Codebook

Codebook for Android
Introduction and Usage
What is Codebook

Encrypted Data Vault

Guards passwords and private data

Keeps sensitive information organized

Enables quick recall of secrets

Syncs data across multiple devices

- iOS (iPhone / iPad)
- Android
- Windows
- macOS
Security

256-bit AES encryption

Peer-reviewed storage engine

Protection:

- Data at rest on device
- Data at rest on cloud sync service (Google Drive or Dropbox)
Getting Started
Master Password

Setup your Master Password on first use

It’s required each time you access vault

Your Master Password is used to encrypt your data. It is not stored in Codebook.

Recommendations:
- at least 8 characters including 1 of each, capital, number, lowercase, and special character, ex: ! $ ?
- Complex and difficult to guess

*** You must remember your Master Password. It cannot be retrieved from Codebook. ***
Welcome

1. Navigation Menu
2. Category List
3. Search
4. Favorites
5. Recents
6. Settings
7. Synchronization
Data model

Category

- Groups records
- Navigation-based retrieval

Entry

- Record with multiple fields; or
- A multi-line note
Data model

Fields

- Store related data on an entry
- e.g. username, password

Labels

- Define the Field type
- Establish behavior (e.g. launch email, generate password)
Create a Category

1. New Category
2. Enter Descriptive Name
3. Choose Icon
4. Save
Create an Entry

1. Add Entry (plus symbol)
2. Create Entry
3. Enter Descriptive Name (next slide)
4. Choose Icon (next slide)
5. Add Fields (next slide)
   a. Choose Label
   b. Enter field value
6. Click the “Favorite Star” to mark the most important record (next slide)
7. Save entry (next slide)
Create an Entry (continued)

1. Add Entry (previous slide)
2. Create Entry (previous slide)
3. Enter Descriptive Name
4. Choose Icon
5. Add Fields
   a. Choose Label
   b. Enter field value
   c. Done
6. Tap the “Favorite Star” to mark the most important record
7. Save entry
Special Labels & Behaviors

- **Password / PIN**
  - Masked
  - Supports random generation

- **Note**
  - Free text entry

- **Website**
  - Launches browser on double click

- **Email**
  - Launches email client on double click

- **Phone**
  - Can be used to make calls

- **TOTP**
  - Generates time-based one time passwords (e.g. for Google 2-step)
Create a Note

1. Add Note (plus symbol)
2. Create Note
3. First line becomes title (next slide)
4. Multi line text content (next slide)
5. Done -- save note (next slide)
Create a Note (continued)

1. Add Note Entry (previous slide)
2. Create Note (previous slide)
3. First line becomes title
4. Multi line text content
5. Done -- save note
Deleting categories

1. In the Categories View long tap a category to delete
2. Tap delete category
3. Tap ‘Yes’ to confirm your deletion

Be careful not to lose information!

*Deleting a category will delete all entries inside that category*
Deleting entries

1. In the Entry view tap Edit
2. Tap Delete
3. Tap ‘Yes’ to confirm delete
4. Alternate delete method:
   a. Long tap entry within category list
   b. Select ‘Delete Entry’ from context menu
   c. Confirm deletion

Be careful not to lose information!
Deleting fields

1. In the Entry view tap edit pencil
2. Tap the trashcan next to the field to be deleted
3. Tap Delete (next slide)
4. Tap save icon (next slide)

Be careful not to lose information!
Deleting fields (continued)

1. In the Entry view tap edit pencil (previous slide)
2. Tap the trashcan next to the field to be deleted (previous slide)
3. Tap ‘Yes’ to confirm deleting the field
4. Tap save icon

Be careful not to lose information!
Navigation and Retrieval
Categories

Navigate through your own custom organization structure

1. Choose a Category from the Categories list
2. Choose an Entry

Categories and Entries are sorted alphabetically
Favorites

Entries marked with the Favorite star are quickly accessible

1. Tap “Favorites” from the side navigation menu
2. Choose Entry
3. To un-favorite an entry from the favorite view:
   a. Tap star to un-favorite, will display gray star outline
Recents

Quick retrieval of the 20 Entries most recently accessed

1. Choose a Category from the side navigation menu
2. Choose Entry
3. Tap trashcan to clear recents list

Recently viewed entries are automatically added to the top of the list
Search

Quick retrieval of information based on keyword. Matching favorite results are populated to the top of the result list.

1. Enter search criteria
2. Choose an Entry

Entry names and all field values are included in search (in this search example, the 401k entry has the secret question value of “What was your first pet’s name?” which contains the search criteria “am”)

[Diagrams showing search and entry screens]
Copy / Paste

Data can be copied to the clipboard

1. Long Tap on a field
2. Select Copy

Paste into other applications

Clipboard is managed and cleared automatically
Synchronization
Synchronization

Codebook can keep data in sync across multiple devices

Devices to be synced share the same Sync Key

Changes made on any device can be merged

Types of Syncing:
1. Cloud Service
2. Desktop WiFi

New data and changes are merged across Codebook apps

Sync is triggered on each device on demand

Sync using Codebook Sync Key
Initial Sync Key Setup

When Codebook is first setup, you need to Setup Your Sync Key.

You will be asked, ‘Have you previously created a Sync Key within Codebook on another platform or device?’

Select ‘No’

Codebook will generate your Sync Key.

** There is only one Sync Key that is used for ALL of your devices. **
Backup Sync Key

Your Sync Key is needed to encrypt and decrypt your data when syncing your devices. You should generate a backup of your Sync Key so you can retrieve your data in the event that your device is lost or damaged.

There are two options for creating a Backup Sync Key:

1. **Print Backup Code**
   - a QR code representing your Sync Key encrypted with your Master Password
   > *** Be sure to write down the Master Password of the device generating the backup in the space provided ***

2. **Write down Backup Word List**
   - a list of 20 words that can be used to generate the same encryption key that is stored in your Sync Key.
   Master Password not required to decrypt a Word List.
Setting Up Syncing on another Device

1. Since you already have a Sync Key, tap Yes and you will be prompted to scan (import) your sync key.

2. From the Import Sync Key screen, tap Scan QR Code.

To display your existing Sync Key from another device:
From the desktop app -
  Select Sync Menu > Add a Device
From the mobile app -
  Sync View > Add a Device
This will display a QR code containing an encrypted representation of your Sync Key.

3. Scan the QR Code and Tap Process.
4. Enter the Master Password associated with the Sync Key you just scanned.
Set Sync Method

1. Select Home > Sync

2. Tap Mode:

3. Select Sync method

For Dropbox and Google Drive:
   4a. Tap Account - Tap to connect. When syncing to Dropbox or Google Drive, you will need to authenticate to the app once and the settings will be saved.

For WiFi:
   4b. Tap Computer - Select Computer from the list. The computer must have Sync preference set to WiFi to be displayed.
Data can be synced using your Dropbox or Google Drive account

All data on the Cloud is encrypted using your Sync Key

When syncing using a cloud service, the sync process must be initiated from each device to ensure all changes are made in all devices.

Syncing is performed with one Cloud Service at a time.

** The same sync key is used for all of your devices **
How to sync using a Cloud Service

1. Tap Home > Sync
2. Tap Mode and select the cloud service to use for syncing.
3. Tap Account to connect. For first time syncing with this service, you will be prompted to sign in and/or allow Codebook access to your account.
4. Tap the Sync button on the toolbar to start syncing.

Tip: Sync periodically to the Cloud to keep an up-to-date encrypted copy of your data in case of machine failure.
Cloud Service Sync example

**Computer**

1. Add a new entry in Codebook Desktop
2. Start Sync
3. Changes copied to Cloud Service

**Mobile**

4. Start Sync
5. Codebook Desktop changes merged from Cloud Service to Codebook Mobile
6. Edit Entries on Codebook Mobile
7. Start Sync
8. Mobile changes copied to Cloud Service
9. Start Sync
10. Mobile changes merged from Cloud to Codebook Desktop
Sync Using Desktop WiFi

Data can be synced using your local WiFi network.

A WiFi sync is initiated on the mobile device.

Data will be merged and updated on the mobile device and the desktop.
Desktop WiFi Sync

1. After enabling the WiFi sync option on the desktop. Tap Home > Sync
2. Tap Mode and select WiFi.
3. Tap Computer to choose the network you will use for syncing.
4. Tap the Sync button on the toolbar to start syncing.

Tip: Sync periodically to the Cloud to keep an up-to-date encrypted copy of your data in case of machine failure.
Accessing Settings

1. Tap Settings in the side navigation menu
Customize Labels

Add new custom labels

Customize behaviors

Enable masking

1. Settings
2. Customize Labels
3. Select existing or add new Label
4. Edit Label
5. Save
Autolock

Leaves application unlocked for a designated period of time (default 1 minute)

Automatically locks application when timer expires

Allows more convenient access without repetitious logins

Tip: Be careful, when autolock is enabled

1. Settings
2. Preferences
3. Use Timer, Lock after
Other Features
Password Change

1. Settings
2. Change Master Password
3. Enter current password
4. Enter new password
5. Re-enter your new password
6. Password change confirmation