

# Passro User Guide

Version 0.7.0



## Contents

1. Installation
  - 1.1. Requirements
  - 1.2. Installation Procedure
  - 1.3. Post Installation
2. Configuration
  - 2.1. Introduction
  - 2.2. Types of installations
  - 2.3. New Setup
  - 2.4. Import Setup
  - 2.5. Package Setup
3. Passro
  - 3.1. Introduction
  - 3.2. Using Passro
  - 3.3. Dictionaries
    - 3.3.1. General
    - 3.3.2. Editing a dictionary
    - 3.3.3. Importing and creating dictionaries
    - 3.3.4. Deleting a dictionary
    - 3.3.5. Creating links
    - 3.3.6. Exporting
    - 3.3.7. Cycling dictionaries
  - 3.4. Settings
    - 3.4.1. General
    - 3.4.2. Changing hotkeys
    - 3.4.3. Passro Password
    - 3.4.4. Lockout
    - 3.4.5. Changing dictionaries
  - 3.5. Security
  - 3.6. View Associations
  - 3.7. Clipboard Manager
4. Troubleshooting
5. Glossary

# 1. Installation

## 1.1 Requirements

Passro requires a computer with Windows XP or newer (Mac OS not supported) with .NET 4.0 client profile installed. Additionally UAC must be turned off for proper function (if applicable).

## 1.2 Installation Procedure

To install Passro first double click on the installation executable and read through every menu carefully. Choose the installation path and then accept the EULA. Passro will be installed in the specified directory. Upon completion of the installation, the *Configuration Tool* must be run (the installer will open the tool by default upon the completion of installation). Passro will not run without the configuration tool having been executed.

## 1.3 Post Installation

Once the installation is completed, the configuration tool should be run before starting Passro. This tool will create a blank profile for the current user. If there is more than one user on a specific machine, each user will have to run the *Configuration Tool*.

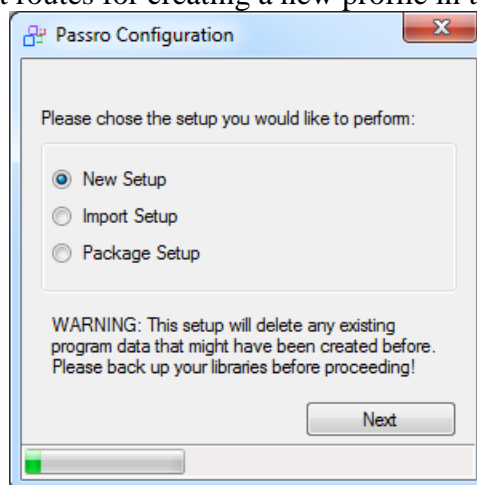
# 2. Configuration

## 2.1 Introduction

Passro user data is stored in the users Documents folder. For Passro to be used, a basic profile must be created using the Configuration tool (which is run by default once the installation is complete). The Configuration tool can be used to create a new profile as well as overwrite a corrupt profile with a new one.

## 2.2 Types of installations

There are three different routes for creating a new profile in the configuration tool.



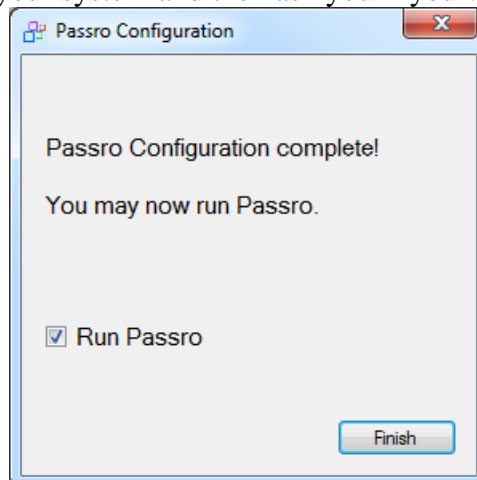
- **New Setup** requires a user to create a default dictionary. Users will be asked to associate all characters from A-Z and 0-9 with a specific word.
- **Import Setup** allows users to import already created dictionaries.
- **Package Setup** allows users to import backed up settings as well as already created dictionaries.

## 2.2 New Setup

Once you've chosen the "New Setup" option please read the displayed warning carefully as this setup will delete any existing profiles on the user's system. The setup will then prompt you with a specific character and will then ask you to enter a word that you would like to associate with.

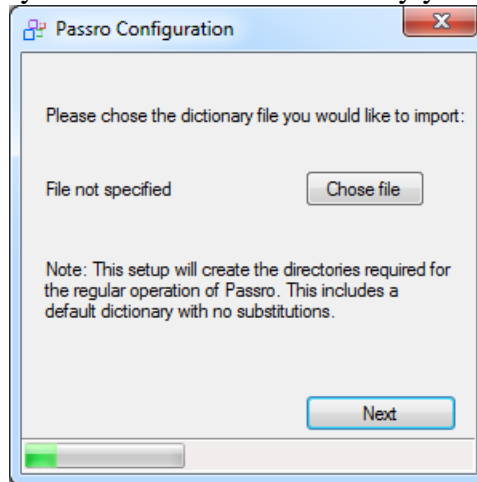


Once you have entered your preferred word you can either click next or hit the enter key on your keyboard to move to the next character. If at any point you wish to change any previous associations and you may do so by navigating to it with the back button. Once you have entered associations for every character that configuration tool will create a profile on your system and then ask you if you want to run Passro.

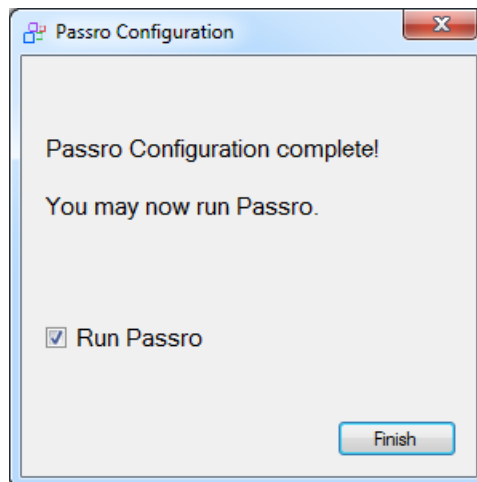


## 2.3 Import setup

Once you've chosen the “Import Setup” option please read the displayed warning carefully as this setup will delete any existing profiles on the user's system. This setup will prompt you to specify the location of the dictionary you would like to import.

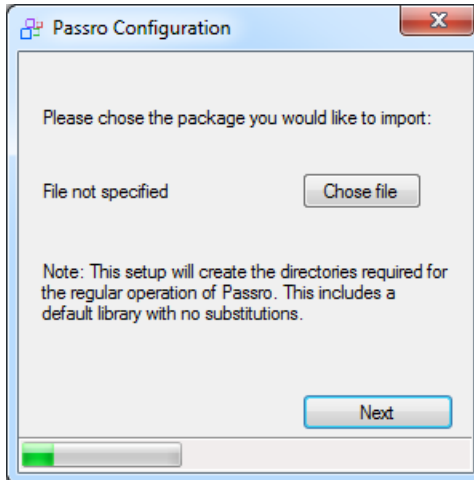


Once the selected the configuration tool will create a profile using the dictionary and default settings. Once completed the configuration tool will ask you if you want to run Passro.

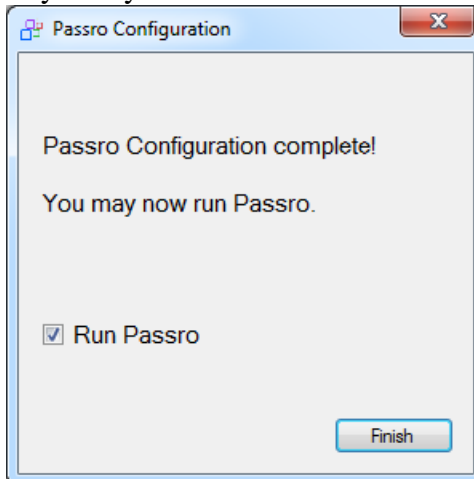


## 2.4 Package setup

Once you've chosen the “Package Setup” option please read the display warning carefully at this setup will delete any existing profiles on the user's system.



This setup will prompt you to specify the location of the package file you would like to import. Once selected the configuration tool will create a profile using the dictionary and settings provided in the package file. Once completed the configuration tool will ask you if you want to run Passro.



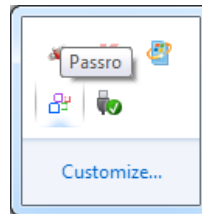
### 3. Passro

#### 3.1 Introduction

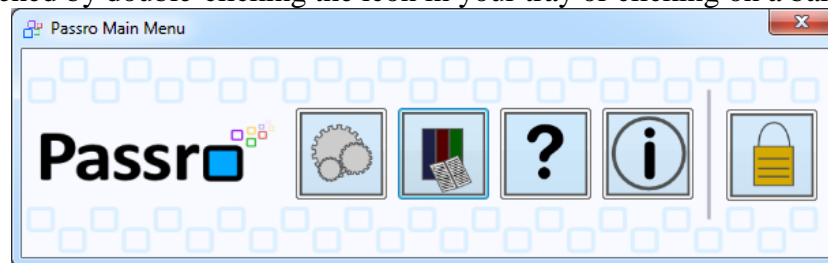
Passro allows you to easily turn all of your keys into macros with the press of a button. With just a simple press of the Passro shortcut you can toggle the *active substitution* on and off. While active substitution is on, Passro allows you to easily substitute words or functions for every keypress. For example if you associate “a” with Alpha, “b” with Bravo, and “c” with Charlie, you can simply type “abc” with the macro on and result in “AlphaBravoCharlie” without having to type all of it out. This capability can be used for many other functions as well, for example instead of repeatedly typing out a specific sentence; you can just associate it to a specific character in Passro. You can also map macros to specific websites, files, folders, and programs. With this added functionality you can open websites, files, folders, and programs with the press of a button.

### 3.2 Using Passro

The most basic element in Passro is the usage of dictionaries which hold the associations between keys and specific functions (such as words, files, folders, websites, or programs). Once a user presses a specific shortcut (which they can customize from the settings menu) a balloon tip will appear indicating whether Passro is on or off. If on, all the keys will act as macros substituting every key press with their associated function. To modify these functions you must edit the active dictionary, which can be done through the dictionary editor. This editor can be accessed in numerous ways; the simplest is to right-click on the Passro icon in your tray and select Dictionary.



Alternatively you can access these features by opening the main menu. This menu can be opened by double-clicking the icon in your tray or clicking on a balloon tip.



From the main menu you can also access other tools such as the settings menu, help and about windows, and the ability to lock Passro if a password has been set.

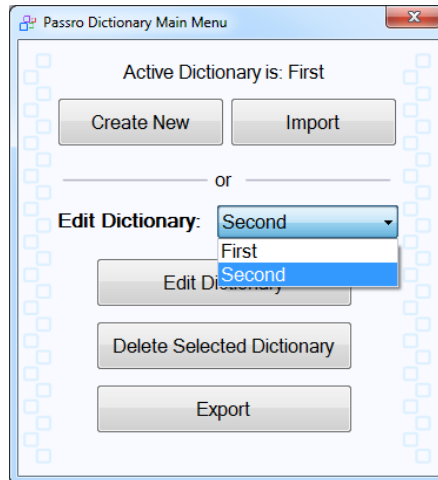
### 3.3 Dictionaries

#### 3.3.1. General

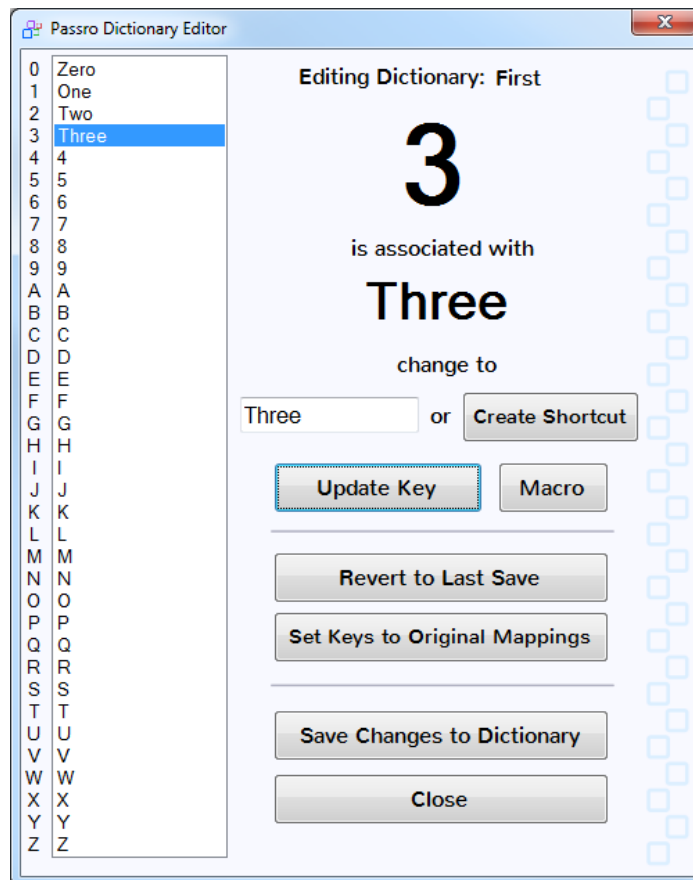
Dictionaries form the basis of Passro as they hold all the macro associations that you specify. For your convenience Passro has the capability to store more than one dictionary, all of which can be made the active dictionary in just a few clicks. All of the tools required for creating and modifying dictionaries are available within the dictionary editor (except for changing the active dictionary). The dictionary editor can be accessed from the main menu (second button from the left) or by right clicking on the Passro icon in the tray and clicking on dictionary.

#### 3.3.2. Editing a dictionary

When you have the dictionary editor open you may select the dictionary you want to edit any using the drop-down box.



With the appropriate dictionary selected press “Edit Dictionary”. At this point a new window will appear showing all the current associations in the selected dictionary.



To change an association simply select the entry you would like to change, type in the updated association in the empty text box and press “Update Key”. Once you have completed making changes remember to save changes by pressing the “Save Changes to Dictionary” button before closing the window. If you have made changes to the dictionary without saving you can clear all changes by pressing the “Revert to Last Save” button. You can always press the “Set Keys to Original Mappings” button to remove all associations from the dictionary (this turns all



associations to their regular values, such as “a” being “a” and “b” being “b”). Lastly, to create a macro that involves buttons such as Shift, Control, or Alt, follow the instructions shown when you press the “Macro” button.

### 3.3.3. Importing and creating dictionaries

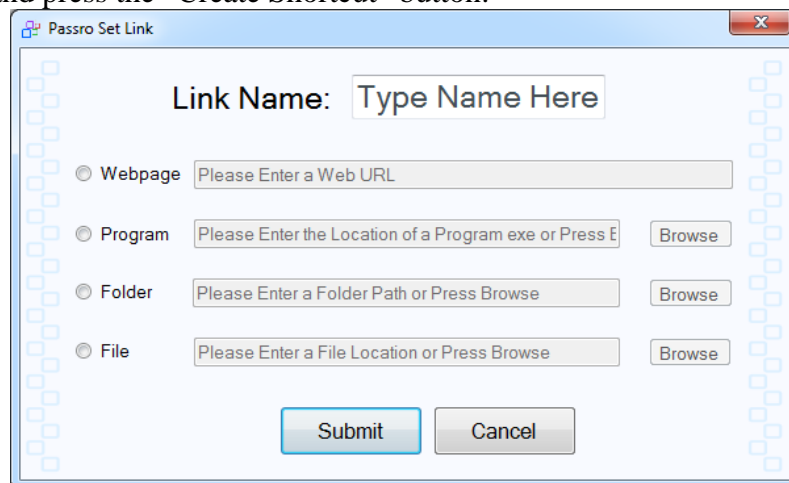
With the dictionary editor open you can create a new dictionary by pressing the “Create New” button. You will be prompted to enter a unique name for this new dictionary, if it has not been used yet then a new dictionary will be created. Alternatively if you would like to import a dictionary just press the “Import” button and a dialog will appear to specify the location of the existing dictionary. Once specified you will also be prompted to assign the new dictionary a unique name.

### 3.3.4. Deleting a dictionary

With the dictionary editor open select the dictionary you would like to delete from the drop-down box. With the appropriate dictionary selected simply press “Delete Selected Dictionary” and press yes on the prompt. You may encounter an error if the dictionary you were trying to delete was either your active dictionary or the dictionary set to be your default on startup. If you would still like to delete the dictionary you will have to remove it as the active and startup dictionary in the settings menu.

### 3.3.5. Creating links

If you would like to associate a specific key with either a website, file, folder, or program then simply open the dictionary editor, choose the dictionary that you would like to edit from the drop-down list, and press “Edit Dictionary”. Once on the new window simply select the association you would like to replace with a shortcut and press the “Create Shortcut” button.

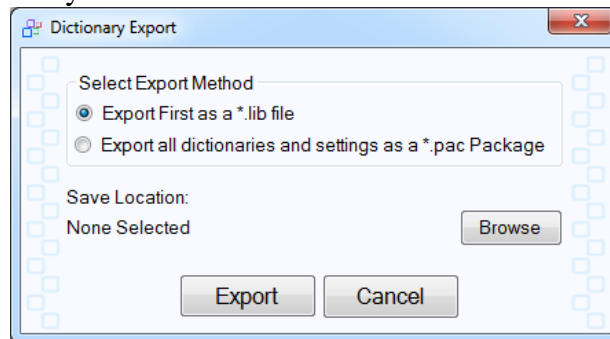


On the set link window please specify the name for the link before proceeding. Once you specify the name please select the type of link you would like to make and then specify the path for the link. Please note that all links must be entered correctly to function (for example all websites must be in

http://www.example.com format). Once you have finished simply press the submit button.

### 3.3.6. Exporting

To export a specific dictionary or a package file (which contains all of your dictionaries and settings) simply open the dictionary editor and select the dictionary you would like to export from the drop-down box. Once selected press “Export”, if you are exporting a package file simply press “Export” without specifying a dictionary.



In the export window please select whether you would like to export a single dictionary or a package file and then specify the location and name of the file to create. Once completed simply press “Export”.

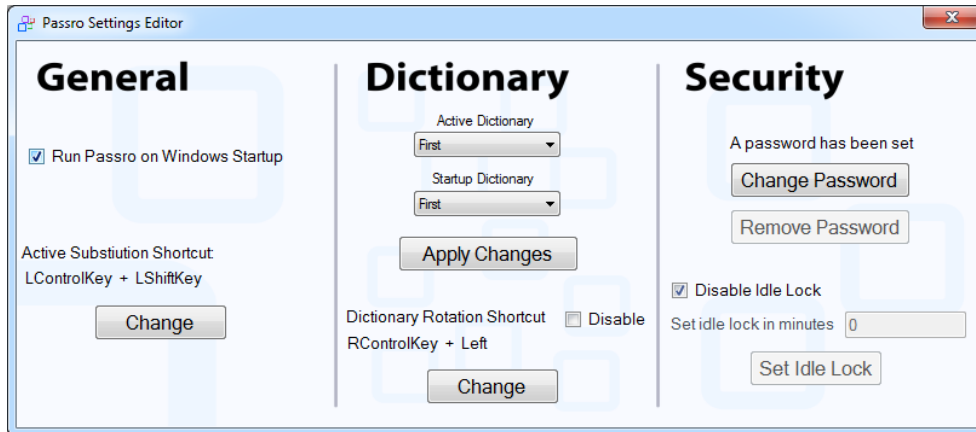
### 3.3.7. Cycling dictionaries

To change your active dictionary or the dictionary used on startup, simply change them in the settings menu (covered in section 3.4.5). You can also change dictionaries by enabling the dictionary cycling feature in the settings menu. This allows you to change the dictionary by pressing a specific hotkey which then changes the active dictionary incrementally along the list identical to the one in the drop-down box in the dictionary editor.

## 3.4 Settings

### 3.4.1. General

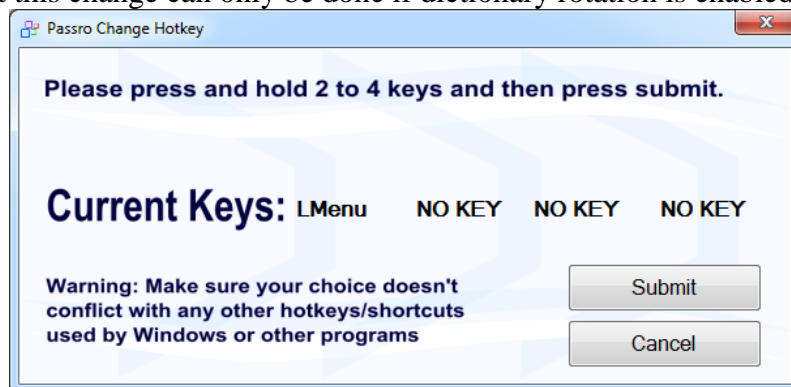
The settings menu contains all of the settings not found in the dictionary editor. It can be accessed either by right clicking on the Passro tray icon and pressing settings, or by pressing the first button from the left on the main menu. One of the many options you will find on the settings menu includes the ability to toggle whether Passro runs when you turn on your computer.



Although it is also possible to change this setting through Windows, it is highly recommended to disable it through here.

### 3.4.2. Changing hotkeys

Passro utilizes hotkeys for both toggling the macros on and off as well as cycling the dictionaries. These key combos can be very easily changed from the settings menu. With the settings menu open you can change the hotkey that is used to toggle the macros on and off by clicking the “Change” button underneath active substitution shortcut. To change the hotkey used for dictionary cycling simply press the “Change” button underneath dictionary rotation shortcut. It should be noted that this change can only be done if dictionary rotation is enabled.

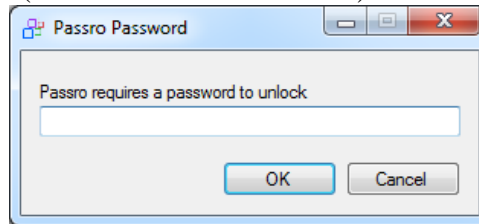


When on the change hotkey window simply press up to four keys simultaneously that you would like to use as the new hotkey for that function and press “Submit”. You might get an error if that hotkey is already in use, in which case choose a different key combination.

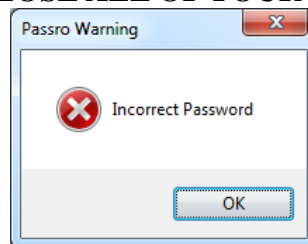
### 3.4.3. Passro password

Because Passro stores sensitive data on your system, users have the option of protecting Passro and their profile with a password of their choosing. Changing or removing a password can be done from the settings menu. Under the security column on the right side of the menu you can change your password by pressing “Change Password”. If you do not already have a password set this button will be called “Set Password”.

If you have a password set then on every startup you will be required to enter it, or else Passro will not start. Having a password also allows you to lock Passro as well as set an idle lock (described in section 3.4.4).



**Warning: By applying a custom password all of your profile data is encrypted using this password. For this reason there is no way to remove the password without first knowing the password. IF YOU FORGET THE PASSWORD YOU WILL LOSE ALL OF YOUR DATA!**

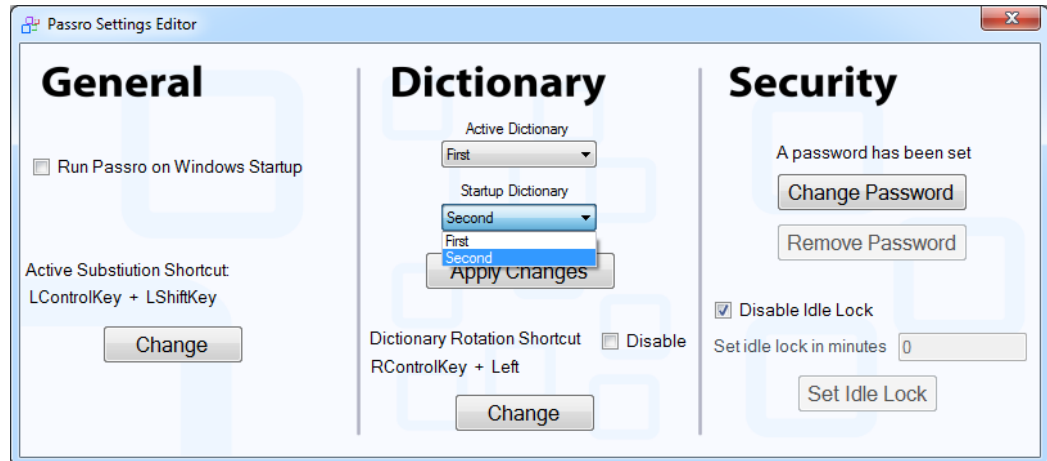


#### 3.4.4. Lockout

If you set a password for Passro then you have the capability to lock the software during runtime. There are multiple ways of doing this; the first is to right-click on the Passro icon in the tray and press "Lock". The second option is to press the lock button on the main menu (the right most button). Alternatively, you can also set an idle lock. To set an idle lock, first open the settings menu. Then in the security column you can click enable the idle lock and set it to some your desired time in minutes. With this feature enabled Passro will automatically lock after your computer is in idle for that many minutes as long as all Passro windows are closed. When locked all of Passro's features will be disabled until the correct password is entered.

#### 3.4.5. Changing dictionaries

When starting Passro the startup dictionary is also loaded as the active dictionary. The active dictionary can be changed using the dictionary cycling feature or startup and active dictionaries can be changed through the settings menu. With the menu open navigate to the middle column containing two drop down boxes labeled "Active Dictionary" and "Startup Dictionary". Simply choose whichever dictionaries you would like to use in their respective categories and press "Apply Changes".



Note: Startup dictionary refers to the dictionary that will be used upon starting Passro.

### 3.5 Security

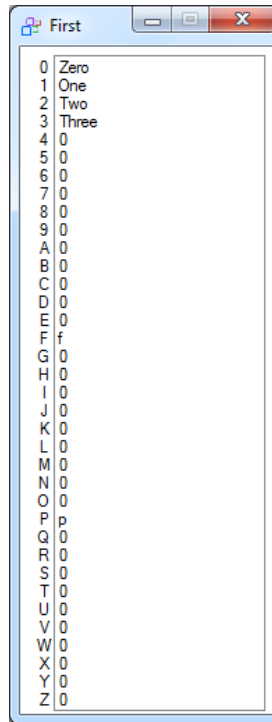
To maximize your security while using Passro we recommend following the steps listed below:

- Use a secure password for Passro at all times
- Set a reasonable idle lock for Passro
- Lock Passro whenever you leave your station
- Never store an entire password as an association to just one key. Instead of assigning a password such as AlphaAlphaBravo99 to just the letter “a”, assign Alpha to r, Bravo to u, and 99 to c, resulting in a typed password of ruc
- Try to use unique associations for each character. For example do not associate multiple letters to the word “Alpha”
- Change your passwords on a regular basis. This should be much easier when using Passro. For example if your password in Passro is abc, you can change it to abd, were d is a different association than c

Although these steps will not make you completely invulnerable to attacks, if properly implemented they should drastically increase the difficulty for an attacker to gain access to your data.

### 3.6 View Associations

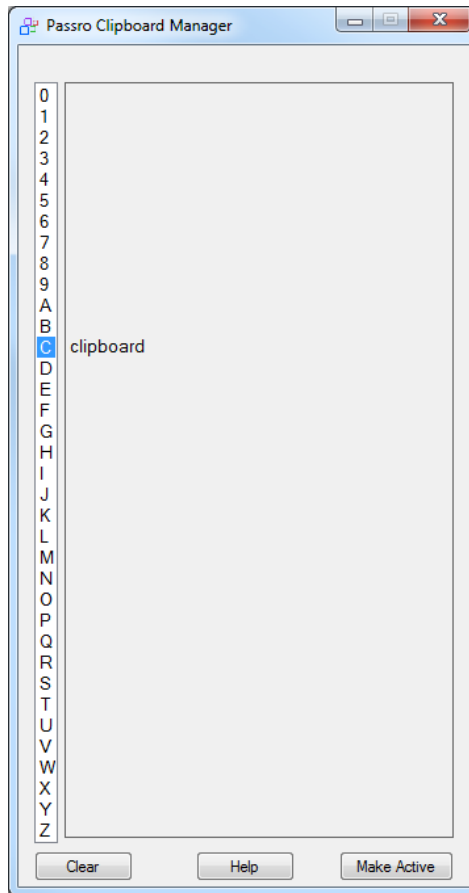
If you would like to know which keys are associated to which functions there are two options available. The first is to open the dictionary with the dictionary editor and view the associations through the editing menu. The other method is to right click on the Passro icon on your tray and press “Views Associations”. The window opened will show all associations in the current dictionary.



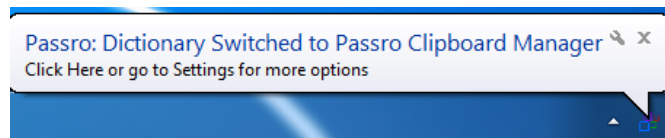
Note: It is highly recommended that you do not keep this window open for extended periods of time as it presents a potential security risk.

### 3.7 Clipboard Manager

Passro 0.7.0 introduces a novel clipboard manager that integrates with the Passro macro system. To start, open the Clipboard Manager by right clicking on the Passro icon in the tray and clicking "Passro Clipboard". If you would like to add anything to the manager simply copy it (right click + copy, or Ctrl+C) and then click on the alphanumeric character you would like to associate the copied item with.



To access the clipboard manager click the “Make Active” button which will make the associations present in the manager your active dictionary. Once set as the active dictionary



If you need to change any associations, simply copy the specified item and click on the desired character that you want to associate it with. The dictionary will be automatically updated whenever the manager is updated.

#### **4. Public Beta**

Passro is currently in a Public Beta, and as such may still have a variety of issues/glitches. If you find an issue, would like to comment on Passro and its features, or require troubleshooting help, please visit our website [www.passroinc.com](http://www.passroinc.com) or contact us at [support@passroinc.com](mailto:support@passroinc.com)

#### **5. Glossary**

<i>Active Dictionary</i>	This is the dictionary which the program actively uses to substitute your key presses when Passro is on
<i>Association</i>	When you chose the key “A” to result in “Alpha” you are in essence <i>associating</i> “A” with “Alpha”
<i>Configuration Tool</i>	This program deletes any existing profile from the users My Documents folder and creates a new profile
<i>Dictionary</i>	This encrypted file stores all the customized associations created by the user
<i>Function</i>	See <i>Association</i>
<i>Idle Lock</i>	If Passro is protected with a Password you can automatically lock Passro after a predetermined idle time
<i>Macro</i>	An association between a certain action (i.e. opening a program) and a specific key press
<i>Passro</i>	Program used for assigning macros to your entire keyboard
<i>Profile</i>	A set of files in a users My Documents folder containing dictionary files as well as settings for proper operation of Passro
<i>Startup Dictionary</i>	The dictionary that will be made <i>Active Dictionary</i> the next time Passro is run
<i>Tray</i>	The notification area of your Taskbar. Located at the bottom right corner of your primary monitor