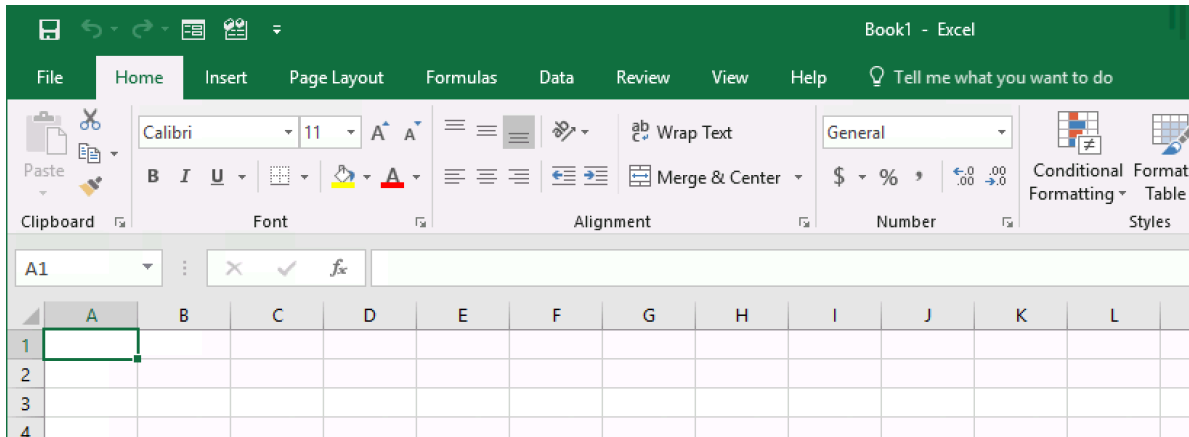
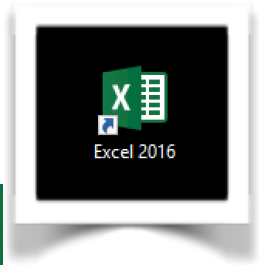


Creating a Password Protected Password Manager

1. Start your Excel spreadsheet application. You can also use LibreOffice Calc, or Apple Numbers apps to do the same thing.
2. Open up a New Blank Document.



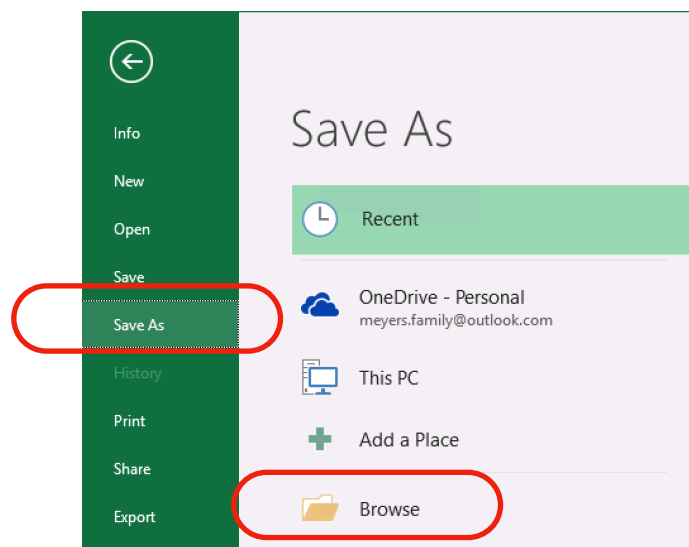
3. Let's create some "Title" columns as seen below and then fill them in with password information.

	A	B	C	D	E
1	Website Name	Website URL	Username	Password	Challenge Questions
2	Bank of Idaho	boionline.com	CharlieChaplin	xcv1234	Father name: Peter
3	Amazon	amazon.com	JennieChaplin	1234abcdef	Married in: Augusta
4	Microsoft Email	outlook.com	georgyp@msn.com	65gher691	Birthplace: Florida
5					
6					

4. Click on the "File" menu to save the spreadsheet with a password

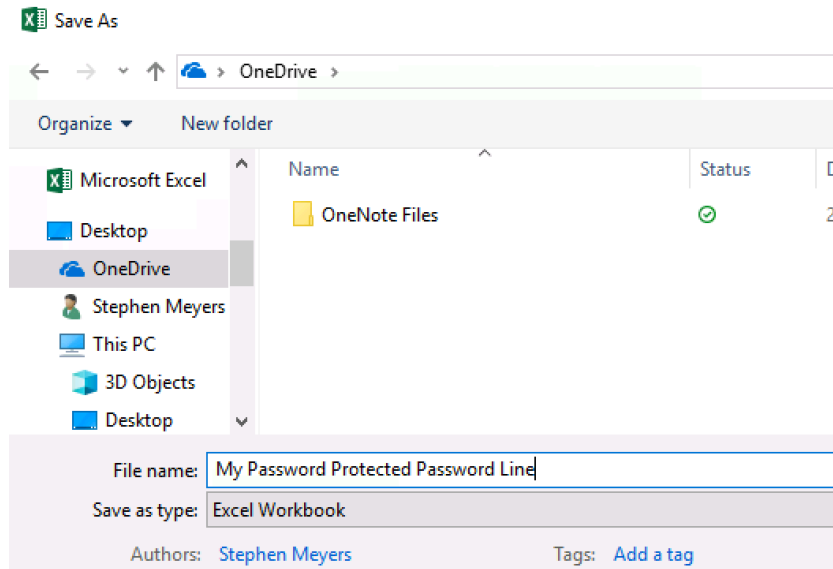


5. Click on "Save As" and then you will "Browse" for a location where you will store the file.

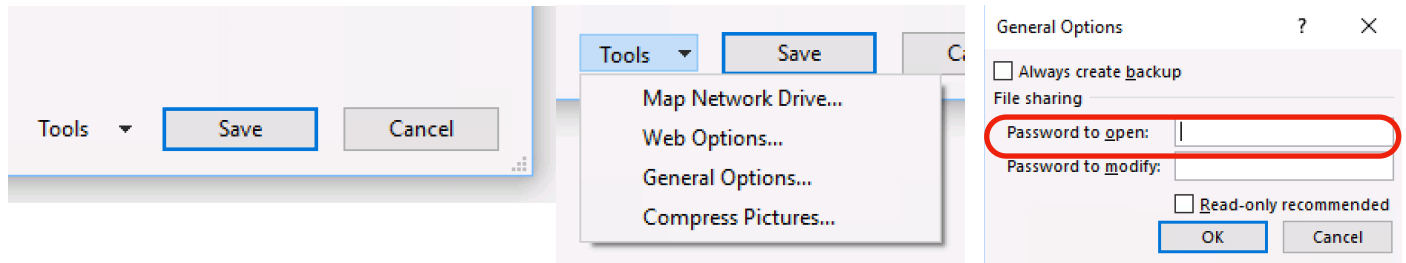


Creating a Password Protected Password Manager

- A dialog box will open and allow you to name your file, and also select a location to store your file. If you notice, I selected OneDrive which is a “cloud drive”. This allows me to access this file from anywhere using a PC with internet, or with portable devices like a phone or tablet. For more information on how to use cloud drives click [HERE](#).



- Give your file a name that you can remember. BEFORE you click on the “Save” button, click on the “Tools” dropdown box and then on “General Options”.



- Enter a password for your file in the “Password to OPEN” box. Don’t worry about the Password to Modify”. You will want to write this password down somewhere and keep it safe at home.
- A second dialog box will open up so that you can RE-type the same password.
- You have now created a password protected spreadsheet file. When you OPEN the file again, you will be prompted to enter your password.
- Make your changes and then SAVE your file. You will not need to go through the creating a password routine again.
- If you are using a “Cloud Drive” on your mobile device, the file that you open and make changes to, will be kept up to date across ALL your device, such as mobile devices and desktop PC. Because the process for setting up these devices depends on whether you have Android or Apple products, it is probably more helpful to ask one of the missionaries on how to set the device up.

By keeping all your passwords in a single password protected file, you will not have to store them on papers that can be lost.

You will want to occasionally print out a paper copy and keep it in a safe and hidden location as well as keeping a backup copy as well in a different location, such as on a flash drive or external hard drive.