



## SplashID 4 User Guide

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## Introduction

SplashID provides quick and easy access to all of your personal identification information, including usernames, passwords, credit cards, PINs, calling card numbers, frequent flyer numbers, insurance info and more. Data is stored in a secure, encrypted, password protected format and can be synchronized between SplashID on your Palm OS handheld and SplashID on the desktop (Windows and Macintosh).

SplashID on the Handheld and SplashID Desktop are virtually identical. This user guide primarily focuses on the features in SplashID on the Handheld. You may prefer to do most of your data entry in SplashID Desktop, however, since it's faster and easier with a keyboard, and then perform a HotSync operation to synchronize the data with your handheld.

## Installation

**Important notice to upgraders!** - If you are upgrading from an older version, it is recommended that you export a backup of your SplashID desktop data before running SplashID 4, as there have been changes in the database structure and we cannot guarantee that the upgrade will be flawless. To export a backup, you must be running SplashID 2.11 or later:

File > Export > SplashID vID

Run the Installer and follow the on screen instructions. You will be required to HotSync your Handheld to complete the installation. The installer installs the following files:

- **SplashID** -- A Palm OS application used to view and edit information on the handheld.
- **SplashID Desktop** -- A desktop application (for Mac and Windows) used to view and edit information on the desktop.
- **SplashID Conduit** -- A HotSync Conduit used to synchronize data between the handheld and the desktop.
- **SplashID User Guide** -- This User Guide.

After the HotSync operation is complete, go to the Palm Applications Launcher and tap the SplashID icon to launch SplashID.

## Registration

When you launch SplashID you will be prompted to enter a registration code or to run in Trial mode. You may run the software for 30-days in full-functioning Trial mode. The Trial software and Registered software are identical. Once the trial period ends you must purchase and enter a registration code to continue using the software. You do not need to re-install the software. Simply enter a registration code and your Trial version will be converted into a Registered version and all your data will remain intact. The registration code must be entered in both the desktop application and the Handheld application.

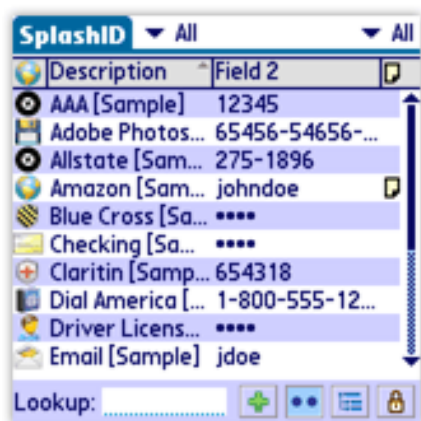
**Upgrades** -- If you are upgrading from an older version to version 4.x, you will need to purchase the upgraded registration code for \$9.95.

## Quick Start

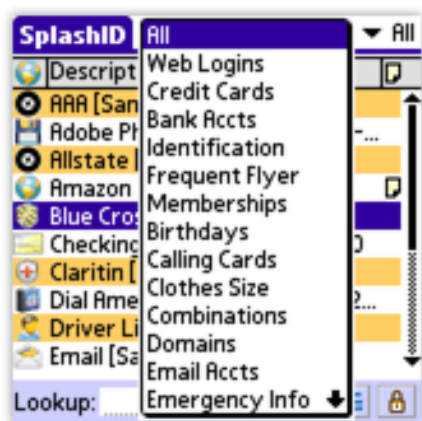
1. When you first launch SplashID, you will see the Getting Started wizard. It will take you through the basic functionality in 3 quick steps.
2. After the wizard completes, you will land on the [Set Password](#) screen. You can check the box to set no password if you wish, and you can set a hint to remind you.
3. Launch SplashID and the [List View](#) will be displayed with several sample records. You can also select the [Tree View](#) button to view your records in a tree format.
4. Tap New to create a new record. In the [Edit Dialog](#) select a [Type](#), such as Credit Card or Web Login, and you will see the [Field Labels](#) change accordingly.
5. Tap Done when you are finished entering the information for the new record and you are returned to the List View.
6. You can create records on the handheld or the desktop and synchronize the data between the two. You may find it easier to enter data in [SplashID Desktop](#) where you can use your keyboard.

## List View

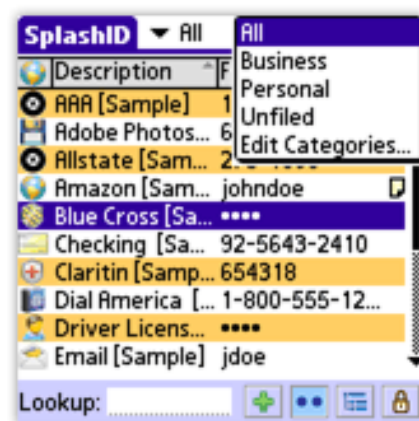
When you launch SplashID you are presented with the List View, which displays a list of your items. Items are records of information, like a credit card number and expiration date; or a username and password for a web-site.



List View





Type Menu



Category Menu

- **Types** -- Use the Type menu on the top left to filter the view by type, such as Credit Cards or Web Logins. All Types are displayed by default, but you may restrict the list to only display items assigned to a specific Type (see [Categories and Types](#)).
- **Categories** -- Use the Category menu on the top right to filter the view by Category, such as Business or Personal. All categories are displayed by default, but you may restrict the list to only display items assigned to a specific Category (see [Categories and Types](#)).
- **Sorting** -- Tap the column header to sort by that column. Tap again to reverse sort.
- **Resize columns** -- You may resize a column by dragging the left/right edges of the column header.
- **Lookup** -- Enter text into the Lookup field at the bottom of the screen to select the first matching item in the list.
- Several buttons appear at the bottom of the List View screen:
  - **New** -- creates a new record within the current [Type and Category](#).
  - **Mask** -- show/hide masked fields.

-  **Tree View** -- brings you to the [Tree View](#).
-  **Lock** -- Locks SplashID immediately and requires a password to open the data again. See [Security](#) for more information.

## List View Menu Options

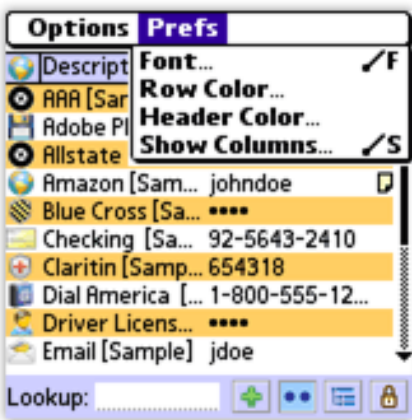
To open the menu options for any screen, press the menu key, tap the Menu Icon to the left of the Graffiti area, or tap the top left of the screen (where it reads SplashID). In the List view, this will display the following menu options:



Options Menu

Options menu:

- **Set Password** -- Select Set Password to password protect SplashID. See [Security](#) for more information.
- **Security Options** -- Security Options allows you to specify a period of time after you turn off your device or exit SplashID before SplashID locks and requires a password. See [Security](#) for more information.
- **Lock Now** -- Locks SplashID immediately and requires a password to open the data again. See [Security](#) for more information.
- **New Record** -- Opens the [Edit Dialog](#) for a new record.
- **Mask/Unmask fields** -- Changes the [Masking](#) status.
- **Beam Shown Records** -- Beams the records currently in view to another Palm OS handheld. Note: The recipient must be running SplashID in order to receive the beamed records.
- **Email Records** -- Exports a secure vID file and attaches it to a new email message in the email program you select.
- **Import** -- This feature allows you to import data from other password programs, including YAPS, CryptInfo, and MobileSafe. See [Import](#) for more information.
- **About SplashID** -- Displays the version number and registration code.
- **Getting Started** -- Launches the Getting Started wizard.



Preferences Menu

Preferences menu:

- **Font** -- Select a font style for the List View. Note: There are 8 font choices on hi-res devices, and 4 font choices on low-res devices.
- **Row Color** -- You may select a Custom row color for the List View, or select white if you do not wish to have a row color.
- **Header Color** -- You may select a Custom row color for the Header row.
- **Show Columns** -- The Show Columns dialog lets you select the columns to display in the List View; and whether or not to display the Header Row. Note: The column settings are remembered for each record Type. For example, you can show two columns when viewing Web-Logins and three columns when viewing Credit Cards.




## Tree View



Tree View

Tap the Tree View button to view your records in a tree layout. Tap the plus buttons or the branch name to expand the records.

Several buttons appear at the bottom of the Tree View screen:

-  **New** -- creates a new record within the current [Type and Category](#).
-  **List View** -- returns you to the [List View](#).
-  **Lock** -- Locks SplashID immediately and requires a password to open the data again. See [Security](#) for more information.

## Detail View

Tap an item in the List View to view its details in the Detail View. Each item can contain up to 9 fields, a date modified field, an icon, plus additional notes (up to 4000 characters).



Detail View

Several buttons appear at the bottom of the Detail View screen:

- **Back** -- returns you to the [List View](#).
- **New** -- creates a new record within the current [Type and Category](#).
- **Edit** -- opens the Edit Dialog, where you can change information contained in the record.
- **Mask** -- shows/hides masked fields. See more about [Masking](#).
- **Lock** -- Locks SplashID immediately and requires a password to open the data again. See [Security](#) for more information.

## Detail View Menu Options



Detail View Options

To open the menu options for any screen, press the menu key, tap the Menu Icon to the left of the Graffiti area, or tap the top left of the screen (where it reads SplashID View). In the Detail view, this will display the following menu options:

- **Duplicate Record** -- Select Duplicate Record to create a copy of the current record. This is an efficient way to create a new item that shares many of the same attributes of the current item.
- **Font** -- Select a font style for the Detail View.
- **Set Password** -- Select Set Password to password protect SplashID. See [Security](#) for more information.
- **Security Options** -- Security Options allows you to specify a period of time after you turn off your device before SplashID locks and requires a password. See [Security](#) for more information.
- **Lock Now** -- Locks SplashID immediately and requires a password to open the data again. See [Security](#) for more information.
- **Beam Record** -- Beams the current record to another Palm OS handheld. Note: The recipient must be running SplashID in order to receive the beamed record.
- **Email Record** -- Exports a secure vID file and attaches it to a new email message in the email program you select.
- **About SplashID** -- Displays the version number and registration code.

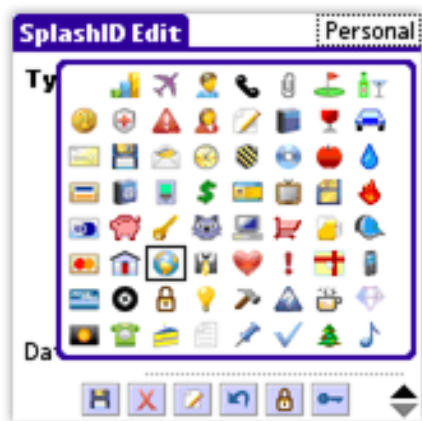


# Edit Dialog

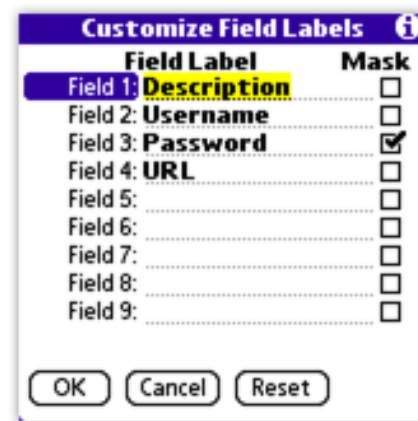
Enter the Edit Dialog for a given record by tapping the Edit button in the [Detail View](#).









Edit Dialog



Icon Picker



Custom Field Labels

- **Category** -- In the top right of the Edit Dialog screen, you can change the Category. It will default to the Category you were displaying when you created the record. See more about [Categories and Types](#).
- **Type** -- Select the Type from the Type menu. The Type will dictate the default field labels, icons, and masking preferences for the record. See more about [Categories and Types](#).
- **Icon** -- On the top right you will find the record icon. Tap the icon button to access the Icon Picker. If you have Custom icons installed, they will appear here as well. Learn more about [Custom Icons](#).
- **Fields** -- Enter your data according to the field labels.
- **Custom Field Labels** -- You may assign [Custom Field Labels](#) by tapping the field label itself or selecting Customize Field Labels from the Options Menu.
- **Masking** -- A bullet appears to the right of any field that is masked. You may Customize the field masking by tapping the bullet or selecting Customize Field Labels from the Options Menu.
- **Password Generator** -- Choose Password Generator from the Options menu (below) to generate a password based on criteria you define. You can also bring up this dialog by tapping the bullet next to a masked field. See [Automatic Password Generator](#) for more information.
- **Buttons** --
  -  **Save** -- exits the record, saving any changes.
  -  **Delete** -- deletes the current record, after confirming that is what you wish to do.
  -  **Edit Note** -- opens the Note field, where you can enter additional text.
  -  **Cancel** -- exits the record, without saving any changes.
  -  **Lock** -- Locks SplashID immediately and requires a password to open the data again. See [Security](#) for more information.
  -  **Password Generator** -- Generate a password based on criteria you define. You can also bring up this dialog by tapping the bullet next to a masked field. See [Automatic Password Generator](#) for more information.

## Edit Dialog Menu Options



- **Duplicate Record** -- Select Duplicate Record to create a copy of the current record. This is an efficient way to create a new item that shares many of the same attributes of the current item.
- **Font** -- Select a font style for the Detail View.
- **Customize Field Labels** -- Select this option to change the field labels for the selected record only. See [Custom Field Labels](#) for more information.
- **Password Generator** -- Automatically generates a password based on criteria you define. See [Automatic Password Generator](#) for more information.

- **Set Password** -- Select Set Password to password protect SplashID. See [Security](#) for more information.
- **Security Options** -- Password Options allows you to specify a period of time after you turn off your device before SplashID locks and requires a password. See [Security](#) for more information.
- **Lock Now** -- Locks SplashID immediately and requires a password to open the data again. See [Security](#) for more information.
- **Beam Record** -- Beams the current record to another Palm OS handheld. Note: The recipient must be running SplashID in order to receive the beamed record.

## Automatic Password Generator



There are three ways to bring up the Automatic Password Generator in [Edit Dialog](#):

- Select the Password Generator button from the toolbar.
- Tap the bullet next to a masked field.
- Choose Password Generator from the Options menu.

To create a password:

1. Choose from the Include table one or more options of letters, numbers, symbols, or a combination thereof. The Strength meter will show you how strong the password will be based on the selected attributes.
2. Set the Length.
3. Check or uncheck the pronounceable setting.
4. Tap Generate. A list of 10 passwords will be displayed in the "Select Passwords Generated" menu.
5. Tap Next Set to refresh the list of generated passwords.
6. Tap OK when you have decided.



## Categories and Types

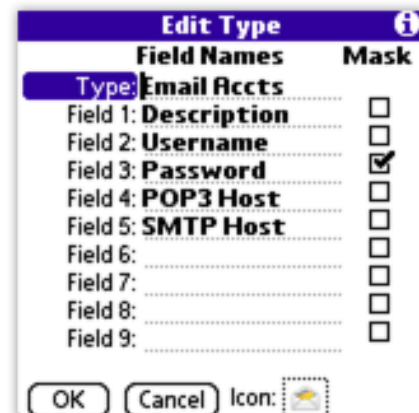
The difference between Categories and Types is best illustrated by example. You may use Categories to separate your Business records from your Personal records, while you use Types to separate your Credit Card records from your Web Login records.



Edit Categories



Edit Types



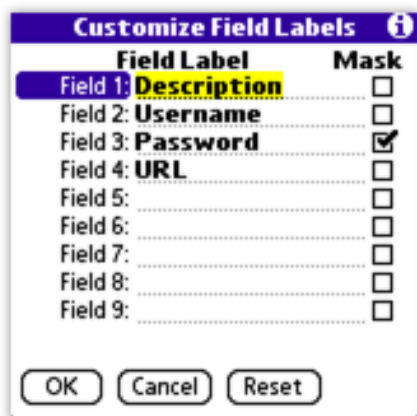
Define Type

Categories act as filters for grouping related records. The two pre-defined Categories are Business and Personal, though you may add more by choosing Edit Categories from the Category menu.

Types act as templates, which define the structure for the items you want to store in SplashID. You may define up to 9 Custom field labels and a default icon for each type, as well as specify the fields you wish to mask. For example, you may create a type for Web Logins, which includes Custom field labels for username, password and URL, with a globe icon, and the password field masked; and you may create a Type for Credit Cards which includes Custom field labels for credit card number, expiration date and PIN, with a Visa icon, and the credit card number and PIN masked.

- **Edit Types** -- Select Edit Types from the type menu to display the Edit Types dialog. You may create an unlimited number of Types. Several sample Types are provided, which you may edit or delete. Select an existing type and tap edit, or tap New to create a new one. The Define type dialog is displayed.
- **Define Type** -- Enter a name for the Type and up to 9 Custom field labels. The Mask checkbox specifies whether or not the data in that field will be masked. And you may also specify a default icon for the Type.


## Custom Field Labels



Field Labels and masking are set by default when you define a [Type](#). You may change the Field Labels and masking, however, at the record level by tapping the Field Label itself, or by choosing Customize Field Labels from the [Edit Dialog Menu Options](#).

## Masking



Fields that are Masked appear as four bullets (••••). You may show or hide the masked data by tapping the Mask button  on the toolbar.

If you wish to permanently mask or unmask a field, you can change its mask setting in the [Edit Type](#) dialog or the [Custom Field Labels](#) dialog.

## Security



Set Password Dialog



Enter Password Dialog



Numeric Keypad option

You should secure your data in SplashID so that a password must be entered to access the application. You will be required to enter the password when launching SplashID, or when you turn on your handheld if SplashID was last running when it was turned off. Once you set a password, SplashID encrypts your data using Blowfish encryption to ensure data security.

- **Setting a Password** -- To set a password, tap the [Menu icon](#) and select Password from the Options Menu. The Set Password dialog is displayed. Enter a password in the New Password field, and verify the password by entering it again in the Confirm field. You can enter a hint to remind you of your password if you forget. You can also use the password generator tool in this dialog, but keep in mind that these are generally strong passwords and difficult to remember.  
**Note: You must manually set the same SplashID password on the handheld and the desktop, if you wish to synchronize between the two.**
- **Entering a Password** -- You will be required to enter your password each time you launch SplashID, or when you turn on your handheld if SplashID was last running when it was turned off. You may enter the password using your Treo's keyboard, Graffiti, or with one of the onscreen keyboards. You may toggle between the alpha-numeric keyboard and the numeric keypad using the abc/123 button on the top right of the password dialog. The numeric keypad is suitable for entering a numeric password without a stylus, using your fingers.
- **Changing a Password** -- To change a password, select Password from the Options Menu,

enter your Old Password, then enter and confirm the New Password.

- **Removing a Password** -- To remove a password, select Password from the Options Menu, enter your Old Password, then leave the New Password and Confirm fields blank.



**Security Options** -- Choose Security Options from the Options menu to specify the period of time that must elapse before SplashID auto-locks. The default setting is 3 minutes.

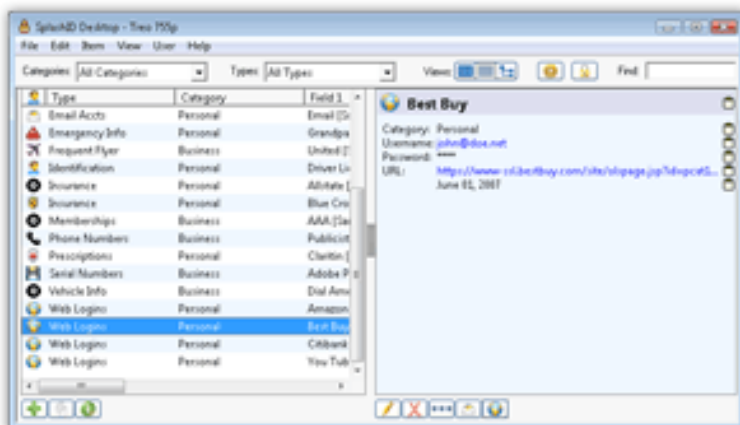
Once SplashID locks, you must enter your password to open SplashID. The default setting will immediately auto-lock SplashID when you exit the application or turn off your handheld. If you wish, you may specify a longer delay, at the risk of less security. If you have specified a longer delay (e.g., 10 minutes) but then desire to lock SplashID immediately, you may select Lock Now from the Options Menu.

## Custom Icons

SplashID includes a built-in set of icons to choose from. In addition, SplashID supports Custom icons which are available from third-party vendors, as well as icons created with icon editing applications like Icon Manager.

- SplashID will always display its built-in icons in the icon picker.
- If there are Custom icon databases installed on your handheld, the icons in the default icon database will be appended to the SplashID built-in icons and displayed in the icon picker.
- If you wish to create a Custom set of icons for use only in SplashID, you may create a Custom icon database (using the free application -- Icon Manager) and name it SplashDataIcons. If an icon database called SplashDataIcons exists on your handheld, SplashID will append those icons to its list of built-in icons.

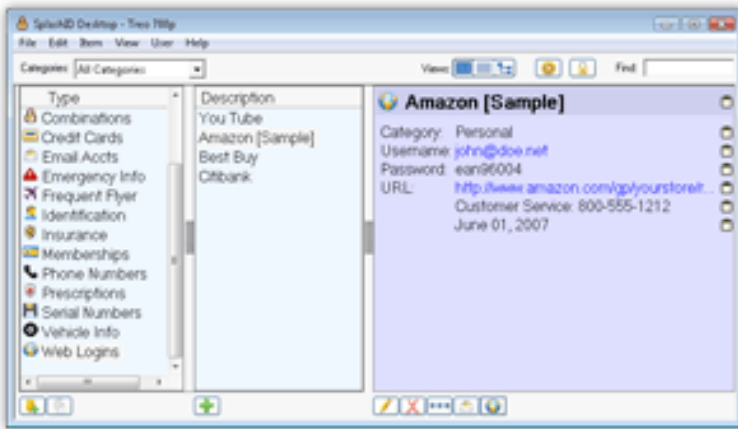
## SplashID Desktop



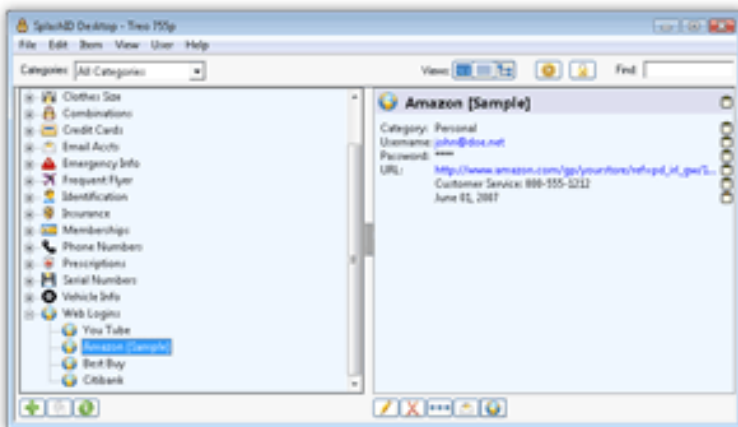
List View

SplashID Desktop is a Windows desktop application that provides identical functionality to SplashID on your Handheld. Information is synchronized between SplashID on the Handheld and SplashID Desktop via the [SplashID Conduit](#). You may find it more convenient to enter your items in SplashID Desktop using your keyboard and mouse, and then performing a HotSync operation to synchronize the data with SplashID on your Handheld. SplashID Desktop is similar to SplashID on the Handheld, with the following additional features:

- **3 Record Views** -- Use the View buttons to select from the traditional List View, or the new Panel and Tree




Panel View



Tree View

Views. Select a record from the List to display the details in the Detail Pane on the right.

- **Web Auto-Fill** -- For Web Logins, click the globe button or right click and select Auto-Fill to open Internet Explorer to the selected URL and fill in the login info with your data. See [Web Auto-Fill](#) for more info. Or you may simply click on a URL or email address in the preview pane to launch your web browser or email client.
- **Database Sync** -- You may select multiple databases to synchronize with on the desktop, so you can share data with other users, even across a network. See [Database Sync](#) for more info.
- **Copy field** -- You may click the clipboard icon  next to a field in the preview pane to copy that field to the clipboard. You may then paste this field into another application (e.g., copying and pasting the password field from SplashID into a web browser). Note: You may also type Control-1 through Control-9 to copy fields 1 through 9 to the clipboard.

## Buttons

There are buttons scattered around the SplashID Desktop window, situated by proximity to where they are to be used:



-- **Views:** Switch between Panel View, List View, and Tree View, respectively.



-- **Options:** Opens the [Options](#) dialog (below).




-- **Lock Now** : Locks SplashID immediately and requires a password to open the data again.




-- **New Type:** Opens the Edit Type Dialog for a new Record Type. Available in Panel View only.




-- **Duplicate Record:** Opens the Edit Record Dialog for a duplicate of the selected record.

 -- **Show Details** : Shows or hides the Record Detail Pane.


 -- **New Record**: Opens the Edit Record Dialog for a new record.

 -- **Edit Record**: Opens the Edit Dialog for the selected record. You can also double click the record.

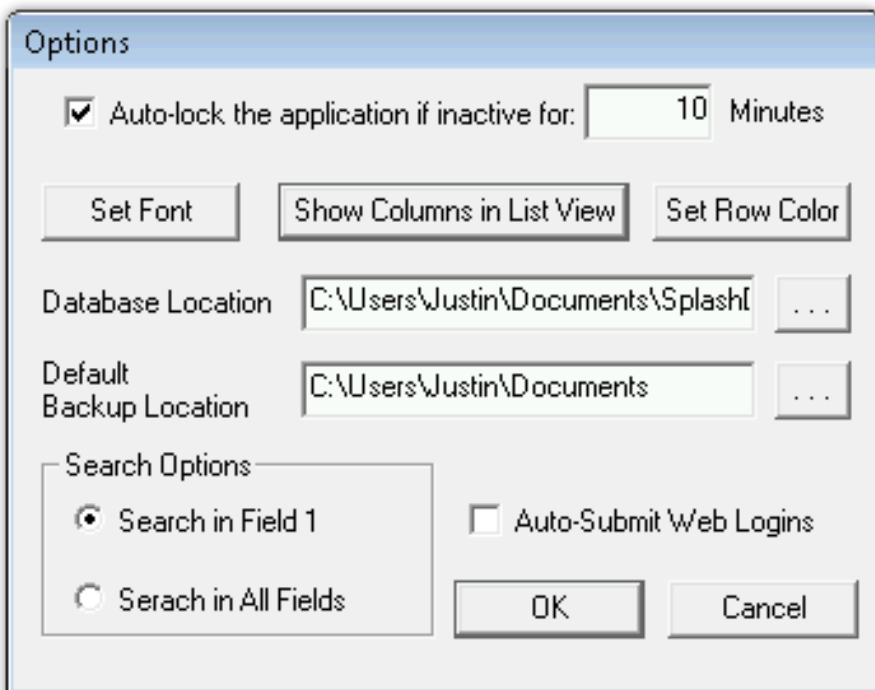
 -- **Delete Record**: Deletes the selected record. You can also hit the Delete key.

 -- **Mask/Unmask**: Masks/Unmasks field data that has been specified as masked. See [Masking](#).

 -- **Email Records**: Exports selected or all records to vID file, then attaches it to a new email.


 -- **Web Auto-Fill** : Launches Internet Explorer and fills in record data for selected URL. [More info](#).

## Options



The Options dialog box is titled "Options". It contains several settings:

- ☒ Auto-lock the application if inactive for:  Minutes
- Buttons: Set Font, Show Columns in List View, Set Row Color
- Database Location:  ...
- Default Backup Location:  ...
- Search Options:
  - ☒ Search in Field 1
  - ☐ Search in All Fields
  - ☐ Auto-Submit Web Logins
- Buttons: OK, Cancel

When you click the Options button  or select Options from the Edit menu, you will see the dialog to the left, with the following options:

- **Auto-lock** -- You can choose to have SplashID lock automatically after a specified period of inactivity.
  - **Set Font** -- Select the Font type, style, size and color from the fonts on your system.
  - **Show Columns in List View** -- Select which field data columns you would like to display in the List View.
  - **Set Row Color** -- Select the color of the rows in List View, which will also be applied as the background color in the Panel and Tree Views.
- 
- **Database Location** -- Select a Custom database location, including network locations. Note: You cannot select a folder that already contains a SplashID database. See [Database Sync](#) if you wish to share data.
  - **Default Backup Location** -- Change the location that the automatic vID backup is saved to.
  - **Search Options** -- Select to either search on Field 1 only, or search in all fields when using



the lookup tool. Searching on all fields will have a slower response, but you will get results that find the search string in any field, instead of just Field 1. Searching on just Field 1 is the same behavior as SplashID 3.x.

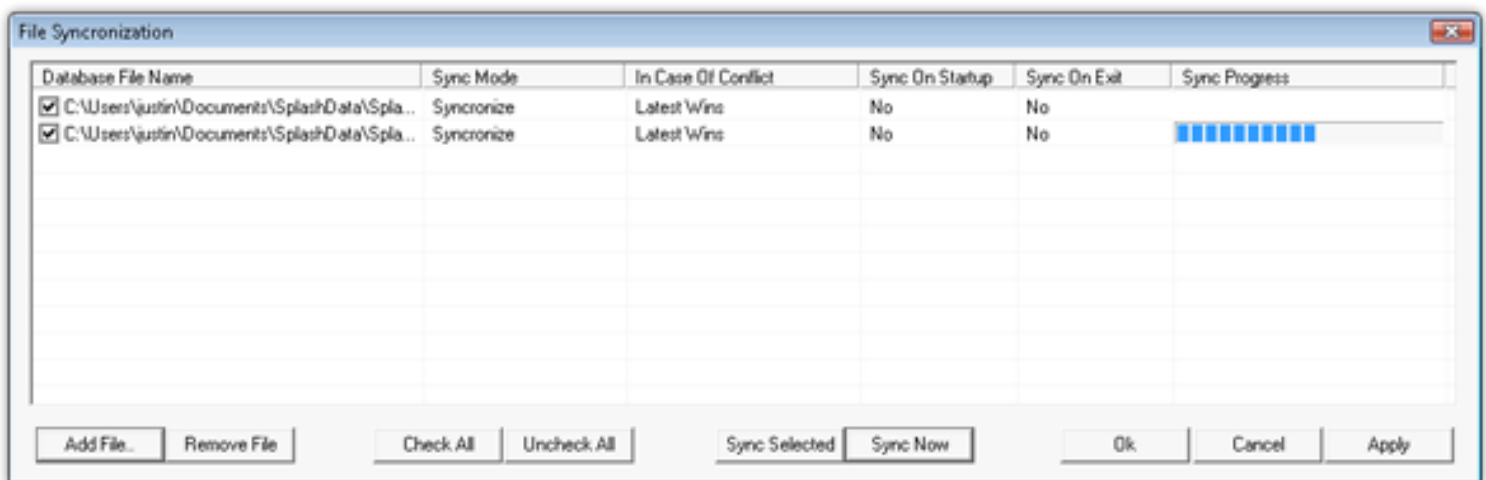
- **Auto-Submit Web Logins** -- Check this box to automatically submit forms when using the Web Auto-fill feature (below).

## Web Auto-Fill

For Web Logins, you can have SplashID launch Internet Explorer and automatically fill in the username and password fields for you. Please take note of the following:

- Record type must be assigned to Web Logins.
- Username and password fields should be filled in.
- URL field must begin with either http:// or www. Find the correct URL to get to the login screen on the selected website -- this is often not the homepage.
- On Vista and/or Internet Explorer 7, you must disable Protected Mode in:
  - Tools > Internet Options > Security > Uncheck "Enable Protected Mode"
  - Click Apply, then restart Internet Explorer.
- This may not work with all sites.

## Database Sync



New in SplashID 4, you can synchronize multiple database files manually, at launch, and/or at exit. This is an advanced feature, not recommended for beginner users. As always, it is recommended that you backup your data with a vID export before trying out this feature, so you can revert if you lose anything. **Please Note:** You can only sync with other SplashID 4.x database files. At the time this User Guide was written, that means only SplashID 4 for Palm OS users and SplashID 4 Desktop Only users.

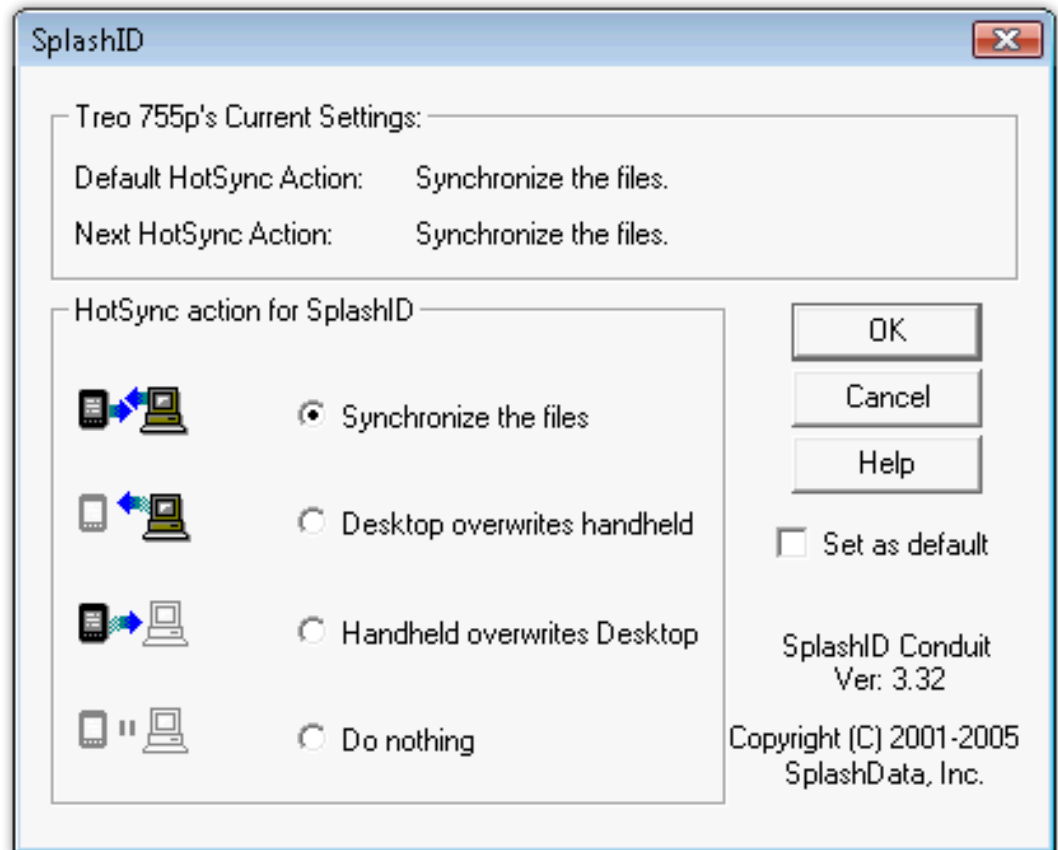
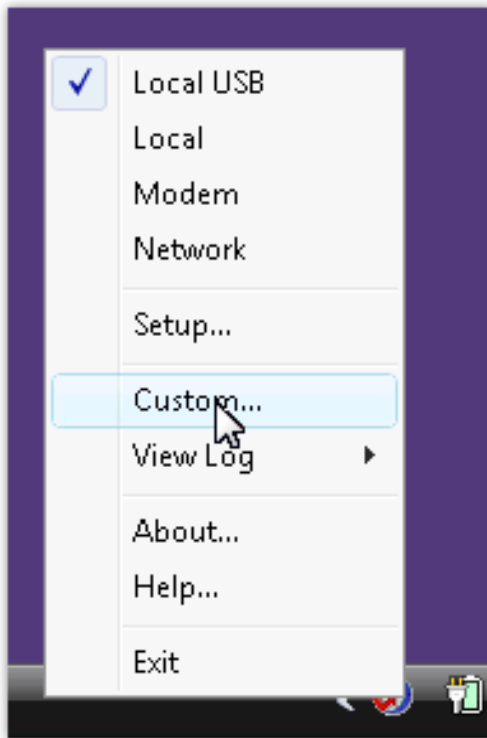
To synchronize multiple database files:

1. Click Add File and select a remote database to sync with. (Your database does not need to be selected).
2. Select the Sync Mode
  - Synchronize -- Compares the databases and writes changes to each.



- Current to Remote -- Overwrites remote data with current user data.
  - Remote to Current -- Overwrites current user data with remote data.
3. Set In Case of Conflict -- Current wins or Remote wins.
  4. Set Sync on Startup preference.
  5. Set Sync on Exit preference.
  6. Check the boxes for the databases you would like to sync.
  7. Select Sync Selected or Sync Now.

## SplashID Conduit



Items may be created or edited on the Handheld or Desktop and the changes will be synchronized between the Handheld and Desktop during the next HotSync. By default information is synchronized in both directions, but you can adjust the settings, if desired, using the SplashID HotSync Conduit.

To open the SplashID Conduit, do the following:

1. Click the HotSync Manager icon in the Windows system tray and select Custom to open the Custom dialog.
  2. Double click the SplashID entry in the Conduit list. The SplashID Conduit Dialog appears.
- **Synchronize the files** -- Changes made on the Handheld or the Desktop will be synchronized.
  - **Desktop overwrites handheld** -- All data on the Desktop is copied to the handheld. Any data on the Handheld will be replaced.
  - **Handheld overwrites Desktop** -- All data on the Handheld is copied to the Desktop. Any data on the Desktop will be replaced.
  - **Do nothing** -- Changes will not be synchronized between the Handheld and Desktop.
  - **Set as default** -- Sets the current HotSync Action as the default.

# Import/Export

You can share information with other SplashID Desktop users by exporting and importing your SplashID records. Records can be exported/imported on the desktop in several formats:

## **SplashID vID**

You may import and export SplashID records in SplashID Virtual ID (vID) format, which allows you to export and import records in a secure, encrypted format. vID files may be encrypted by assigning a password when exporting. The recipient of the vID file may import the data into their copy of SplashID Desktop by double-clicking the file, or choosing Import/SplashID vID from the File Menu. If a password was assigned to the file, the recipient must enter the password in order to import the data.

vID files are a convenient way to share records with a coworker or spouse by exporting a vID file, assigning a password (optional), and then emailing the resulting vID file to the recipient. You can even use the vID format as a backup mechanism by periodically exporting a vID file and archiving it on a backup disk.

\*New in SplashID 4\* -- You can also use the Email button on the SplashID desktop to export vID files and attach them to a new email message. You can do this on the handheld as well using Email Records in the Options menu.

## **CSV**

You may also import and export SplashID records in CSV format. CSV stands for Comma Separated Values, and is a common file format readable by most spreadsheets, databases and word processors. If you wish to import a CSV file, the data must be in the following format:

Type, Field 1, Field 2, Field 3, Field 4, Field 5, Field 6, Field 7, Field 8, Field 9, Date Modified, Notes, Category

It is easy to create the above format in Excel by creating a spreadsheet with 8 columns (as designated above) with one record per row. Then save the file in CSV format.

Note: When importing data, if the type field is blank the record will be placed in Unfiled. If there is a type name and it does not match an existing type a new type will be created.

## **Importing third-party Memo Pad files**

### **Importing on the Handheld**

You may import MemoPad files exported by several third-party applications including CryptInfo, MobileSafe, and YAPS. To import one of these files:

1. Export the records from the third-party app to Memo Pad following the instructions provided with that app.
2. Select Import from the Options Menu in SplashID and choose the MemoPad file you wish to import and tap Import.
3. All of the records will be imported into SplashID in the Unfiled category. You may now edit these records in SplashID.

## Importing on the Desktop

There are also predefined import filters for several third-party export formats including CryptInfo, MobileSafe, TopSecret and YAPS. To import one of these files, you must first export the records from the third-party app to the Memo Pad following the instructions provided with that app, then do the following:

1. After you've exported the data to the Memo Pad, do a HotSync.
2. Launch Palm Desktop (or Outlook, if that's what you sync with) and locate the Memo with the data in it.
3. Select all the data in the Memo and choose Copy from the Edit menu.
4. Launch a word-processor, create a new document and choose Paste from the Edit menu.
5. Save the document as a text file (.txt).
6. Launch SplashID Desktop.
7. Choose Import-> from the File Menu and select the appropriate import type.
8. Choose the text file you saved in step 5.

## Backup and Restore

SplashID data is stored on both the handheld and the desktop, and each acts as a backup of the other. So, in effect, if you lose the data on one of these devices through a catastrophic event (e.g., hard drive failure), the data will be restored to that device from the other device during your next HotSync.

### Automatic vID Backups

SplashID Desktop has an automatic backup feature which will allow you to easily recover data in most cases. Whenever the data has been changed, a backup is made each time you exit SplashID Desktop. A vID export file is created (and encrypted with the same password you are using in SplashID) and stored in:

[My Documents\SplashData\SplashID\Backup\SplashID-Palm-UserName.vid](#)

If you later need to restore this data, simply double-click the .vid file and you will be prompted for a password and the data will be imported into SplashID Desktop.

You may change the location that this file is backed up to in SplashID Desktop [Options](#).

### Manual vID Backups

You may also perform a manual backup of your data by selecting Backup from the File menu. This will export your SplashID Database in vID format to whatever location you select. You will be given the option to set a password as well, which will encrypt the data and require the password to restore it.

### Restore

Select Restore from the File menu to restore a vID file that has been backed up either automatically or manually as described above. The password will remain the same for the application even if the password for the backup file was different.

## Handheld

Each time you perform a HotSync, the SplashID database file (PDB) on the handheld is copied to the Palm Backup folder on your desktop:

[C:\Program Files\Palm\<username>\Backup\SplashIDDB2-Spld.PDB](#)

You may wish to back up this file as an added precaution in case of a hard drive failure.

In the event of a hard reset, this PDB will be automatically restored on your handheld during the next HotSync. You may also manually install this SplashID PDB by double-clicking it to launch the Palm Install Tool, and then performing a HotSync.

## Desktop

The SplashID Desktop database file is automatically saved to the SplashID directory on your hard drive each time you exit the application. You may back up this file as an added precaution in case of a hard drive failure. To restore the backup file simply copy it into the SplashID directory. Then the next time you launch SplashID it will open the file. This file is stored here:

[My Documents\SplashData\SplashID\<username>\SplashID Database.sdb](#)

You may change the location that this file is saved to in SplashID desktop [Options](#).