Ilium Software
eWallet®

Users Guide and Reference

for Windows PCs and Windows Mobile-based Pocket PCs and Smartphones

Version 4.0

Ilium Software

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Table of Contents

eWallet Overview

Welcome to eWallet!

Welcome to Ilium Software eWallet®, the award-winning way to safely and conveniently store your important, confidential information on your Windows PC, and your Windows Mobile-based Pocket PC or Smartphone.

This manual contains complete documentation about all the features and functions of Ilium Software eWallet on a Pocket PC and Smartphone, as well as a Windows (desktop or laptop) PC.

You can also find a *step-by-step tutorial* for using eWallet on a Pocket PC on our website at eWallet for Pocket PCs Tutorial.

It's easiest to use this manual with your Pocket PC or Smartphone running eWallet, so that you can try out features as you read.

eWallet is also available for Palm Powered™ handhelds. If you're using eWallet on a Palm handheld, get documentation for that version on our website.

If you have questions, Ilium Software's world-class technical support is always happy to answer them. See Contact Ilium Software for more info.

You can also get additional support, including frequently asked questions, product upgrade information and tips at any time from our website, www.iliumsoft.com

Thank you for your interest in eWallet.

Supported Platforms

eWallet is supported on the following Windows platforms:
- Windows PC running Windows XP, 2000, 98 or ME.
- Windows Mobile-based Pocket PC (and Pocket PC Phone Edition) 2002
- Windows Mobile-based Pocket PC (and Pocket PC Phone Edition) 2003
- Windows Mobile-based Pocket PC (and Pocket PC Phone Edition) 2003 Second Edition
- Windows Mobile-based Pocket PC 5.0
- Windows Mobile-based Smartphone 2002
- Windows Mobile-based Smartphone 2003
- Windows Mobile-based Smartphone 5.0

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. The first section, **Getting Started**, contains the basics of using eWallet.

Protecting Your Cards contains the most important information about how to be sure that your cards are protected with eWallet's strong encryption.

Using eWallet contains detailed information in reference form about all of the features and functions of eWallet.

If you'd like a *step-by-step guide* to using eWallet on a Pocket PC, please start by reading our eWallet for Pocket PCs Tutorial. This will give you a tutorial with all the information you'll need for using eWallet to securely keep and use your information.

Most of the information in this document applies to eWallet on Windows Mobile-based Pocket PCs and Smartphones, as well as Windows PCs. Only some of the interface specifics are different. Any of eWallet's features and functions can be used on any of the 3 platforms. To keep the Smartphone version as small as possible, there are some settings that need to be configured on the Windows PC version. For consistency, most screen shots show Pocket PC screens, but there typically are parallel screens on your Windows PC and Smartphone.

Ilium Software, the makers of eWallet, are committed to providing both high-quality software and excellent technical support. If you have questions about eWallet that this document doesn't answer, please do email or call us, and we'll answer them directly.

Getting Started with eWallet

eWallet is an electronic wallet for your most important personal information (credit cards, calling cards, passwords, PINs, account numbers and more). Like in your 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 any card with *icons, colors and graphics*, to help you quickly and easily identify each one.

To help keep your cards organized, eWallet puts each card in a **category**. Any wallet file can have as many categories as you want, and you can put any kind of card in any category. In addition, categories can be **nested** so you can have categories within categories. Like you do with files in folders on your PC desktop, you can organize your eWallet cards and categories however makes the most sense to you, and change how you have them organized as you need to.

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

Each wallet file is protected by a **password**, but you can set this password to be *on or off per category*. If a category is password-protected, you must enter the wallet's password before you can see the information on any of the cards in that category. We recommend that you password-protect all of the categories in which you keep important personal information.

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

Viewing Information

When you start eWallet for the first time, you'll be using a wallet file with sample cards (My Wallet), containing examples of categories and cards. Look through this to see the kinds of cards you can create, and the kinds of information you can put in each one.

You'll first see 3 sample categories. On the Pocket PC, expand one or more by touching the ⊞ in front of each one. On the Smartphone, expand the categories by selecting one using the 5-way navigation pad, and then press the center of the pad to expand the category. Pressing the center of the pad again will collapse the category.
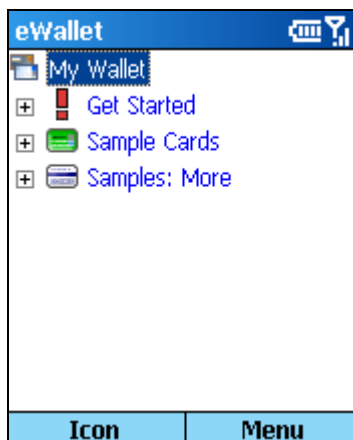
On a Pocket PC:
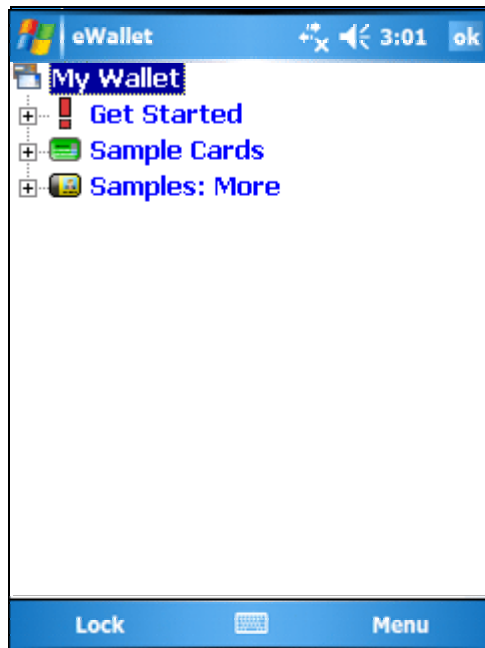
3 Initial Categories
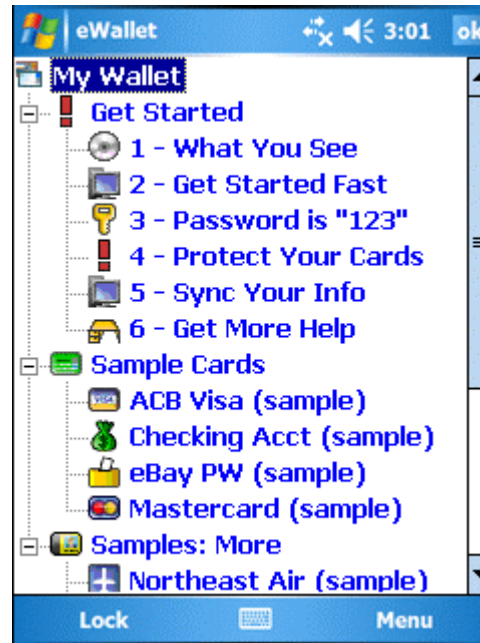
3 Initial Categories Expanded
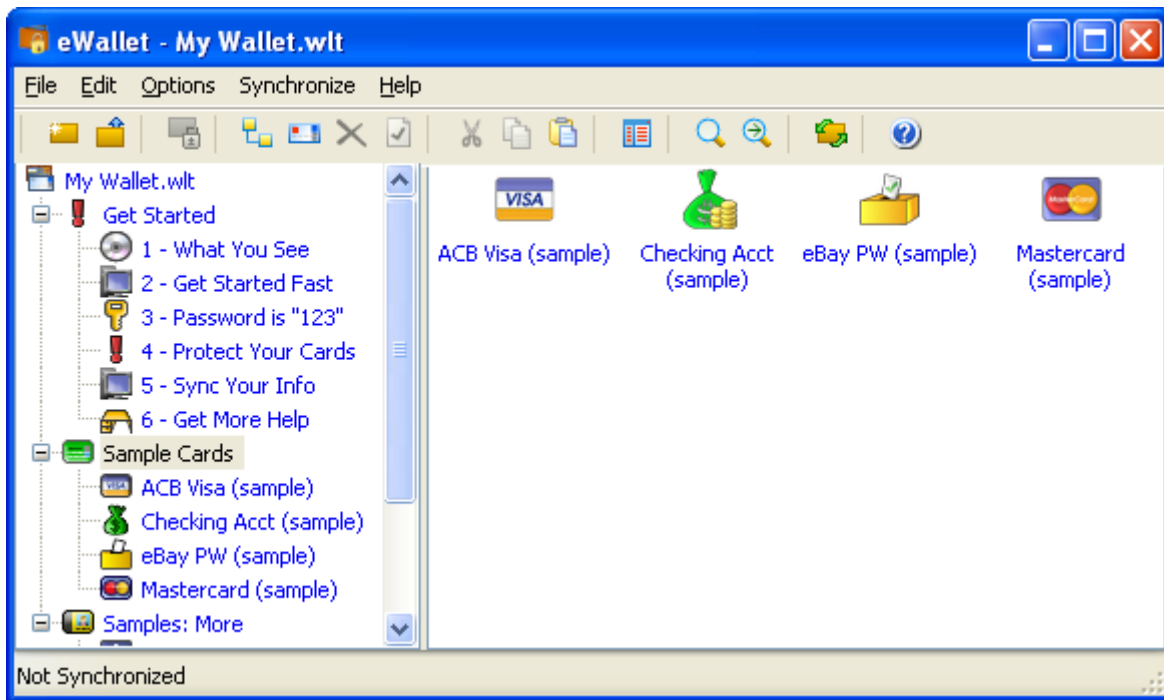
On a Smartphone:
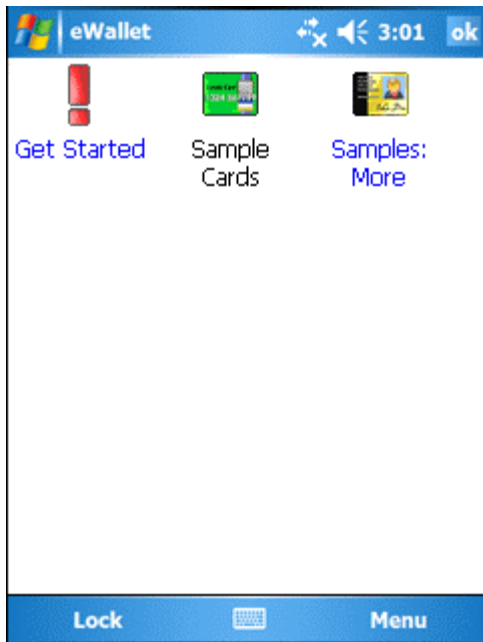

3 Initial Categories

Initial Categories Expanded

On a Windows PC, you'll see large icons *in addition* to the list.

The right-hand pane shows the icons for the cards in the category *selected* on the left.

On a Pocket PC, you can select *either* List View (shown earlier) *or* Icon View:

Icon View showing Category Icons
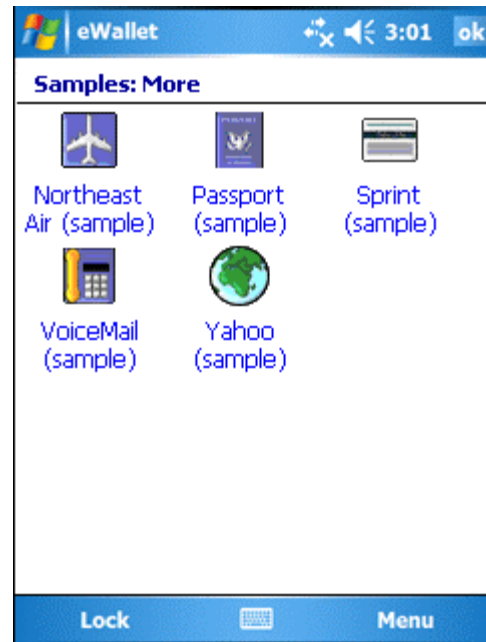
Icon View showing Cards in the "Samples: More" Cards category. Note the Category name at the top of the screen, and the different menu options.

using the View menu on the menu bar. This menu is available when you're in List View or in Icon View looking at Category icons (as opposed to looking at icons for cards within a category). The Smartphone version has a similar feature using the **Icon/Tree** button.

Look at any card by tapping or clicking its name or icon.

You can look quickly at all the cards without returning to the list or icon view using either the arrow buttons on a Pocket PC, the Next Card menu option on the Smartphone or the arrow keys on your Windows PC.

Note that password-protected categories are displayed in **black** while categories that are not protected are displayed in **blue**.

Main Card display

Details and
Notes area

Navigation arrows

New
menu
button

Pocket PC

Smartphone
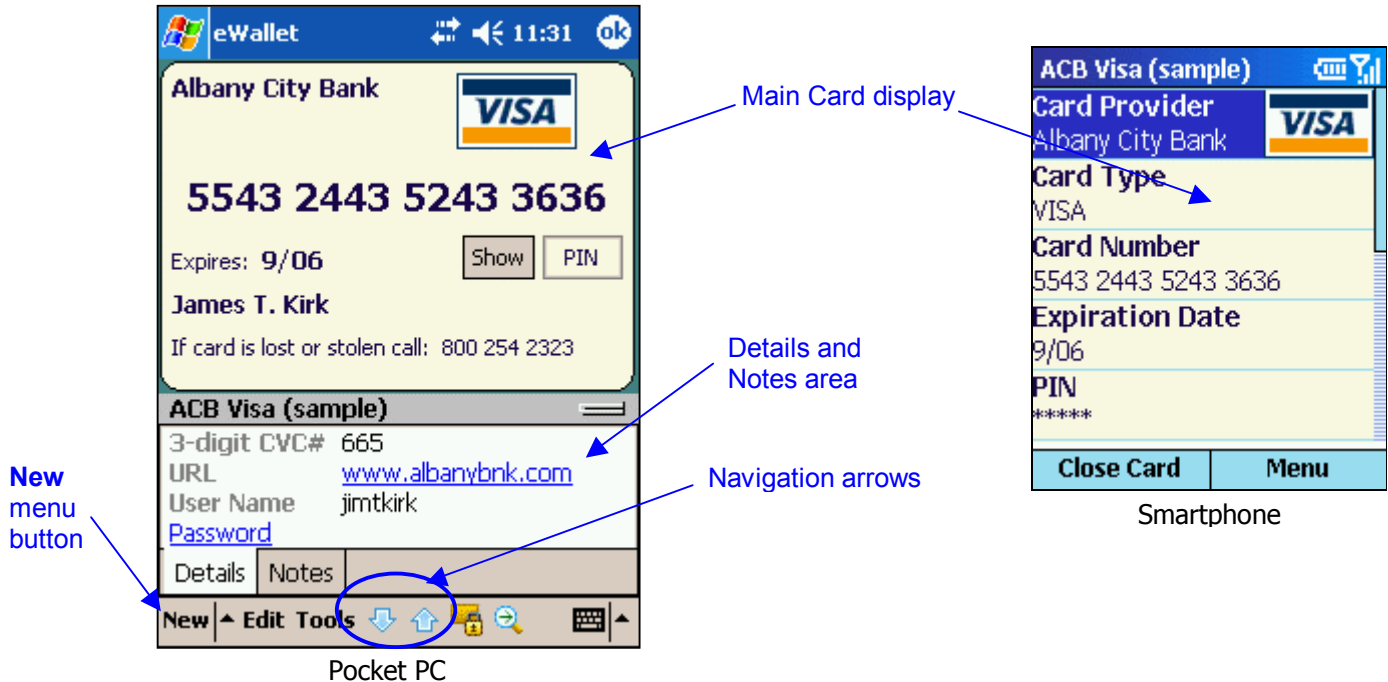
When you're ready to add your own information, you can either add your new categories and cards to the "My Wallet" and delete our samples, or create a whole new wallet file and add your information to it.

Adding your Own Cards

Add new cards by selecting the **New menu button** on a Pocket PC, the **New->Card** menu button on the Smartphone or the **New Card** tool button (or Edit menu pick) on a Windows PC.

On a Pocket PC, the New button will make a new object of the appropriate type (depending on your current location in the program). If you're looking at a card, or looking at the icons representing cards in one category, the New button will make a new card in that same category. If you're looking at the List View or at icons representing categories, you'll be given a choice of whether to make a new card (and which category to make it in) or a new category.

On a Windows PC, you'll need to have a category or a card _selected_ in the left-hand pane before the New Card menu choice or tool button is available. The new card will be put into the active category.

When adding a new card, you'll be prompted for the _type_ of card, then for the specific information for that card. Use the tabs (on the bottom of the Card Properties window on a Pocket PC, and on the top on a Windows PC) to change the various kinds of card information. You can add any kind of card in any category.
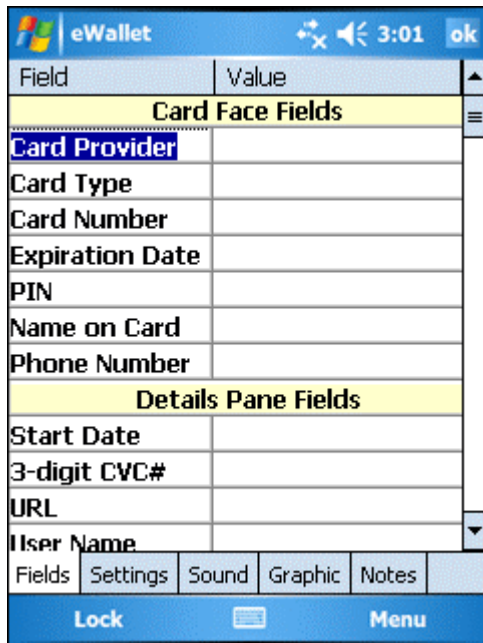
Enter your card information on the **Fields** tab
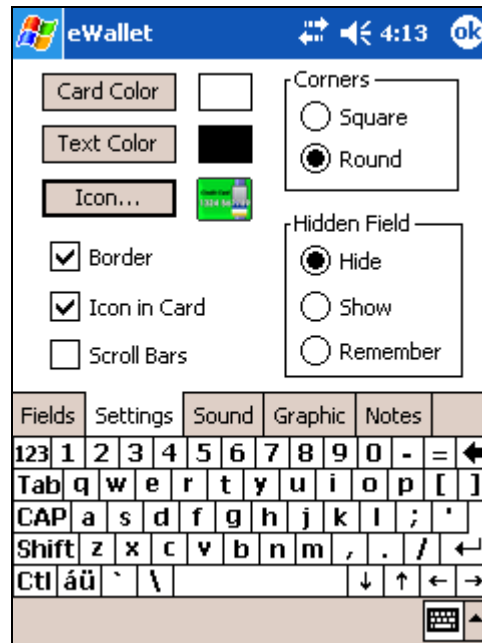
Control colors and other appearance options on the **Settings** tab

Changing and Deleting Cards

You'll use the same **Card Properties** window to change any card.

On a Pocket PC, you can either tap the card face while the card is showing, or **Tap + Hold** your stylus on the name of the card or its icon, then choose **Properties** from the menu that appears.

On a Smartphone, simply view the card you want to change and tap the **Edit** menu button.

On a Windows PC, just choose the **Properties** tool button or Edit menu pick when a card is selected.

Delete cards on your Pocket PC by choosing **Delete** from the menu that appears when you *Tap + Hold* your stylus on a card name or icon. Delete a card on the Smartphone by selecting the card in the list of cards and then tapping the **Delete** menu button. Delete cards on a Windows PC by choosing the **Delete** tool button or Edit menu pick when a card name or icon is selected.

Adding, Changing and Deleting Categories

Just like with cards, it's easy to add, delete and change your eWallet categories.

To add a category, select **New** on your Pocket PC when you're in List View or Icon View looking at Category Icons, or the **New Category** tool button or menu pick on your Windows PC.

To change a category on Pocket PC, **Tap + Hold** your stylus on the name or icon of a category and choose **Properties** from the menu that appears. To delete a category, choose **Delete** from that same menu. Deleting a category deletes any cards contained in that category as well.

On a Windows PC, change a category by choosing the **Properties** tool button or Edit menu pick when a category is selected. Similarly, choose the Delete tool or menu pick on a selected category to delete it.

When adding or changing a category, you'll see the **Category Properties** window:
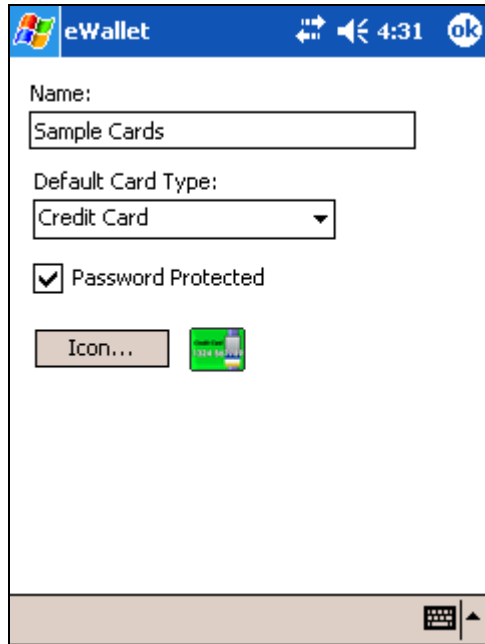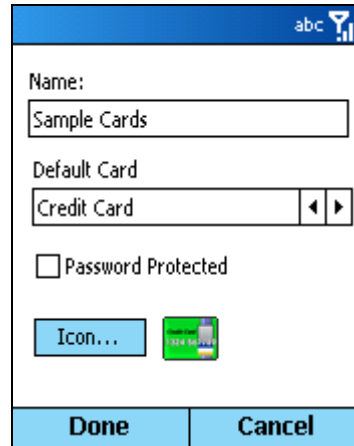
Pocket PC   Smartphone

Like with cards, you can change the **name** of a category and the **icon** associated with it. **Default Card Type** lets you select what will be the initial type selected when you create a new card in that category. You can always change the card type, and you're not required to have only cards of the same type in any category. This pick just controls the initial setting for new cards. You can pick any of eWallet's available card types from the list.

The **Password Protected** option is where you control whether you need your wallet's password to see any of the cards in the category. This is the most important thing you need to understand about how eWallet works.

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 PC, categories can contain other categories, or subcategories. The example below shows two subcategories, Business and Personal, under the Credit Cards Category. The Business and Personal subcategories would allow you to keep all your credit cards in one place (Credit Cards) and also separate them in a way that's useful to you.
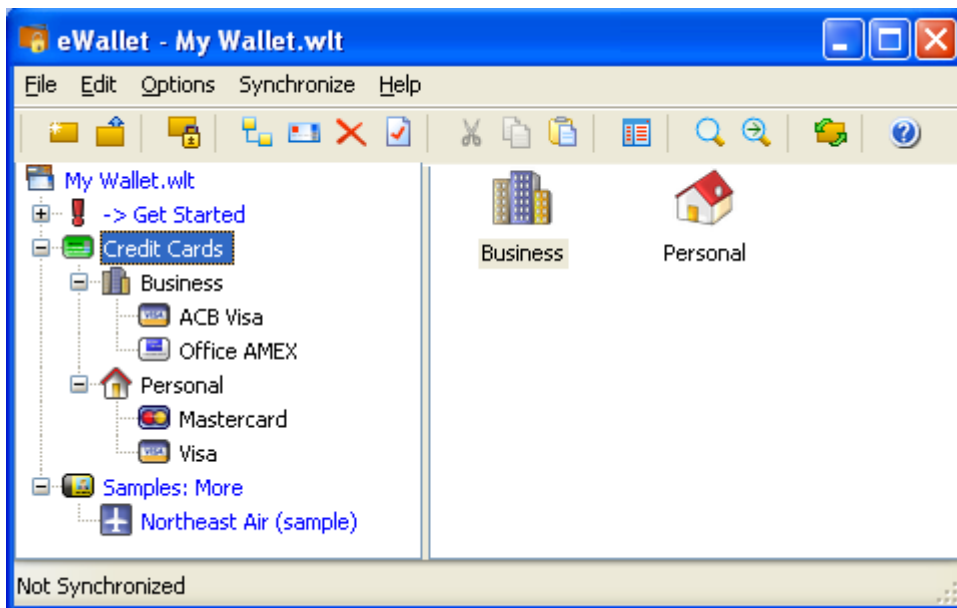
To create a subcategory, right-mouse click on an existing category and select New Subcategory. The new subcategory you create will be nested under the category you clicked on.

To make an existing category a subcategory, simply drag the category you want until it touches another category; the category you dragged becomes a subcategory of the category it landed on.

Note that all subcategories of a password protected category will also be password protected.

Protecting your Information

You can think of your eWallet file like your regular wallet. Some of the information is confidential (like your credit card numbers) and some of it probably isn't (like your family pictures, or a card with reference information). eWallet allows you to protect your confidential information, but still have fast access to other info in your same wallet file.

You do this by putting the cards with confidential information into categories that are **password-protected**, and the ones you don't want to protect in categories that are not. To password-protect a category, just select **Password Protected** on the Properties window for that category.

eWallet will ask you for a password any time you try to see a card in a password-protected category and your wallet is **locked**. Your wallet is automatically locked when you first open it, and remains locked until you unlock it with your password. Then it _remains unlocked_ until you either:

- Close the wallet file

- Lock the wallet file (by tapping the **lock icon** on your menu bar). This icon is grey (disabled) when your wallet is locked (since you can't lock it), and green (enabled) when your wallet is unlocked

New | ▲ View Tools 🔒 🔍   ▦ ▲   New | ▲ View Tools 🔒 🔍   ▦ ▲

Your wallet file is already locked, so you can't lock it.   Your wallet file is _unlocked_, so you can lock it by touching the lock icon.

or until eWallet automatically closes your wallet file, if you've chosen to have it do so. (See below for information about how to do this.)

On the Smartphone, you can lock your wallet by simply tapping on the Lock Wallet menu button. If the wallet is already locked, the menu button will be disabled.

In the sample My Wallet file that you're looking at, the wallet file is currently locked, as you haven't entered the password. But since the categories start out without password-protection being on, you were still able to look at the cards.

For example, if your wallet file has 3 categories:

- Credit Cards
- Family Pictures
- Bank Accounts

you would password-protect Credit Cards and Bank Accounts. When you opened the wallet, it would be locked. If you tried to look at a card in Credit Cards, you'd be asked for your password. Then, you'd be able to look at any other cards in Credit Cards, as well as any cards in Bank Accounts _without entering your password again_ until you locked or closed your wallet.

If you want, you can try this in the sample wallet. The initial password is **123**.

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

You'll also be asked for a password any time you try to change a password or any of the other security or wallet file options, as well as when you use eWallet's **Find** tool. Be sure to change the password on the My Wallet file, or create your own new wallet file with your own password, before entering any of your own confidential information.

To change the password of any wallet file, choose **Change Password** from eWallet's **Tools** menu on a Pocket PC, or eWallet's **Options** menu on a Windows PC. If your wallet is locked, you'll first be asked for your current password.

To set eWallet to automatically lock any wallet file whenever you're not using it, choose **Configure** from eWallet's **Tools** (or Options) menu. From there, you can select timeout locking and other security features. Read more about these options in eWallet Security.

Selecting a Password

Choose a password 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 eight 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.

You can optionally set a password hint when you set or change your password. The hint you use should be something that will remind you of your password, but will not give your password away to someone other than yourself.

On the Smartphone, if you are using all alphabetical characters for your password, you can tap on the **Use alpha entry** option in the password screen. Setting this option will automatically put the Smartphone in "abc" mode. To manually switch modes between "abc" and "123" and possible other input modes, press and hold the ***** key.

Please note that if you forget a password, you will not be able to access any of the protected (by a password) information in eWallet. _Choose your passwords carefully._ Remember that passwords are case-sensitive -- if your password is not being accepted, check that your Shift-Lock is not on.

Getting Started Summary

At this point, you should know:
- the difference between _cards and categories_ in eWallet
- how to _create and change_ a new eWallet card
- how to _protect the information_ in your eWallet files
- the difference between eWallet's _List View and Icon View_ on a Pocket PC
- how to use _Tap + Hold menus_ in eWallet.

The rest of this document contains more detail about all the eWallet 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 first how you want to organize your information, or just start creating cards. You'll be able to move them any time between categories using cut and paste.

It's also up to you whether you want to keep using the My Wallet file by deleting each card in it and adding your own, or just create your own wallet file. Again, you can always change your decisions later.

Using eWallet

While using eWallet, keep in mind that some options may be unavailable or work differently depending on what kind of object you have selected or are viewing. On a Pocket PC, remember to Tap + Hold your stylus on any object's name or icon to see the available actions on that object.

eWallet Files

Files are the topmost level of information used by eWallet. Just like any other file on your Pocket PC, Smartphone or Windows PC, files are completely separate from each other. You can have as many eWallet files as you want, each with different kinds of information. For example, you might have one wallet file for work, and one for personal information. Or you might have one file dedicated only to internet passwords.

On a Pocket PC, you can copy, delete, rename, move or send eWallet files from the **file list screen** of eWallet, or using the Pocket PC File Explorer program. On a Windows PC, you can also copy, delete, rename, move or send eWallet files using File Explorer.

On the Pocket PC you can have two different file lists. The file list on the left shows any wallets you have that are being synchronized with SyncPro. The file list on the right shows wallets in the "My Documents" folder area on your device.
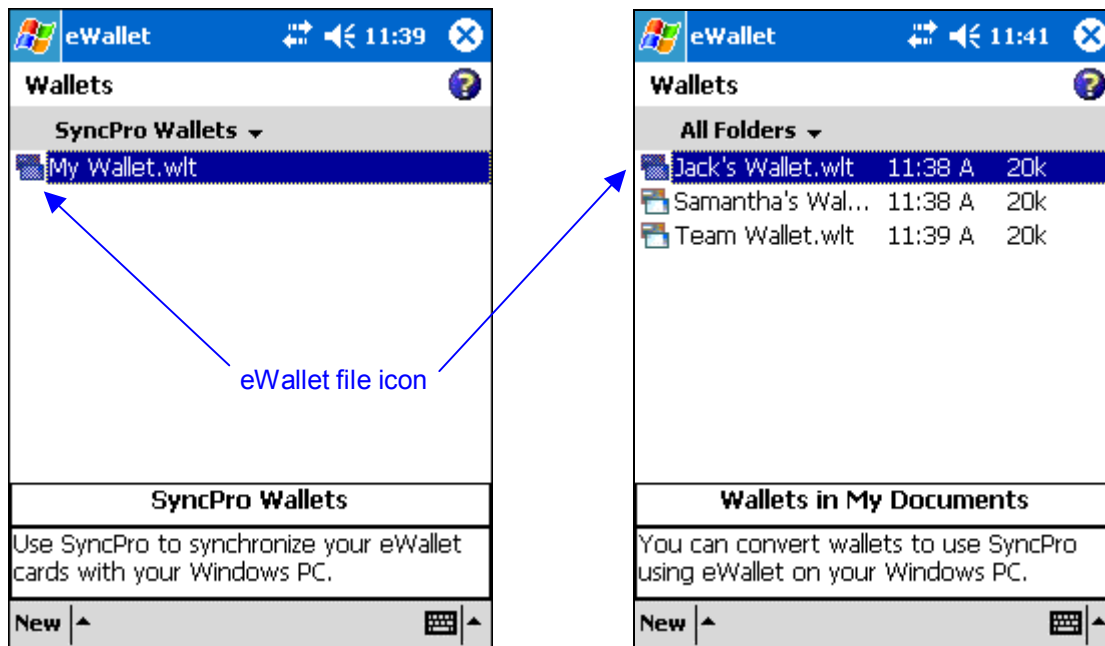
eWallet files synchronized
with SyncPro

eWallet files under "My Documents" folder
(can be file synchronized)

Create new eWallet files from the New pick on a Pocket PC when you're in the File List screen. On a Windows PC, create new eWallet files from the New Wallet pick on eWallet's **File menu**.

eWallet files have a file extension of .wlt and an icon showing two cards, one overlapping the other.

Each wallet file has one password, although you can decide for yourself which categories the password is applied to. Every wallet file must have a password, however. You'll be asked for a password when you first create the file. You'll need the password to view any cards in password-protected categories, as well as to change any of eWallet's Configuration Options (including changing the password), and to use eWallet's Find tool.

You can choose to have eWallet prompt for your password whenever you open a wallet file, but remember that you should still password-protect your categories for file security (information encryption). See eWallet Security for more info.

You can copy or move cards *between eWallet files* using your system clipboard (Copy/Paste or Cut/Paste).

If you'd like to share a wallet in a workgroup environment, your wallet files can be placed in a directory on your network. The first person that opens the wallet can write to the file, everyone else will have read-only access.

See also:
   Synchronization
   eWallet Security

eWallet Categories

eWallet uses **Categories** to organize its information. You can have as many categories as you want in any wallet, but must have at least one. All cards must be in categories.

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

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 what will be the initial type selected when you create a new card in that category. You can always make new cards of any type, and you don't need to have only cards of the same in any category. This pick just controls the initial setting for new cards. You can pick any of eWallet's available card types from the list.

Password Protected: This option is where you control whether you need your wallet's password to see any of the cards in the category. This is the most important thing you need to understand about how eWallet works. While you have one password per wallet, you can select whether it's in effect per category. When a category is password-protected, the cards in it are *encrypted* in the file, and you'll need to enter your wallet password if the wallet is locked. If you've already *unlocked* your wallet (by entering your password) in your current session (that is, since you've opened your wallet), you won't need to enter your password again.

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

Get a complete description of how passwords work with categories in Protecting Your Information.

You can change any properties of any category at any time. Categories can be nested to further organize your personal and business information.

See also:
   eWallet Security

eWallet Cards

eWallet stores your information in cards. Think of cards just like any cards in your real wallet – you'll usually have several pieces of related information on a card. For example, on a password card, you might have a username, a password and a URL. You can also personalize any card with _icons, colors and graphics_, to help you quickly and easily identify each one.

Each card must be in a category inside your wallet, but any category can have any kinds of cards. Organize your cards however makes the most sense to you.

You can change any properties of any card at any time, and move cards between categories using your system clipboard (cut / copy / paste). Edit, delete, rename, cut or copy cards by selecting the appropriate action from the Tap + Hold menu on your Pocket PC, or the menu bar or tool button when a card is selected.

Card Types

eWallet provides 32 different kinds of cards for you to choose from (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 form will ask you for:

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

But you can always enter any kind of information in any field on any card.

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 the information in whatever format is most convenient for you. You can enter any additional information you might want in the **Notes** area of any card.

If none of the card templates we provide is exactly what you want for any of your information, eWallet also contains 2 unformatted card types (Notes and Free Form cards) and one (General Purpose) that you can customize with your own field labels.

Each card type has a default **icon** associated with it, but you can change the icon to anything you prefer. Use the **Settings** tab on **Card Properties** to do this.

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 info, 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
- **Free Form** – A short (non-scrollable) card for any unformatted information
- **General Purpose** – 6 fields and labels that 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 numbers, video rentals, store discount, non-profits, and more
- **Note Card** – A unlimited-length 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** – Any picture that fits on your screen, in 2bp or bmp 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

Card Properties

In addition to the fields (containing data) in your eWallet cards, you can also control card colors, borders and other appearance items and the card icon. If appropriate for that card type, you can also set whether a card is scrollable, whether a hidden field (for example, a PIN) is initially displayed, and whether the icon displays on the card face itself.

The Settings tab on the Windows PC version of eWallet also has an **AutoPass** option for cards that have URLs, usernames and passwords. With AutoPass enabled for the card, eWallet will attempt to fill-in the username and password fields for you when you launch the web page from the eWallet card. In addition to being able to enable and disable AutoPass on each card, you can also control whether the option gets used at all from the eWallet Options menu.

Graphics and Sounds

You can greatly customize the appearance of your eWallet cards using **graphics** and **sounds**. eWallet provides several options to let you manage the graphics and sounds in your wallets in the way that works best for you.

You have 2 options for adding graphics and sounds: **linked** or **inserted**.

Linking a sound or graphic file does _not_ add the graphic or sound into your eWallet file. Instead, a shortcut to that file is added into your eWallet file. If you're synchronizing your eWallet information, we recommend linking sounds and graphics, rather than inserting them. The shortcuts to linked sounds and graphics will be synchronized by SyncPro, as well as by Microsoft's ActiveSync File Synchronization. In addition, linking graphics or sounds rather than inserting them will improve your File synchronization time and reliability.

Keep in mind that linked files can only be in the eWallet installation directory and that linking a graphic or sound file means that the file needs to be on any platform that your wallet is on.

Having graphics linked to wallet files also allows you to use different graphics and sounds for your cards on each platform. For example, you might create a smaller version of a graphic for use on a Pocket PC. The link files option makes this simple – just create different graphics, with the same filename, in the eWallet installation directory on each platform. You also have the option to leave a linked graphic off of your device: if a linked graphic or sound file is not present on any platform, eWallet will simply not show the graphic or play the sound.

Inserting a graphic or sound file copies the contents of that file into your wallet. If you're using eWallet on a Pocket PC, Smartphone or Windows PC _only_, this is a simple way to keep your graphics right inside your wallet files. Note that you should use _linking_ sounds and graphics if you plan to use SyncPro synchronization.

You can use **graphics files** in bitmap (.bmp) or jpeg (.jpg) format in eWallet. Graphics can be any size, but you probably want to size them appropriately for the display.

The following table shows sizes (in pixels) for card displays:

	card size	credit card logo size
Windows PC	312 x 184	95 x 55
Pocket PC	237 x 181	78 x 50
Smartphone	170 x 80	54 x 34

The above sizes are for all cards except Notes and Picture cards. Note and Picture cards are not limited in size.

Sounds must be in wave (.wav) file format. When inserting or linking to sounds that will be used on a Pocket PC or Smartphone, keep in mind that some devices may not play all sound files. Sounds with a sampling rate of 11,025 should work on all devices. Sound files with a sampling rate of 8,000 could not be played on some early devices, and other sampling rates also may not work on all devices.

Please note that graphics and sounds are not encrypted, even when placed in a password-protected category.

You can get graphics and sounds from any source, as long as they're in the above formats. Many websites have sounds and graphics available for download.

Icons

You can add custom icons for cards and categories by creating Icon (.ico) files using any Windows PC icon editor. Each Icon file should contain one icon, in both 32x32 and 16x16 sizes. On your Windows PC, you'll need to put your icons in your eWallet installation folder. To use the Icon file on your Windows Mobile-based Pocket PC or Smartphone, use ActiveSync Explorer and drag the icon from your Windows PC to the eWallet installation folder on your device. Once this file is on your Windows Mobile device, you can use it just like the built-in icons.

In pre-4.0 versions of eWallet, icons moved to a Windows Mobile device were converted to files with a .bmi extension. These files will continue to work on your mobile device but you may also replace them with .ico files if you wish.

eWallet Security

eWallet protects your wallet information in 2 ways:

- by requiring a **password** before displaying any cards in password-protected categories, and

- by **encrypting** (making unintelligible) the information in cards in password-protected categories in your wallet file. This means that the information in the file is scrambled so that it can't be read by any other program.

eWallet requires a password for each wallet file you have, but the password can be on or off for any categories in that file. Read Protecting your Information for more information about how passwords work.

For quick access, you can have categories that aren't password-protected, but information on those cards will *not* be protected in either way described above.

You can protect as much or as little of your information as you choose. Again, eWallet will encrypt only the data in the categories of your wallet that you specify as password-protected. Cards in other categories will not be encrypted, and will be viewable without your password.

We recommend using categories without passwords only for general, non-confidential information.

eWallet uses the RC4 encryption algorithm, with a 128-bit key to encrypt any of your cards in password-protected categories.

Note that the **trial version** of eWallet will not encrypt any data until registered. When you purchase eWallet, all password-protected cards in the wallet that was open when you registered will automatically be encrypted. To encrypt any password-protected cards in other wallets you may have created with an unregistered version, just open each wallet with the registered version of eWallet and you'll be given the option to encrypt your password-protected cards. Also, please note that pictures and sounds are not encrypted, even when placed in a password-protected category.

You can explicitly *lock your wallet* at any time, with the **Lock Wallet** tool button. Locking your wallet leaves it open, but closes each category. A password is required to open any password-protected

category. You never need to explicitly unlock a wallet – just choose which category you want to open, and you'll be prompted for your password.

You can **increase the security** of your eWallet installation using options available from the **Configure** pick of the Tools (Pocket PC) or **Options** (Windows PC) menu. On the Smartphone, tap the **Options->Configure** menu button. These options include:

- Having eWallet close or lock your wallet after a specified amount of time if it doesn't get any user input. Both of the options will act on any wallet when it's open, whether it's active or minimized. Once the wallet is closed or locked , the password will again be required to access any password-protected information. Choosing this option will help prevent someone 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, passwords cannot be entered and password protected data cannot be accessed. You can choose how many incorrect password attempts will be allowed before the wallet's access is locked, and how long the wallet's access stays locked once the limit has been reached. This will make it more difficult for someone to try to break into your wallet by guessing several passwords. However, it will also make it more difficult for you to try multiple passwords if you misplace or forget one, so use this option with care.

- Having eWallet ask for your password when the wallet is first opened, rather than waiting until a category is accessed. With eWallet version 2.1 and later, selecting this option will also password-protect any non-protected categories. If you select this option, you should still password-protect any new categories you add containing cards with confidential information. You'll still need to only unlock your wallet file once per session.

To _change the password_ on your eWallet, select **Change Password** from the **Tools** or **Options** menu. You will first be asked for your current password. You will only be allowed to enter a new password after you've correctly entered your current password.

Choose a 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 eight 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. Please note that if you forget a password, you will not be able to access any of the protected (by a password) 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 Shift-Lock is not on.

See Also:
Protecting your Information

Synchronization

eWallet 4.0 lets you choose between two ways of synchronizing your information: SyncPro™ and File Synchronization.

With SyncPro Synchronization, you can make simultaneous changes to different cards on your Windows PC and Windows Mobile device and both changes will be synchronized. If you're using File Synchronization, however, you cannot update one record in a wallet (your Visa card, for example) on

your Windows PC and another (your calling card) on your Pocket PC and have both changes take effect. Only whole files are synchronized.

The Status Bar at the bottom of the Windows PC version of eWallet will show you the type of synchronization you have set for the currently opened wallet file.

Use the picks on eWallet's **Synchronization** menu to change synchronization settings for your open wallet file. To change settings for another wallet file, first open the file, then use the Wallet Synchronization Wizard.

See Graphics and Sounds for information about the choosing the best options for using graphics and sound files in wallets that are synchronized.

SyncPro Synchronization

With SyncPro™ Synchronization, you can make simultaneous changes to different cards on your Windows PC and Windows Mobile-based Pocket PC or Smartphone, and all changes will be synchronized. SyncPro allows two-way card synchronization with one Windows Mobile device as well as an automatic wallet file copy to any other connected Windows Mobile devices.

SyncPro is for use only with Windows Mobile-based Pocket PCs and Smartphones. If you have a Palm Powered handheld, use HotSync to synchronize your eWallet information.

We recommend you install the latest version of Microsoft ActiveSync for use with SyncPro.

Follow the steps below to set up your Windows PC and Pocket PC or Smartphone for synchronization:

1. Make sure your Windows PC and your mobile device are connected using Microsoft ActiveSync.
2. Start the Wallet Synchronization Wizard by selecting **Synchronization Setup** from eWallet's **Synchronize** menu. When you're ready, press Next.
3. Select your device in the wizard and press Next.
4. Pick the Synchronization Action you'd like and press Next.
5. Press Finish.

If you've already established Synchronization and would like to change it, select **Change Partner** from the **Synchronize** menu.

Remember that your eWallet password on your Windows Mobile wallet file and the wallet file you synchronize with on your Windows PC need to be the same.

Synchronization Options	When to use
Synchronize Cards	You have important information in both your Windows PC wallet and in the wallet cards on your Windows Mobile device.
PC Cards overwrite Device cards	You have important information in the wallet file on your Windows PC and are not worried about the existing information in your Windows Mobile wallet file.
Device Cards overwrite PC cards	You have important information in the wallet file on your Windows Mobile device and are not worried about the existing information in your Windows PC wallet file.
Do Nothing	No synchronization will occur.

Notes:

- Once a wallet has been configured as a SyncPro wallet, it will be stored in the Synchronized Wallets folder in the eWallet installation directory on your Pocket PC or Smartphone.
- Some card elements such as embedded graphics and embedded sounds are not synchronized using SyncPro. See the Graphics and Sounds section for more information on this topic.

SyncPro Settings

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

Synchronization Occurs

Manually Only	SyncPro synchronization will occur only when the "Sync Now" button is pressed in the toolbar or when "Run SyncPro Now" is selected from the Synchronization menu. This is useful if you change cards very rarely or want complete control over when synchronization occurs.
On eWallet Start	SyncPro synchronization will occur when eWallet on the Windows PC starts. Useful when you primarily change cards on your Windows PC.
On eWallet Exit	SyncPro synchronization will occur when eWallet on the Windows PC exits. Useful when you primarily change cards on your Windows PC.
Connect to mobile device	SyncPro synchronization will occur when your mobile device is connected via ActiveSync. Useful when you primarily change cards on your mobile device. Note that synchronization will **never be confirmed** when the synchronization is initiated on a mobile device connection. If you're connecting remotely (using WiFi for example) you would not see or be able to respond to the confirmation prompt.

Confirmation

Always	Always prompt for confirmation before SyncPro runs.
Never	Never prompt for confirmation before SyncPro runs.
Only when I have multiple SyncPro files	Select this confirmation option to prompt for confirmation if you have more than one wallet file to be Synchronized with your Windows Mobile device using SyncPro.

ActiveSync File Synchronization

If you have a Windows Mobile-based Pocket PC, you can use File Synchronization (part of Microsoft® ActiveSync®) as an optional alternative to SyncPro to keep the wallet files on your Windows PC in sync with the wallet files on your Pocket PC. We recommend you install the latest version of Microsoft ActiveSync.

Your wallet file may already be synchronizing. Check the **status bar** at the bottom of your eWallet window on your desktop to see if it is.

To set up your Windows PC and mobile device for File Synchronization, follow these steps:

- Enable File Synchronization. In Microsoft ActiveSync 3.7 or later, you do this by selecting Options from the Tools menu. Check the box for File Synchronization and click OK.

- For new wallet files, pick the **ActiveSync File Synchronization** option in the **New Wallet** Wizard. This will store your new wallet file in the *Synchronized Files* folder on your Windows PC. To change settings for another wallet file, first open the file, then use the **Change Partner** pick on eWallet's **Synchronize** menu. If you're already using ActiveSync File Synchronization for your wallet files, you don't need to make any changes.

- Store your wallet files in the 'Synchronized Files' folder on your Pocket PC. Your wallet files are always stored in the "My Documents" folder, which is always synchronized (files stored on flash cards will not be synchronized, however).

Once you have this set up, your wallet files will be synchronized whenever you synchronize the rest of your data. If eWallet is running when you synchronize, you may get a message that the wallet file is in use. If this happens, close eWallet and synchronize again.

If you don't want a Windows PC wallet file synchronized with your mobile device any longer, simply move the file out of the 'Synchronized Files' folder on your Windows PC. You can find out where this folder is by opening the **ActiveSync Options** dialog, selecting File Synchronization and clicking the **Options** or **Settings** button.

If you are using a eWallet on a Windows Mobile-based Pocket PC or Smartphone, you have the option of using SyncPro Synchronization. Note that Microsoft does not provide File Synchronization for Windows Mobile-based Smartphones.

If you have more than one Pocket PC, you'll probably have more than one File Synchronization partner on your Windows PC. You'll be able to choose which one to use for any new wallet, or any wallet that you're changing to use File Synchronization.

See [Graphics and Sounds](#) for information about the choosing the best options for using graphics and sound files in wallets that are synchronized.

If you have problems with synchronization, you can find detailed support information on our website at http://iliumsoft.com/site/support/fsynchlp.htm.

Exiting eWallet

On Pocket PCs and Smartphones, you typically don't have to worry about exiting out of eWallet; the Windows Mobile operating system handles memory and applications automatically if necessary. If a situation does arise where you need to stop eWallet from running, follow one of the steps below:
- For Pocket PC: enter **Ctrl-Q** on the keyboard from a card or category view.
- For Smartphone: in eWallet, tap **About eWallet** on the **Menu** button. With the About screen displaying, enter the "**Q**" (on the 7) key.

More eWallet Features

For extra safety, we encourage you to make backups of your eWallet files (as well as all of your important information). On a Windows PC, you'll find a **Make Backup** pick on eWallet's **File** menu. On a Pocket PC, just choose **Create Copy** from the **Tap + Hold menu** on any eWallet **filename**.

If you delete a lot of cards, you might want to *compact* your eWallet file to reclaim wasted file space. Just use the **Compact Wallet** pick on eWallet's **Tools** (Pocket PC) or **File** (Windows PC) menu.

Use eWallet's **Find** and **Find Again** commands to quickly find cards.

On the Windows PC, when you use the **Copy Card Number** menu command on a credit card, only the digits will be copied to the Windows clipboard. Spaces and dashes are removed using this copy command to make pasting to forms on web sites easier. You can also copy information from a specific card field by right-clicking on the field and selecting the appropriate Copy menu option.

On a Windows PC you can choose to hide or show the Notes pane, as well as changing its position and the positions of the other panes. You can _resize the Notes area_ on any platform by just dragging the edge of the pane. You can also change your wallet's _background color_ on any platform.

You can _print_ your wallet from your Windows PC using eWallet's **Print** pick. Print your entire wallet using the Print All option on the Print window. Select one card or one category, and the Print Selection option, to print only specified sections of your wallet.

eWallet will print the PIN or password on a card if you have configured the card to display it. You may want to hide PINs and passwords on all cards before printing. We recommend that you do _not_ write PINs on your printouts for security reasons.

You can **export** your eWallet information to a text file for printing or extra backup with the Export pick. This will copy 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 sounds associated with a card are not exported.

Get eWallet **Tips and Hints** from **eWallet's help**, on your Windows PC or Pocket PC. To use eWallet's Help on your Pocket PC, just choose **Start->Help** when eWallet is on your screen.

Getting More Information

Online Information

Frequently asked questions, tips, upgrade information and other support information is available at any time on the eWallet Support page of our website.

Contact Ilium Software

Ilium Software, the makers of eWallet, are committed to providing both high-quality software and excellent technical support. If you have questions about eWallet that this document doesn't answer, please do email or call us, and we'll answer them directly.

For **Technical or Customer Support**, email us at support@iliumsoft.com any time, or or phone us at (888) 632-5388 (toll free) or +1 (734) 973-9388

You can buy any of our products using our secure Online Store or Special Order Form found at http://www.iliumsoft.com. You can also send order information to us orders@iliumsoft.com or mail, fax or phone us your order at the address or number given below.

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