

Codebook

Codebook for Android - Release 5.0
Introduction and Usage

What is Codebook

Encrypted Data Vault

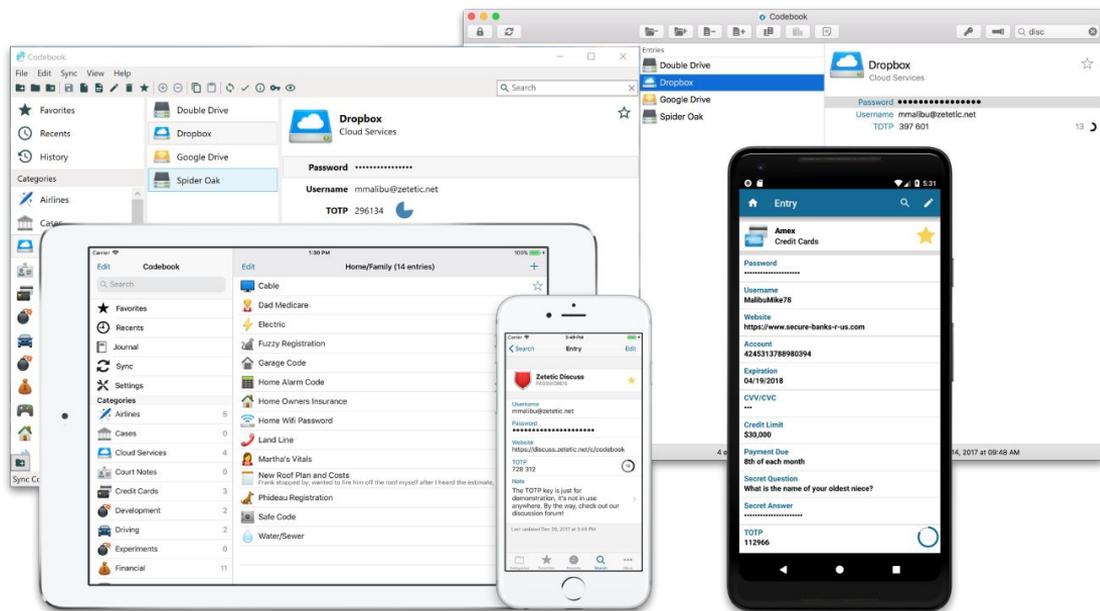
Guards passwords and private data

Keeps sensitive information organized

Enables quick recall of secrets

Syncs data across multiple devices automatically or on demand

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



Security

256-bit AES encryption

Peer-reviewed storage engine

Data Protection:

- Encrypted at rest on device
- Encrypted in transit during sync
- Encrypted at rest on all cloud services



Data encrypted with your
Sync Key and Master
Password

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 on your device. It is not stored in Codebook.

Recommendations:

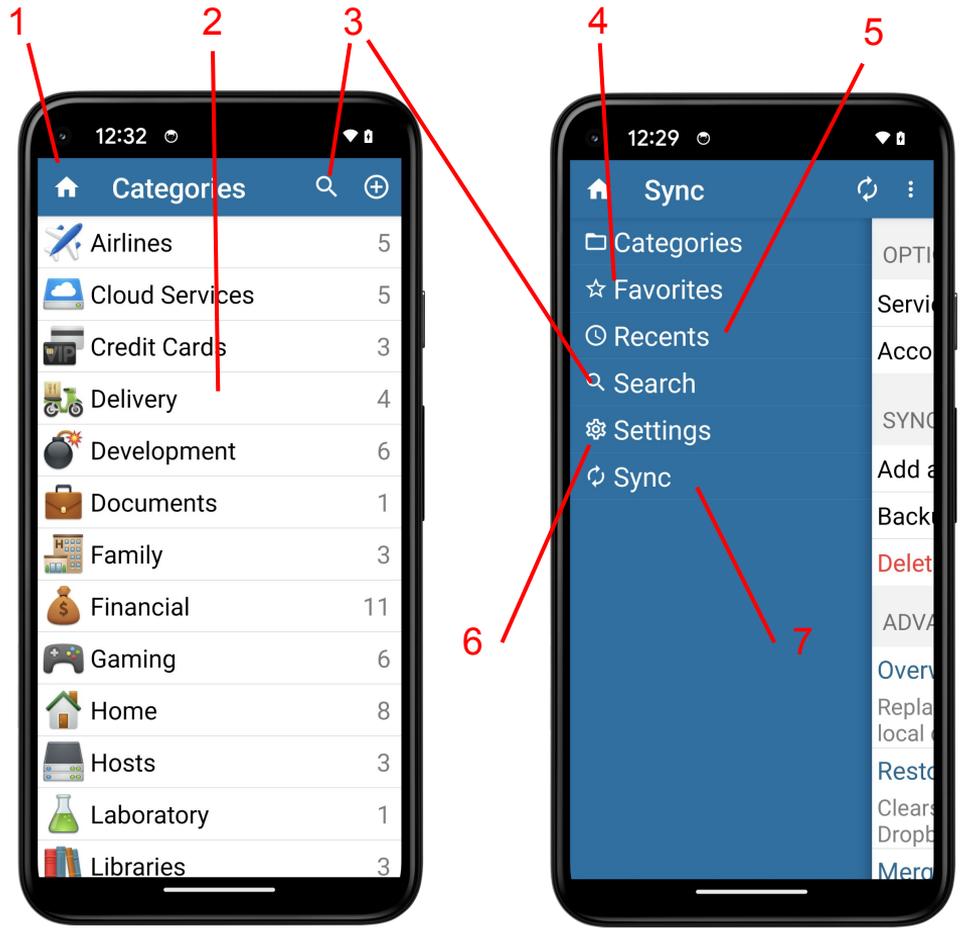
- at least 8 characters including 1 of each, capital, number, lowercase, and special character, ex: ! \$?
- Complex and difficult to guess

*** You must remember your Master Password. It cannot be recreated outside of Codebook. ***



Welcome

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



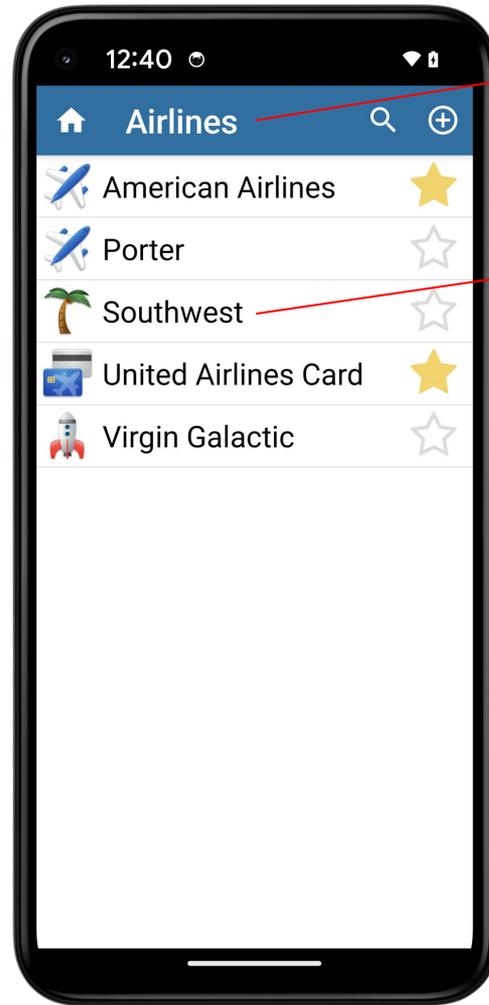
Data model

Category

- Groups records
- Navigation-based retrieval

Entry

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



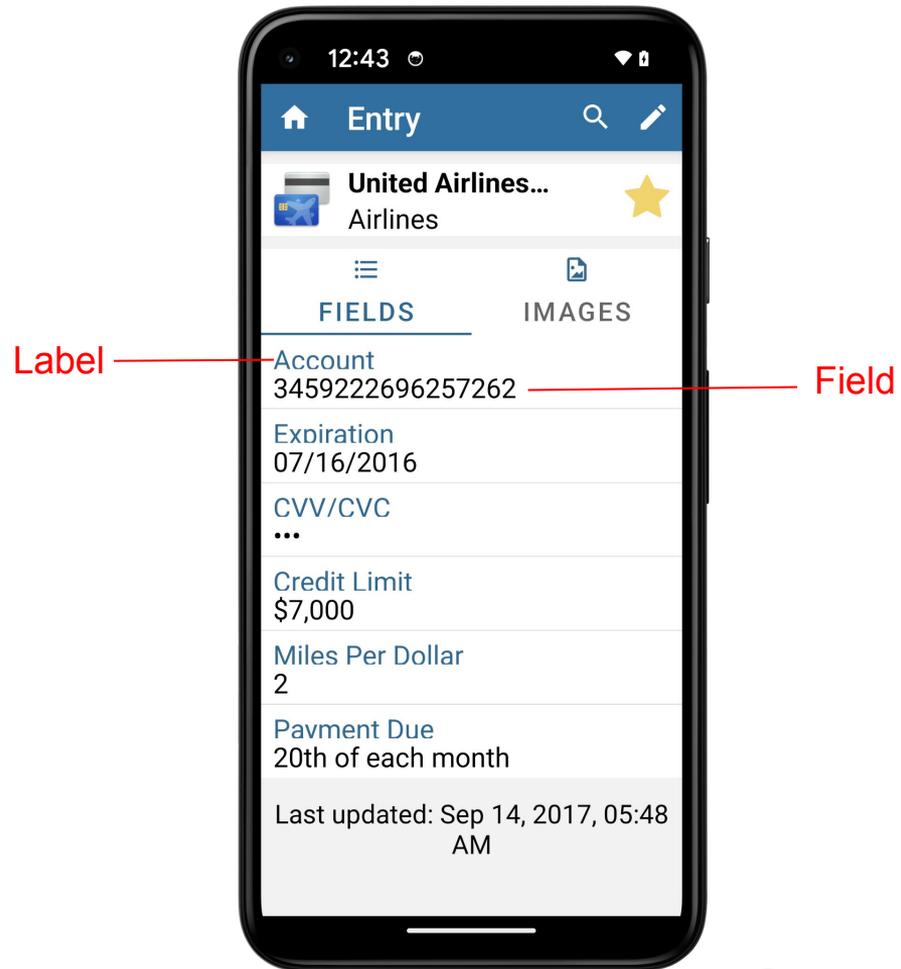
Data model

Fields

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

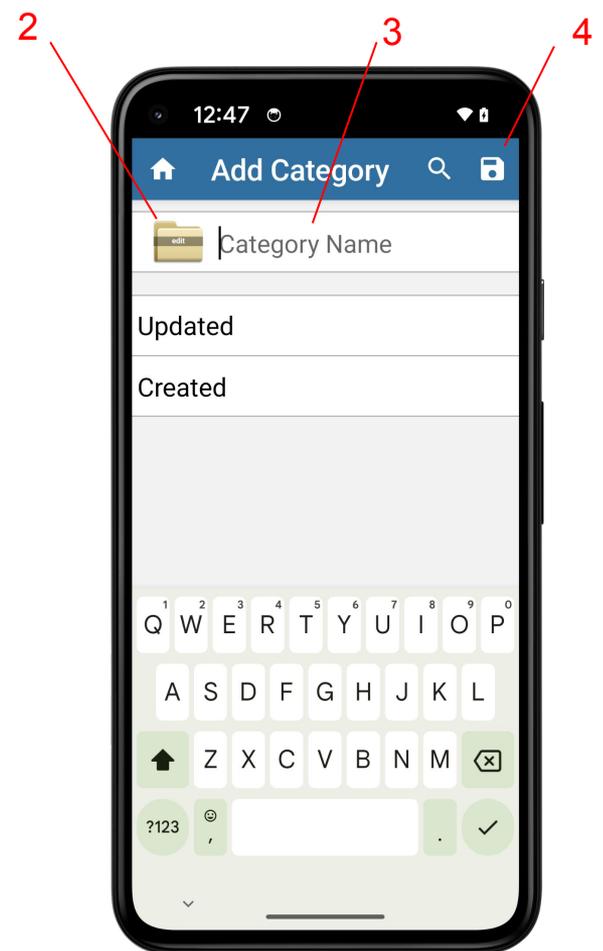
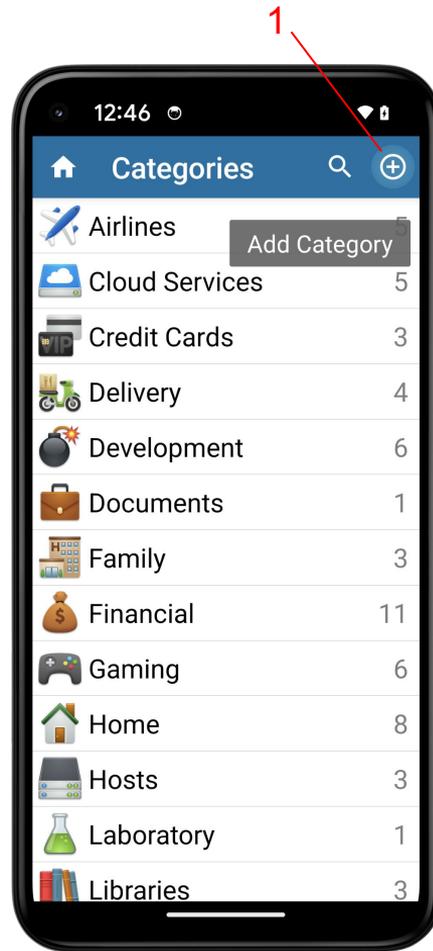
Labels

- Define the Field type
- Establish behavior (e.g. launch email, mask password)



Create a Category

1. Add Category
2. Choose Icon
3. Enter Descriptive Name
4. Save



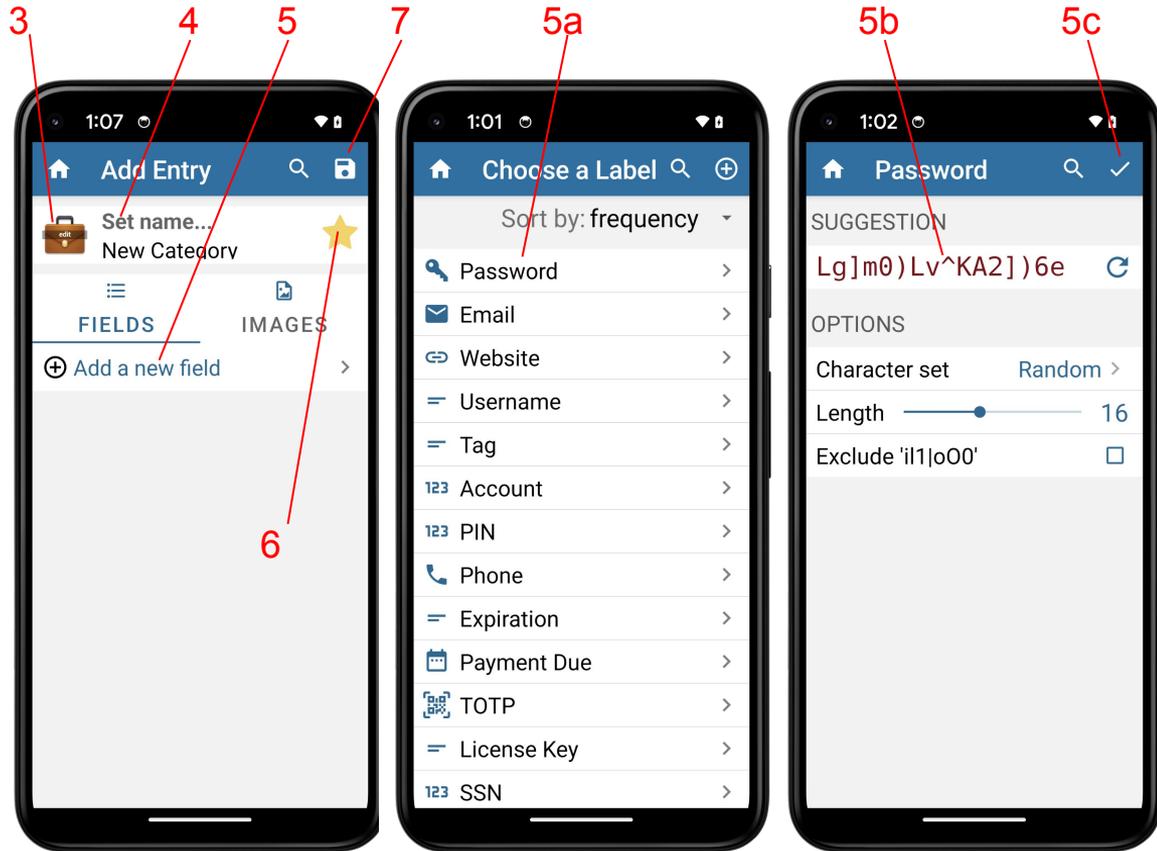
Create an Entry

1. Add Entry (plus symbol)
2. Tap Add
3. Choose Icon (next slide)
4. Enter Descriptive Name (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. Choose Icon
4. Enter Descriptive Name
5. Add Fields
 - a. Choose Label
 - b. Enter field value
 - c. Check Mark - Done
6. Tap the “Favorite Star” to mark the most important record
7. Save entry

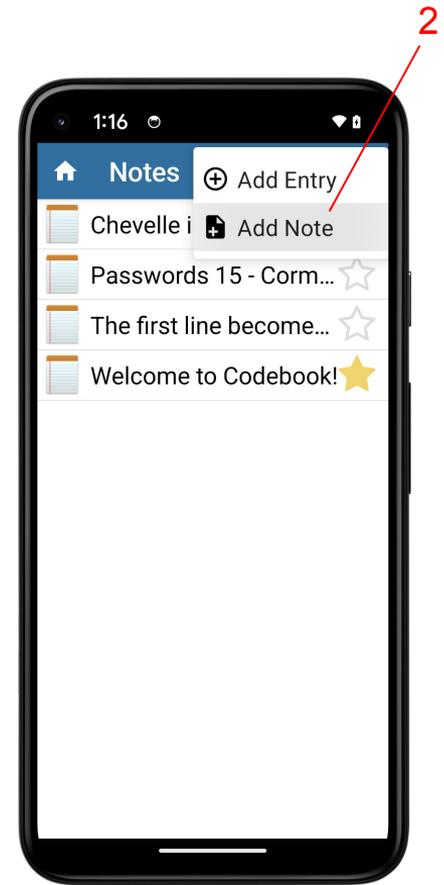
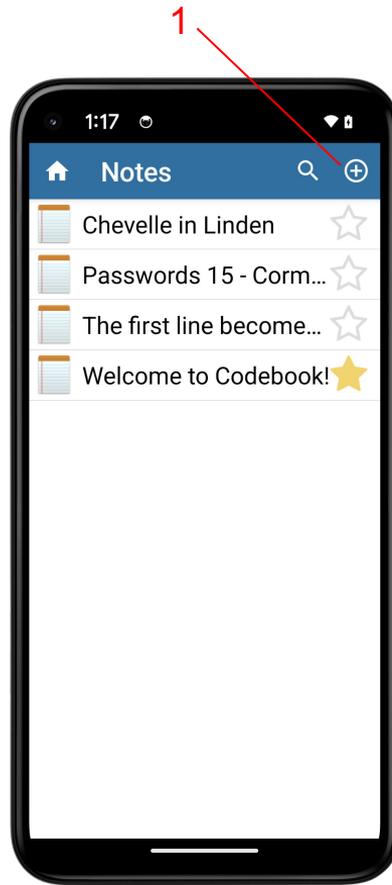


Special Labels & Behaviors

- **Password / PIN**
 - Masked
 - Supports random generation
- **Note**
 - Free text entry
- **Website**
 - Launches browser on tap
- **Email**
 - Launches email client on tap
- **Phone**
 - Can be used to make calls
- **2-Step Code**
 - Generates time-based one time passwords (e.g. for Google 2-step)
- **Date**
 - Ensures dates are valid

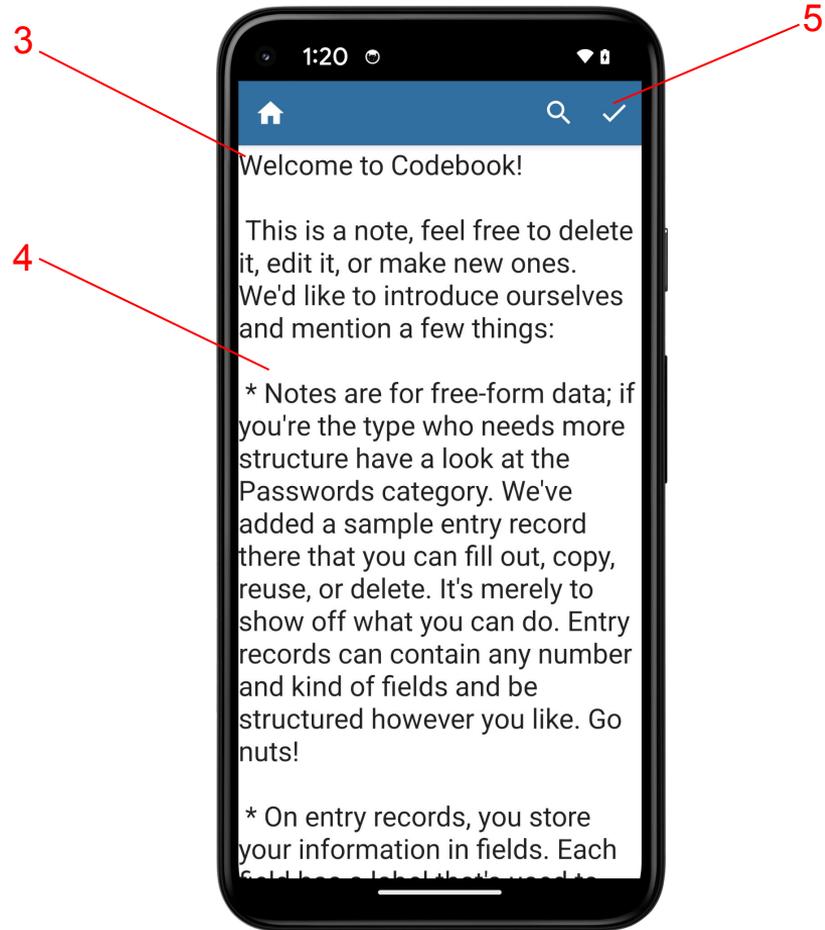
Create a Note

1. Add Note (plus symbol)
2. Add 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. Tap Check Mark to save note

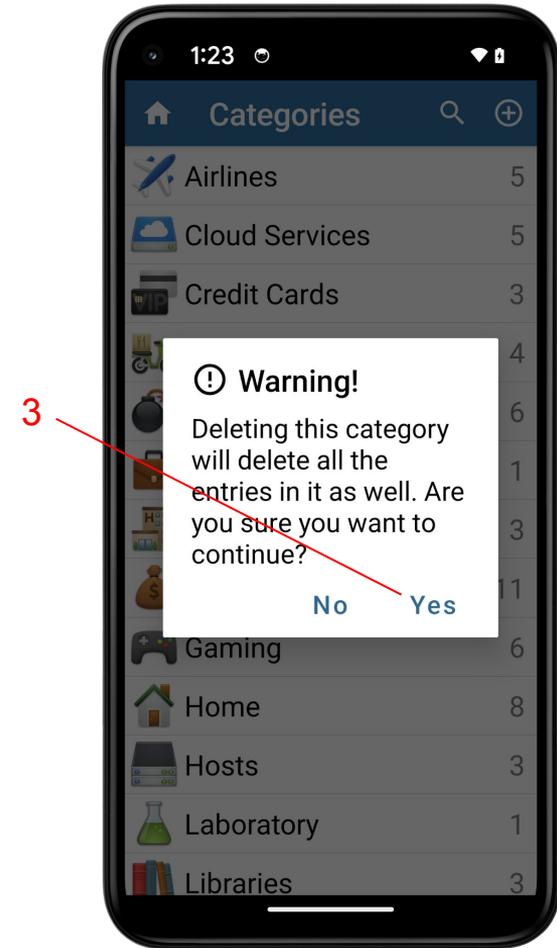
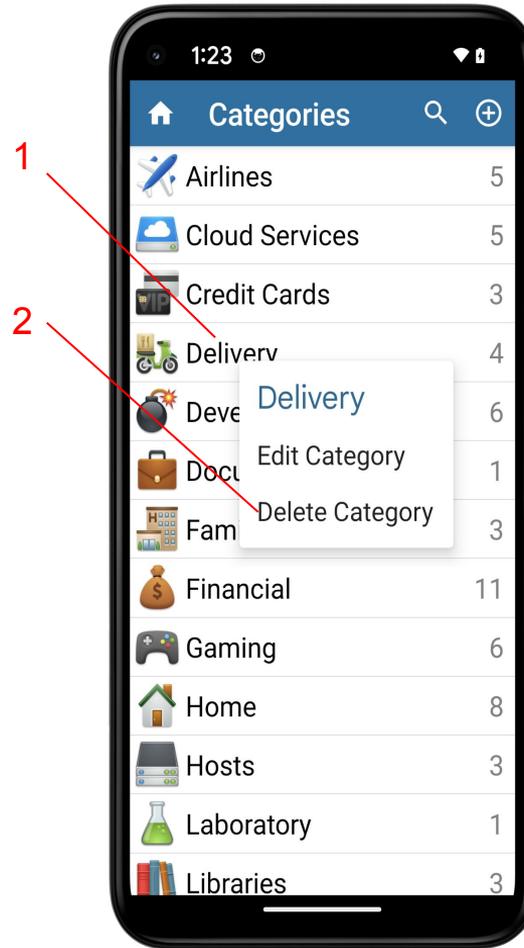


Deleting categories

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 **



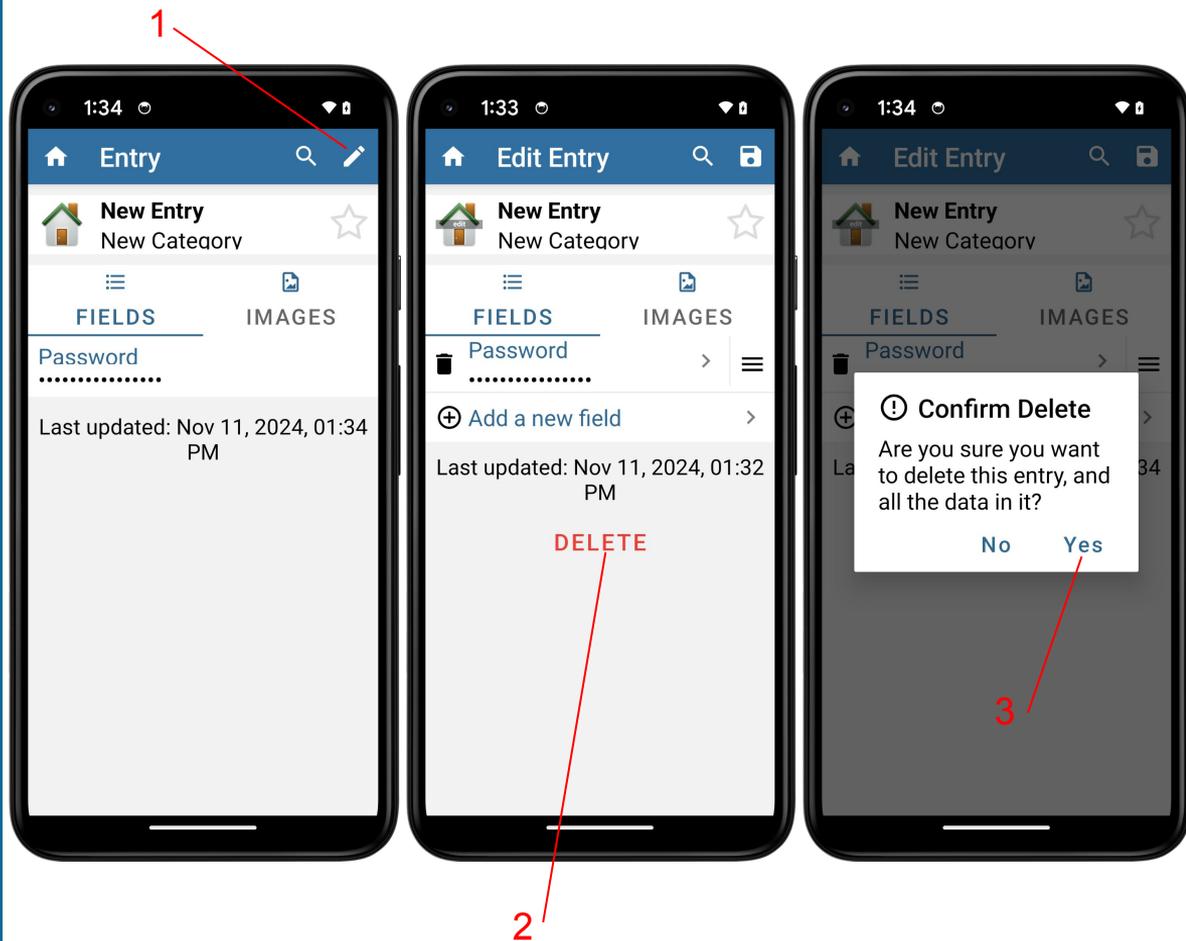
Deleting entries

1. In the Entry view tap Edit
2. Tap Delete
3. Tap 'Yes' to confirm delete

Alternate delete method:

- a. Long tap entry within category list
- b. Select 'Delete Entry' from context menu
- c. Confirm deletion

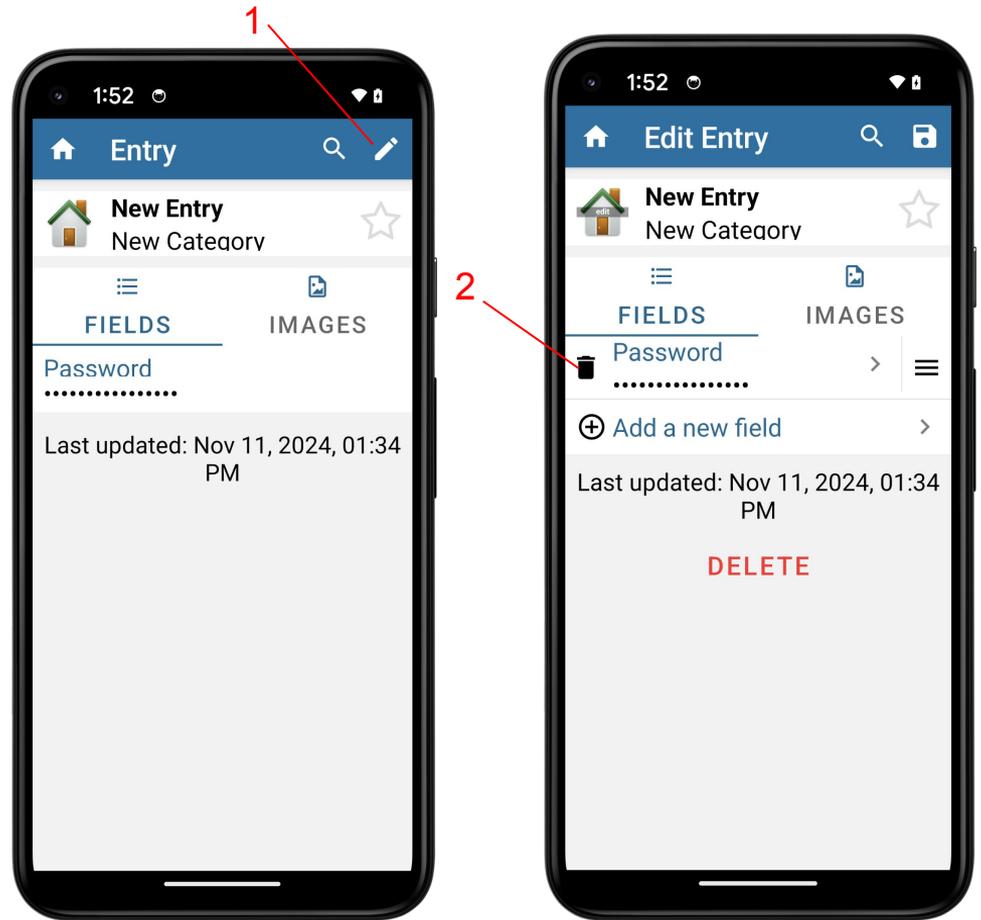
Be careful not to lose information!



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)

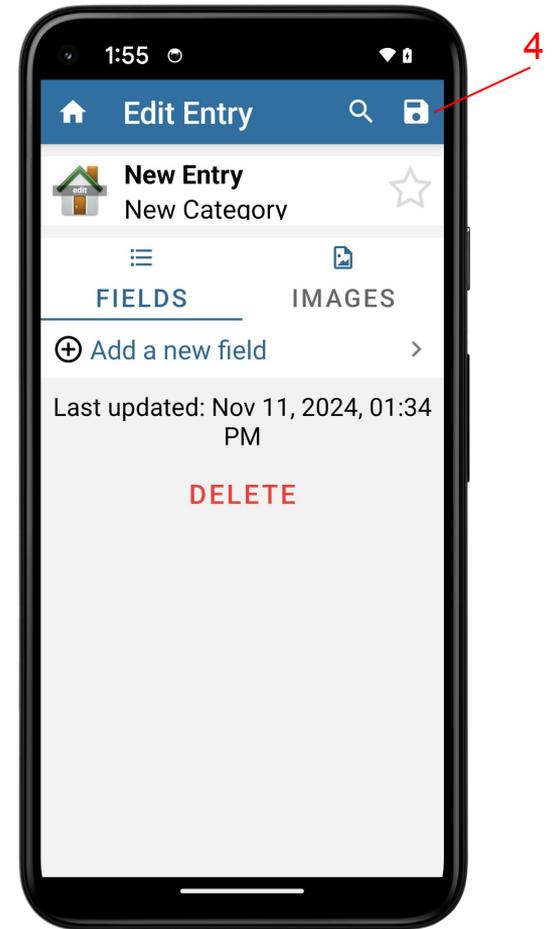
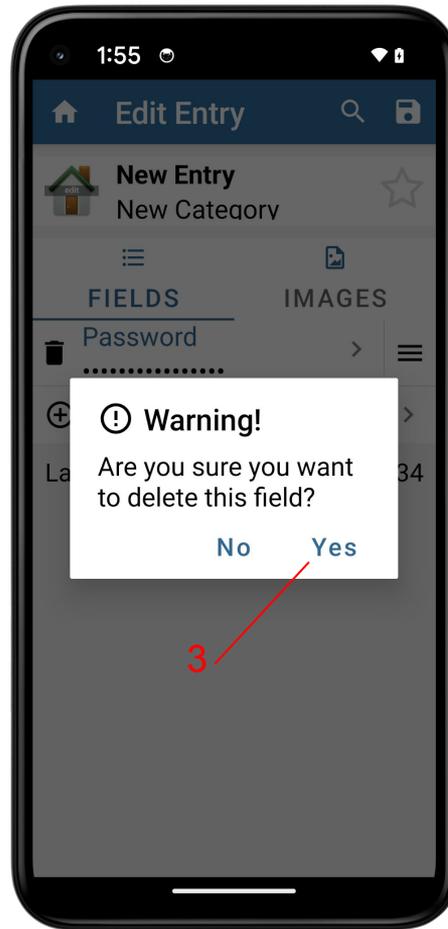
Be careful not to lose information!



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!



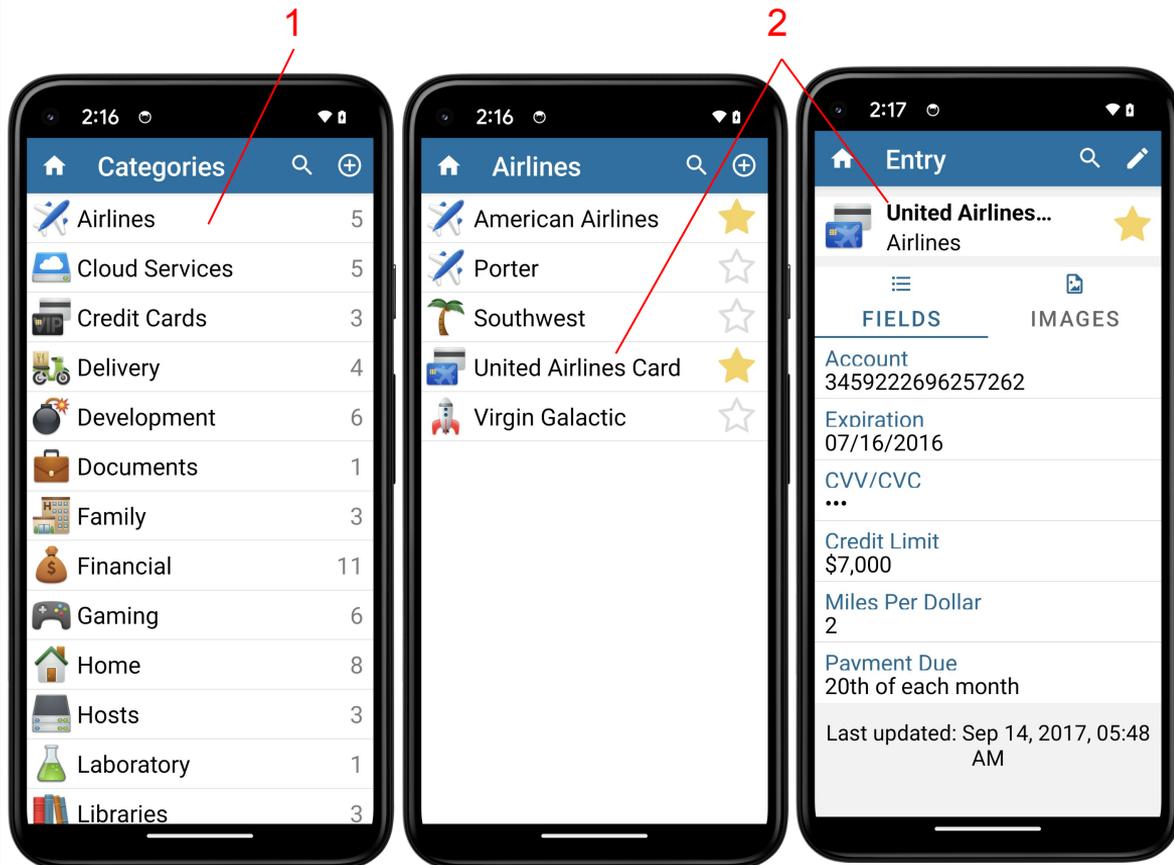
Navigation and Retrieval

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

To Add a Favorite from Favorites View:

- A. Tap the ‘+’ symbol
- B. Entries that are not favorites will be displayed. Tap to select the Entry (Entries) you want to make favorites.

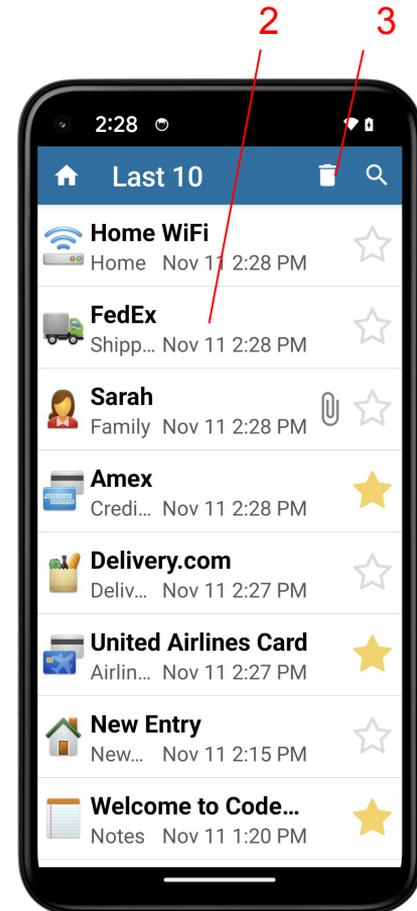
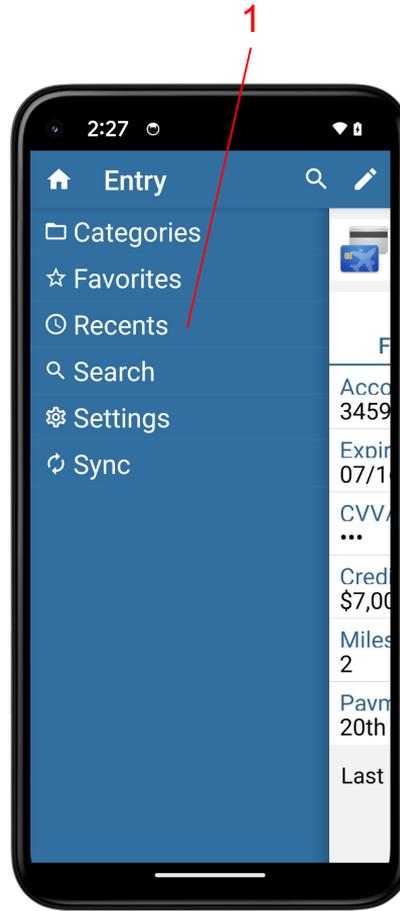


Recents

Quick retrieval of the 20 Entries most recently accessed

1. Choose a Category
2. Choose Entry
3. Tap trashcan to clear recents list

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

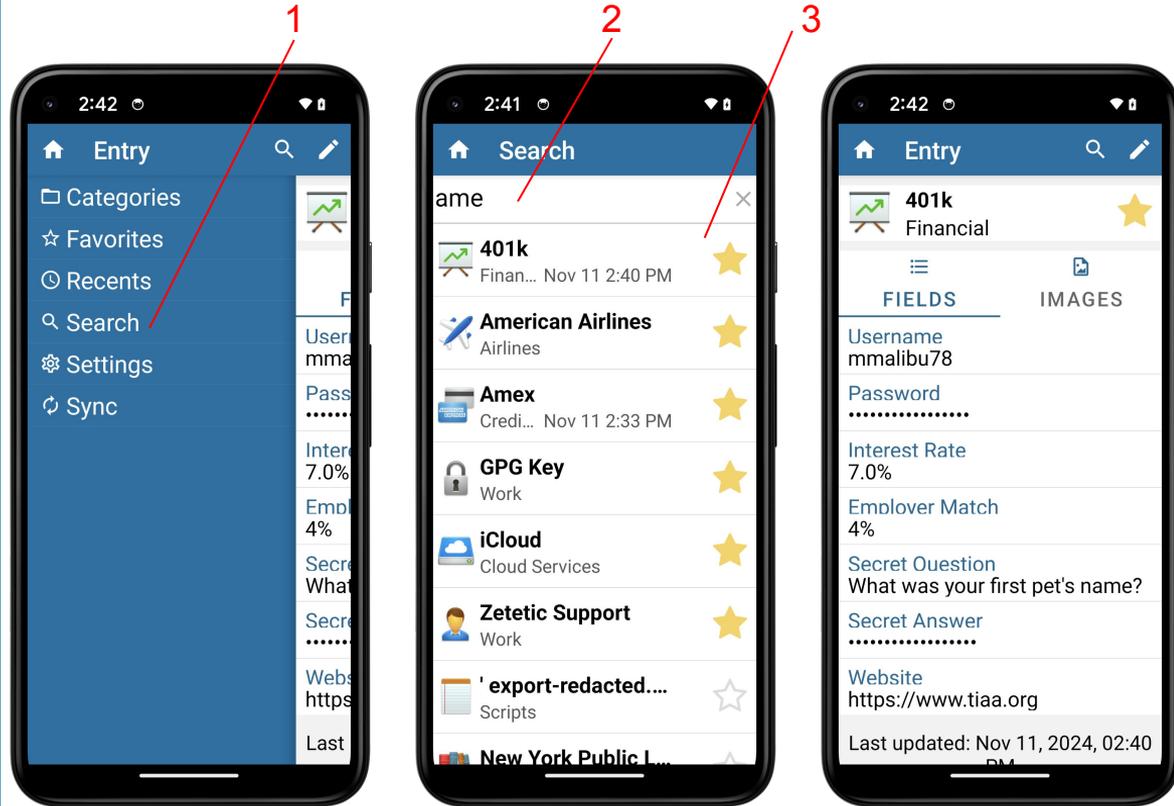


Search

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

1. Tap “Search” from the side navigation menu
2. Enter search criteria
3. 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”)



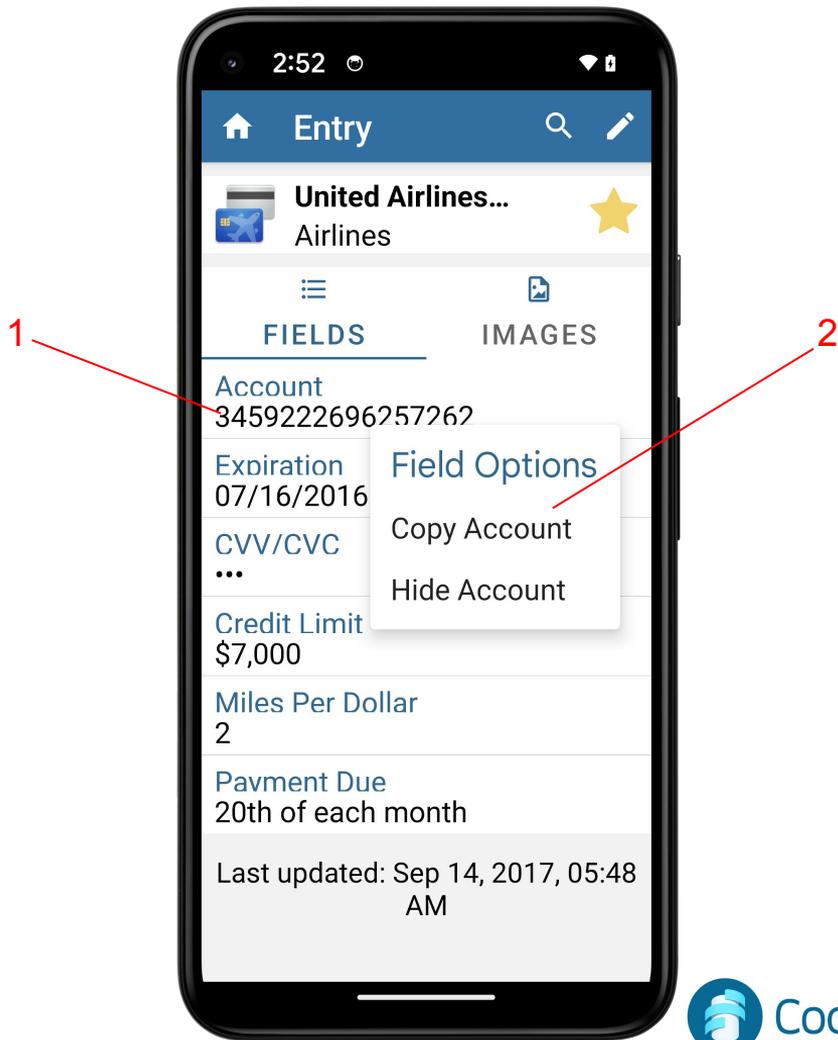
Copy / Paste

Data can be copied to the clipboard

1. Long Tap on a field
2. Tap Copy (Field Label) Account

Paste into other applications

Clipboard is managed and cleared automatically



Synchronization

Synchronization

Codebook can keep data in sync across multiple devices.

Changes made on any device can be merged.

All devices to be synced must share the same Sync Key. Your Sync Key is generated once and used for all of your devices.

You select the method to be used to sync your devices.

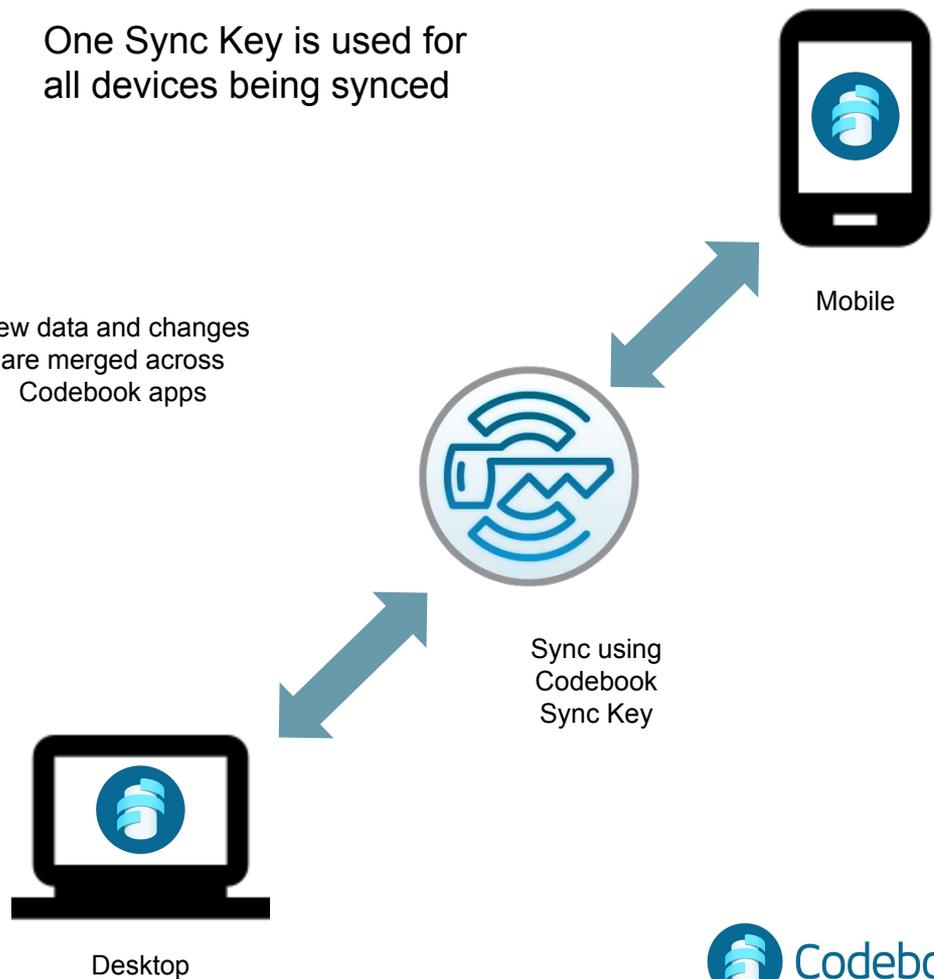
Methods for Syncing:

1. Codebook Cloud **
2. Cloud Service (Google Drive or Dropbox)
3. Desktop WiFi

** Codebook Cloud is a subscription service that automatically syncs your devices as changes are made.

One Sync Key is used for all devices being synced

New data and changes are merged across Codebook apps



Create Codebook Cloud Account

Codebook Cloud is an optional subscription service that automatically syncs your changes to all of your devices.

You can create a Codebook Cloud account during Codebook installation or from the Sync Preferences Menu.

During Installation:

- 1 - Enter email address
- 2 - Tap Go
- 3 - Follow instructions to create account

OR

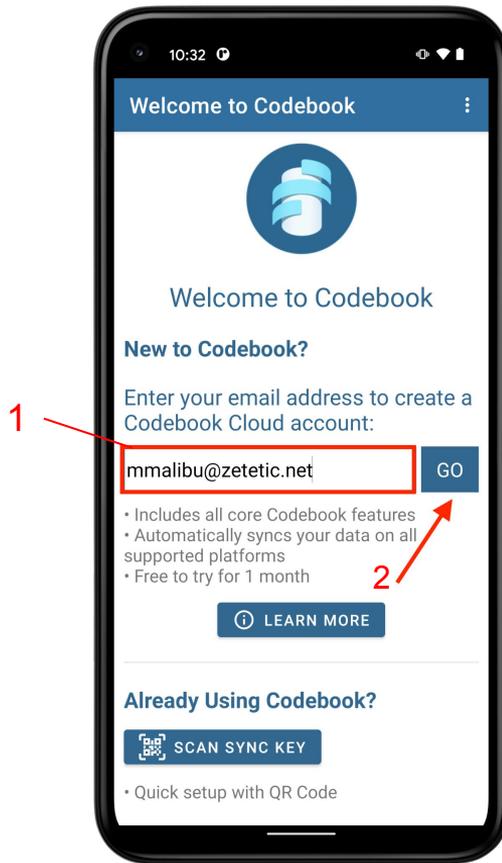
Already Using Codebook:

- 1 - Tap Service on Sync Screen, select Codebook Cloud and follow instructions to create account

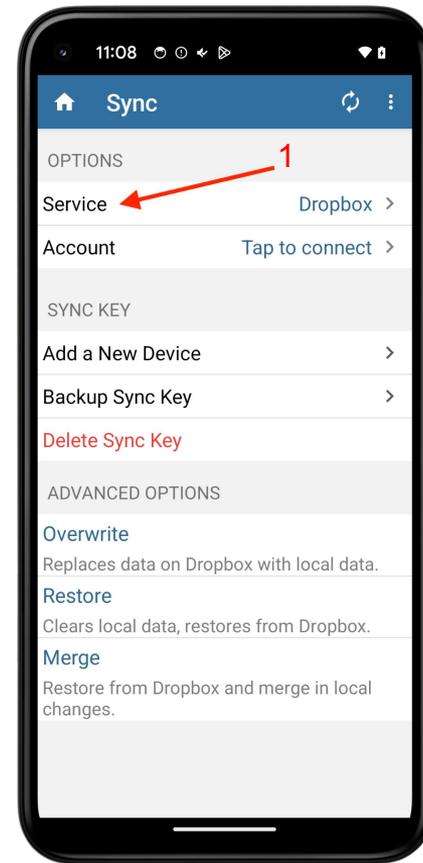
For More Info:

<https://www.zetetic.net/codebook/documentation/create-codebook-cloud-account/?platform=android>

During Installation:



From Sync Menu:



Create Codebook Cloud Account

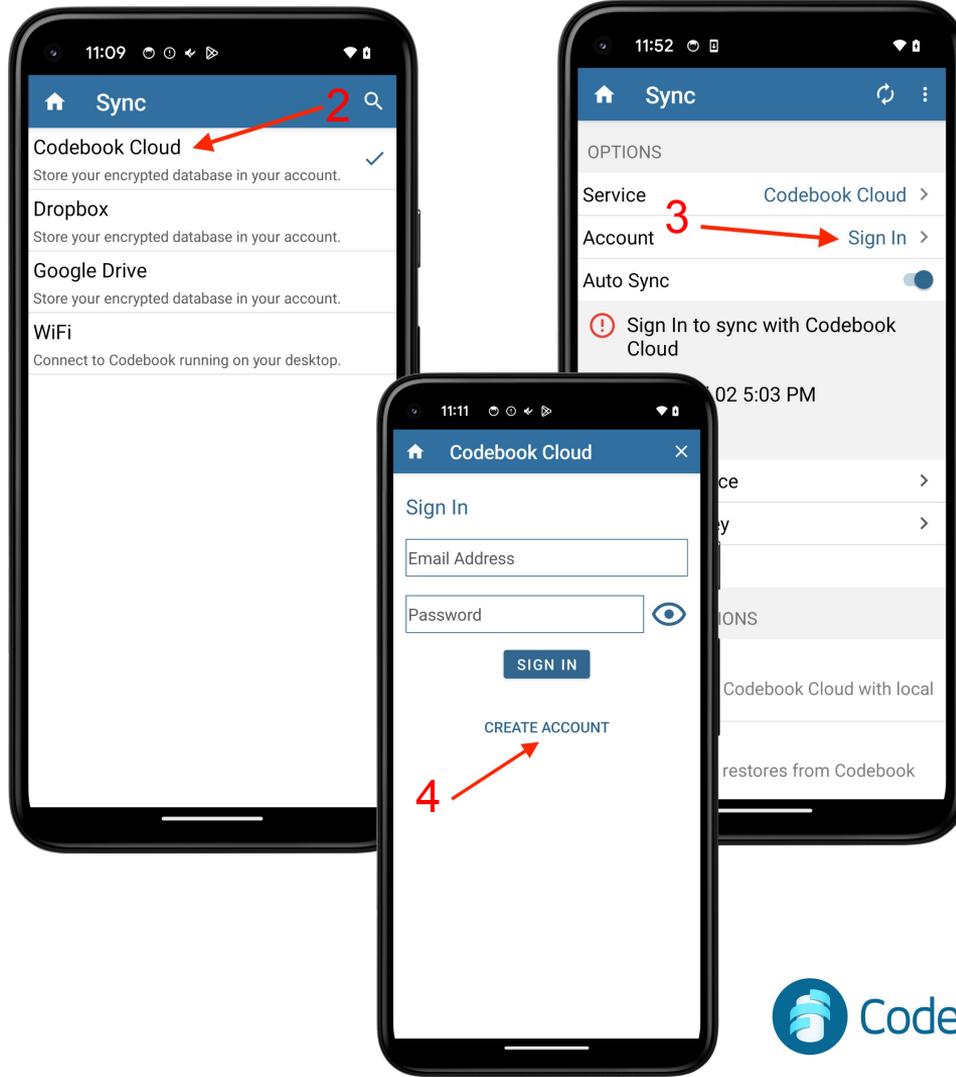
Codebook Cloud is an optional subscription service that automatically syncs your changes to all of your devices.

Already using Codebook:
(continued)

- 1 - Tap Service (previous page)
- 2 - Tap Codebook Cloud
- 3 - Tap Sign In
- 4 - Tap Create Account
- 5 - Follow instructions to create a Codebook Cloud Account

For More Info:

<https://www.zetetic.net/codebook/documentation/create-codebook-cloud-account/?platform=android>



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.

Options for creating a Backup Sync Key:

1. Print a Backup Code

- QR codes representing your Sync Key encrypted with your Master Password

*** Be sure to write down your Master Password of the device generating the backup in the space provided

2. Write Down Word List

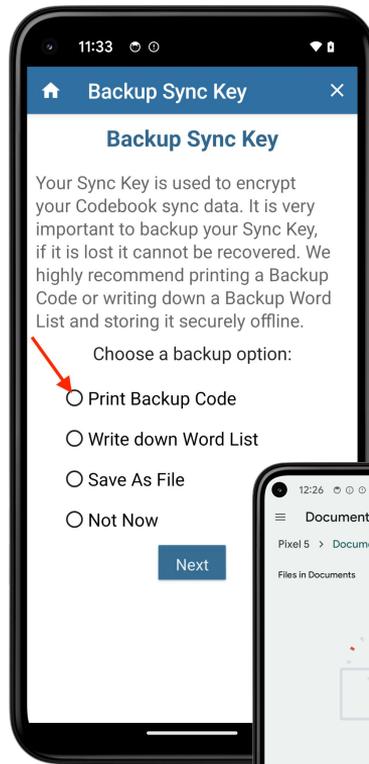
- a list of 20 words that can be used to generate the same encryption key that is stored in your Sync Key.

Master Password not required to decrypt a Word List

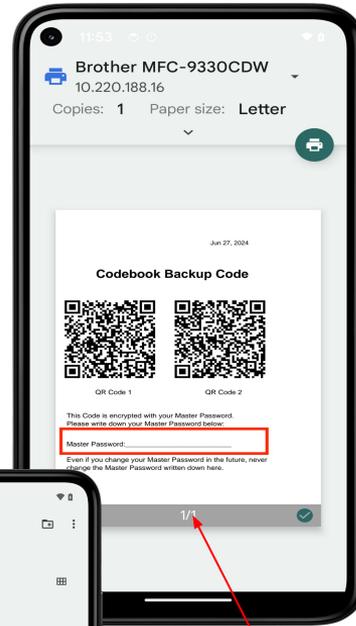
3. Save As File

- creates a file that can be copied to another device for backup or import

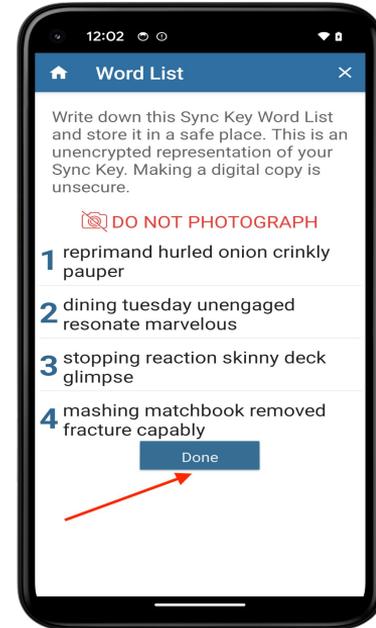
Master Password required to decrypt the file - be sure to keep a record of it



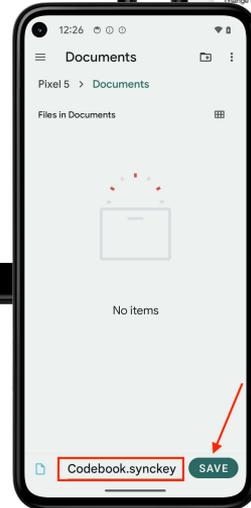
1: Backup Code



2: Word List



3: Save File

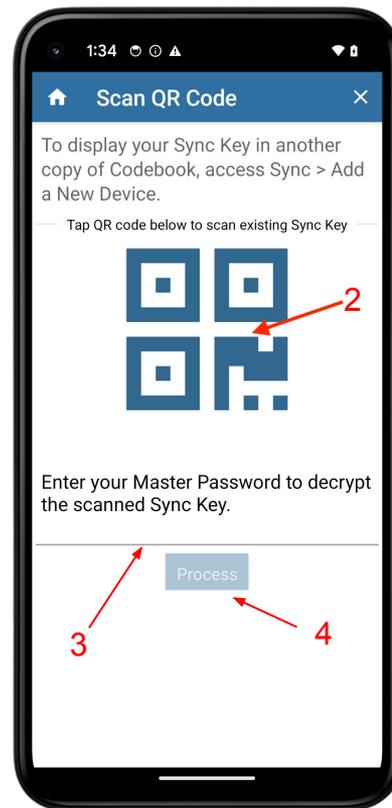


Import an Already Existing Sync Key During Installation

During initial setup, you will be given the option to Scan your Sync Key

- 1 - Click Scan Sync Key
- 2 - Tap QR Code and Scan
- 3 - Enter Master Password for Sync Key
- 4 - Tap Process

To import your Sync Key AFTER installation, select Setup Sync Key from the Sync screen



Import an Already Existing Sync Key

1. From the Sync Menu, tap Setup Sync Key
2. Since you already have a Sync Key, tap IMPORT SYNC KEY.

There are 3 options for Importing your Sync Key:

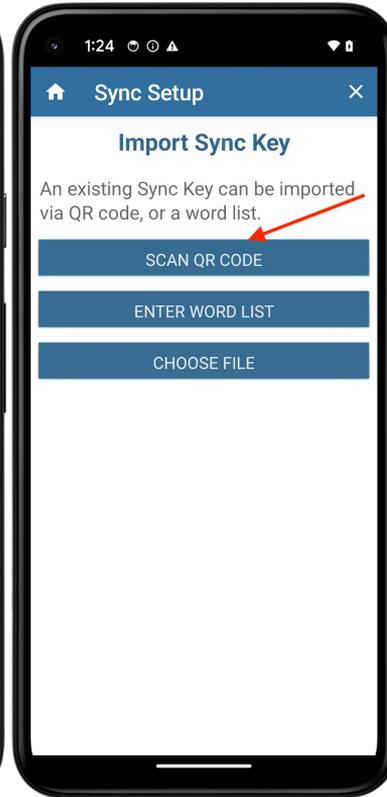
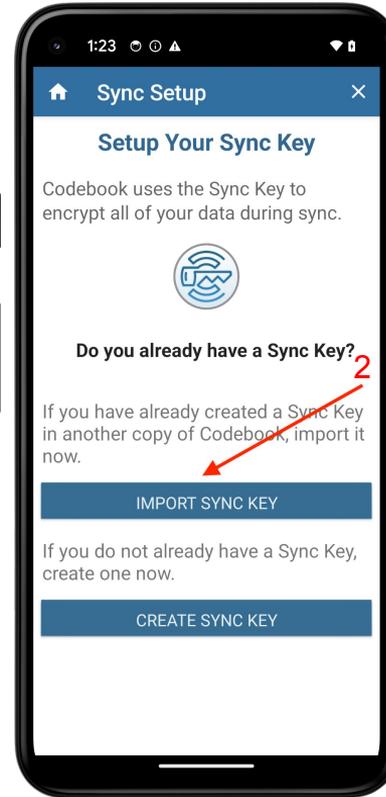
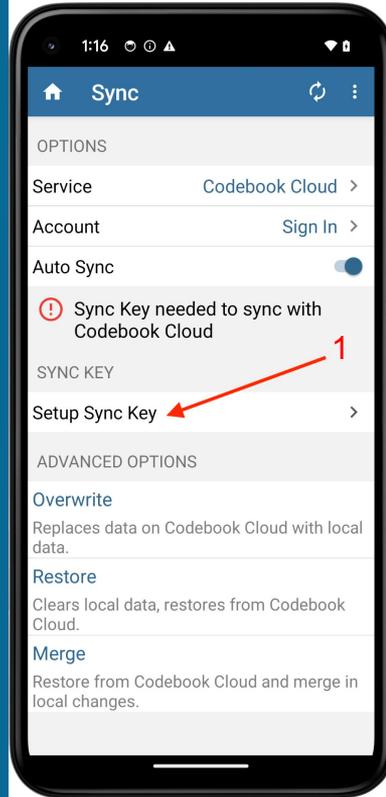
- 1 - SCAN QR CODE
- 2 - ENTER WORD LIST
- 3 - CHOOSE FILE

To Display Sync Key from the desktop app:-
select Sync menu > Add a Device

To Display Sync Key from mobile device: -
Sync View > Add a Device

This will display a QR code containing an encrypted representation of your Sync Key.

** There is only one sync key that is used for ALL of your devices. **



Option 1 - Scan QR Code:

Import an Already Existing Sync Key

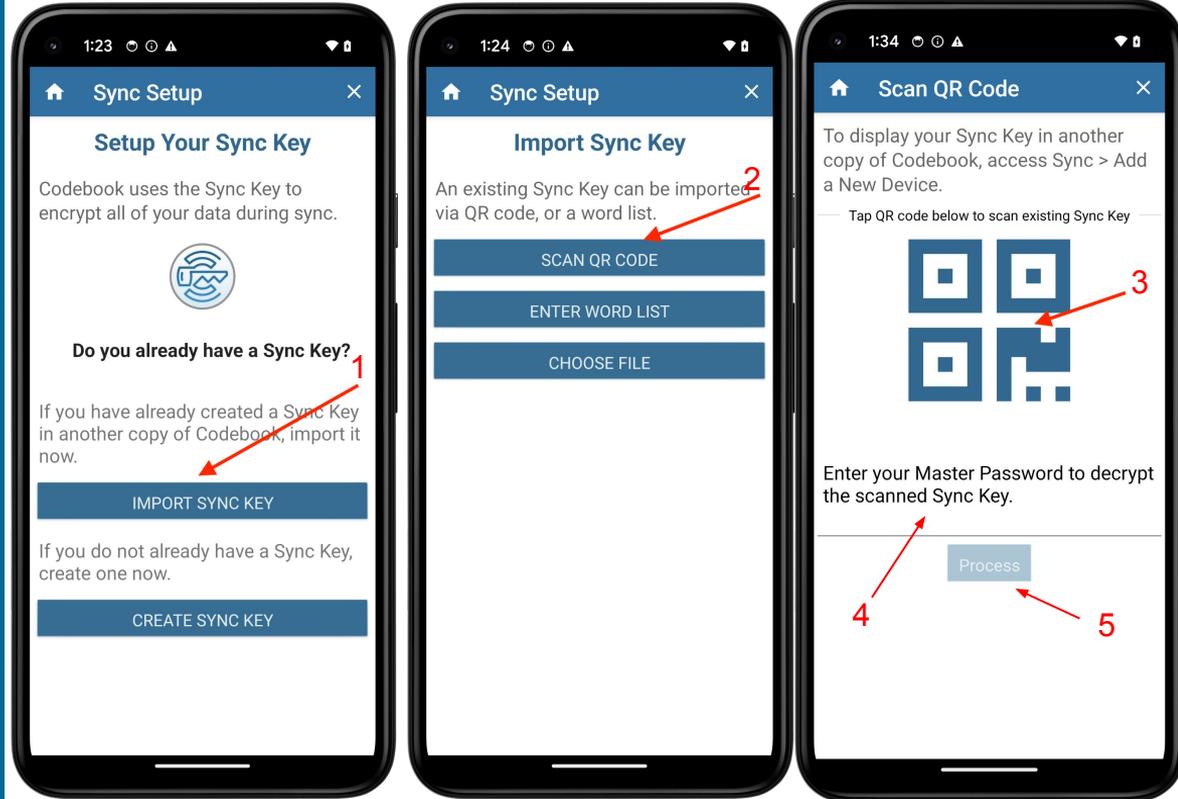
Option 1: Scan QR Code

- 1 - Tap IMPORT SYNC KEY
- 2 - Tap SCAN QR CODE
- 3 - Tap QR Code and scan
- 4 - Enter Master Password for Sync Key
- 5 - Tap Process

To Display Sync Key from the desktop app:-
select Sync menu > Add a Device
To Display Sync Key from mobile device: -
Sync View > Add a Device
This will display a QR code containing an encrypted representation of your Sync Key.

** There is only one sync key that is used for ALL of your devices. **

Option 1 - Scan QR Code:

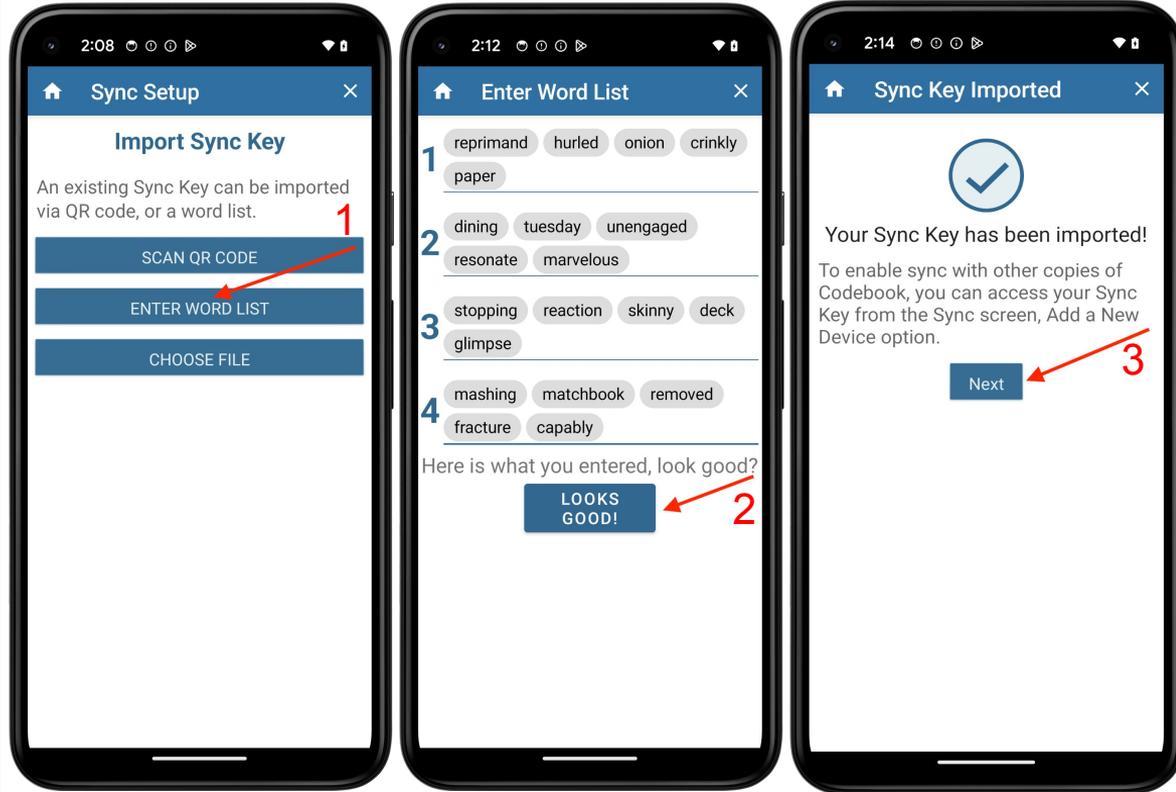


Import an Already Existing Sync Key (continued)

Option 2: Enter Word List

- 1 - Tap ENTER WORD LIST
- 2 - Enter the 20 words in the Word List
 - Tap LOOKS GOOD!
- 3 - Tap Next

Option 2: Enter Word List



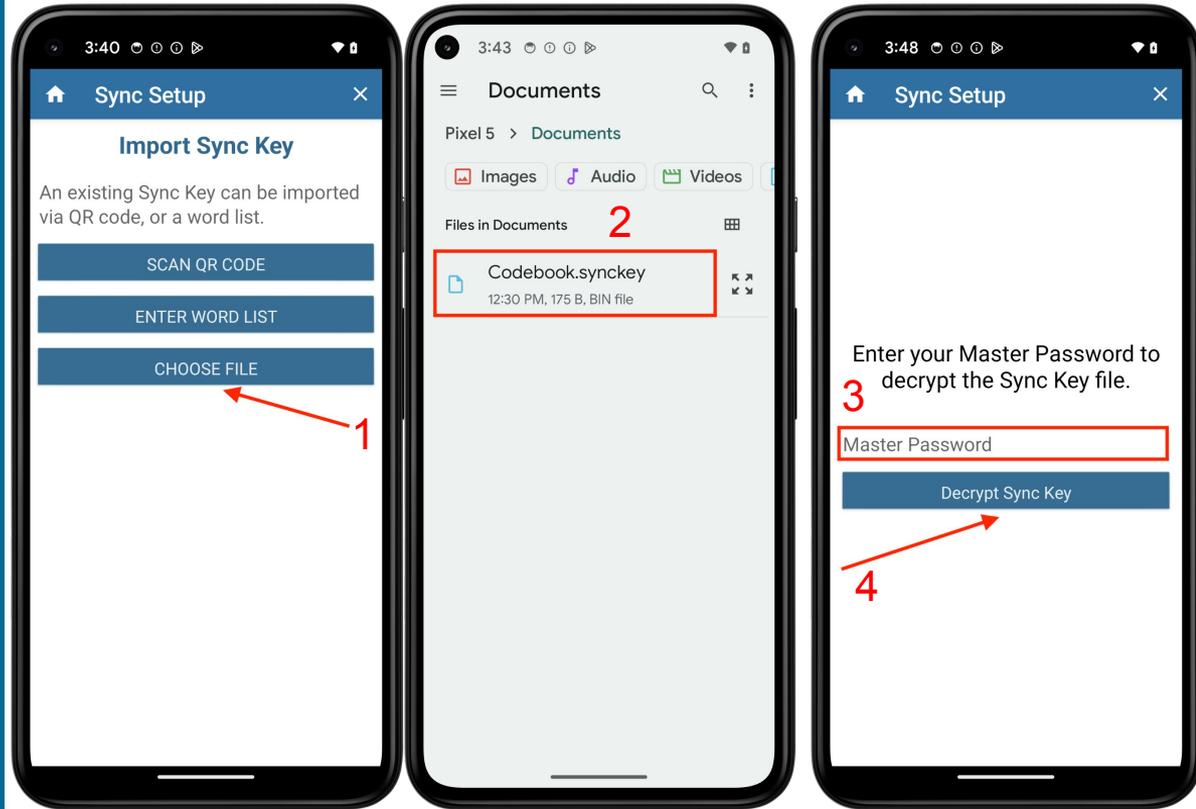
Import an Already Existing Sync Key (continued)

Option 3: From a File

- 1 - Tap CHOOSE FILE
- 2 - You will be prompted to select the location of the file **
 - You will need to reauthenticate Codebook
- 3 - Enter the Master Password for the Sync Key file
- 4 - Tap Decrypt Sync Key

** the file was created with the name Codebook.synckey

From a File:



Initial Sync Key Setup

If you created a Codebook Cloud account during installation, your Sync Key was generated for you.

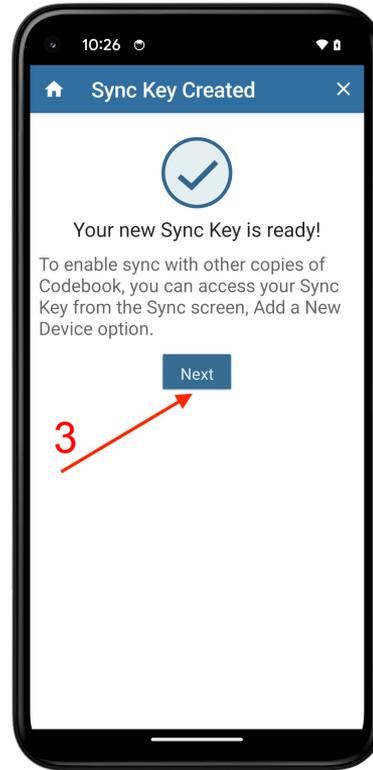
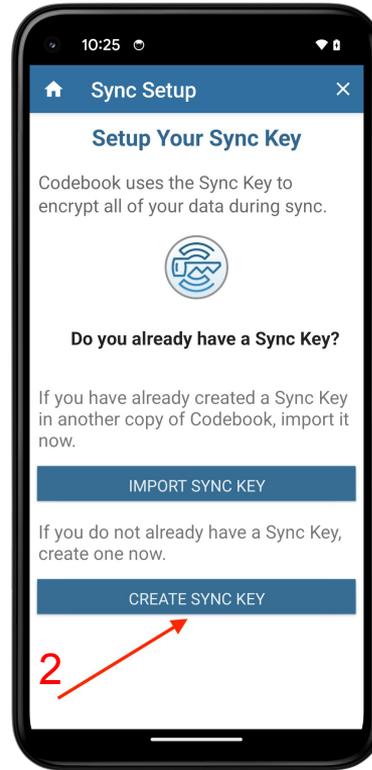
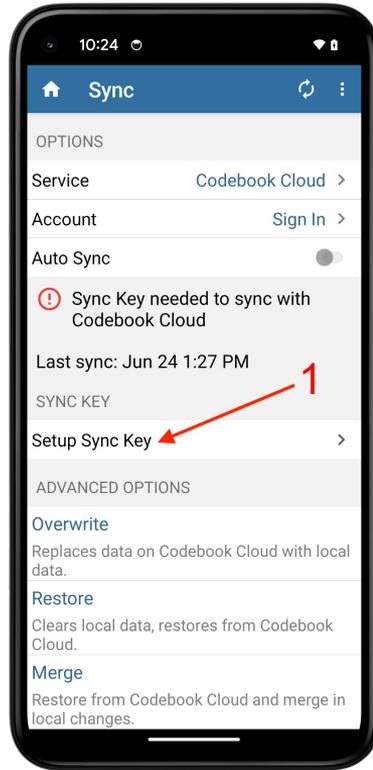
If you need to create a Sync Key

1 - Select Setup Sync Key from the Sync Screen

2 - Since this is your initial Codebook setup, Tap CREATE SYNC KEY

3 - Your new Sync Key will be generated. Tap Next to continue,

** A new Sync Key is generated only once and imported to other devices. **



Setting Up Syncing on another Device

1. Since you already have a Sync Key, tap IMPORT 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 -

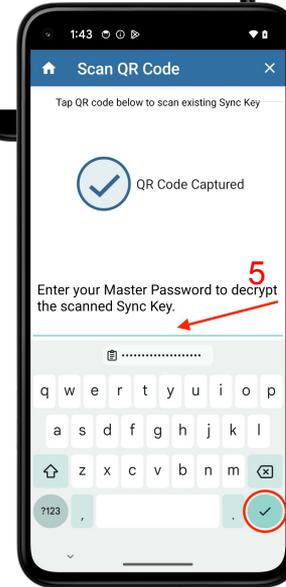
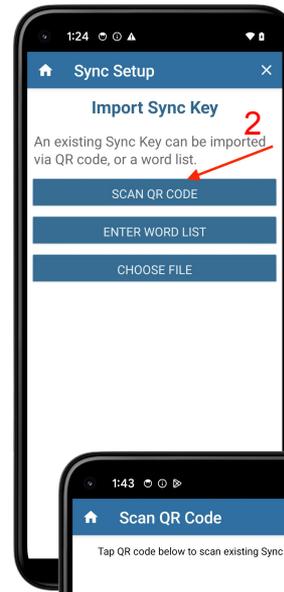
Sync View > Add a Device

This will display a QR code containing an encrypted representation of your Sync Key.

3. Scan the QR Code

4. Tap PROCESS.

5. Enter the Master Password associated with the Sync Key you just scanned.



Set Sync Method

1. Select Home > **Sync**
2. Tap **SERVICE**:
3. Select Sync Service

For Codebook Cloud:

4. Tap **Sign In**. Enter your Codebook Cloud account and password or Create a Codebook Cloud account.

For Dropbox and Google Drive:

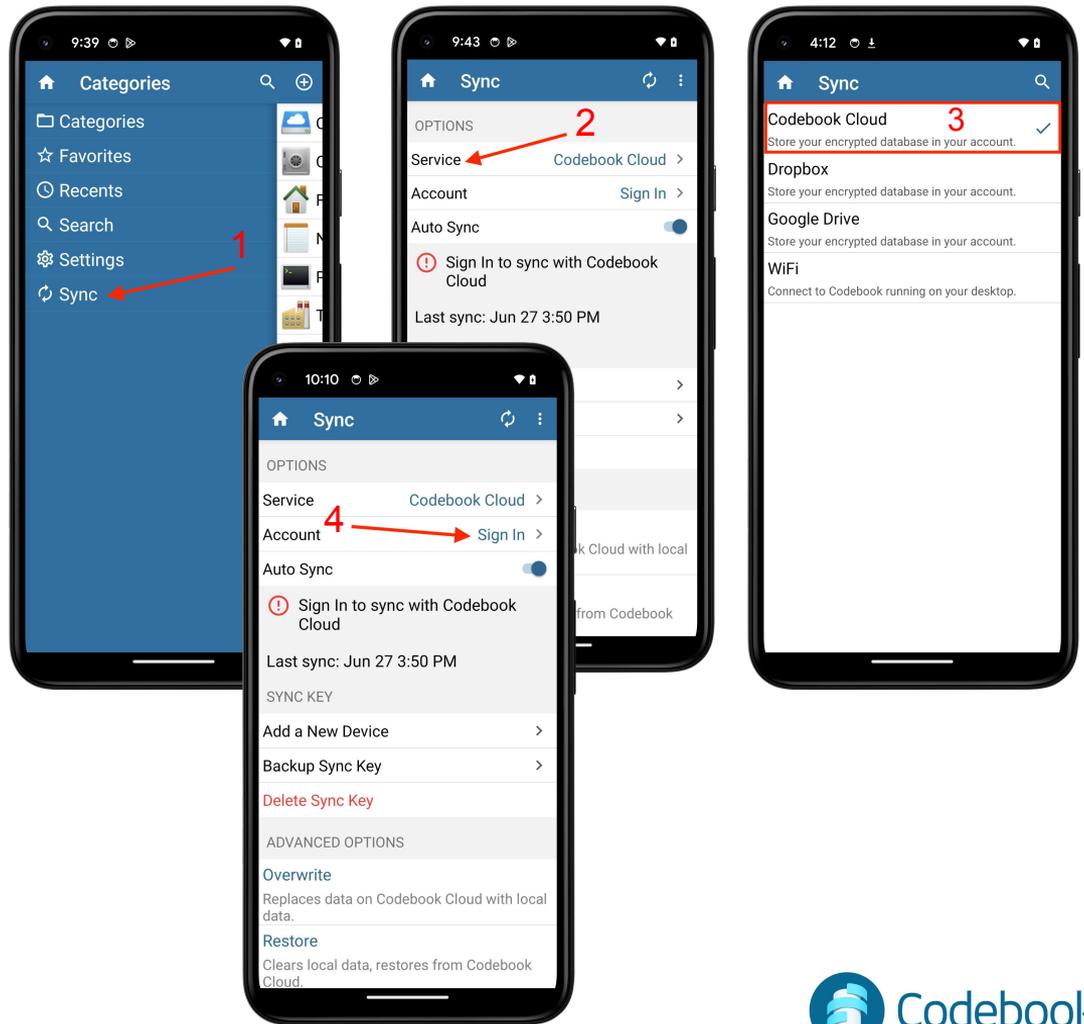
4. Tap - **Tap to connect**.

When syncing to Dropbox or Google Drive, you will need to authenticate to the app once and the settings will be saved.

For WiFi:

- * 4. Tap **Computer** - Choose desired Computer from the list. The computer must have Sync preference set to WiFi to be displayed.

- * the computer must be connected to the same local network as your device.

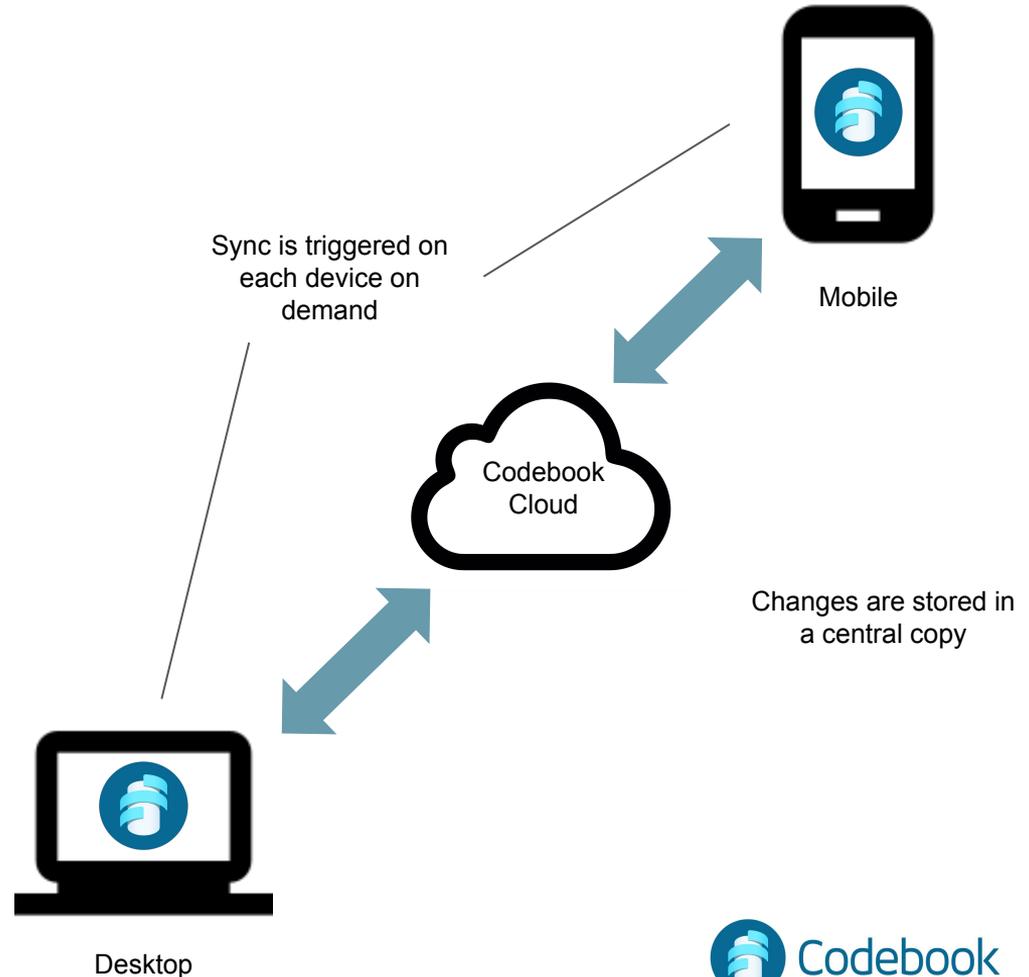


Codebook Cloud Synchronization

Codebook Cloud is a subscription sync service that allows you to make changes to your Codebook records on one device and they will automatically be synced to your other devices .

All of your devices must have Codebook Cloud selected as the sync preference and be signed in to the same Codebook Cloud account.

** The same Sync Key is used for all of your devices **



Cloud Service Synchronization

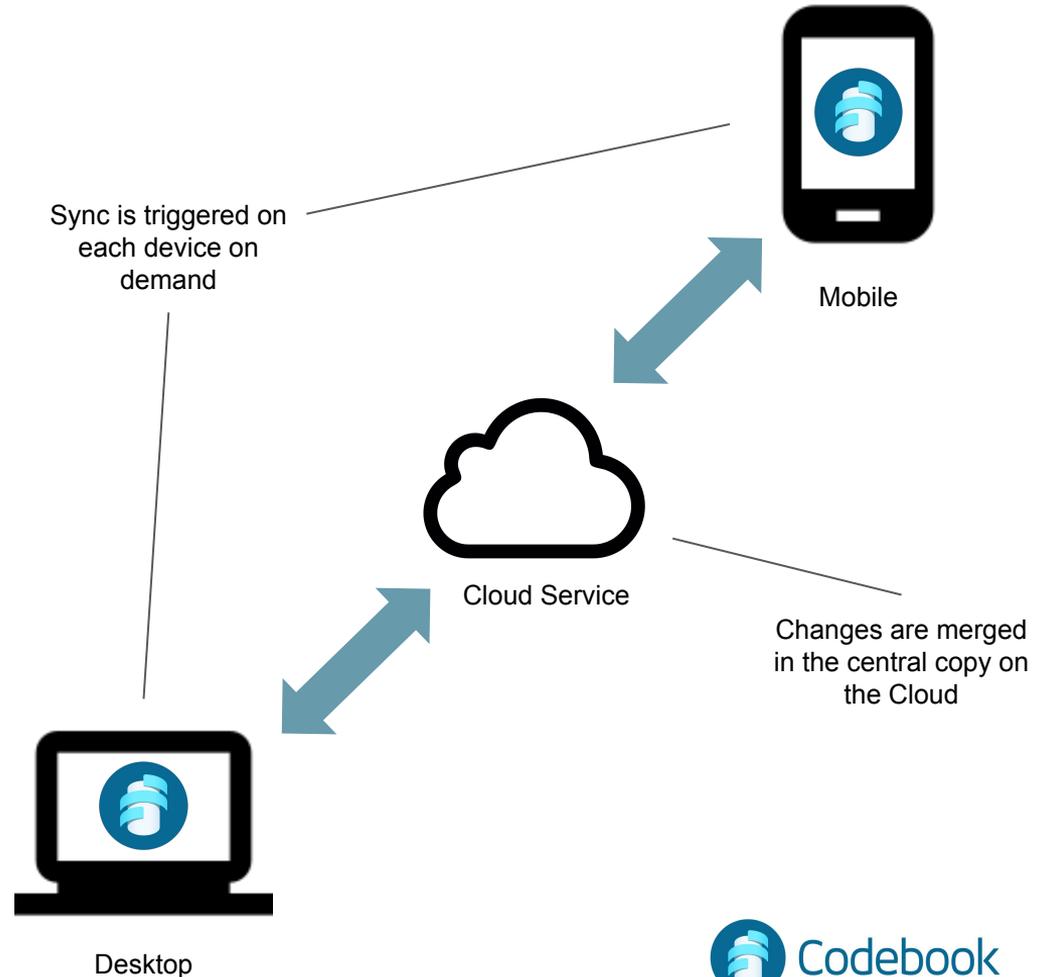
Data can be synced using your Dropbox or Google Drive account

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.

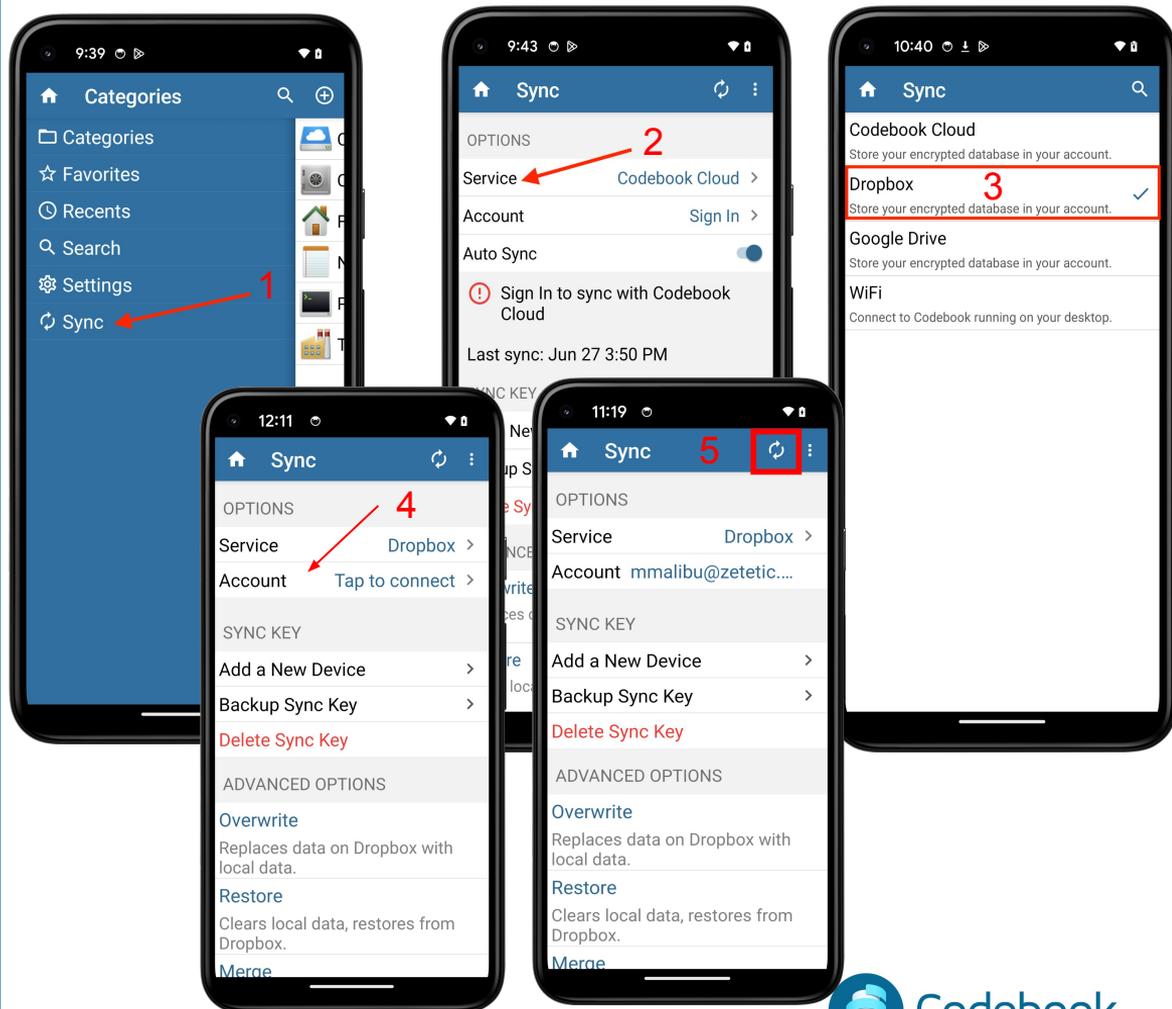
** The same sync key is used for all of your devices **



How to sync using a Cloud Service

1. Tap Home > Sync
2. Tap **Service**
3. Select the cloud service to use for syncing.
4. Tap Account - Tap to connect.
For first time syncing with this service, you will be prompted to sign in and/or allow Codebook access to your account.
5. 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

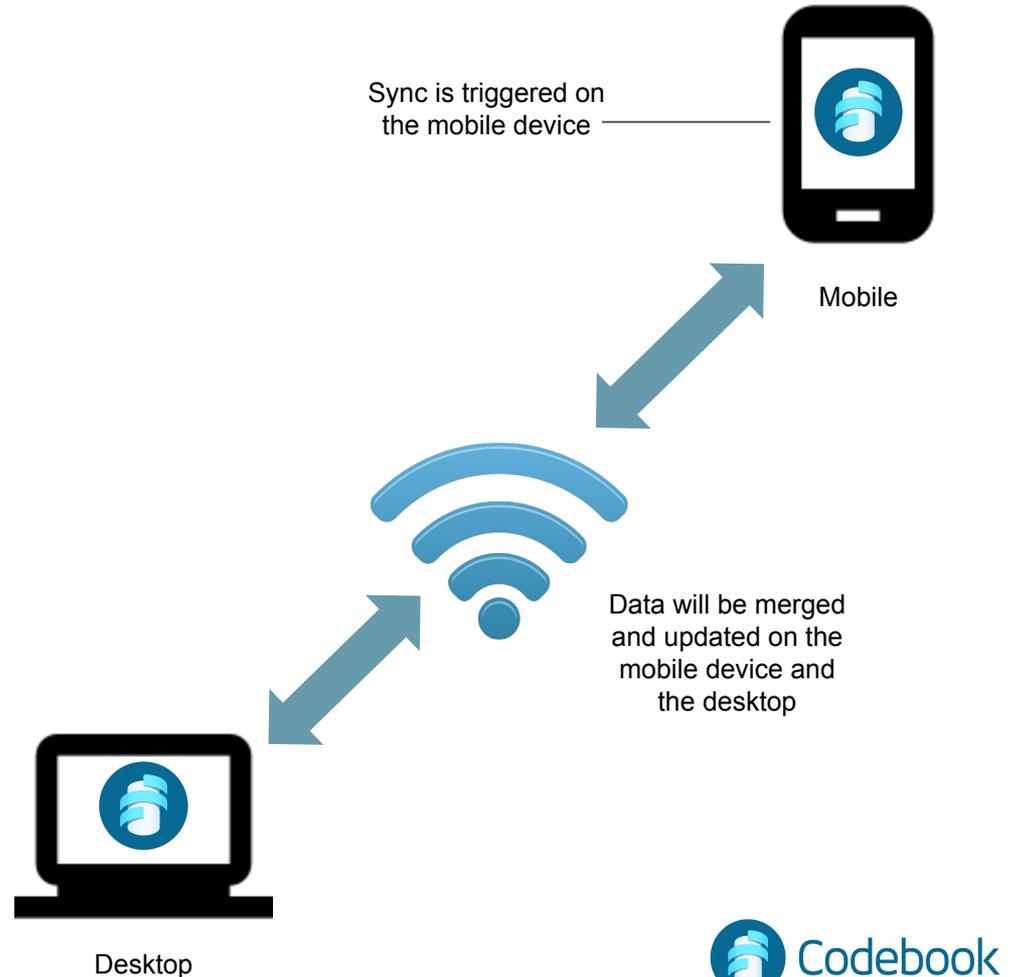
9. Start Sync
10. Mobile changes merged from Cloud to Codebook Desktop

Sync Using Desktop WiFi

Data can be synced using your local WiFi network.

A WiFi sync is initiated on the mobile device.

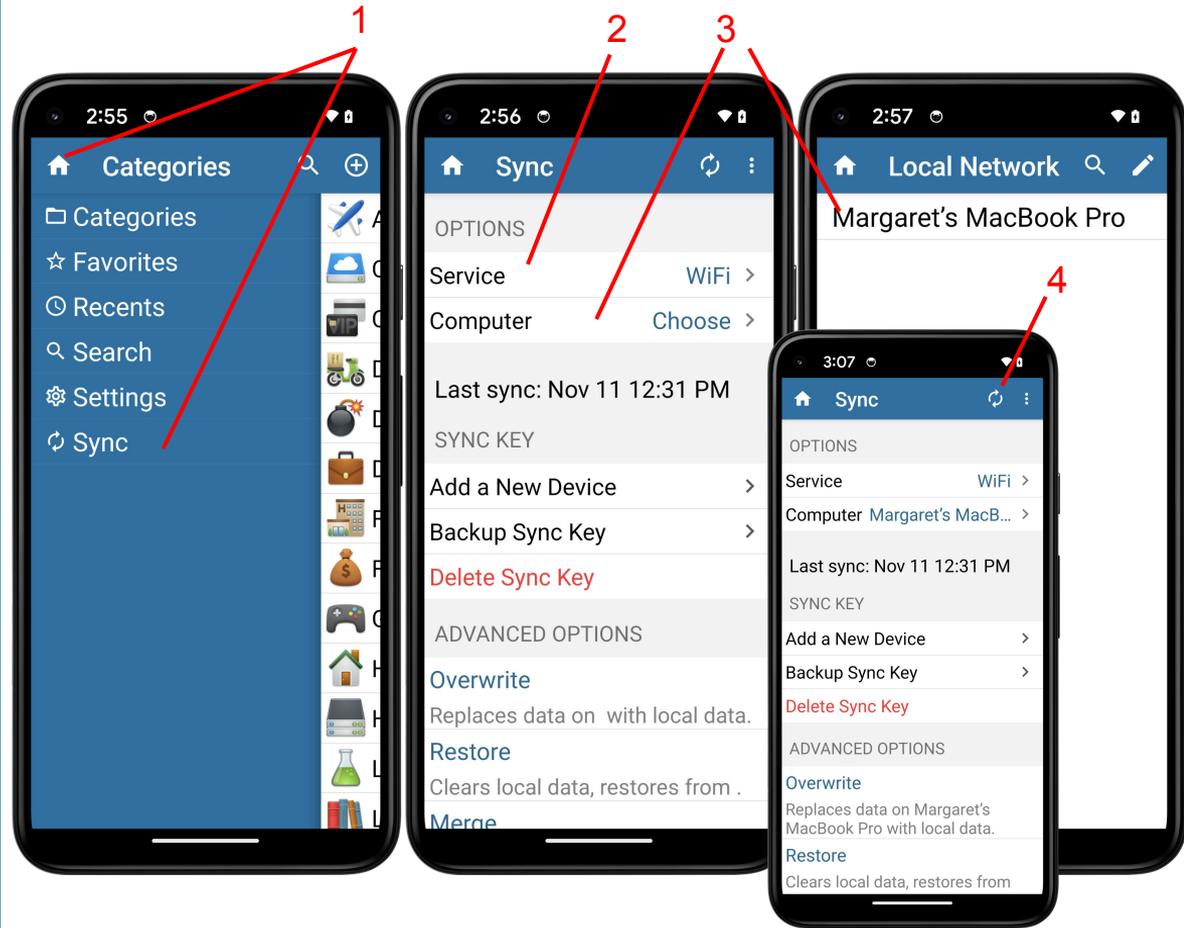
Data will be merged and updated on the mobile device and the desktop.



Desktop WiFi Sync

1. After enabling the WiFi sync option on the desktop. Tap Home > Sync
2. Tap Service 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.

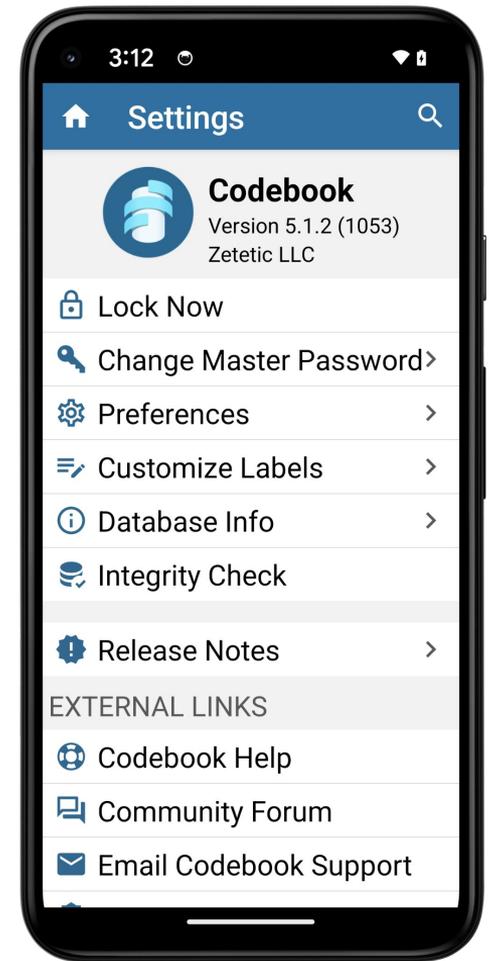
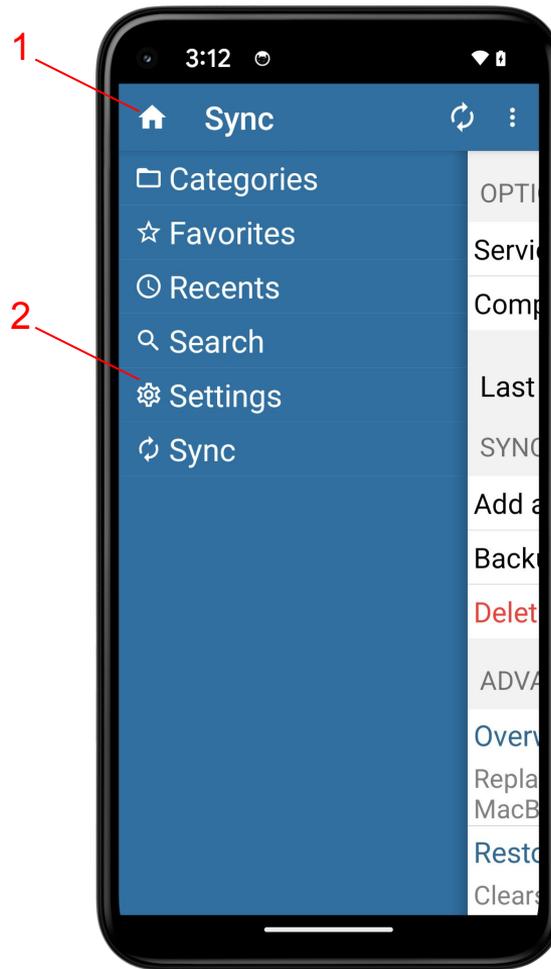
Tip: Sync periodically to the Cloud to keep an up-to-date encrypted copy of your data in case of machine failure.



Important Preferences

Accessing Settings

1. Tap Home for Navigation Menu
2. Tap Settings in the side navigation menu



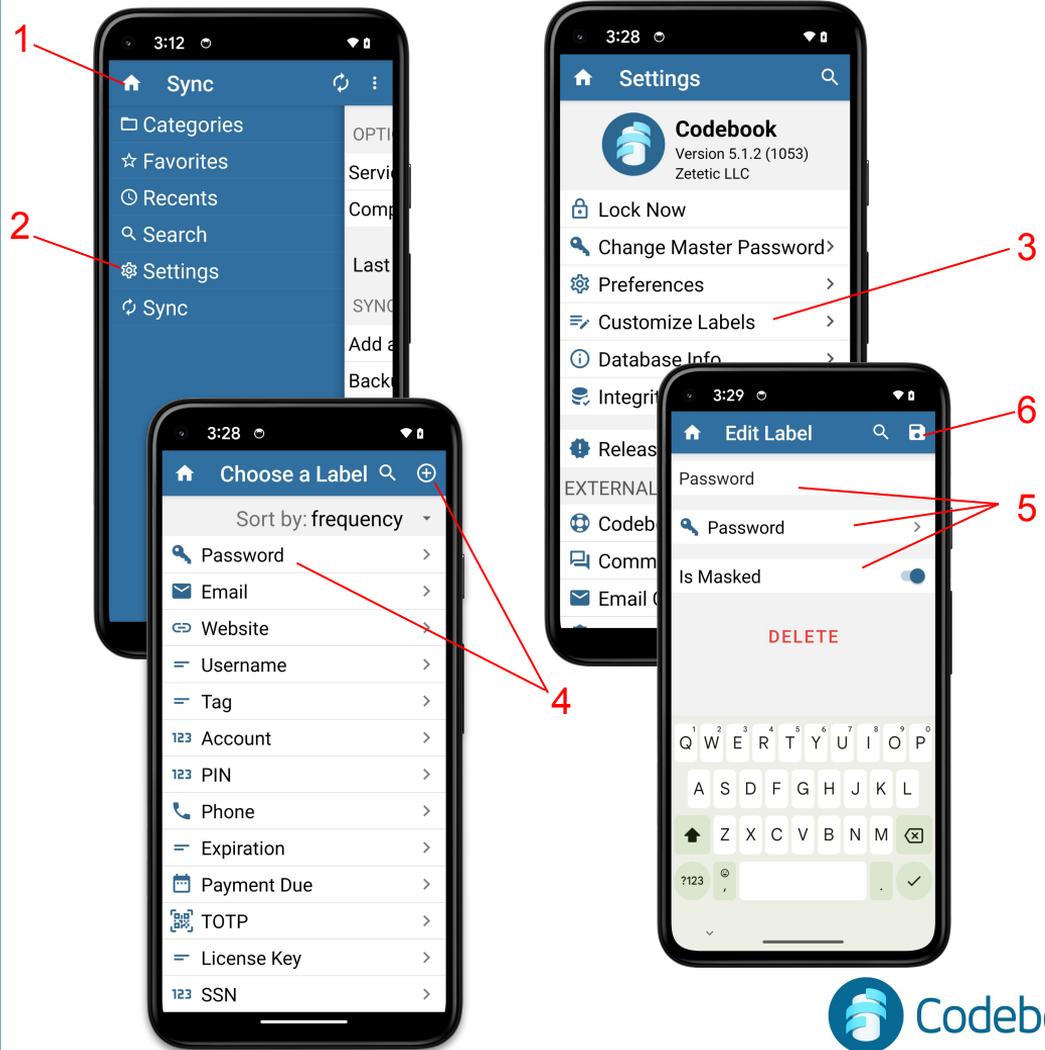
Customize Labels

Add new custom labels

Customize behaviors

Enable masking

1. Tap Home for Navigation Menu
2. Settings
3. Customize Labels
4. Select existing or add new Label
5. Edit Label
6. Save



Autolock

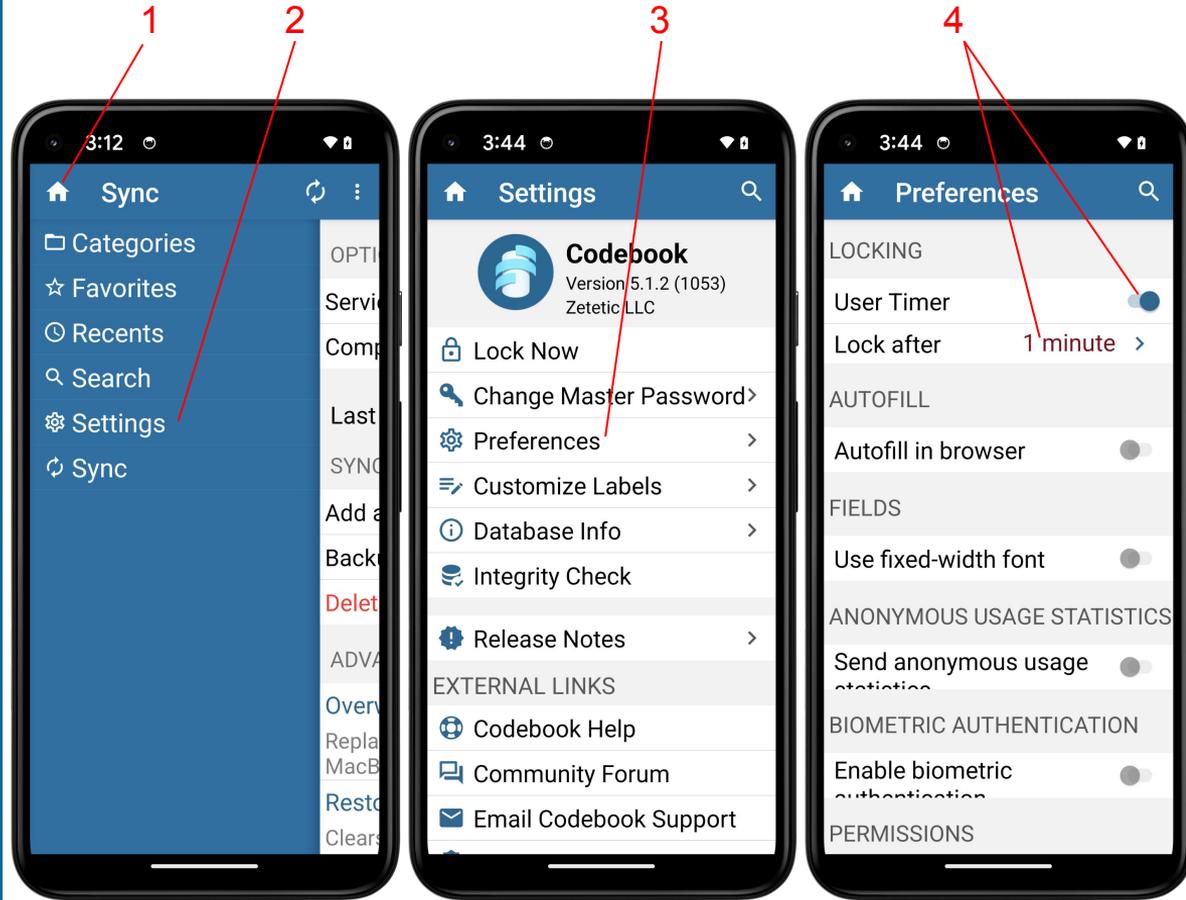
Leaves application unlocked for a designated period of time (default 1 minute)

Automatically locks application when timer expires

Allows more convenient access without repetitious logins

Tip: Be careful, when autolock is enabled

1. Tap Home for Navigation Menu
2. Settings
3. Preferences
4. Use Timer, Lock after



Other Features

Password Change

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

