Windows Favorites directory. The name can be changed. To restore the original name, click "Default".

Deactivate the "Show folder" option if you don't want the bookmarks to be shown in the Favorites folder.

1.4.5 The CHIPDRIVE Masterkey Card

CHIPDRIVE Masterkey

The Masterkey card is your secure storage device for private data, such as passwords or profiles. CHIPDRIVE MyKey saves its confidential data on the Masterkey. This considerably increases the security of your data.

The Masterkey card has its own processor as well as storage space for data. The smart card will save the data without any time limits.

For protection against misapplication the card contains a self-destruction-mechanism. In case the password query for the card has been activated and the maximum number of retries has been reached, the smart card will block itself. Afterwards it cannot be operated any longer and also it cannot be repaired. The maximum number of invalid PIN attempts is 3.

Note: You can order Masterkey smart cards directly from our Webshop at www.chipdrive.net.

Tips Regarding Smart Card Care

Although smart cards are relatively immune to environmental influences, they should be handled carefully. Clean cards with a soft cloth only and never use cleaners that contain solvents. Do not expose the card to strong magnetic fields or extreme temperatures.

1.4.6 Technical Support

Technical Support

If you encounter technical problems, please contact our [support team](#).

Hotline

To contact our support team directly, you can find the phone number of our hotline [here](#).

You can find out more about CHIPDRIVE products on the Internet at www.chipdrive.net.

1.5 Windows Logon

Windows Logon

To find out how to save and edit your Windows logon credentials on the card, please read [Edit Windows Logon Credentials](#).

Read [Logging On With The Card](#) to find out how to log on to Windows with the card.

1.5.1 Edit Windows Logon Credentials

Edit Windows Logon Credentials

To store Windows logon credentials on the card or edit stored credentials, select the "Passwords" tab and double-click the item "Windows Logon Credentials", which is always the first item in the list.

Note: If the item "Windows Logon Credentials" does not appear in the list, your card is not suitable for storing Windows logon credentials. If you purchased MyKey version 3.1 or higher, the card you received together with the software should support storing logon credentials. If you upgraded from an older version, your card does not support storing logon credentials, but you can use the other features of the application without restrictions.

The "Edit Windows Logon Credentials" dialog will appear. On the **first page**, enter the domain you would like to log on to or leave the domain name blank to always log on to the local PC. Also enter your user name and your password. On the **second page**, you can select the action to perform when removing the card: log user off, shut down, lock the PC or nothing. On the **third page**, you can review your changes and click "OK" to confirm them, or click "Previous" to correct mistakes. Click "Save" to save your changes to the card.

Note: The selected card removal action is only executed if you are logged on with the card, i.e. you either logged on to your account or unlocked the PC with the card. If you remove the card (with "do nothing" selected) and reinsert it, you are no longer considered to be logged on with the card.

1.5.2 Logging On With The Card

Logging On With The Card

Windows XP

When the "Insert the card or press Ctrl+Alt+Del" prompt is shown, insert your Masterkey Card, enter the PIN if necessary, and you will be logged on automatically.

Windows Vista and later

An additional "MyKey" icon will be shown on the logon screen. Insert your card, click the "MyKey" icon, enter your PIN if necessary, and you will be logged on automatically.

1.6 Saving Passwords

Saving Passwords

To find out how to save passwords, please read [Saving Passwords - Websites](#)^[10] or [Saving Passwords - Applications](#)^[12] first. For Firefox, the [Firefox Extension](#)^[4] has to be installed as well.

Once saved, passwords will be [filled in automatically](#)^[14] in the future.

In the [Settings Window](#)^[7] you can change the behaviour of MyKey when saving or filling in passwords. To influence the behaviour only for certain websites, you can define [exceptions](#)^[16] from the global settings.

To edit saved profiles, select the "Profiles" tab and then use the [Edit Menu](#)^[17].

Using your browser's [context menu](#)^[24], you can access additional functions.

1.6.1 Saving Passwords - Websites

Saving Passwords in Your Browser

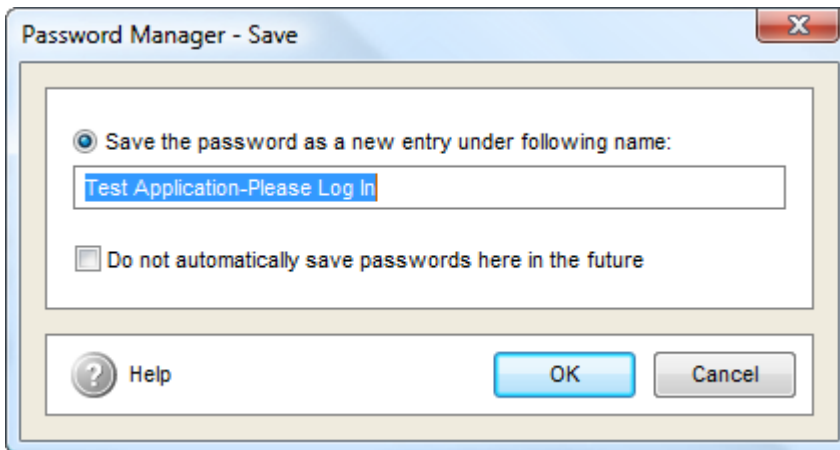
Choose the setting "Offer to save automatically" and insert a valid Masterkey Card to be able to save passwords. If "Save only at user's request" is selected, you have to use the [context menu](#)^[15] to save a password.

Note: If you are using Firefox as your browser, an extension has to be installed in the browser to enable saving passwords. For instructions, please read the section "[Firefox Support](#)^[4]".

Work as you usually would with your browser. As soon as you enter a password and click the "Submit" or "Login" button, MyKey will prompt you to save the logon data. If for some reason this automatic prompt does not appear, you can right-click in the browser window to display the [context menu](#)^[15] and then select "Save Password".

Note: Although care has been taken to support as many websites as possible, due to the variety of technologies used to generate web pages we can't guarantee that saving and filling in passwords will work with every web page. If a password is not saved automatically after entering it, you can try

using the "Save Password" menu item.



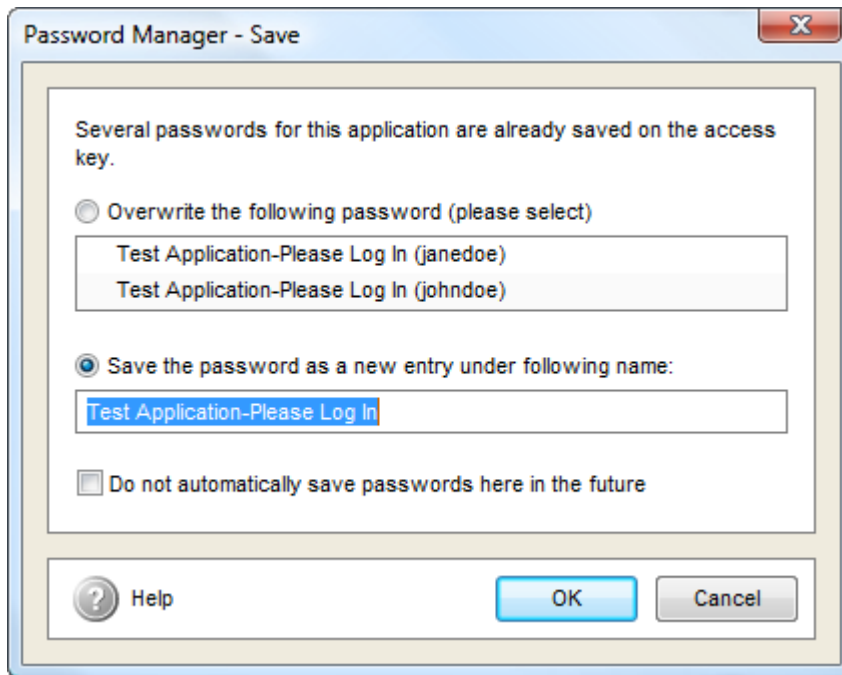
Enter a name for your password. It will be stored under this name on the Masterkey Card. Select "Do not automatically save passwords here in the future" and "OK" if you do not want MyKey to prompt you to save passwords on this site in the future. This setting can be disabled at any time by clicking [Exceptions](#) in the main window.

To change the password at a later point in time, use the [Edit menu](#) in the MyKey main window.

Note: Passwords can only be saved as long as there are no unsaved changes in the main window.

Saving multiple passwords for a website

MyKey lets you save several passwords for a website. For example, you can store several logins (accounts) for a webmail provider. To do so, launch the corresponding website and overwrite the data automatically entered by MyKey (ID and password) with the data for the alternative login. MyKey automatically detects the changes and offers you the following options:



Select "Save the password as a new entry under the following name" and enter a name to save the alternative logon data on the Masterkey Card. The next time you access the website, you can select the desired logon data from a list.

Select "Overwrite the existing password" or "Overwrite the following password" to update previously stored data.

1.6.2 Saving Passwords - Applications

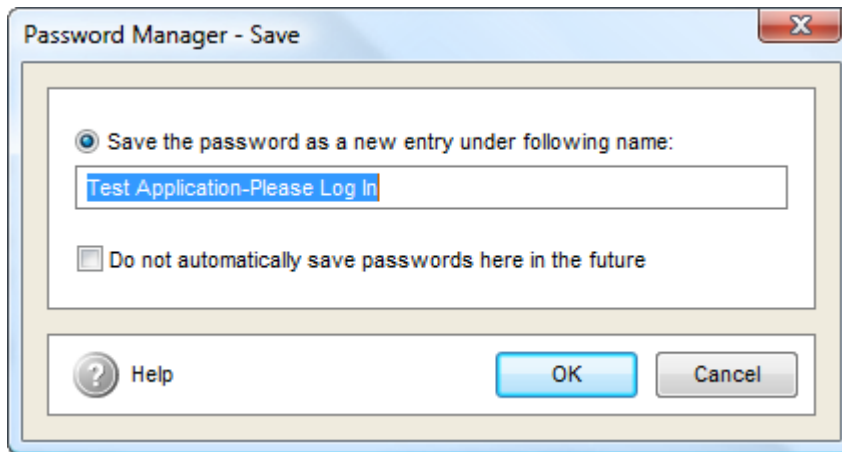
Saving Passwords in Windows Applications

Choose the setting "Offer to save automatically" and insert a valid Masterkey Card to be able to save passwords. If "Save only at user's request" is selected, you have to use the [context menu](#)¹⁵ to save a password.

Note: If you are using Windows Vista and you want to enter passwords in an application which requires Administrator privileges, you have to enable the option "Run MyKey automatically requesting Administrator privileges" in the [Settings dialog](#)⁷.

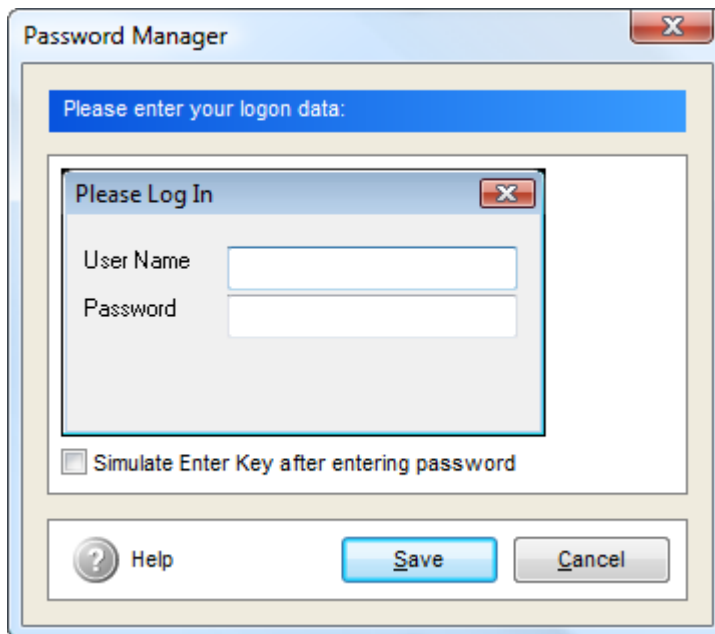
Work as you usually would on your system. When an application displays a password dialog, MyKey will prompt you to save logon data for this dialog.

Step 1: name the password



Enter a name for your password. It will be stored under this name on the Masterkey Card. Select "Do not automatically save passwords here in the future" and "OK" if you do not want MyKey to prompt you to save passwords in this application in the future. This setting can be disabled at any time by clicking [Exceptions](#) in the main window.

Step 2: enter logon data



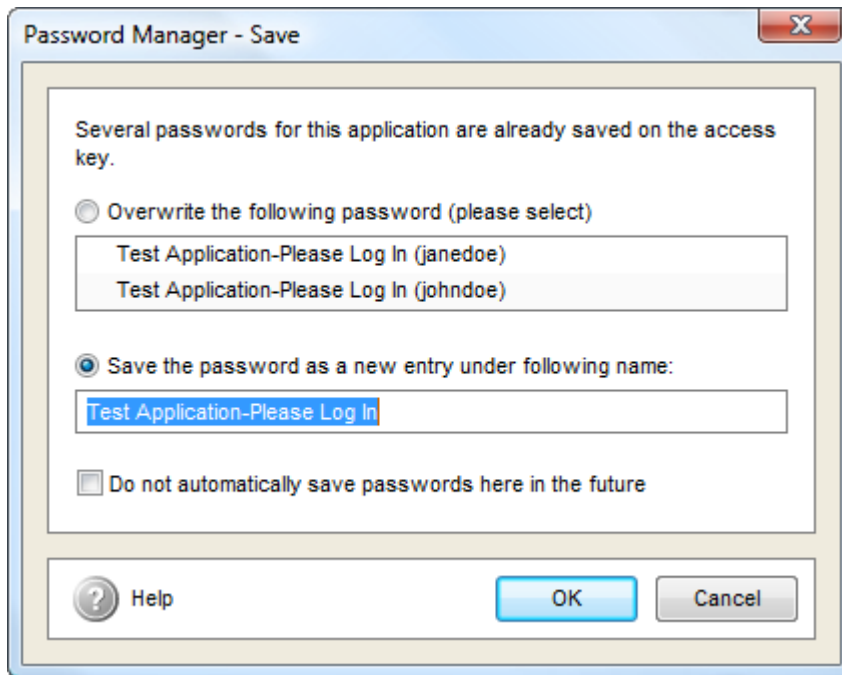
MyKey displays a "copy" of the password dialog. Enter your logon data here as if you were entering it in the original dialog. Click "Save" to save the password on the Masterkey Card. MyKey will automatically enter the password in the future.

To change the password at a later point in time, use the Edit menu in MyKey's main window.

Note: Passwords can only be saved as long as there are no unsaved changes in the main window.

Saving multiple passwords for a dialog

MyKey lets you save several passwords for the same dialog. To do this, click the MyKey icon displayed in the upper right corner of the window and select "Save password". You can also use the [keyboard shortcut for saving passwords](#) ^[7]. The following dialog will be displayed:



Select "Save the password as a new entry under the following name" and enter a distinct name to save the alternative logon data on the Masterkey Card. The next time the dialog is displayed, you can select the desired logon data from a list.

Select "Overwrite the existing password" or "Overwrite the following password" to update previously stored data.

Then enter the logon data as described in **Step 2** above.

1.6.3 Filling In Passwords

Entering Passwords

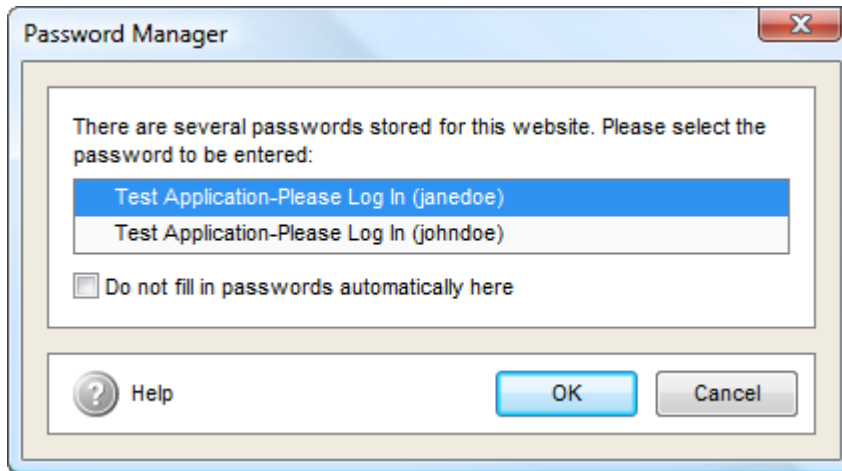
Automatic filling

When a website or a dialog for which logon data has been stored on the card is displayed, MyKey fills in the data automatically, unless the site or application is contained in the list of [excepted websites](#) ^[16] or automatic filling of passwords has been disabled in the [settings dialog](#) ^[7].

Manual filling

If the logon data is not filled in automatically, click "Enter Password" in the [context menu](#) ^[15] to fill in the data. To access the context menu, right-click in the browser window (in Internet Explorer and Firefox) or click on the MyKey icon displayed in the upper right corner of the window (for password dialogs displayed by Windows applications).

Several passwords



If there are several passwords stored for a particular site or application, you will be prompted to select the logon data to be entered. Click the desired entry and then "OK" or just double-click the desired entry to enter it. Select "Do not fill in passwords automatically here" and click "OK" to disable automatic filling of passwords on the current site or in the current application in the future. This setting can be disabled at any time by clicking [Exceptions](#) ^[16] in the main window.

1.6.4 The Context Menu

Context Menu

MyKey adds several menu items to your browser's context menu (Internet Explorer version 5.0 and above or Firefox version 2.0 and above with installed [extension](#) ^[4]). To display the context menu, right-click in the display area of your browser. In Internet Explorer, the additional menu items appear directly in the context menu, in Firefox they appear in a submenu.

For password dialogs in Windows applications, MyKey will show an icon on the right-hand side of the password dialog. You can access the context menu by clicking on this icon.

The individual menu items:

Fill password — requests the filling of a password form or dialog.

Fill password on this site only if requested — using this menu item, you can specify that password forms should not be filled automatically on the currently displayed website or in the current application. This menu item stores the website's address or the application's file name in the list of [excepted sites](#) ^[16]. If the site is already contained in the list, you can remove it from the list by clicking this menu item. This menu item will not be shown if filling passwords automatically has been disabled using the application's settings.

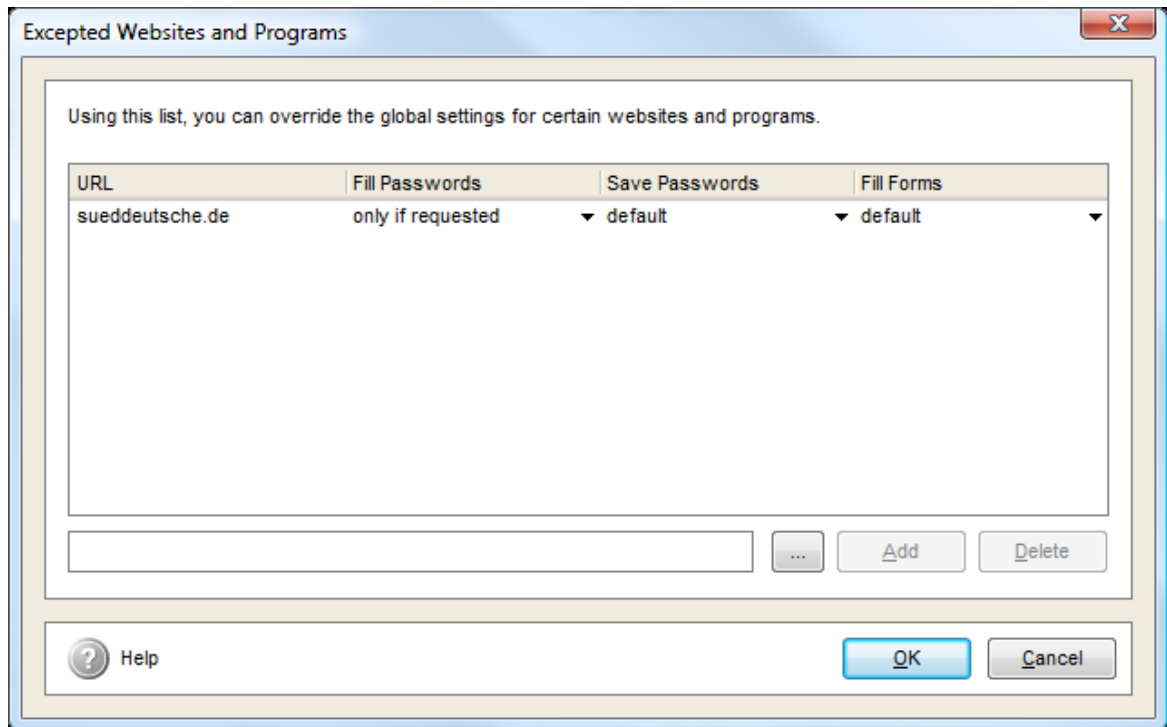
Save password — saves the password currently entered in the browser. For dialogs in Windows applications, choose "Save password" first and then enter the login data in the window that appears afterwards.

Save password on this site only if requested — disables MyKey's request to save a newly detected password for the currently displayed website. This menu item stores the website's

address or the application's file name in the list of [excepted sites](#)¹⁶. If the site is already contained in the list, you can remove it from the list by clicking this menu item. This menu item will not be shown if saving passwords automatically has been disabled using the application's settings.

1.6.5 Exceptions

Excepted Websites and Applications



In this window, you can define exceptions to the [global settings](#)⁷.

If for example you want to specify that passwords should not be filled in automatically on a certain website or in a certain application, you can do that here.

You can also specify that forms should not be filled in automatically on certain websites. This is useful if you have stored several profiles but haven't defined any of them as default profile, which leads to the profile selection dialog being shown every time a form is detected - and certain websites display a form on every page.

To add a site to the list, enter the site's address in the input field below the list and click "Add". The address should have the form "example.com" (not "www.example.com") or "example.co.uk" (not "www.example.co.uk") - i.e. it should contain only the so-called Top Level Domain (.com, .org, .co.uk etc.) and the part directly before it.

To add an application to the list, enter the name of the EXE file (without path) and then click "Add". You can also use the "Browse" button ("...") to locate the desired EXE file.

You can also add a site or application to this list or remove it from the list using the [context menu](#)¹⁵. This method is especially recommended for applications

A newly entered exception has all the settings (for saving and filling passwords and for filling forms) initially set to "only if requested". To change this, click in one of the columns "Fill Passwords", "Save Passwords" or "Fill Forms" and select "default" instead of "only if requested". The selected site will then be treated the same way as all other sites again.

To remove an exception entry, select the corresponding line from the list and click "Delete".

Make sure you click "OK" to save your changes.

Click "Cancel" to close the dialog without saving any changes.

1.6.6 The Edit Menu


The Edit Menu

To edit the properties of a password entry, select the password from the list and click "Properties". A menu opens containing the following functions:

Open website / Run program — Start the website or application the password refers to directly from MyKey.

Note: Some websites do not allow you to link directly to the page containing the password entry form - in this case, double-click the password entry to edit it and enter the address of the site's main page under "Website".

Rename password — Whenever possible, enter a distinct name for password entries so that you can easily recognize what they belong to in the future.

Edit password — Select "Edit password" to [edit a password entry](#) .

Delete password — Use this function to delete passwords from the Masterkey Card. Please note that the password will not be deleted until you have saved the data on the Masterkey Card.

Tip: The Edit menu is also available as a shortcut menu. Right click the corresponding password entry in the list to open the Edit menu.

1.6.7 Editing Passwords

Editing Passwords

Select a password entry and choose "Edit password" from the Edit menu. A wizard guides you through the configuration of the password entry.

General information

Edit password

General Information
Please select a name for the password entry.

Name:

Website:


Size: 52 Bytes

Type: Web Password

Comment:

? Help Previous Next Cancel

Enter a name and add a comment, if required.

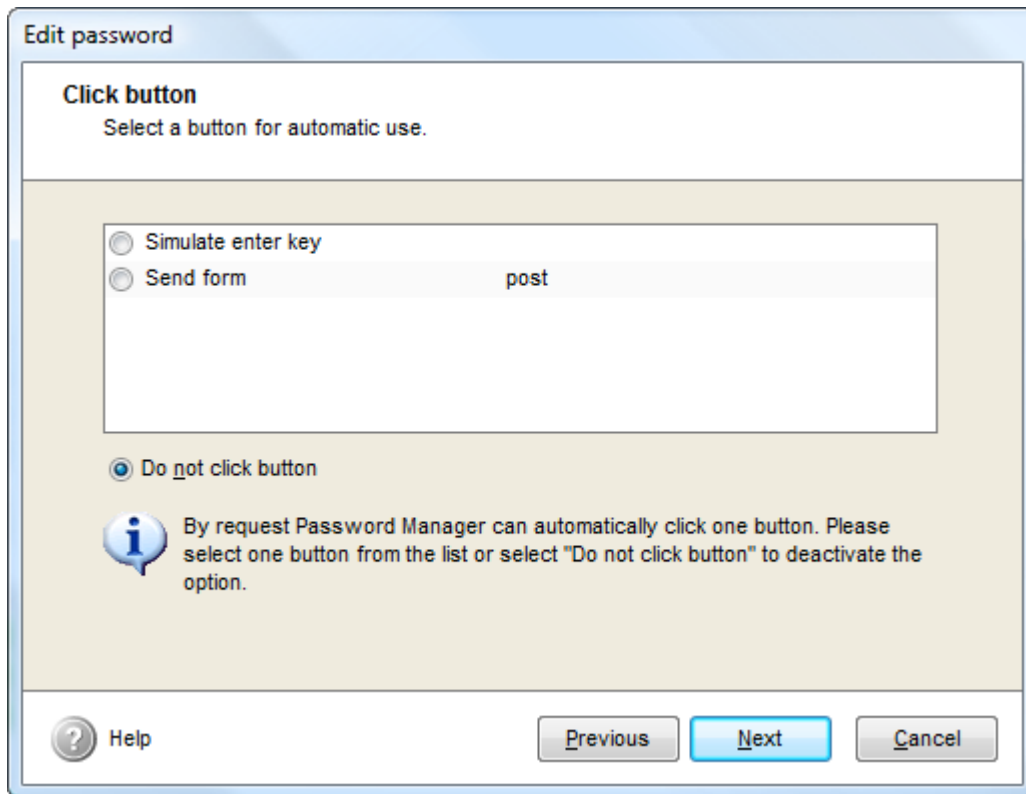
The full address of the web page (for website passwords) is stored under "Website". For applications, the path of the application is stored under "Application". This entry is used if you click the green arrow beside the password entry or select "Open Website"/"Run Program" from the [Edit menu](#) . For websites, you can change this entry to the URL of another web page on the same site. Some websites do not allow you to link directly to the page containing the password entry form - in this case, you can enter the address of the site's main page here.

Note: The following configuration options are only available in Expert Mode.

Features

Define the typical features MyKey is to use to recognize a password dialog. This function is especially useful if MyKey is unable to differentiate between two similar dialogs and enters the same password for both.

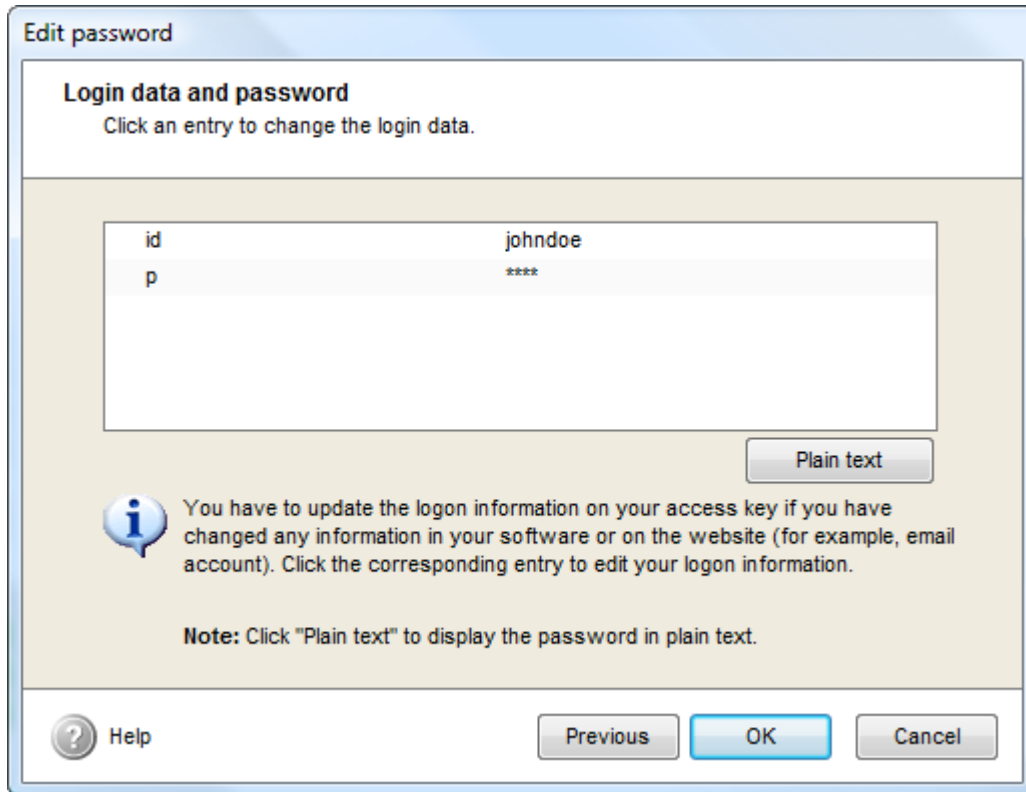
Click buttons



When MyKey recognizes a button in a form, you can configure the program such that the button is automatically clicked (pressed) once the logon data has been entered. This is particularly useful if you have an email account on the web and want to log in directly when the page opens.

Tip: For all practical purposes, "Simulate enter key" will have the desired effect.

Login data and password (Logon)



This page allows you to update your login data at a later point in time if the login data changes. To display the password in plaintext, you may be prompted to enter the [card password](#) (PIN).

1.7 Filling Forms

Fill Forms

In Order for MyKey to be able to fill in forms automatically, you have to define a [profile](#) first. For Firefox, the [Firefox Extension](#) has to be installed as well.

To edit saved profiles, select the "Profiles" tab and then use the [Edit Menu](#).

Once profiles are defined, registration forms will be [filled in automatically](#) in the future.

In the [Settings Window](#) you can change the behaviour of MyKey when filling forms. To influence the behaviour only for certain websites, you can define [exceptions](#) from the global settings.

Using your browser's [context menu](#), you can access additional functions.

1.7.1 Creating and Editing Profiles

Creating a New Profile

For MyKey to be able to fill in a form automatically, the program must know your personal data, such as your name and address. For this purpose you have to create a profile.

Select the "Profiles" tab, click "Organize" and select "New Profile...". Enter all of the information you want to save in this profile. Then enter a name for the profile, such as e.g. "John Doe - private" if you have entered your private address.

The new profile is displayed in the profile list in the main window. To edit the profile later, select it and click "Edit Profile" in the [Edit menu](#) ^[21].

1.7.2 The Edit Menu

The Edit Menu

To change the settings or the contents of a profile, left-click the profile and then click "Properties". A menu opens containing the following menu items:

Use as default profile — If you have more than one profile on your Masterkey Card, you can define one of them as the default profile. MyKey uses the default profile to fill in a form immediately without having to prompt you which profile to use. The default profile is marked with a tick in the profile list.

Deactivate default profile — When there is no default profile defined and there is more than one profile on the Masterkey Card, MyKey will ask you which profile should be used to fill in a form. See ["How to fill forms"](#) ^[21] for details.

Duplicate profile — Select "Duplicate profile" to produce a duplicate of a profile. The duplicated profile can then be edited. For example, you can change only the address in order to produce a profile with your business address in addition to the one with your private address. In this case, you change only the address, leaving the name and date of birth unchanged. For example, use the name "John Doe – business" for this profile.

Edit profile — Select "Edit profile" or double-click the corresponding entry in the list to edit a profile.

Delete profile — Select a profile and choose "Delete profile" or press the DEL key to remove the profile from the Masterkey Card.

Note: The Edit menu is also available as a context menu. Right-click the corresponding entry in the list to open the Edit menu.

1.7.3 Filling Forms

How to fill forms

With the default settings ("Fill in forms automatically" selected in the [settings dialog](#) ^[7]), forms are filled in automatically once they are displayed. If several profiles are stored, but none of them is

selected as the default profile, you will be prompted to select the profile to be used.

If you want to disable this automatic behaviour for a certain site, you can create an [exception](#)^[16] for that site.

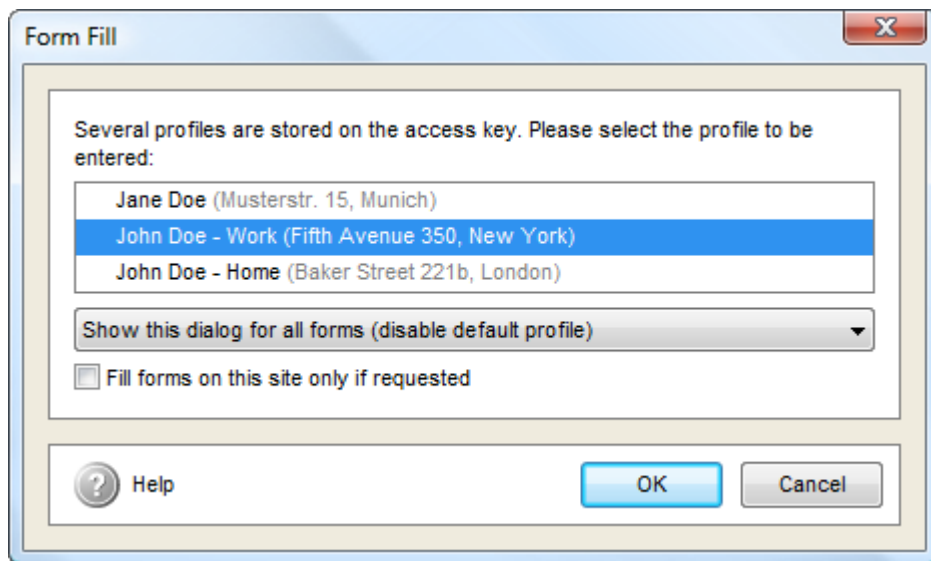
If you don't want forms to be filled in automatically at all, select "Fill in only at user's request" in the settings dialog.

To request filling in a form on sites where forms are not filled in automatically, click "Fill Form" in the browser's [context menu](#)^[24]. This menu item can also be used to fill in a form using another profile if it has already been filled in.

Note: Although care has been taken to support as many websites as possible, due to the variety of technologies used to generate web pages we can't guarantee that filling forms will work correctly with every web page. If a form is not filled in automatically, you can try using the "Fill Form" menu item. After filling in a form, please check that the data has been filled in correctly.

Tip: If a default profile is defined, you can still enter another profile by using the context menu. If the default profile has already been entered automatically, clicking "Fill Form" in the context menu will display the profile selection dialog.

Profile Selection Dialog



Double-click the profile you want to use (or select the profile and then click "OK") to fill in the form with that profile.

Select the option "Use selected profile for all forms (set as default profile)" from the drop-down box to set the selected profile as the default profile.

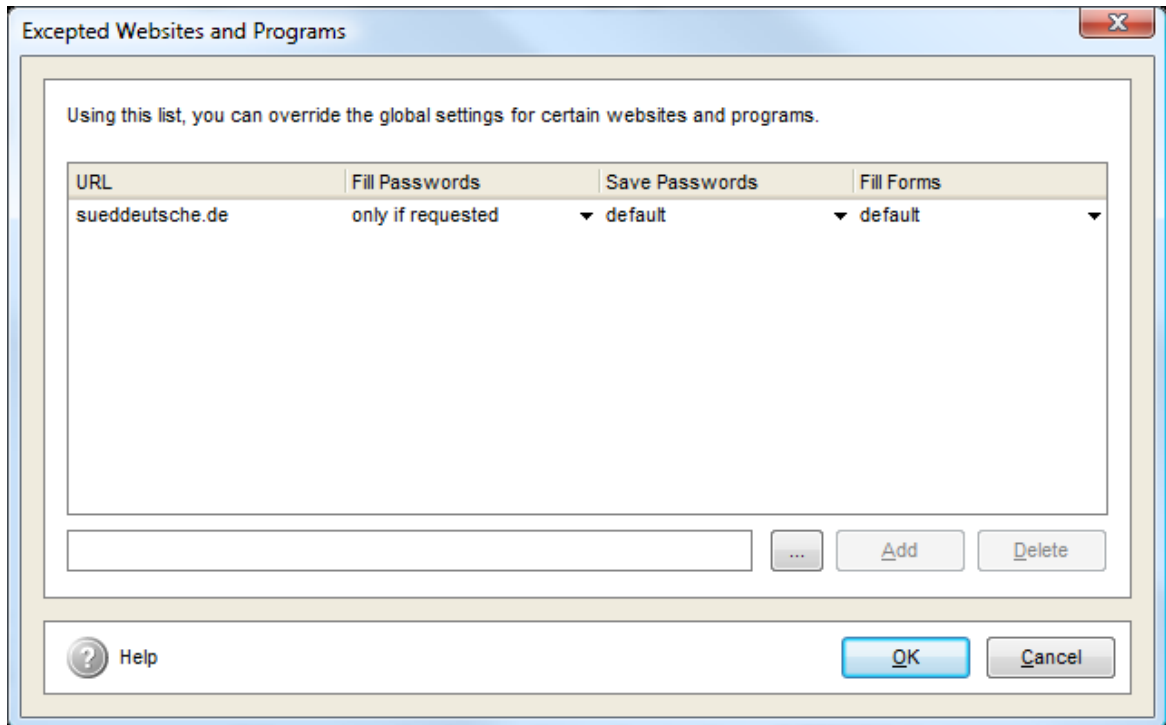
If there is a default profile defined, you can deactivate it by selecting "Show this dialog for all forms (disable default profile)".

If you want to fill in the current form with another profile, but keep the previously defined default profile, select "Keep current default profile".

Select "Fill forms on this site only if requested" to disable automatic filling of forms on this site. You can change this option later using the [Exceptions Dialog](#).^[16]

1.7.4 Exceptions

Excepted Websites and Applications



In this window, you can define exceptions to the [global settings](#).^[7]

If for example you want to specify that passwords should not be filled in automatically on a certain website or in a certain application, you can do that here.

You can also specify that forms should not be filled in automatically on certain websites. This is useful if you have stored several profiles but haven't defined any of them as default profile, which leads to the profile selection dialog being shown every time a form is detected - and certain websites display a form on every page.

To add a site to the list, enter the site's address in the input field below the list and click "Add". The address should have the form "example.com" (not "www.example.com") or "example.co.uk" (not "www.example.co.uk") - i.e. it should contain only the so-called Top Level Domain (.com, .org, .co.uk etc.) and the part directly before it.

To add an application to the list, enter the name of the EXE file (without path) and then click "Add". You can also use the "Browse" button ("...") to locate the desired EXE file.

You can also add a site or application to this list or remove it from the list using the [context menu](#).^[15] This method is especially recommended for applications

A newly entered exception has all the settings (for saving and filling passwords and for filling forms) initially set to "only if requested". To change this, click in one of the columns "Fill Passwords", "Save Passwords" or "Fill Forms" and select "default" instead of "only if requested". The selected site will then be treated the same way as all other sites again.

To remove an exception entry, select the corresponding line from the list and click "Delete".

Make sure you click "OK" to save your changes.

Click "Cancel" to close the dialog without saving any changes.

1.7.5 The Context Menu

Context Menu

MyKey adds several menu items to your browser's context menu (Internet Explorer version 5.0 and above or Firefox version 2.0 and above with installed [extension](#)^[4]). To display the context menu, right-click in the display area of your browser. In Internet Explorer, the additional menu items will appear directly in the context menu, in Firefox you'll find them in a submenu

Fill form — requests the filling of a form. Use this menu item to fill a form if you have deactivated automatic form filling in the [settings](#)^[6] in the main window.

Fill forms on this site only if requested — using this menu item, you can specify that forms should not be filled automatically on the currently displayed website. This menu item stores the website's address in the list of [excepted websites](#)^[16]. If the site is already contained in the list, you can remove it from the list by clicking this menu item.

1.8 Bookmarks

Bookmarks

To find out how to save bookmarks, read [Saving Bookmarks](#)^[24]. For Firefox, the [Firefox Extension](#)^[4] has to be installed as well.

In the [Settings Window](#)^[7], you can change the name of the folder the bookmarks will appear in in Internet Explorer

To edit saved bookmarks, select the "Bookmarks" tab and then use the [Edit Menu](#)^[25].

1.8.1 Saving Bookmarks

Saving Bookmarks

In [Internet Explorer](#), the bookmarks on the Masterkey Card can be used exactly like the default favorites in Windows. To store new bookmarks, use the corresponding browser function and move the address to the "CHIPDRIVE MyKey" folder. To do so, use either the "Manage Favorites" function (Internet Explorer) or move the address to the "CHIPDRIVE MyKey" folder with the

mouse.

Tip: You can also drag the corresponding Internet address from the browser address line into "CHIPDRIVE MyKey" folder in the Favorites menu.

In [Firefox](#), use the "Add to Address Book" item in the browser's context menu to save bookmarks. Please note that the [Firefox Extension](#)^[4] has to be installed.

1.8.2 The Edit Menu

The Edit Menu

To change the settings for a bookmark or folder, left-click an item in the list and click "Edit". A menu opens containing the following menu items:

Open Bookmark — You can open the website a bookmark points to directly from MyKey's main window.

Rename Bookmark/Folder — Select "Rename Bookmark" ("Rename Folder" for folders) or press the F2 key to change the name of the bookmark or folder. The address itself is not changed.

Edit Bookmark/Folder — To change the name or address of a bookmark or the name of a folder, select "Edit Bookmark" ("Edit Folder" for folders) or double-click the corresponding entry in the list.

Delete Bookmark/Folder — select "Delete Bookmark" ("Delete Folder" for folders) or press the DEL key to remove the bookmark or folder.

Note: The Edit menu is also available as a context menu. Right-click the corresponding entry in the list to open the Edit menu.

1.9 Notes

Notes

With CHIPDRIVE MyKey's Notes function, you can [create and edit confidential notes](#)^[25].

Using the [Search Function](#)^[26], you can search all saved notes for a certain word.

1.9.1 Creating and Editing Notes

Create New Note

To create a new note on the Masterkey card, click the **Create note** icon or right-click **My Notes** and select **New Note** from the shortcut menu.

Enter a name for the note and confirm the entry by pressing the Return key. A new, empty sheet appears on the right side of the window. Left-click the sheet and create a new note.

Tip: You can insert any text from another document (e.g. from a Word document) using the copy/paste function.

Edit Note

To edit a note, select it in the tree structure. The contents automatically appear on the right side and can be edited.

Note: Please remember that the storage space on the Masterkey card is limited. To save space, notes should be kept as short as possible.

Create New Folder

Click the **Create folder** icon or select the command **Create folder** from the shortcut menu. Like the notes, this folder can be renamed. To store notes in this folder, select the folder and then click **Create note**.

Move Notes and Folders

Use the drag & drop function to move notes and folders. Drag the corresponding file with the mouse to the location you want to move it to.

Delete Notes and Folders

Select the note or folder and click the Recycle Bin icon to delete the file. You can also use the DEL key.

Note: When you delete a folder, all notes contained in it are also deleted.

1.9.2 Searching Notes

Searching Notes

To search for a certain term in the notes, use the key combination CTRL-F.

Enter the search word or phrase and enable the corresponding options, as necessary, for a more precise search.

Note: The search is conducted only in the selected folder. To search for a term in all notes, select **My Notes**.

1.10 Tips & Tricks

1.10.1 How do I protect my Masterkey Card from misuse?

How can I protect the Masterkey Card against misuse and tampering?

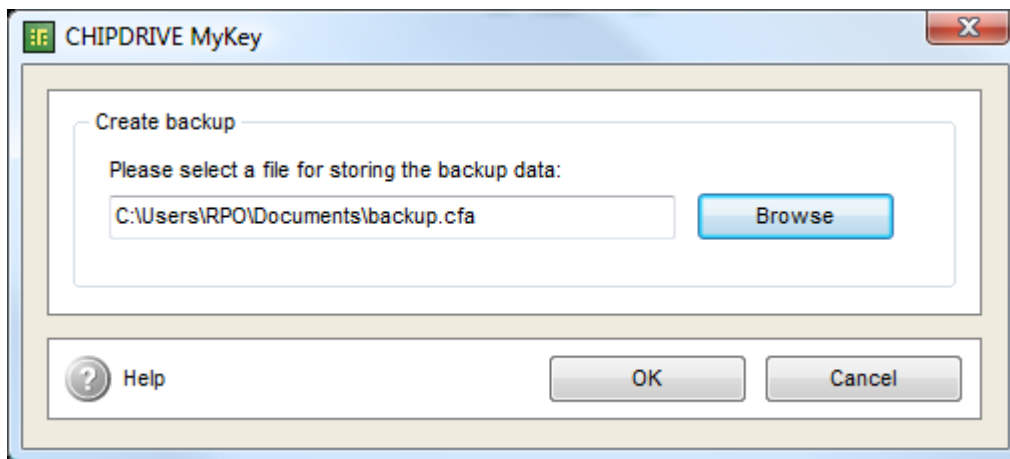
To prevent misuse of the Masterkey Card, it should be assigned a password. Without this code it is impossible to access your passwords. Use "Settings/Card Password" to define a password for your Masterkey Card or to change an existing one.

1.10.2 Creating a backup copy

Creating a Backup Copy

Your data is stored on the Masterkey Card. To prevent loss of your data following the loss of your card, it is advisable to create a backup copy of the card. To do so, open Smartcard Manager and save your personal data on a backup card or at a safe location on your hard drive.

To create a backup, click the triangle beside the "Organize" button in the toolbar, and then click "Create Backup".



To create a backup, click the triangle beside the "Organize" button in the toolbar, and then click "Create Backup".

Select a name and target folder for the backup file. The copy will be stored in encrypted form. For security purposes, you will be prompted to enter a password that should be at least eight characters long. Remember the password since it will be required to restore a backup copy.

Restore Masterkey

Select "Organize"/"Restore Card" to restore and recover the contents of an Masterkey card. You will be prompted to enter the backup copy password. To copy individual entries, use the ["Organize" function](#).

1.10.3 Internet Explorer Support

Internet Explorer Support

MyKey supports Internet Explorer Version 5 and higher. In order for passwords to be stored only

on the Masterkey Card in the future, enable the following setting:



Select "Internet Options" in the "Tools" menu. Now open the dialog "AutoComplete Settings" on the "Contents" tab. Make sure that the "User names and passwords on forms" checkbox is unchecked.

Tip: You should delete all passwords already saved by Internet Explorer in order to make sure that passwords are only read from the Masterkey Card in the future. To do so, click "Clear passwords".

Note: Under Windows Vista, Internet Explorer is supported as long as it is executed with the default privileges (low integrity level). When using an "unlimited" Administrator account (account without User Account Control prompts on a system with activated User Account Control), Internet Explorer is not supported. Internet Explorer is only supported for user and administrator accounts with User Account Control prompts (the default account type under Windows Vista) or when User Account Control is deactivated altogether (not recommended).

1.10.4 Firefox Support

Firefox Support

To activate CHIPDRIVE MyKey's Firefox support, you have to install an extension in your browser. This extension enables the browser to communicate with CHIPDRIVE MyKey. The extension has been tested with Firefox 2.0 and 3.0.

To install the extension, find the entry "CHIPDRIVE/CHIPDRIVE MyKey" in your Start Menu and click "Install Firefox Extension". If Firefox is installed, the installation of the extension will start. Please follow the on-screen instructions.

If installing the extension this way should fail, please start Firefox, select the menu item "File/Open File", and open the file "C:\Program Files\CHIPDRIVE\CHIPDRIVE MyKey\MyKey\somozilla.xpi".

Additionally, you should deactivate the built-in password manager of Firefox. Use "Tools" menu to open the "Preferences" dialog. Select the category "Privacy & Security" / "Passwords" and disable the option "Remember passwords".

For reasons of security, you should delete all passwords previously saved in Firefox. This guarantees that all passwords will be stored on the Masterkey Card in the future.

The bookmarks will appear in a new submenu of the browser's context menu called "CHIPDRIVE MyKey". To add the current page to the bookmarks on the card, select "Add to Address Book" from this menu. To display the main window of Address Book, select "Manage Address Book".

1.10.5 Opera Support

Passwords in Opera

For Opera 6 or earlier, passwords are treated like any other Windows password. As soon as MyKey recognizes that a website contains a password dialog, you will be prompted to enter a name for the password. In the next dialog, you will be prompted to enter your logon data in the usual manner. Click "Save" to transfer the password to the Masterkey Card.

Note: Opera Version 7 and higher are not supported.

For more information, read the section "Saving passwords".