



Xizzo Help

INSTALLATION INSTRUCTIONS

Follow these steps to download and install Xizzo. If you run into problems, please send an email to: support@xizzo.com.

If you are upgrading to a newer version, uninstall your current version PRIOR to installing this new version. How to uninstall? Click: **Start >> Programs >> Xizzo >> Uninstall Xizzo**

BEST PRACTICE...

To Install ...

- 1 Download the Xizzo setup file **XizzoSetup.exe**
- 2 Launch the installation program by double-clicking the XizzoSetup.exe file
- 3 Click the **Next** button to confirm that you wish to install Xizzo
- 4 Read the **End-User License Agreement**
- 5 Click the **I agree with the above License Agreement** checkbox if you agree to the End-User License Agreement; then click the **Next** button
- 6 Select the directory in which Xizzo will be installed (C:\Program Files\Xizzo, by default - recommended); then click the **Next** button
- 7 When Xizzo has successfully installed, click the **Finish** button to close the setup program
- 8 Open Xizzo: click **Start >> Programs >> Xizzo >> Xizzo**

REGISTRATION INSTRUCTIONS

Follow these steps to register your copy of Xizzo. If you run into problems, please send an email to: support@xizzo.com.

BEST PRACTICE...

To Register ...

- 1 Click the **Register** button
- 2 Click the **Obtain Registration Key** button in the window that opens
- 3 Complete the online form and click the **Submit** button
- 4 A confirmation email with your registration key and a unique **Customer Password** will be sent to you. Print and save this message in case you need to restore your copy of Xizzo in the future or install it on a different computer.

IMPORTANT: Xizzo's registration key is uniquely associated with the computer on which Xizzo is installed. Installing Xizzo on a different computer will require you to register Xizzo again.

To get a registration key for a different computer (for free, of course) or if you lost your registration key, click the **Register** button and then the **Lost** button (or go to **this page**).

After you enter your **Customer Password** (this was emailed to you when you registered your first copy of Xizzo), the new registration key will be displayed. Copy it and paste it into the registration key field and click **Register**.

HOW TO USE XIZZO

BEST PRACTICE...

How to Use Xizzo ...

- 1 Open Xizzo by clicking the icon in the SysTray (lower right corner of your screen)
- 2 Navigate to your login web page or online form using your browser or Xizzo's Internet Launcher (double-click the entry)
- 3 Click inside the first field to be auto-filled
- 4 Click Xizzo's **Auto-Enter** button and the information is entered into the web form for you

5 Click the form's submit button

The steps above are the most efficient method of using Xizzo. The trick is to have Xizzo open BEFORE arriving on the web page that requires a username and password.

USAGE QUESTIONS

Q How do I launch Xizzo?

A Xizzo can be launched either of 3 ways:

- Click the **Xizzo Icon** in the SysTray: 
 - Click **Start >> Programs >> Xizzo >> Xizzo**
 - Double-click the **Xizzo Icon** on your desktop
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Q How do I create a new Xizzo file? And why would I need an additional file?

A To create a new Xizzo file, click the **New** button. Type in the password for the new file twice and click the **Ok** button. Note that the new file is unnamed until it is saved. Click the **Save As** button and type in a filename, then click **Ok** to save the new file.

Each file you create can be for a different set of passcodes. For example, you can have a file for personal codes, another file for business or office codes, and yet another for school codes. Xizzo even has a Merge File feature used to combine multiple Xizzo files into one.

Q How do I add a category to Xizzo?

A Categories allow you to sort your web pages in some meaningful way. For example, you can include all of your Yahoo login pages (e.g. Mail, Briefcase, Photos, and Groups) in one "Yahoo" category. Similarly, you could have categories for Banks, Stocks, Personals, etc.

To add a category to Xizzo, click the **New Category** button. The path is determined automatically by Xizzo. You may "nest" categories. Enter the name of the category in the **Label** field, and click the **Ok** button.

Q How do I add a web page (an entry) to Xizzo?

Entries contain all the information stored for a specific web page, including the URL, username, password, password hint, and memo field. To add a web page to Xizzo, you must first select the category into which the web page will be placed. Please note that entries DO NOT have to be placed in categories.

- 1** Click the **New Entry** button. Enter the name of the entry in the **Label** field and the URL in the **Link** field. When adding a new entry, it is easiest to have the web page displayed so that you can copy the URL from your browser and paste it into the **Link** field.
 - 2** Enter the values for **Username** and **Password** in their respective fields.
 - 3** Optionally, you can enter a password **Hint** and/or include a short note or description in the **Memo** area. The only required field is **Label**.
 - 4** Click the **Ok** button.
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Q What do the More and Less buttons do?

A Xizzo ships in a full, always-on-top window with the **Less** button displayed. If you want to use a very small window, click the **Less** button. The button name changes to **More**. You can switch forth and back at any time.

Q How do I put a copy of Xizzo on another computer?

A Easily. Xizzo is very portable:

- In Windows Explorer, navigate to **C:\Program Files\Xizzo**
- Click and drag the **xizzo.exe** icon to a thumb drive (even a floppy could be used)
- Click and drag the **data** folder to the same thumb drive
- Go to the new computer and either run Xizzo directly from the thumb drive (or floppy) or drag both the xizzo.exe and data folders to the hard drive

Caveat: since Xizzo Free and Pro are tied to each computer by a registration key, the new copy will be unregistered which means that you won't be able to edit/add entries in files that contain more than 10 records. The rest of the functionality will be the same.

To register this additional copy (its free):

- Launch Xizzo and click the **Register** button
- Click the **Lost** button on the next screen
- Enter the **Customer Password** you received in the email message sent to you when you registered Xizzo the first time
- Copy and paste the **Registration Key** into the field
- Click **Register**

Xizzo will even run off of the thumb drive and/or floppy!

Q What else can Xizzo do?

A To see some of the other features of Xizzo, right-click on the Xizzo window and have a look at the popup menu.

ACCOUNT QUESTIONS

Q How do I change the password of a Xizzo file?

A To change the password of a Xizzo file, click the **Change Password** button. Enter the current password, and your new password twice (the second time is for confirmation), then click the **Ok** button.

Q How do I change to a different Xizzo file?

A To change to a different Xizzo file, click the **Open** button, then in the "Open Xizzo File" dialog box, navigate to the .XIZ file you wish to open, select it and click the **Open** button. Or you can double-click any .XIZ file in Windows Explorer or similar programs. You will always be prompted to enter the password for the file.

Q How do I print a Xizzo file?

A To print a list of all Xizzo categories and entries, right-click anywhere in the Xizzo window, then choose **Print** from the context menu.

Q How do I export a Xizzo file?

A To export a Xizzo database into a delimited text file, right-click anywhere in the Xizzo window, park your cursor on the **Export** item and select the format you want.

Q How do I change my preferences?

A To change your **User Preferences**, click the **Prefs** button.
