eWallet for Windows

8.12.1

Ilium Software

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CHAPTER

ONE

EWALLET OVERVIEW

1.1 Welcome to eWallet!

Welcome to Ilium Software's eWallet® — the award-winning way to safely and conveniently store important, confidential information on your Windows PC, Mac, Android phone or tablet, iPhone, and iPad.

This document contains documentation for many of the features and functions of Ilium Software's *eWallet for Windows* (desktop or laptop computer). Please note that in this document we often shorten the full name *eWallet for Windows (desktop)* to just *eWallet for Windows*. You can also find *step-by-step instructions* for using many of eWallet's features in the online **eWallet Tutorials**. You can open the eWallet Tutorials by clicking the *Help Center* button in the upper right corner of the Windows version of eWallet.

Thank you for choosing eWallet.

1.2 Supported Platforms

eWallet is available on several platforms. They include Android phone and tablets, iPhone & iPad, macOS, and Windows. Please see the main eWallet web page[1] for a list of platforms and system requirements.

1.3 How to Use this Document

You can either read through this document, or use it as a reference by looking up the particular features that you want in the Table of Contents or Index. The section *Getting Started with eWallet* (page 5), contains basic instructions for using eWallet.

Using eWallet (page 13) contains detailed information about all of the features and functions of eWallet.

If you'd like *step-by-step instructions* for using many of eWallet's primary features, check out the online eWallet Tutorials. The eWallet Tutorials are available by clicking the *Help Center* button in the upper right corner of *eWallet for Windows*.

Ilium Software, the makers of eWallet, are committed to providing both high-quality software and excellent technical support.

[1] https://www.iliumsoft.com/ewallet

CHAPTER

TWO

GETTING STARTED WITH EWALLET

Ilium Software's eWallet® is an electronic wallet for your most important personal information (credit cards, calling cards, passwords, PINs, account numbers and more). Like a real wallet, eWallet keeps your information in **cards**. You can have several related pieces of information on a card. For example, on a password card, you might have a username, a password and a URL. You can also personalize cards with *icons, colors, and pictures*.

To help keep your cards organized, the cards you create are stored in **categories**. Wallet files can have many different categories, and you can put any kind of card in any category. In addition, you can **nest** categories, allowing you to place categories within categories. Like you do with files in folders on your Windows PC, you can organize your eWallet cards and categories however makes the most sense to you.

You can have as many different **wallets** as you want, and keep different information in each one. For example, you might want to have a personal wallet for your own cards, but an office wallet that you share with an assistant or other members of your team. You can place copies of the same cards in different files as appropriate. For instance, you might want your business credit card listed in both of your wallet files for extra convenience.

You should protect your wallet file with a **password**. With a password protected wallet you must enter the wallet's password before you can see the information on any of the cards in that wallet. We recommend that you password-protect all of the wallets that you keep important personal information in.

You can also choose to have a wallet that does not use a password. Anyone can open a wallet that does not use a password. We *strongly* recommend that you set a password for any wallet that contains personal information.

More detailed information about passwords, wallet files, categories, and cards is found in the sections below.

2.1 Starting eWallet

When you start eWallet for the first time, you'll be prompted to create a new wallet file to store your information in. The default file name is My Wallet.wlt and it is stored in your My Documents folder.

When you're ready to add your own information, you can add new categories and cards to wallet and organize the information in a way that fits your needs.

The File/Start tab at the top of eWallet looks different depending on which Ribbon style you have selected. Although the tab may have different appearance, its function is the same.

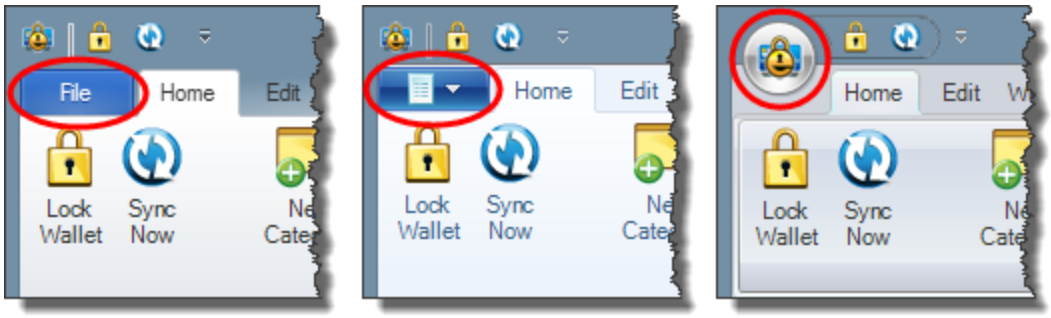


Fig. 1: The File/Start tab with Ribbon Style set to Office 2013/2010, Windows 7, and Office 2007 (left to right)

2.2 Adding Your Own Cards

Cards in eWallet are just like the cards you carry in your real wallet. Create cards for each of the important pieces of information you want to carry with you.

Select the category you would like to add a card to, and then click the *New Card* button on the *Home* or *Edit* ribbons.

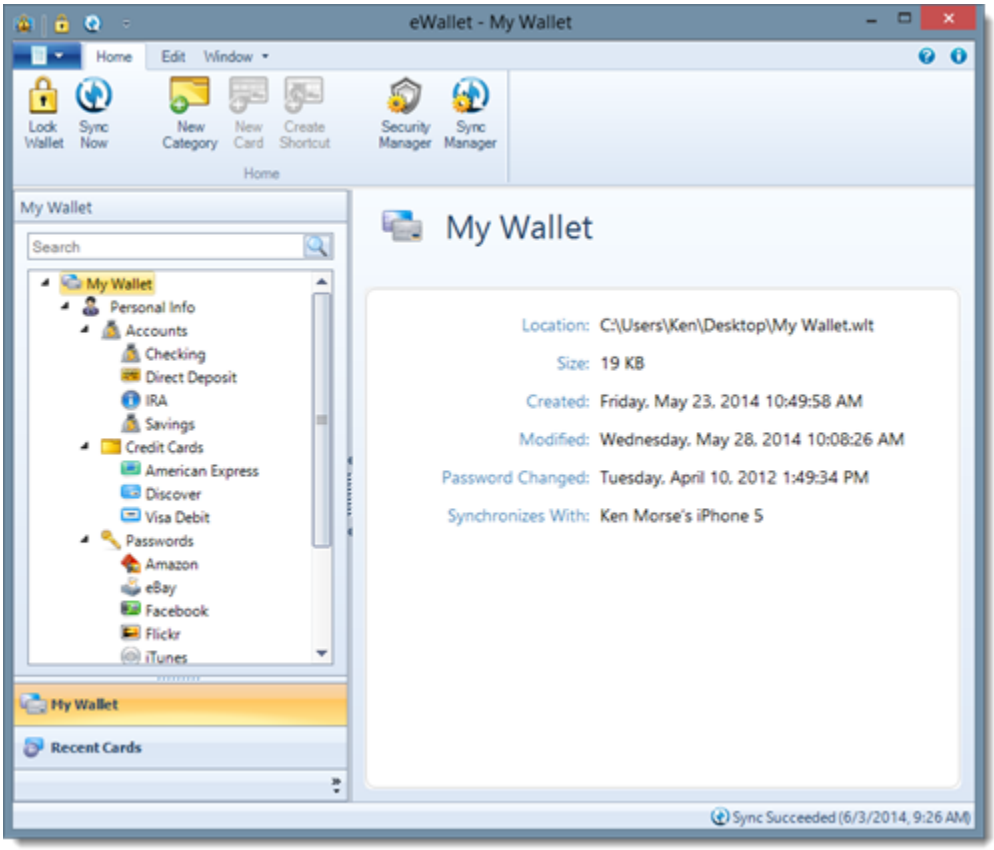
When adding a new card, eWallet prompts you to select a *type* of card. After that, you can enter the specific information that you want to appear on the card.

eWallet gives you many options for personalizing your cards. The way you access these options vary depending on the device you are using.

When creating or editing a card, select the *Design* or *Edit Fields* ribbons to access features that let you personalize your cards.

2.3 Changing and Deleting Cards

You can make changes to an existing card at any time.



Click on the card in the Card List that you wish to edit, and then select the *Edit Fields* ribbon. As a shortcut, you can also double-click on a card face to edit your information. To change the appearance of a card, click on the card and then select the *Design* ribbon.

You can also delete cards that you are no longer using.

In the Card List, right click on the card you want to delete and select *Delete* from the context menu.

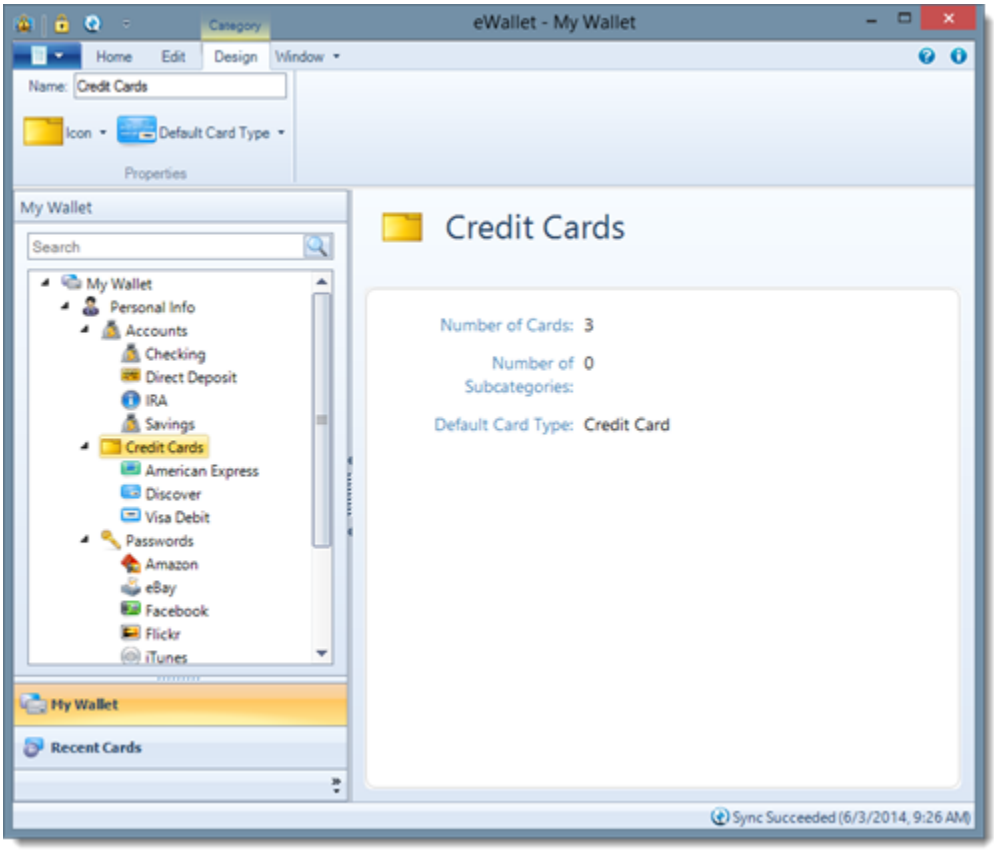
2.4 Adding, Changing and Deleting Categories

It's just as easy to add, delete and change your eWallet categories as it is for cards. To add a **new category** to eWallet:

Click the *New Category* button on the *Home* or *Edit* ribbons.

You might also need to **change an existing category**, perhaps to give it a new name or change the icon. You might also want to **delete a category** you are no longer using. Editing a category doesn't change the card it contains, but deleting a category deletes all the cards in that category as well.

To change a category, click on the category in the Card List and then select the *Design* ribbon. To delete a category, click on the category in the Card List and then click the *Delete* button on the *Edit* ribbon.



You can change the **name** of a category and the **icon** associated with it. **Default Card Type** lets you select the default card type selected when you create a new card in that category. You can always change the card type for the new card, and you're not required to have all the same types of cards in a category. This just controls the default type eWallet selects when you make a new card. You can still pick any of eWallet's available card types from the list when creating a new card, regardless of the default type for the category.

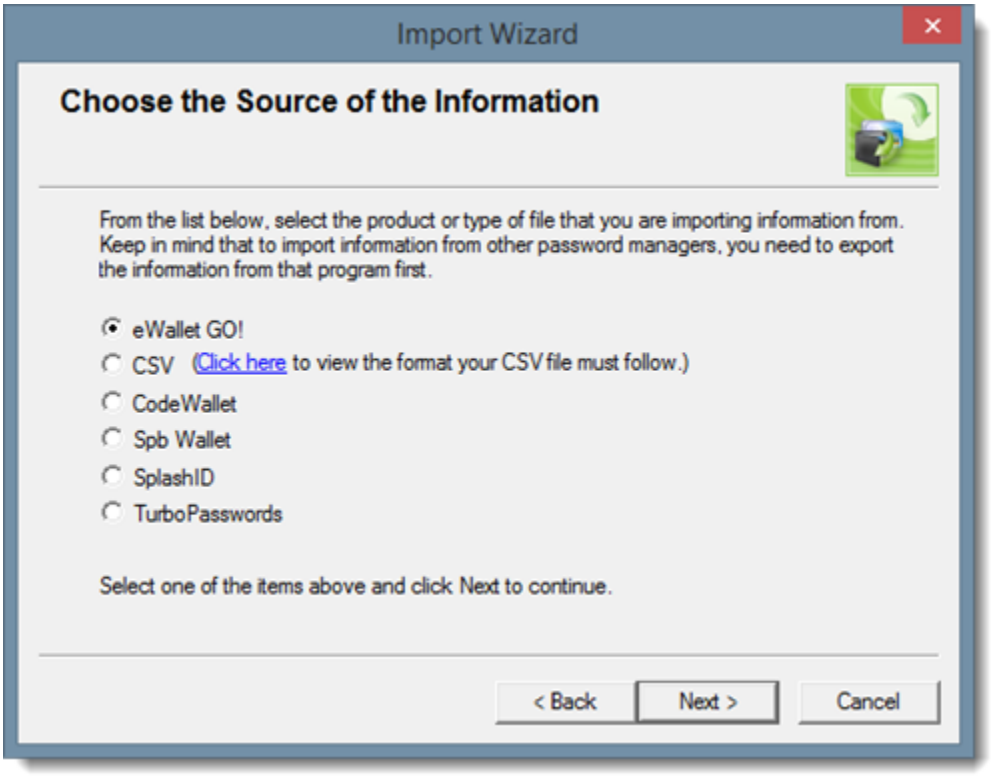
2.5 Nested Categories

eWallet allows you to further refine your card organization with nested categories. Similar to the way folders can contain other folders on your Windows PC, categories can contain other categories, or subcategories. Subcategories allow you to keep similar types of information in one place (Credit Cards for example) but also organize them in a way that's useful to you.

Click on a category in the Card List where you want to create the subcategory, and then click the *New Category* button on the *Home* or *Edit* ribbons. To make an existing category a subcategory on your Windows PC, simply drag the category onto another category. The category you dragged becomes a subcategory of the category it is dropped on.

2.6 Import Wizard

eWallet's Import Wizard helps you import information into eWallet that's currently in a different electronic wallet product's format. The Import Wizard currently imports information from files made by our old eWallet GO!® product as well as: CodeWallet, SPB Wallet, SplashID, TurboPasswords (Cloak), and CSV format.



To use the Import Wizard, first export your information from one of the above programs. Then, open eWallet on your Windows PC, click the *File/Start* button in the upper left corner of eWallet, and select *Import* from the menu. The wizard walks you through the entire process.

Remember that the Import Wizard does not import information directly from your current program's data file; you need to export the information first. Also, the Import Wizard is only available on the Windows version of eWallet - not a mobile device version. Once you import your information into eWallet, however, you can easily synchronize the information to your mobile device.

The Import Wizard first tries to match each of your cards to one of the eWallet card types. You have the option to change the card type of each card: if you want to use the type eWallet has selected; just click *Import Card*.

Once you've confirmed all the cards, the Import Wizard imports all of the information from your file into new cards. Wherever possible, the Import Wizard matches your existing information with the fields in the eWallet. If the Import Wizard can't find a good match for any specific fields, it puts the information for that field into the **Notes** area of the card. All of your current information is always kept in the new wallet file.

When the import is finished, we recommend that you use eWallet to open your new wallet file. This lets you check each card to be sure that the information appears as you want it.

For any card, you have the option to:

- *Import the Card* You can either use the Import Wizard's selected card type, or choose a different card type from the list. The Import Wizard tries to choose the best card match based on the information being imported. Either way, the Import Wizard matches your existing information with the fields in the eWallet card. If the Import

Wizard can't find a good match for any specific fields, it puts the information for that field into the "Notes" area of the card. All of your current information is always kept in the new wallet file.

- *Auto Import Remaining Cards* This skips prompting you for the rest of the card types, and import the remaining cards using the Import Wizard's best assessment of the appropriate eWallet card type. The same rules above are followed.
- *Skip Card* This marks the current card as not to be imported.
- *Skip Remaining Cards* This marks the rest of the cards in your import file as not to be imported, and takes the Import Wizard to the next step (actually importing the cards).
- *Cancel Import Wizard* This cancels the card Import Wizard. Your new wallet file is not created.

When this stage is done, the Import Wizard imports your information to the new wallet file you've specified. When the import is finished, we recommend that you use eWallet to open your new wallet file. This lets you check each card to be sure that the information appears as you want it.

2.6.1 Importing from CSV

You can convert your data from another data management system to use in eWallet.

eWallet does not support a completely generic import, but you should be able to format your text data so eWallet can to import it.

The easiest way to do this is in a spreadsheet program like Microsoft Excel. You can use any text editor or other program that can make a .csv (comma separated values) file as well. The rest of the information here assumes you're using Excel.

Format your .csv file as follows:

- The file **must** use a comma as the separation character, and not any other character such as a tab
- Any actual commas in the data must be surrounded in double quotes (")
- Each card is one row
- Each card has **9** columns
- Each column **A** is the **Card Type** *(This column is required)* This must be one of the 18 Card Types shown below.
- Each column **B** is the **Card Name** *(This column is required)*
- Columns **C** through **G** have information specific to each card type (see below)
- Column **H** is the **Card Note**
- Column **I** is the **Category** *(This column is required)*

For each row (card), the Card Type, Card Name and Category are **required**. Information in all other fields is optional.

In addition, there needs to be **one identifier row** at the beginning of the file. This can have any information you want (it is not imported), but does need to have some information (just in the first column).

For the card types supported, columns **C** through **G** should have the following information:

Card Type	Column C	Column D	Column E	Column F	Column G
Bank Accts	Account #	PIN	Name	Branch	Phone #
Birthdays	Date				
Calling Cards	Access #	PIN			
Clothes Size	Shirt size	Pants Size	Shoe Size	Dress Size	
Combinations	Combination				
Credit Cards	Card #	Exp. Date	Name	PIN	Bank
Email Accts	Username	Password	POP3 Info	SMTP Info	
Emergency Info	Phone #				
Frequent Flyer	Number	Name	Date		
Identification	Number	Name	Date		
Insurance	Policy #	Group #	Insured	Date	Phone #
Memberships	Acct #	Name	Date		
Phone Numbers	Phone Number				
Prescriptions	Rx #	Name	Doctor	Pharmacy	Phone #
Serial Numbers	Serial #	Date	From		
Vehicle Info	License #	VIN #			
Voice Mail	Access #	PIN			
Web Logins	Username	Password	URL		

The **card types** in your file must be **exactly** as shown above.

The table below is an example, showing 6 cards in 2 categories.

	A	B	C	D	E	F	G	H	I
1	My Personal Info								
2	Credit Cards	Earthbank Visa	5543 2443 5243 3636	09/15	James Kirk	89898	PNC	1% cashback	personal
3	Email Accts	Earthnet Email	jamestkirk99	slithytoves	pop3.ean.us	mail.ean.us			personal
4	Memberships	Jet Blue Air	7766766767677	James T. Kirk	07/2112			aisle seats!	personal
5	Web Logins	eBay	jkt06438	buystuff7	www.ebay.com			also PayPal	personal
6	Voice Mail	Work VM	88 909 9009	898245				use # not *	work cards
7	Credit Cards	Work Amex	3456 123456 54321	12/2015	James Kirk	636363			work cards

Then, run the eWallet Card Importer on your .csv file. Select CSV as the file format to import.

Don't forget to open your new wallet file using eWallet; this lets you check your information. Plus, you can add more useful information to your existing cards, as well as more cards and card types to your wallet.

2.7 Protecting Your Information

Anytime you open a password protected wallet, eWallet asks you for the password. Until the correct password is provided, eWallet does not display any of the wallet's contents.

Once opened, your wallet *remains unlocked* until:

- you close eWallet on your Windows PC
- you lock the wallet file by selecting the *Lock button* on your Windows PC
- eWallet automatically locks your wallet file if you've chosen to have it do so (See below for information about how to do this)

Note: We recommend always locking your wallet file when you're not actively using it.

You can also choose to create a **wallet without a password**. This is useful for storing non-confidential information that you want easy access to. For instance, contacts, family pictures, clothing sizes, and emergency phone numbers are all information you might want to put into a wallet that does not require a password.

You can change the password for any wallet, or add a new password to an unprotected wallet by clicking the *Change Password* button from the *Security Manager* on the *Home* ribbon. When changing the password for a password protected wallet, eWallet asks for the original password first.

You can also set eWallet to lock automatically from the Security Options for the wallet by clicking the *Security Manager* button on the *Home* ribbon in eWallet. From there, you can select timeout locking and other security features. Read more about these options in *eWallet Security* (page 23).

2.8 Selecting a Wallet Password

Choose a password for your wallet that's easy for you to remember but would be hard for anyone else to guess. It is best (most secure) to choose a password that is at least twelve characters long and contains at least one non-alphanumeric character. One convenient way to do this is to choose two unrelated words and separate them with a dash, asterisk or other non-alphanumeric. For example, "clock-kitten" would be a reasonable password.

Optionally, you can set a password hint for your wallet when you set or change your password. Choose something that reminds you of your password, but does not give your password away to someone other than yourself.

Please note that if you forget the password for a password protected wallet, you **cannot** access any of the information in that wallet. *Choose your passwords carefully*. Also, if you do run into trouble, remember that passwords are case-sensitive — if your password is not being accepted, check that your Caps-Lock is not on. To protect yourself against forgetting your password, you can create an *Emergency Password Reset Key Card* (page 24), and store the printed key information in a secure location, such as a safety deposit box.

2.9 Getting Started Summary

At this point, you should know:

- the difference between *cards and categories* in eWallet
- how to *create and change* eWallet cards
- how to *protect the information* in your eWallet files

The rest of this document contains more detail about eWallet's features, functions and options available. You can read through them, just use them for reference, or just read the sections you're interested in.

You're now ready to begin using eWallet with your own information. You can either decide how you want to organize your information and create categories first, or just start creating cards and move them into specific categories using the clipboard later.

CHAPTER

THREE

USING EWALLET

While using eWallet, keep in mind that some options may be unavailable or work differently depending on what kind of object (card, category, etc.) you have selected or are viewing.

Right click on objects to bring up a context menu for that object, or hover over an object to bring up a tool tip describing that item.

3.1 eWallet Files

Files are the topmost level of information used by eWallet. In eWallet, we call files **wallets**. Just like any other file on a Windows PC, wallets are completely separate from one another. You can have as many wallets as you want, each with different kinds of information. For example, you might have one wallet for work and one for personal information. Each wallet has its own password.

On your Windows PC, files are assigned an extension. This is a three letter indicator following a period at the end of the filename that tells the computer what program the file is associated with. eWallet wallet files end in `wlt`. Your computer may or may not be configured to display this extension.

If you ever lose track of your wallet files, doing a Search on your Windows PC for:

`*.wlt`

typically finds every wallet on your computer.

Opening Wallets is handled differently on different devices. When you run eWallet, however, it automatically attempts to open the last wallet you used. You may never need to open your wallets any other way.

Double clicking on a wallet file opens a wallet in eWallet. You can also open wallets by clicking on the *File/Start button* in the upper left corner of eWallet and then selecting *Open...* from the menu.

You can **make changes to your wallet files** using copy, delete, rename, or move files using File Explorer in the same way that you change other files on your computer.

You can **Create New Wallets** to store your information if you like. Click the *File/Start* button in the upper left corner of eWallet, and select *New* from the menu.

Password protected wallets have one password. eWallet prompts you to select this password when you first create a new wallet. The password is required to view the contents, or change the password, of a password protected wallet.

On your Windows PC you can copy or move cards **between eWallet wallets** using your system clipboard (Copy/Paste or Cut/Paste).

If you want to share a wallet in a workgroup environment and have multiple users access it from their Windows computers, you can easily do that. Simply place the wallet in a directory on your network. The first person that opens the wallet can write to the file, everyone else has read-only access. Alternatively, you can have individual users synchronize from the central wallet to a local wallet on their computer.

See also:

eWallet Security (page 23)

Synchronization (page 33)

3.2 eWallet Categories

In eWallet, you use **Categories** to organize your information. Every wallet must have at least one category, and you can have many different categories in a wallet.

Use categories to organize your cards in a way that makes sense to you. You can place any kind of card in any category, and as many or as few cards as you want in a category.

Each category has the following properties:

- **Name**: the name of the category
- **Icon**: the icon representing the category
- **Default Card Type**: this lets you select the initial card type selected when you create a new card in that category. You can always choose a different type when you create the card, and you can have many different types of cards in a single category. This selection just controls the initial setting for new cards. You can pick any of eWallet's available card types.

You can edit the properties for a category at any time. You can also nest your categories to further organize your information.

See also:

eWallet Security (page 23)

3.3 eWallet Cards

eWallet stores your information in cards. Think of cards just like the cards in a real wallet. Each card can contain several pieces of related information. For example, a password card might have a username, a password and a URL. You can also personalize cards. Each card must be placed in a category, but categories can contain many different types of cards. Organize your cards in whatever way makes the most sense to you.

You can **move your cards between categories** at any time. You can move cards between categories using drag and drop. You can also use your system clipboard (cut / copy / paste) to move cards around. Edit, delete, rename, cut, or copy cards by selecting the card and then right-clicking on the card to show the context menu.

3.3.1 Card Types

eWallet provides 31 different card types (also called **templates**) for you to choose from when making a new card (listed below).

Each card has fields and labels appropriate for the kind of information generally kept on that card type. For example, a credit card provides fields for:

- the card provider
- the card type, number and expiration date
- the name on the card
- your Personal Information Number (PIN)

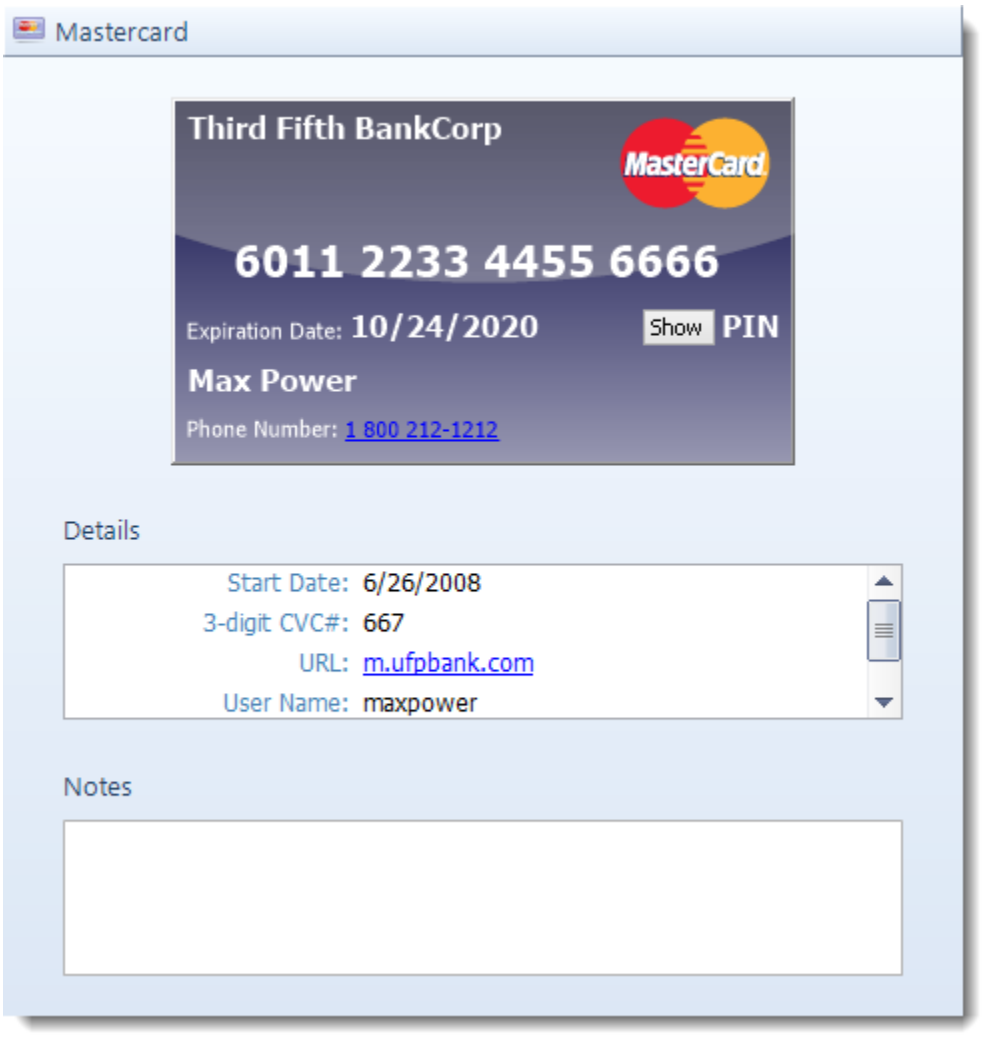


Fig. 1: eWallet Card view

- the customer service telephone number

But you can always enter any kind of information in any field on any card and even rename fields to suit your needs.

You'll notice the Fields area is broken up into two sections: the **Card Face Fields** section and the **Details Pane Fields** section. The Card Face Fields typically contain the items you would see on the physical card itself (card number, expiration date, etc.) while the Details Pane Fields can be used for the additional information that goes with the card such as a URL, username, and password. You can enter any additional information you might want in the **Notes** area of any card.

Each card type has a default **icon** associated with it, but you can **change the icon** to anything you like. In the Card List click on the card whose icon you want to change, then select the *Design* ribbon.

The following card types are provided in eWallet:

- **Bank Account** - Account numbers for your financial accounts
- **Calling Card** - Telephone calling cards, with access numbers and PINs
- **Car Info** - Information found on your vehicle registration, plus insurance
- **Cellular Phone** – Store your critical mobile phone information
- **Clothes Sizes** - For you, and for the people you buy clothes for
- **Combination Lock** – The combination for any locks or lockers you may have
- **Contact** - Names and phone numbers for personal contacts
- **Contact Lens Prescription** - Prescription information for contact lenses, in case you need to replace them when away from home
- **Credit Card** - Credit card numbers and information, including PINs
- **Driver's License** – You can also use this card for medical and other licenses
- **Email Account** – System URLs, names and passwords for your email accounts
- **Emergency Numbers** – Fire, ambulance, police and other emergency telephone numbers
- **General Purpose** – 6 card fields and 25 details fields you can customize
- **Health Numbers** – Insurance, Hospital, prescription, group numbers, etc.
- **ID Card** – National ID Card or other general purpose ID Card
- **Insurance Policy** - Auto, Life, Home and other policies, with the number to call for claims
- **Internet Settings** – System URLs, names and passwords for your ISP accounts
- **Lens Prescription** – Prescription information for eyeglasses in case you need to replace them when away from home
- **Library Card** – Number and PIN
- **Membership Info** - Frequent flier (airline) numbers, video rentals, store discount, non-profits, and more
- **Note Card** – A card for any unformatted information
- **Passport Info** – Everything on your passport, very important to have a copy
- **Password** – Usernames and passwords you may have on all the computer systems you use
- **Picture Card** – On the platforms that support picture cards, select any picture that fits on your screen, in `bmp`, `jpg`, or `png` format
- **Prescription** – Dosage and other information for prescription drugs

- **Serial Number** – Your purchases, including serial numbers, model numbers and purchase date and location information
- **Social Security Number** – Use this for other identification numbers too
- **Software Serial Number** – Registration codes, purchase dates and other software product information
- **Voice Mail Info** – All the access numbers, passwords and commands you need
- **Voter Card** – Do you remember where to vote from election to election?
- **Web Site** – URL and user or password information for any web sites you log into

3.3.2 Field Options

eWallet gives you the option to change the label or type for any field in a card. For instance, you might find that a particular card does not have as many hidden fields as you might like. Or perhaps you don't need a URL on the card but you do want an additional phone number field. By editing the options for a field, you can create exactly the sort of card you need.

In the Card List click on the card you want to edit, then select the *Edit Fields* ribbon. Next, select the field you want to change, then customize the field using the options in the Field Options group of the *Edit Fields* ribbon.

When setting a type for a field, you can choose from the following field types.

- **Date** - A field formatted for dates. This field allows you to enter the date manually or using a pop-up calendar.
- **eMail** - A live email link. When clicking on the contents of this field, eWallet triggers your default email software and prepare an outgoing email using this address.
- **Hidden** - A hidden field. Adds a button to the card used to show or hide the contents of this field.
- **Numeric** - A field formatted to only accept numbers.
- **Phone Number** - A live phone number link. On devices that include a phone, tapping this live link automatically dials the number listed as the content of this field. On a Windows PC, if Skype is installed, selecting this link makes a call using Skype, as long as the number is formatted internationally, e.g., +17345551212.
- **Text** - A plain text field. Enter whatever text you like.
- **Web Link** - A live link to a web site. Tapping on this link will automatically open a website on your default browser using the content of this field as the URL.
- **AutoPass Password** - Tells eWallet to use the contents of this field for the password when using AutoPass on your Windows PC.
- **AutoPass Username** - Tells eWallet to use the contents of this field for the username when using AutoPass on your Windows PC.
- **AutoPass Web Link** - Tells eWallet to open the website listed in this field and use the fields on this card defined as AutoPass Username and AutoPass Password to fill in the login fields for that site.

3.3.3 Extra Fields

Need to store additional information that's not covered by the existing named fields? You can add extra *details* fields, and set them to the type you want, by pressing the button on the Edit Card screen.

3.3.4 Custom Templates

If none of the card types we provide is exactly what you are looking for, the options for editing field names and types allows you to create what you need.

On Windows you can also customize the basic card types to create custom sets of templates.

To rename the label for a field, select the *Edit Fields* ribbon and then click on the field label you wish to change. Enter a new name in the Field Name field of the Field Options group of the *Edit Fields* ribbon.

If you have a particular set of changes you'd like to use all the time, you can save a customized card as a template. Once you've done this, whenever you go to make a new card, your template appears as one of the card types you can choose from. You can do this by right-clicking on the card in the card list selecting *Save to Template*.

If you want to view all of the templates on your Windows PC, use *Edit Templates* to access the templates file. You can edit templates the same way that you edit a normal eWallet card. Any changes made to a template automatically appear in any new cards made with that template, but changing a template does not alter existing cards. Click on the *Edit Templates* on the *Edit* ribbon.

Note that embedded images are not supported in templates.

3.3.5 Card Properties

In addition to the fields (containing data) in your eWallet cards, you can also control card colors, borders,card icon, and other aspects of the card's appearance. If appropriate for the card type and platform, you can also set whether a card is scrollable, and whether a hidden field (for example, a PIN) is initially displayed. You can also set whether the icon displays on the card face itself. Some appearance options are not available on some platforms.

To change the appearance settings for your cards, go to the Card List, click on the card whose appearance you want to change, and then select the *Design ribbon*.

The **appearance** settings allow you to set the card's background color, color gradients, text color, icon and related settings. Most of these features are available on most devices.

There are a number of settings you can choose from. If the card has hidden fields, such as a password, PIN or lock combination, you can choose:

- whether the field should be hidden when the card is first displayed (**Hide**)
- showing (**Show**)
- or displayed in the same state it was when you last displayed the card (**Remember**)

You can also select the color for the text and card background, as well as the icon associated with the card.

You can also choose between **Square** and **Round** corners for the card when it is displayed using Card View. Choose to **Show the Icon on the Card** to display the card's icon on the card itself in Card View. Select *Border* to draw a border around the card in the card pane. Choose *Flex View* to present the card in a grid style format, rather than the traditional card style format.

The option to add a **Background Picture** to your cards is available for most types of cards on most platforms. You can use either Bitmap files, PNG files, or JPEG files as a background. You can choose to **Insert** the picture to copy the file into your wallet. Inserted images sync to some, but not all devices. You can also choose to **Link** to a picture to use a bitmap or JPEG file that remains outside the wallet file. (On Windows, the picture must be in the `%APPDATA%\Ilium`

`Software\eWallet\Graphics and Sounds` folder for eWallet to link to it.) These images do not synchronize to other devices. If you choose to **Remove** a picture, the picture is removed from the card.

Some devices offer a *Picture Position* button that allows you to choose how the graphic is positioned on the card. You can choose to *Center* the picture or to display it in the *Upper Left*, *Upper Right*, *Lower Left* or *Lower Right* corner of the card. You can also choose to *Tile* the picture over the entire area of the card. If the card is a Credit Card, on some devices you can also choose to use the graphic to replace the default credit card logo (*Replace Default Logo*).See *Background Graphics* (page 19) for complete information.

3.3.6 File Attachments

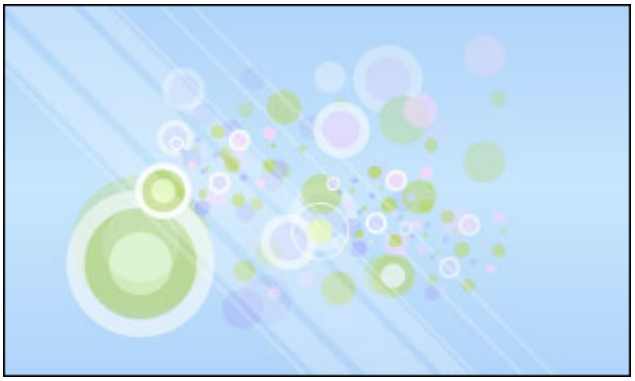
On Windows, eWallet allows you to attach files to your cards so that you can keep important images and documents close at hand. Files you **attach** to a card are encrypted and synchronized. You can attach any type of file to your wallet including documents, pictures, sound files, and more.

To attach a file to a card, click the *Attach* button on the *Design* ribbon.

Attachment files must be *extracted* to be viewed. To extract an attached file, click the *Attachment* button in the top right corner of the card display, then save the attachment to your Windows PC. Note that attached files are synchronized as part of your wallet file, but adding and extracting attachments may not be available on all platforms.

3.3.7 Background Graphics

On some platforms, you can customize the appearance of your eWallet cards by adding **pictures** to the background. eWallet supports both bitmap, png, and jpeg image types. On iPhone and iPad it supports images taken with the camera as well as images stored in the gallery and photo library on the device.



You have two ways to add pictures: **link** or **insert**.

Linking a picture does *not* add the picture to your eWallet wallet. Instead, a shortcut to that file is added to the card which allows the picture to display in the background when you view that card. When synchronizing your eWallet information, the shortcuts to linked pictures are synchronized by SyncPro but the images are not.

To link to a picture on Windows you must store the graphic in:

`%APPDATA%\Ilium Software\eWallet\Graphics and Sounds`

Linking pictures to wallet files on Windows PC, rather than inserting them, also allows you to use graphics for your cards without taking up space in your wallet. If a linked picture file is not present on any platform, the card displays normally but eWallet simply does not show the picture. This feature is not supported on all platforms.

Inserting a picture, copies the entire picture into your wallet and it automatically synchronizes the image to eWallet on any other devices that support background images. If the wallet is moved, copied, synchronized, or backed up, all inserted pictures are moved, copied, synchronized, and backed up as well.

Another advantage of inserting pictures is that the pictures are encrypted along with the rest of the information in your wallets.

You can use picture files in the `bmp`, `jpg`, or `png` format on Windows. Pictures can be any size, but you may want to size them appropriately for your card.

For the most options and for compatibility across platforms, make sure your *Card Style* is set to **Standard**. To set the *Card Style*, In the Card List click on the card you want to edit, then select the *Design* ribbon. Then make sure the *Card Style* selection is set to *Standard* rather than *Legacy*.

Cards with the **Standard** *Card Style* are based on a card size of 312 pixels wide by 184 pixels tall. On high resolution devices, card sizes are likely be larger, and eWallet scales the background images/pictures appropriately. For images smaller than the card size (e.g., a logo), eWallet scales the image so it takes up the same proportion of space across different platforms. For images larger than the card size, the image can be down scaled to fit within the card. Once you've added an image, you can indicate if you'd like images larger than the card size to have:

- *no scaling*
- *scale to fit* (the image is scaled down so it fits entirely within the card)v
- or *scale to fill* (the image fills the card but some of the outside of the image may not be visible)

Please note that only inserted pictures are encrypted and synchronized. Linked pictures are never encrypted or synchronized.

You can get pictures from any source, as long as they're in the previously mentioned formats. Many websites have pictures available for free download.

3.3.8 Icons

eWallet has more than forty built-in icons that you can use to help identify cards and categories. The icons are displayed in the list of cards and categories and are optionally displayed in the lower right corner of your card.

On Windows you can use one of the over three thousand **Emoji** builtin to the system as icons for your cards and categories. Current versions of eWallet on other platforms show these emoji as well. Each platform (Apple, Android, Microsoft) has its own styling for emoji.

eWallet for Windows requires Windows 10 or greater to display emoji as icons. Microsoft doesn't include as many emoji as the other platforms but Windows 11 includes more emoji than Windows 10.

Also on Windows you can also add custom icons for cards and categories using standard Icon (`.ico`) files. Many websites offer free icons for download. You can also use icons you create yourself with any Windows icon editor.

To display properly, Icon files must contain all of the proper image sizes. Most professionally made icons already contain the necessary icon sizes. Icon sizes should include 16x16 and 32x32 graphics.

For eWallet to find the icons, you must store them in:

```
%APPDATA%\Ilium Software\eWallet\Graphics and Sounds
```

3.4 AutoPass

eWallet for Windows has a feature called **AutoPass** for cards that have URLs, usernames and passwords. With AutoPass enabled, eWallet attempts to fill-in the username and password fields for you when you launch the web page from the eWallet card. Currently this feature is available for Chrome, Microsoft Edge and Firefox. If you are using a default browser such as Opera, you may still be in luck as many browsers are based on the Chromium engine and can use Chrome extensions.

To disable AutoPass, click the *Options* button in the *File/Start* menu, and check the *Disable AutoPass* box in the Application options.

3.5 Shortcuts

Shortcuts allow you to have your card information in more than one category without having to duplicate the information. To create a shortcut to a card, right-click on the card in the card list and select *Create Shortcut*. Shortcuts have a special icon in the card list to help identify them. You can delete shortcuts the same way you would delete a card. Deleting a shortcut does not delete the card it points to but deleting a card does automatically delete any of its shortcuts.

3.6 Exiting eWallet

On Windows you can close the eWallet program in the same fashion that you close many other applications on your PC. Press File/Start then Exit or click the *X* at the top right of eWallet's window.

3.7 Global Options

You can get to global options from *File/Start* then *Options*. These options affect all of your wallets on Windows. The options include:

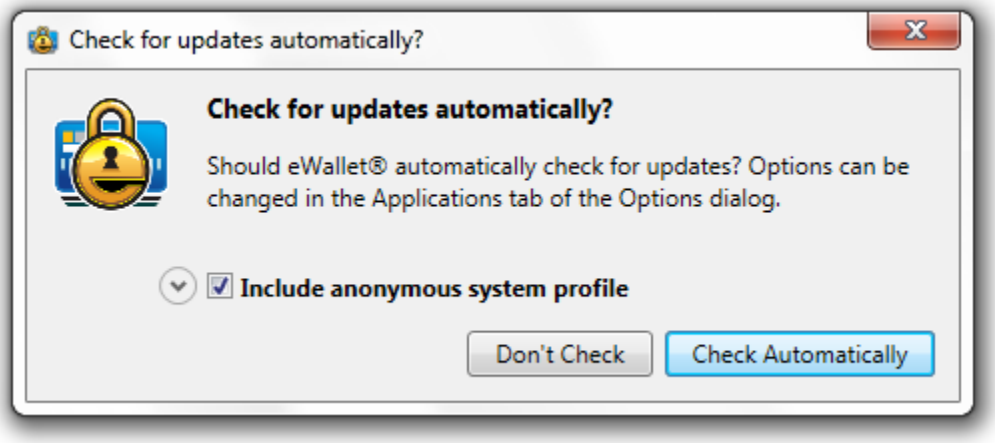
- Application options like disabling tooltips
- Card options for setting card defaults
- Security options like time before your wallet auto-locks
- Synchronization options like whether Sync should be confirmed or not
- Auto Update options

3.8 Appearance

The appearance of the Tabs and Ribbons can be changed from the *Window* dropdown in the menu area. You can change the overall ribbon style, the window color scheme, as well as the background color around the Card view.

3.9 Updates

eWallet has a built-in feature (Internet connection required) where it can automatically check for updates to the application. Periodically when you start eWallet, it checks and see if a newer version is available. If a newer version *is* available, you are able to download it directly or skip it. You can also check for new versions by pressing the *Check for Updates* button in the *About eWallet* screen.



CHAPTER

FOUR

EWALLET SECURITY

eWallet protects your wallet information in 2 ways:

- by requiring a **password** before displaying any cards in a password protected wallet
- by **encrypting** (making unintelligible) the information in cards in password protected wallets in your wallet file. This means that the information in the file is translated into a secret code so that it can't be read by any other program.

You can set eWallet files to either require a password or not require a password. Read *Protecting Your Information* (page 11) for more information about how passwords work.

For quick access, you can create a wallet that does not require a password, but information in that wallet is accessible to anyone who opens the wallet.

Note: We recommend using wallets without passwords only for general, non-confidential information.

eWallet uses the Advanced Encryption Standard (AES) encryption algorithm, with a 256-bit key to encrypt the data in your cards in password-protected wallets. AES is considered one of the very best encryption algorithms.

FIPS Certification

Ilium Software's eWallet 8.12.1 is FIPS compliant on the Microsoft Windows platforms where it uses Microsoft cryptographic libraries that have received certificates and have been validated as conforming to the Advanced Encryption Standard (AES) Algorithm, as specified in Federal Information Processing Standard Publication 197, Advanced Encryption Standard. Please see the Advanced Encryption Standard Algorithm Validation List[2] for more information.

You can explicitly *lock your wallet* at any time, by choosing the *Lock Wallet* button on the *Home* ribbon of eWallet.

A password is required to open any password protected wallet. eWallet prompts you for a password when you first open a password protected wallet. After entering the correct password, you may use all of the wallet's features until it is locked again.

[2] https://csrc.nist.gov/projects/cryptographic-algorithm-validation-program/validation-search

4.1 Security Options

You can **increase the security** of eWallet using the available security options. Click the *Security Manager* button on the *Home* ribbon.

The security options include:

- Having eWallet close and lock your wallet after a specified amount of time if it doesn't get any user input. Whether the wallet is active or minimized, the wallet automatically locks. Once the wallet is closed and locked, the password is required to access the wallet again. Choosing this option helps prevent someone from being able to see your information if you've unintentionally left your wallet open.
- Having eWallet lock out wallet access if a specified number of incorrect password attempts are made. Once the wallet's access is locked, no attempts to open the wallet are allowed for a specified period of time. You can choose how many incorrect password attempts are allowed before the wallet's access is locked, and how long the wallet's access stays locked once the limit has been reached. This makes it more difficult for someone to try to break into your wallet by guessing several passwords or using a piece of software that automatically enters passwords. However, this also makes it more difficult for you to try multiple passwords if you misplace or forget yours, so use this option with care.
- On Windows you can turn off password protection for a wallet from the *Security Manager*. When this box is checked, the wallet opens without requiring a password. This is not a secure way to store your data and you should only use it for information that is not sensitive.

You can change the password or add a new password for any wallet. When changing the password for a password protected wallet, eWallet asks for the original password first. Click the *Set Password* button on the *Home* ribbon to change a password.

Choose a wallet password that's easy for you to remember, but would be hard for anyone else to guess. It is best to choose a password that is at least fourteen characters long and contains at least one non-alphanumeric character. One convenient way to do this is to choose two or three unrelated words and separate them with a dash, asterisk or other non-alphanumeric. For example, "clocK-47kittEn" might be a reasonable password. Please note that if you forget a password, you cannot access the information in your wallet file. Choose your passwords carefully. Remember that passwords are case-sensitive — if your password is not being accepted, check that your Caps-Lock is not on.

See also:

Protecting Your Information (page 11)

4.2 Emergency Password Reset Key

The Emergency Password Reset Key is a set of information that can be used to reset a wallet's password when the wallet's current password is not known. This information is intended to be printed or written down on paper so it is available for use when it is needed. The purpose of this information is to help users who have forgotten the password to their wallet to gain access to their passwords again. It can also be useful when a user is incapacitated or deceased and their survivors need to access the passwords or other key information in the wallet to help settle the estate.

The Emergency Password Reset Key Card is a card in the wallet that has been generated by eWallet and contains the *Emergency Password Reset Key* information. The card can be printed anytime to provide a paper copy of the information. The card must remain in the wallet in order for an Emergency Password Reset to be performed.

To configure your wallet for the Emergency Password Reset Key Card on *eWallet for Windows*, click the *Security Manager* button on the *Home* ribbon, or click the *Prepare for Password Emergency* icon in the left corner of the status bar. Once the Security Manager is open, click the *Manage Password Reset* button to get started.

Important: Do not delete this card

The **Emergency Password Reset Key Card must be present in the wallet** in order for a password reset to be performed. If you delete the card you won't be able to do a password reset.

For more information, please see the Emergency Password Reset Key[3] support article on our website.

[3] https://www.iliumsoft.com/support/epr

CHAPTER

FIVE

PASSBUILDER

PassBuilder™ allows you to generate a password within eWallet.

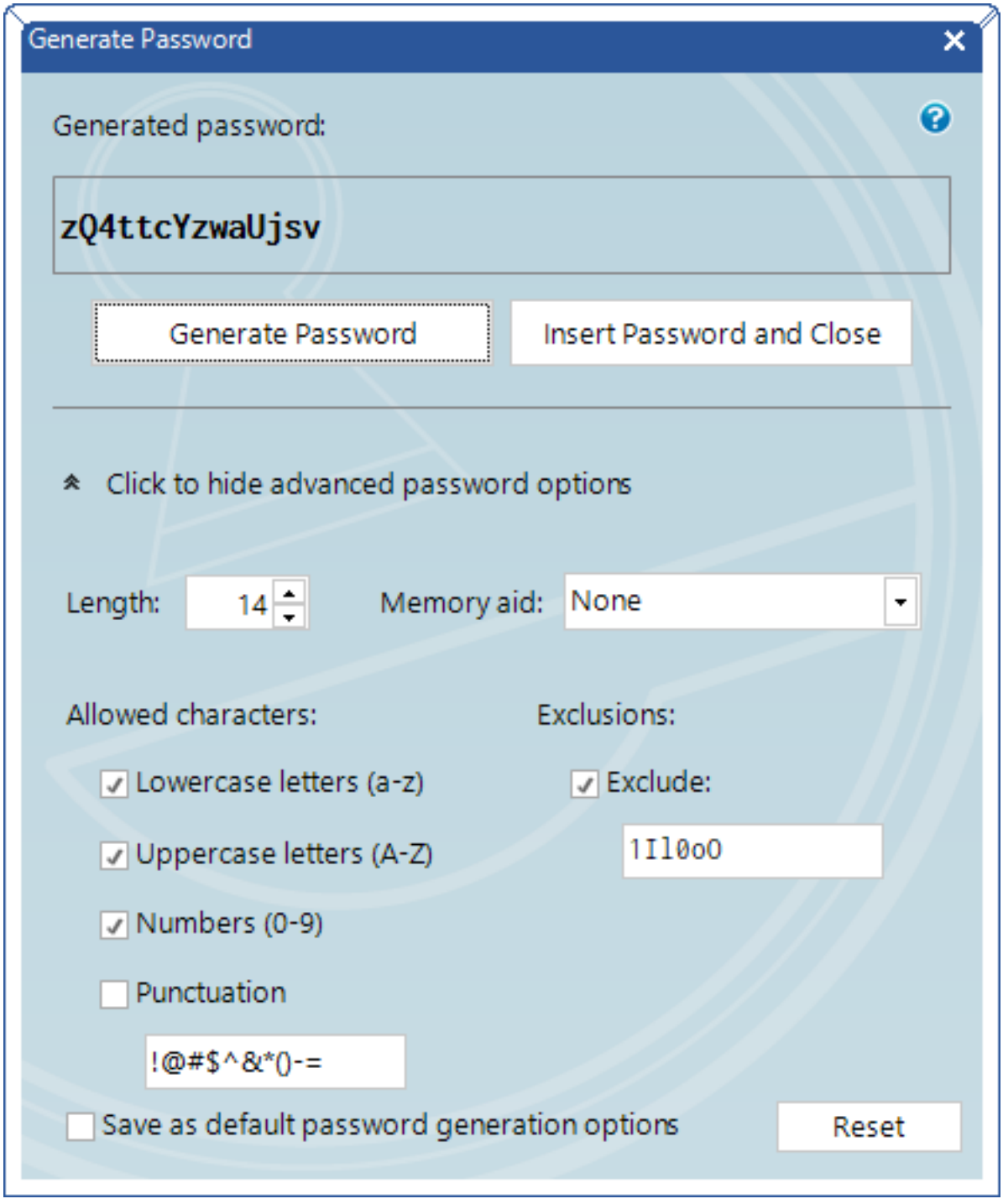
5.1 Using PassBuilder

1. Edit a card and select the field where you would like to store the password and click *Generate Password* in the *Edit Fields* ribbon.
2. You are presented with the PassBuilder window which allows you to choose several options.
3. Pressing *Generate Password* builds a password to your specification.
4. You can then press *Insert Password and Close* to copy your new password into your wallet card, replacing any previous value in the field.

5.1.1 Instant Passwords

Clicking the *Instant Password* button next to a hidden field instantly creates and inserts a password for you without you having to go to the separate *Generate Password* screen. The passwords are built using your specifications from the *Generate Password* screen when *Save as default password generation options* was checked.

5.2 PassBuilder Options



5.2.1 Password Length

The length of the generated password can be up to 100 characters.

5.2.2 Allowed Characters

- **Lowercase Letters (a-z)** — The password can include lowercase English characters.
- **Uppercase Letters (A-Z)** — The password can include uppercase English characters.
- **Numbers (0-9)** — The password can include numbers (digits). In addition, selecting this option ensures that at least one character in the generated password is a number.
- **Punctuation** — The password can include any of the punctuation characters included in this field. PassBuilder defaults to including:

  ! @ # $ ^ & * ( ) - =

  but you can change the field to anything you like.

5.2.3 Memory Aid

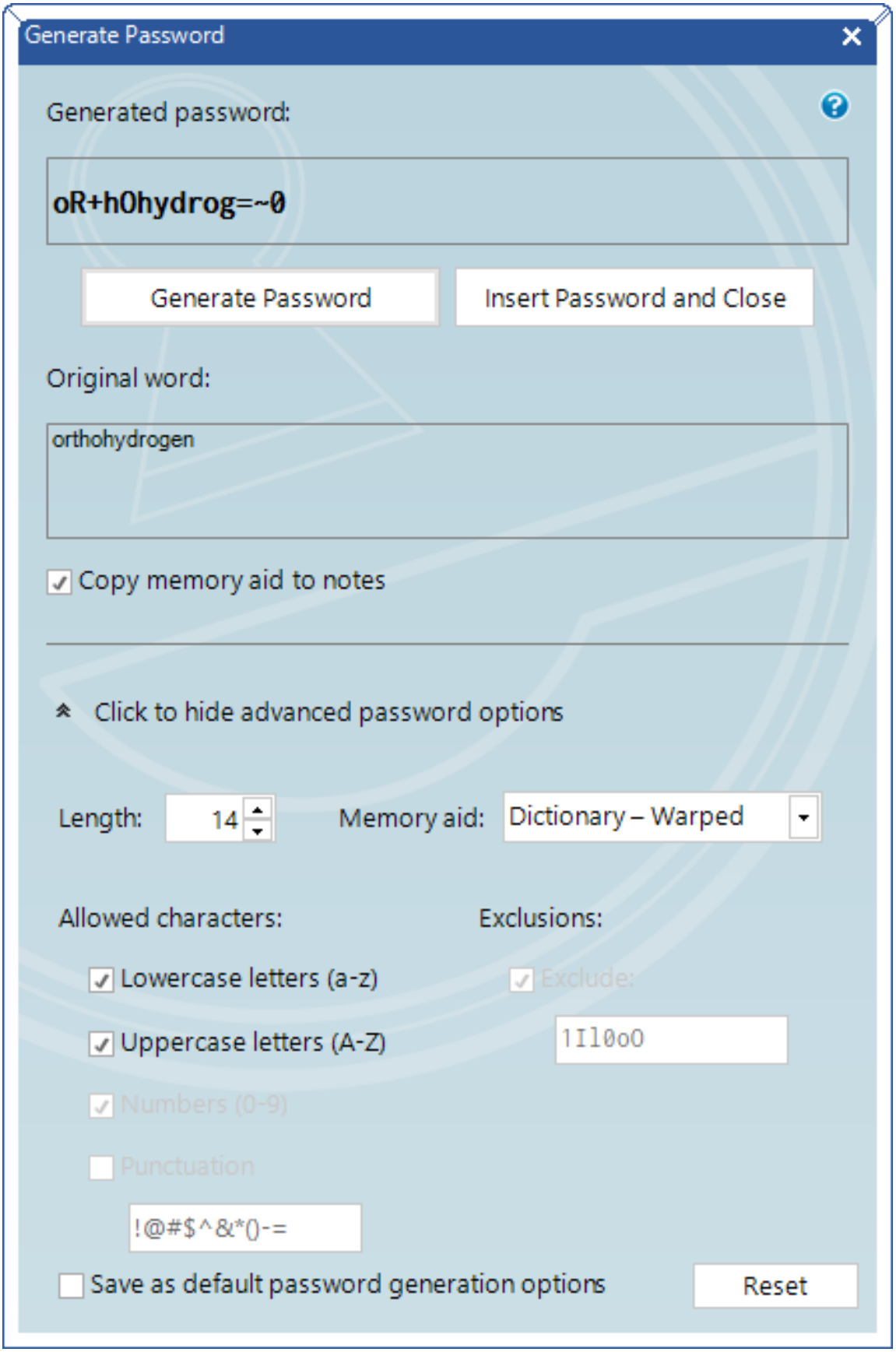
- **None** — With the Memory Aid set to *None* (the recommended setting), PassBuilder generates random passwords from the selected *Allowed Characters* groups with the length you indicate.
  - If you find particular characters hard to distinguish (e.g., the number one from a lowercase L), then you can exclude those characters from the pool of *Allowed Characters*
  - If your password length is at least 8, then PassBuilder generates a random password that has at least one character from each of the selected *Allowed Characters* groups

---

Tip: If you absolutely must memorize a password or two, then the *Mnemonic Sentence*, *Pronounceable*, *Dictionary*, or *Dictionary – Warped* Memory Aids may be helpful to you.

- **Mnemonic Sentence** — With this option, PassBuilder also generates a sentence that could help you to remember the password. For example, if PassBuilder generates the password *Bni*, it would show you the mnemonic sentence was *Brian nibbled icons*. Any **Numbers** or **Punctuation** are added to the end of the sentence.

  When selecting this option, you are also presented with two additional buttons. The *Copy Memory Aid to Clipboard* button copies the mnemonic sentence to the clipboard for your use in other software The *Append Memory Aid to Card Note* button adds the mnemonic sentence to the end of your card notes.
- **Pronounceable** — The Pronounceable option is based on the U.S. governments FIPS 181 specification for creating pronounceable passwords. The key advantage is that a Pronunciation Aid is displayed that uses syllables to help you remember your password. Any **Numbers** or **Punctuation** is prepended and/or appended to the password.
- **Dictionary** — The Dictionary option starts with a word from a built-in dictionary. Additional characters are then mixed into the password to fill it out to the requested **Length**. If the **Warped** option is selected, certain characters are changed so the password is still readable, but it would be harder for someone to guess. For example, an **a** might be changed to an @ and a **s** might be changed to a **5** or a **z**.


Generate Password
Generated password:
oR+hOhydrog=~0
Generate Password
Insert Password and Close
Original word:
orthohydrogen
Copy memory aid to notes
Click to hide advanced password options
Length:
14
Memory aid:
Dictionary – Warped
Allowed characters:
Exclusions:
Lowercase letters (a-z)
Exclude:
Uppercase letters (A-Z)
1Il0oO
Numbers (0-9)
Punctuation
!@#$^&*()-=
Save as default password generation options
Reset

5.2.4 Notes

If you've selected the Notes field as the destination for your password, the password you generate is appended to the end of the Notes field.

CHAPTER

SIX

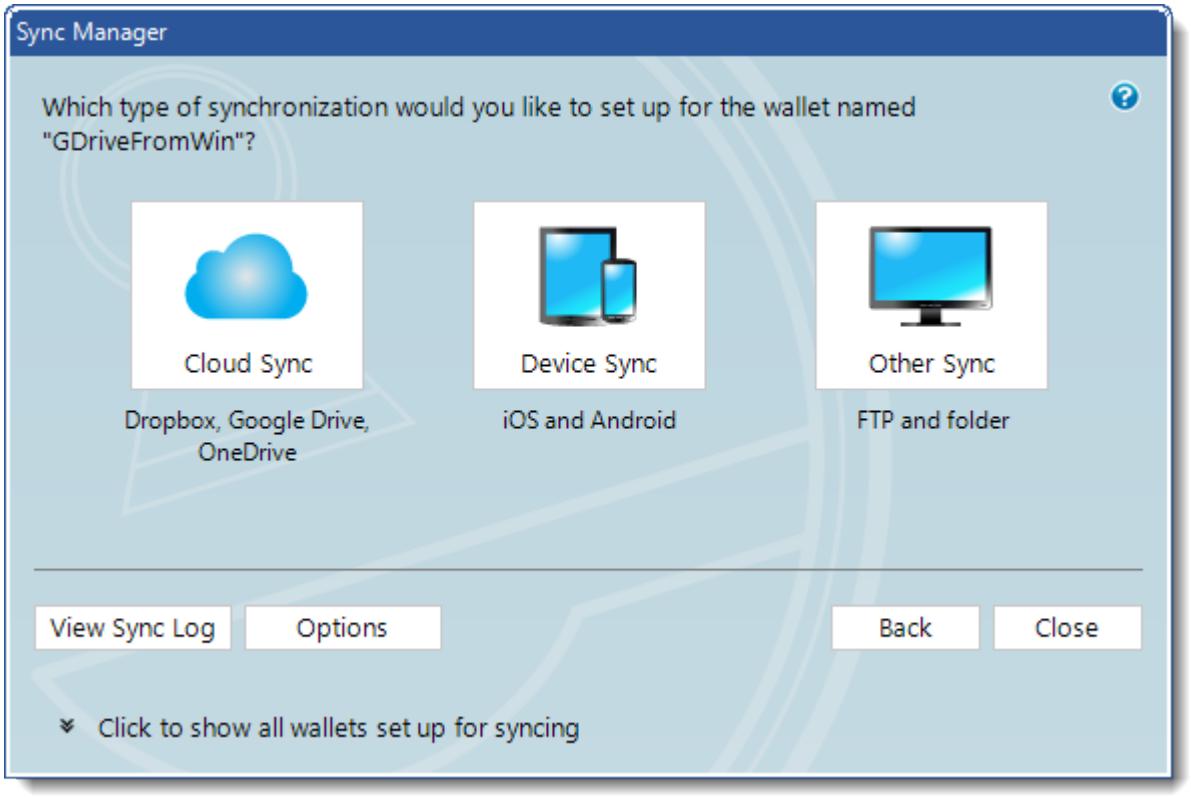
SYNCHRONIZATION

Synchronization is the process of keeping wallets that are stored in multiple locations updated with the same information. This way, for example, if you make a change on your mobile device, the next time you view the same wallet on another device or computer, your change is there.

With SyncPro Synchronization, you can make simultaneous changes to different cards on your Windows PC, remote location, USB drive, or a mobile device and all the changes are synchronized. SyncPro goes through all the cards and matches the changes between the locations. Even if you've made changes in three different locations (on your Windows PC, iPhone, and an Android device for instance) SyncPro goes through and combines all those changes.

eWallet 8.12.1 for Windows PC synchronizes your information with a built-in sync engine called SyncPro® and offers three different kinds of sync: Cloud sync, Device Sync, and FTP/folder sync. SyncPro's cloud sync on Windows PC allows backing up to a cloud service (currently Dropbox, Google Drive, or Microsoft OneDrive). You can also use the cloud service to sync with eWallet on other devices and computers. Device Sync offers an alternative syncing method that is more direct and doesn't require a cloud service. In most cases sync occurs directly between two devices using a local Wi-Fi network or in some cases a cable. SyncPro also offers synchronization to a FTP server or a folder, which can be very handy in an office environment.

eWallet's **Sync Manager** helps configure the kind of sync you want for your wallet. Once it's configured, you just press the *Sync Now* button to synchronize your wallet. Some of the sync types can also happen automatically when eWallet opens and closes.



The Status Bar at the bottom of the Windows version of eWallet indicates the last status of the most recent synchronization, regardless of which wallet is currently open.

SyncPro synchronization is setup, run, and managed in the Windows version of eWallet. Use the *Sync Manager* to change synchronization settings for your open wallet file. To change settings for another wallet file, first open the file, and then select *Sync Manager*. To start with a cloud wallet, make sure no wallets are open in eWallet and then start the *Sync Manager*.

6.1 SyncPro Synchronization

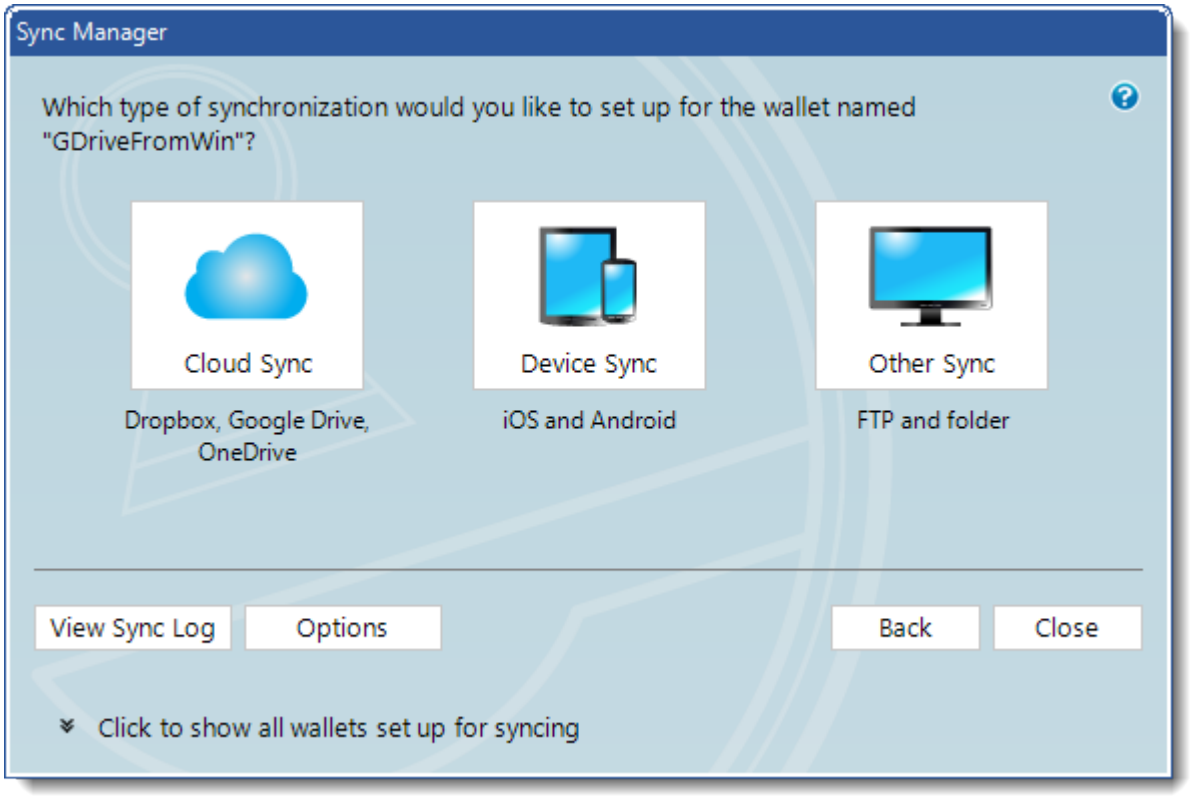
With SyncPro synchronization, you can make simultaneous changes to different cards on your Windows PC:

- an Android phone or tablet
- an iPhone or iPad
- other computers/disks on a network
- remote storage locations
- or any other storage device attached to your computer and all changes are synchronized

If you are using local Wi-Fi sync with an iPad, iPhone or Android device, you may want to install an application from Apple called Bonjour. Most likely, however, if you are using iTunes you already have this installed. If you need to download and install Bonjour, eWallet tells you as well as provides instructions about how to do this.

6.1.1 Synchronization Setup

To setup synchronization for the cloud, an Android device, iPad, iPhone, remote location, different computer, or external storage device, open the *Sync Manager* window. Click the *Sync Manager* button on the *Home* ribbon on the Windows version of eWallet. The following areas and buttons are in the Synchronization Setup display.



- **Sync Location**: These are devices that are ready to synchronize with eWallet. They may or may not be set to synchronize with the particular wallet you have open. If eWallet does not automatically display the device you would like to synchronize with, you can click the *Add* button to add a new "location" (device/service/folder, etc.) to this list. For Android, iPad, and iPhone the name displayed by default is the device name.
- **Add**: This button allows you to add additional locations (devices, services, etc.) that you would like to synchronize wallets to. For more information on this, see *Adding Sync Locations* (page 36).
- **Edit**: This button allows you to edit the details for a Sync Location on the list or **change the Sync direction** (the direction eWallet sends data when you sync).
- **Remove**: This button removes a Sync Location from the list. If you remove a location, you can always add it to the list again using the *Add* button.

Synchronization Directions	When to use
Wallet Synchronizes with Sync Location	You often change data both on the Windows PC and in the wallet stored at the Sync Location.
Wallet overwrites Sync Location	You only make changes on the Windows PC and never make changes directly to the wallet stored at the Sync Location. This is useful if you wish to save a backup to a different folder on your Windows PC or a remote sync location.
Sync Location overwrites Wallet	You only make changes to the wallet stored at the Sync Location and never make changes to the wallet on your Windows PC. You might choose this to synchronize a company wallet on a server to the Windows PC you are using.
None	No synchronization occurs.

To run synchronization click on the *Sync Now* button in the toolbar.

Remember that your eWallet passwords need to be the same on any wallets (cloud or otherwise) that sync with each other.

6.1.2 Change the Sync Direction

There are times when you may want to change the direction eWallet is synchronizing. That is to say, you may want to only transfer the information in one direction or the other, rather than truly synchronizing the wallets. To change the direction your information is synching, follow the steps below.

1. Open eWallet on your Windows PC and click the *Setup* button in the Synchronize group on the Home ribbon.
2. Right click on your device in the list of Sync Locations.
3. Select the way you would like your information to synchronize from the context menu that comes up.

You can also change the sync direction by clicking on the device in the Sync Location list, and then clicking the *Edit* button.

6.2 Adding Sync Locations

You can setup eWallet to synchronize with additional devices, services and locations using the *Add* button. eWallet can synchronize with:

- the cloud
- Android devices
- iPhones and iPads
- USB drives
- computers/disks on a network
- FTP sites
- and most any other type of remote storage device you might use

You can even set eWallet to synchronize a wallet to a different folder on the same computer as a means of making a regular backup of your data.

To add a new Sync Location do the following:

1. Select the *Sync Manager* button from the *Home* ribbon on the Windows version of eWallet.

2. Click the *Add* button.
3. Click the button for the type of location you would like to add.
4. Follow the instructions on the screen for adding a location of that type. Note that for some locations, such as Android, iPhone, and iPad, you may need to perform additional steps on the device to add it as a new location.

At the end of the setup process, eWallet may ask if you would like to synchronize. You can synchronize immediately or click No and synchronize later. Whenever you synchronize your wallets in the future, the wallet is synchronized to the new location as well.

If you've made a mistake when entering the path or address for another computer or a remote location, you can correct it. Simply select the Sync Location and then click the *Edit* button.

To synchronize with a remote location or another computer, you must use the proper formatting.

- **Networked Computer/disk**: `\\<computer name>\<directory>` (Example: `\\centralcomp\users\jim`)
- **Removable Drive (Ex: USB)**: `<drive letter>:\<directory>` (Example: `E:\Files`)
- **Local Folder**: `<drive letter>:\<directory>` (Example: `C:\Users\dana_000\Documents`)
- **FTP Site**: `ftp://<URL>` (Example: `ftp://ftp.foo.com`)
- **FTP Site with Username and Password**: `ftp://<username>:<password>@<URL>` (Example: `ftp://jimkirk:NCC1707@ftp.foo.com`)
- **Secure FTP Site with Username and Password**: `sftp://<username>:<password>@<URL>` (Example: `sftp://jimkirk:NCC1707@ftp.foo.com`)

6.2.1 Hints & Tips

- You can only synchronize the data if you have write access to both locations. Otherwise, you likely want to choose one of the Overwrite sync directions.
- Create a central wallet for multiple users by placing the master wallet in a read-only folder on the network and having each user synchronize with Sync Location overwrites Wallet.
- Synchronize data to a folder on the same Windows PC (or even better, another Mac or PC) is a way to easily make a backup of your information. *Cloud Sync* (page 37) is another method of keeping a backup.
- Combine two wallets on the same Windows PC by giving them the same name and password, synching them to one another one time, and then removing the Sync Location.

6.3 Cloud Sync

eWallet's SyncPro engine on Windows has a cloud sync option. With cloud sync there is no need for a direct connection between Windows PCs to sync. And of course you can also use cloud sync as one method of creating backup files of your wallet and get it stored safely off-Windows PC and off-site. With eWallet for Windows you have the option of using either Dropbox, Google Drive, or Microsoft OneDrive.

With any of the cloud services, there is no need to install any client software for that service. For example, there is no need to install the Dropbox, Google Drive, or Microsoft OneDrive app.

Using the Cloud Sync option, the cloud version of your wallet can be considered the *master* version that can be used to keep devices with this feature up-to-date. (Note that the cloud wallet file has the `.cwlt` extension when used with Dropbox, Google Drive, or Microsoft OneDrive.) Once you've configured your wallet to sync with the cloud, sync can pretty much happen automatically. There are two ways to do the initial setup: start with a cloud wallet or start with your local wallet (as outlined below).

6.3.1 Configuring Sync

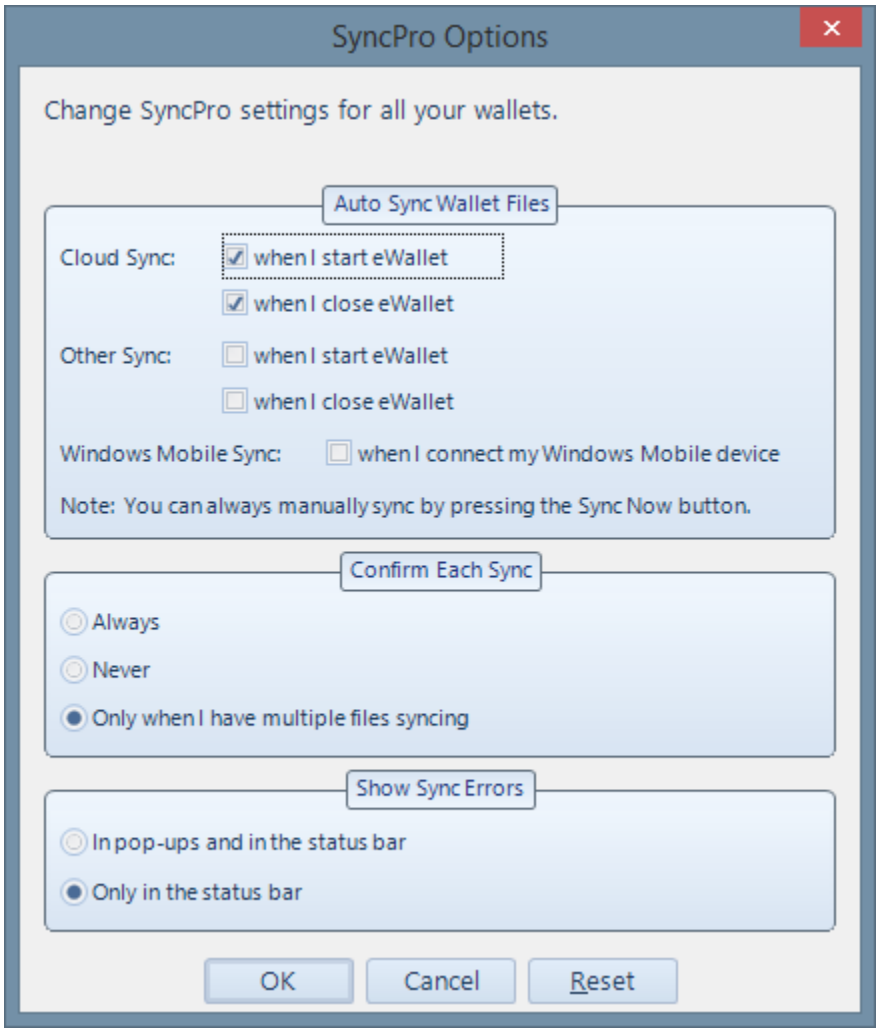
1. Start eWallet and if you have a copy of the wallet on your Windows PC already, open it
2. Start the Sync Manager from the toolbar area
3. If your Dropbox, Google Drive, or OneDrive account **is not** listed as one of the Sync Locations:
    1. Press *Add*
    2. Select *Cloud Sync*
    3. Select the *Dropbox*, *Google Drive*, or *OneDrive* button
    4. If necessary, enter any appropriate credentials and allow access to Dropbox, Google Drive, or Microsoft OneDrive; otherwise select your Sync Location and press *Next*
    5. Choose the *Select the open wallet* option button if you have a copy of the wallet on your Windows PC opened already and press *Next*; if you want to start with a wallet already in the cloud, then select *Choose a wallet from the Cloud* and press *Next*

6. If starting by selecting a wallet in the cloud, choose the cloud wallet that you want to sync with and toggle the button next to it to turn on sync for that wallet and press *Next*
7. Press *Close* in the Setup Complete panel and then *Close* in the Sync Manager panel

4. If your Dropbox, Google Drive, or OneDrive account **is already** listed as one of the Sync Locations (i.e., previously configured):
   1. Select the Dropbox, Google Drive, or OneDrive Sync Location (the sync direction is likely "None" at this point)
   2. If you want to get a local copy of a wallet that's only in the cloud, press the *Download* button; otherwise select *Edit* and change the Sync Direction to "This wallet synchronizes with…" and press the *OK* button

6.3.2 Sync with Cloud Wallet

You should now be good to go! You can always sync your wallet by pressing the *Sync Now* button at the top of eWallet. By default, eWallet automatically syncs with your cloud wallet when you start eWallet and when you close it. The automatic syncing can be changed in the SyncPro Options panel, available from the **Sync Manager**.



6.4 Device Sync - Android

eWallet for Windows offers full synchronization with your Android device using a local wireless network. Use SyncPro to quickly and easily synchronize as many wallets as you like directly with your mobile device. A more automatic alternative to this direct method is covered in *Cloud Sync* (page 37).

The simplest way to set up synchronization with your Android device is to start eWallet on your device and then press the *Sync* button. eWallet on the Android device walks you through the entire process. The instructions below provide detailed information about the various steps in that process.

6.4.1 Android Wireless Sync Basics

The following is basic information and frequently asked questions that may help troubleshoot any problems you are having with synchronizing with your Android device.

Wireless Networks

In order to synchronize eWallet on your Windows PC with eWallet on your Android device, both devices need to be connected to the same wireless network. The Windows PC that you are using may be connected directly to the network (not wirelessly) but the Android device must connect wirelessly to use Wi-Fi sync.

Ad hoc Wireless Networks

It is possible to synchronize your Android device to your Windows PC using an Ad hoc Wireless Network. Ad hoc Wireless Networks are temporary networks that allow two computers to communicate. For more information on creating an Ad hoc Wireless Network, see the Windows documentation on your Windows PC.

Public Wireless Networks

Although it is always safest to synchronize using a personal or Ad hoc Wireless Network, it is possible to synchronize using some public networks. It is possible, however, that when synchronizing over a public network that someone might attempt to intercept files being transferred, including your wallet. As a result we *strongly recommend that you do not synchronize on public wireless networks.*

Bonjour

eWallet for Windows can make use of an optional piece of network software from Apple called Bonjour[4]. The main advantage of using Bonjour with eWallet is that it lets you identify your Android device by name rather than having to use an IP address. Unlike macOS, Bonjour is not built-in to Windows, but Apple makes it available as a free download. If you don't have Bonjour and would like to use it, you can download it from Apple[5]. (Don't be thrown off by Apple's use of "Print Services" for its Bonjour utility; Bonjour can be used with all kinds of devices, including your Android device). Note that Bonjour is not necessary if using *Cloud Sync* (page 37).

[4] https://en.wikipedia.org/wiki/Bonjour_(software)
[5] https://support.apple.com/kb/DL999

Creating a Partnership

For your security, eWallet requires that you create a partnership with your Android device within the eWallet program on the Windows PC. This ensures that when you synchronize, your wallet is always synchronizing with the exact same computer you expect it to. If you wish to synchronize eWallet on your Android device with eWallet on other computers as well, you need to create partnerships with eWallet on those computers as well. When you set up sync eWallet walks you through this process, or you can refer to the instructions for creating partnerships below.

Synchronizing

In order to create a partnership or synchronize with your Android device, you must activate sync on both your Windows PC and Android device. To activate sync on your Android device, simply press the *Sync* button in eWallet on the device. To activate sync on the Windows PC, click the *Sync Now* button in the toolbar.

6.4.2 Create a Partnership

Before you can synchronize *eWallet for Windows* on the Windows PC with eWallet on your Android device, you must first create a partnership between the two devices in eWallet. This is a security measure than ensures that whenever you sync, your wallet is always synchronizing with the computer you think it is.

Follow the one-time steps shown below to create a new partnership in eWallet between your Windows PC and your Android device.

1. On your Android device, start eWallet, press the *Sync* button, then tap *Sync Setup* and follow the instructions on the screen (which are also outlined below).
2. Open eWallet on your Windows PC with the wallet you want to sync with and click the *Sync Manager* on the *Home* ribbon.
3. In the **Sync Manager** window, click on the *Add* button (skip this step and go to Step 4 if you haven't created any other partnerships yet).
4. Choose the *Device Sync* button, then click on the *Android* button. (You may be asked to enter the IP address from your device — you can find it at the bottom of the synchronization screen displayed on your device — see *Bonjour* (page 40) for more info).
5. At the **Setup sync for Android** window, select your device from the list provided and click *OK*.
6. At the **Enter Authorization Code** window, enter the five digit authorization code that now appears on your Android device, then click *Submit*.

Note: If you don't have the wallet you want on your Windows PC (say you started with Android and the wallet is only on that device), then you can pick a wallet from the list of wallets pulled from your device.

If you happen to have a different wallet open on your Windows PC and still want to sync with a wallet that's only on your Android device, then select "Choose a wallet that is on the device" when prompted.

If you've previously configured a Sync Location, you can select it and then press the *Download* button to see wallets on your Android device. Just make sure the Android device is already in Sync Mode when you do this.

---

7. When asked by *eWallet for Windows* if you want to Synchronize, click *Yes*.
8. You *may* see a message indicating the wallet does not exist on the Android side, or the Windows PC side and see a question like, "Would you like eWallet to create it?" In this case, click *Yes*.

6.4.3 Synchronize Your Wallet

Once you've created a partnership between your Android device and your Windows PC, you can synchronize your wallet whenever you need to. The key to synchronizing is that you must start sync on both your Windows PC and your Android device. Follow the steps below to synchronize your wallets.

1. On your Android device, start eWallet, press the *Sync* button, then press *Synchronize*.
2. Open eWallet on your Windows PC and click the *Sync Now* button on the toolbar.

Once you've completed these steps, eWallet does the rest. If you are synchronizing more than one wallet you may be prompted on the Windows PC side about whether you want to sync a selection of the wallets.

6.5 Device Sync - iPhone & iPad

eWallet for Windows offers full synchronization directly with your iPhone and iPad devices using a local wireless network. Use SyncPro to quickly and easily synchronize as many wallets as you like with your mobile device. A more automatic alternative to this direct method is covered in *Cloud Sync* (page 37).

The simplest way to set up synchronization with your iPhone or iPad is to start eWallet on your device and then press the *Sync* button. eWallet on the device walks you through the entire process. The instructions below provide detailed information about the various steps in that process.

6.5.1 iPhone & iPad Sync Basics

The following is basic information and frequently asked questions that may help troubleshoot any problems you are having with synchronizing with your iPhone or iPad.

Wireless Networks

In order to synchronize eWallet on your Windows PC with eWallet on your iPhone or iPad, both devices need to be connected to the same wireless network. The Windows PC that you are using may be connected directly to the network (not wirelessly) but the iPhone or iPad must connect wirelessly to use Wi-Fi sync.

Ad hoc Wireless Networks

It is possible to synchronize your iPhone or iPad to your Windows PC using an Ad hoc Wireless Network. Ad hoc Wireless Networks are temporary networks that allow two computers to communicate. For more information on creating an Ad hoc Wireless Network, see the Windows documentation on your Windows PC.

Public Wireless Networks

Although it is always safest to synchronize using a personal or Ad hoc Wireless Network, it is possible to synchronize using some public networks. It is possible, however, that when synchronizing over a public network that someone might attempt to intercept files being transferred, including your wallet. As a result we *strongly recommend that you do not synchronize on public wireless networks.*

Bonjour

eWallet for Windows can make use of an optional piece of network software from Apple called Bonjour[6]. The main advantage of using Bonjour with eWallet is that it lets you identify your iPhone or iPad by name rather than having to use an IP address. Unlike macOS, Bonjour is not built-in to Windows, but Apple makes it available as a free download. If you don't have Bonjour and would like to use it, you can download it from Apple[7]. (Don't be thrown off by Apple's use of "Print Services" for its Bonjour utility; Bonjour can be used with all kinds of devices, including your iPhone or iPad). Note that Bonjour is not necessary if using *Cloud Sync* (page 37).

Creating a Partnership

For your security, *eWallet for Windows* requires that you create a partnership with your iPhone or iPad within the eWallet program on the Windows PC. This ensures that when you synchronize, your wallet is always synchronizing with the exact same computer you expect it to. If you wish to synchronize eWallet on your iPhone or iPad with eWallet on other computers as well, you need to create partnerships with eWallet on those computers as well. When you set up sync eWallet walks you through this process, or you can refer to the instructions for creating partnerships below.

Synchronizing

In order to create a partnership or synchronize with your iPhone or iPad, you must activate sync on both your Windows PC and your iPhone/iPad. To activate sync on your iPhone or iPad, simply press the *Sync* button in eWallet on the device. To activate sync on the Windows PC, click the *Sync Now* button in the toolbar.

6.5.2 Create a Partnership

Before you can synchronize eWallet on the Windows PC with eWallet on your iPhone or iPad, you must first create a partnership between the two devices in eWallet. This is a security measure than ensures that whenever you sync, your wallet is always synchronizing with the computer you think it is.

Follow the steps shown below to create a new partnership in eWallet between your Windows PC and your iPhone or iPad.

1. On your iPhone or iPad, start eWallet and then press the *Sync* button, then tap *Sync Setup* and follow the instructions on the screen (which are also outlined below).
2. Open eWallet on your Windows PC with the wallet you want to sync with* and click the *Sync Manager* on the *Home* ribbon.
3. In the **Sync Manager** window, click on the *Add* button (skip this step and go to Step 4 if you haven't created any other partnerships yet).
4. Choose the *Device Sync* button, then click on the *iPhone/iPad* button. (You may be asked to enter the IP address from your device — you can find it at the bottom of the synchronization screen displayed on your device — see *Bonjour* (page 43) for more info).
5. At the **Add/Setup sync** window, select your device from the list provided and click *OK*.
6. At the **Enter Authorization Code** window, enter the five digit authorization code that now appears on your iPhone or iPad, then click *Submit*.

Note: If you don't have the wallet you want on your Windows PC (say you started with your iPhone or iPad and the wallet is only on that device), then you can pick a wallet from the list of wallets pulled from your device.

[6] https://en.wikipedia.org/wiki/Bonjour_(software)
[7] https://support.apple.com/kb/DL999

If you happen to have a different wallet open on your Windows PC and still want to sync with a wallet that's only on your iPhone or iPad, then select "Choose a wallet that is on the device" when prompted.

If you've previously configured a Sync Location, you can select it and then press the *Download* button to see wallets on your iPhone or iPad. Just make sure the iPhone or iPad is already in Sync Mode when you do this.

7. When asked by *eWallet for Windows* if you want to Synchronize, click *Yes*.
8. You *may* see a message indicating the wallet does not exist on the iPhone/iPad side, or the Windows PC side and see a question like, "Would you like eWallet to create it?" In this case, click *Yes*.

6.5.3 Synchronize Your Wallet

Once you've created a partnership between your iPhone or iPad and your Windows PC, you can synchronize your wallet whenever you need to. The key to synchronizing is that you must start sync on both your Windows PC and your iPhone or iPad. Follow the steps below to synchronize your wallets.

1. On your iPhone or iPad, start eWallet and then press the *Sync* button, then press *Synchronize*.
2. Open eWallet on your Windows PC and click the *Sync Now* button on the toolbar.

Once you've completed these steps, eWallet does the rest. If you are synchronizing more than one wallet you may be prompted on the Windows PC side about whether you want to sync a selection of the wallets.

6.6 SyncPro Options

You can control when SyncPro synchronization occurs and if you want to confirm each synchronization. Note that SyncPro checks all your SyncPro wallets when synchronization occurs but only synchronizes the wallets that need it.

Synchronization Occurs:

Cloud sync:	
When I start eWallet	SyncPro *cloud sync* is initiated when eWallet on the Windows PC starts.
When I close eWallet	SyncPro *cloud sync* is initiated when eWallet on the Windows PC exits.
Other Sync:	
When I start eWallet	SyncPro synchronization occurs for (locations that don't require interaction) whenever eWallet on the Windows PC starts.
When I close eWallet	SyncPro synchronization occurs (locations that don't require interaction) when eWallet on the Windows PC exits.

Confirmation:

Always	Always prompt for confirmation before SyncPro runs.
Never	Never prompt for confirmation before SyncPro runs.
Only when I have multiple files synchronizing	Select this confirmation option to prompt for confirmation if you have more than one wallet file to be synchronized.

Sync Errors:

In pop-ups and in the status bar	With this option selected, a sync error notifies you with a message that must be dismissed (there is an indication of the error in the status bar as well).
Only in the status bar	This option is a bit more subtle; the sync error is only referenced in the status bar.

CHAPTER

SEVEN

MORE EWALLET FEATURES

Backups

For extra safety, we encourage you to make backups of your eWallet files (as well as all of your important information). These backups, like backups of any of your other important files, should be saved somewhere offsite on a reliable media.

eWallet also has an *automatic backup copies* feature makes a copy of your wallet after you close it. eWallet can keep a number of these copies around in case you need them. A good example of using this feature is if you recently deleted a card you didn't mean to; in that case you might find the card in the copy. This feature is a convenience though and not meant to replace doing a real backup as described earlier. The copies is stored in:

```
%APPDATA%\Ilium Software\eWallet\Wallet Backups
```

You can also make a backup copy manually. On a Windows PC, select *Save As...* from the eWallet *File* menu and choose *eWallet File* for the format.

Search

In eWallet on you can use the Search or Find feature to search all of the cards in a wallet for a particular piece of information. Search returns results as you type, returning the name of the card as well as its category.

Smart Copy

You can right-click on a value on your card or in the Details pane and then use *Copy <field name>* to copy that value to the clipboard.

When you use the *Copy <field name>* command on a credit card's card number, only the digits are copied to the clipboard. Spaces and dashes are removed using this copy command to make pasting to forms on web sites easier.

Recent Cards

Clicking the *Recent Cards* button . below the list of cards is a handy way to show you the list of cards you've recently accessed, sorted with most recent at the top.

Printing

You can *print* your wallet from your Windows PC using eWallet's *Print* menu selections in the eWallet *File/Start* menu. You can print your entire wallet or a selection of cards.

Export

You can *export* your eWallet information to a text file from eWallet for printing or extra backup by using *Save As...* and choosing *Text File...* for the format. This copies all the information on each card in your wallet to the file you specify. Please note that exported information is not secure, and that any colors, graphics, and attached files associated with a card are not exported. Also, it is not possible to import this data back into eWallet. See the instructions for Making a Backup for ways to backup the actual wallet file.

CHAPTER

EIGHT

CREDITS

eWallet for Windows includes the following embedded software. Please note licenses and/or copyrights are for the embedded software only and do not apply to *eWallet for Windows* itself:

Dropbox cloud library

```
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```

See Dropbox[8] for details.

Markdig Markdown processor

```
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(continues on next page)

[8] https://github.com/dropbox/dropbox-sdk-obj-c/blob/master/LICENSE

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```

See Markdig[9] for details.

PuTTY (used for SFTP)

```
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substantial portions of the Software.
```

See PuTTY[10] for details.

Inconsolata font

```
Copyright 2006 The Inconsolata Project Authors (https://github.com/cyrealtype/
↪Inconsolata)

This Font Software is licensed under the SIL Open Font License, Version 1.1.
```

See Inconsolata[11] for details.

[9] https://github.com/xoofx/markdig/blob/master/license.txt
[10] https://www.chiark.greenend.org.uk/~sgtatham/putty/licence.html
[11] https://github.com/googlefonts/Inconsolata/blob/master/OFL.txt

ZXing.Net

```
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limitations under the License.
```

See ZXing.Net[12] for details.

[12] https://github.com/micjahn/ZXing.Net/blob/master/COPYING

CHAPTER

NINE

CUSTOMER AND TECHNICAL SUPPORT

9.1 How to Contact Ilium Software

Information and Sales For Technical or Customer Support, Sales or general queries, please visit our web site. If you have a question, the best way to reach us is via the contact information below.

Support For Technical or Customer Support, visit our Support[13] area, or reach us using the contact information below.

Contact Information

Web:	Use our secure web server at www.iliumsoft.com[14]
Email:	www.iliumsoft.com/contactus[15]
Mail:	**Ilium Software** 885 Penniman Ave., #6025 Plymouth, MI 48170 USA

[13] https://www.iliumsoft.com/support
[14] https://www.iliumsoft.com
[15] https://www.iliumsoft.com/contactus

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