

QnE Companion

USER MANUAL



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QnE Companion Overview

QnE Companion, by TeraByte, Inc., is a set of quick and easy to use utilities for your PC. Boost your productivity with a clipboard manager, screen capture utility, launcher, password utility, and desktop icon utility. These utilities can be conveniently and quickly accessed from the Windows taskbar, a small floating window or through traditional shortcuts.

QnE Companion installs in trial mode that is valid for 30 days from first installation on the system. After the trial period expires, QnE Companion will function in a free mode with certain features disabled. A comparison of the free and full versions is available on the TeraByte Unlimited website: <https://www.terabyteunlimited.com/qne-companion-product-editions/>. Features that require the full (paid) version are tagged with **Full Mode**.

The following is a brief overview of the QnE utilities and the features they offer.

Desktop Companion



- Toolbar access to all the QnE Companion utilities.
- Free-floating Desktop toolbar.
- Windows Taskbar toolbar.
- Includes Icon Companion.

[Desktop Companion section](#) ³⁸

Clipboard Companion



- Automatically captures items copied to the Windows clipboard.
- Save clips for later use on the clipboard. **Full Mode**
- Categorize saved clips. **Full Mode**
- Filter text clips to more easily find specific items.
- Unsaved clips can be automatically cleaned up (removed) after a period of time.
- Multiple types and sub-types of clips supported.
- Print clips.

[Clipboard Companion section](#) ⁽⁴⁶⁾

Screen Capture



- Capture full screen screenshots.
- Auto-select or manually select area to capture.
- Repeat last area capture. **Full Mode**
- Save captures.
- Export captures in multiple formats.
- Categorize captures in folders.
- Multiple monitor support.

[Screen Capture section](#) ⁽⁶⁰⁾

Icon Companion



- Save desktop icon layouts.
- Load icon layouts.
- Automatically load icon layouts on resolution or scaling changes. **Full Mode**
- Search for desktop icons using multiple criteria (text search **Full Mode**).
- Show desktop (minimize all desktop windows) and undo show desktop.
- Reset Windows icon cache. **Full Mode**
- Multiple monitor support.
- Accessed through QnE Desktop Companion.

[Icon Companion section](#) ⁽⁸⁴⁾

Launcher



- Create a launch menu for programs, files, and folders.
- Organize menu with cascading sub-menus.
- Optionally include Start Menu (**Full Mode**) and Desktop items.
- Run from the QnE Toolbar or standalone.

[Launcher section](#) ⁹¹

Password Companion



- Easily create and save login passwords for apps, websites, etc.
- Create passwords using specific criteria.
- Easily filter displayed entries directly from the toolbar.
- Organize password entries using categories.
- Open websites and auto fill login names and passwords. **Full Mode**
- Copy login name / password to clipboard for pasting into login prompts.
- Uses AES 256 encryption.
- Import and export password entries.
- Run from the QnE Toolbar or standalone.

[Password Companion section](#) ⁹⁷

System Requirements

Verify that your computer system meets the minimum requirements listed below. Note that most current systems exceed these requirements.

- Windows 7 SP1 / 8.1 / 10 (both 32-bit and 64-bit versions)
- Approximately 30MB disk space for full installation
- A small additional amount of disk space will be required if the Microsoft Visual C++ Redistributables require installation

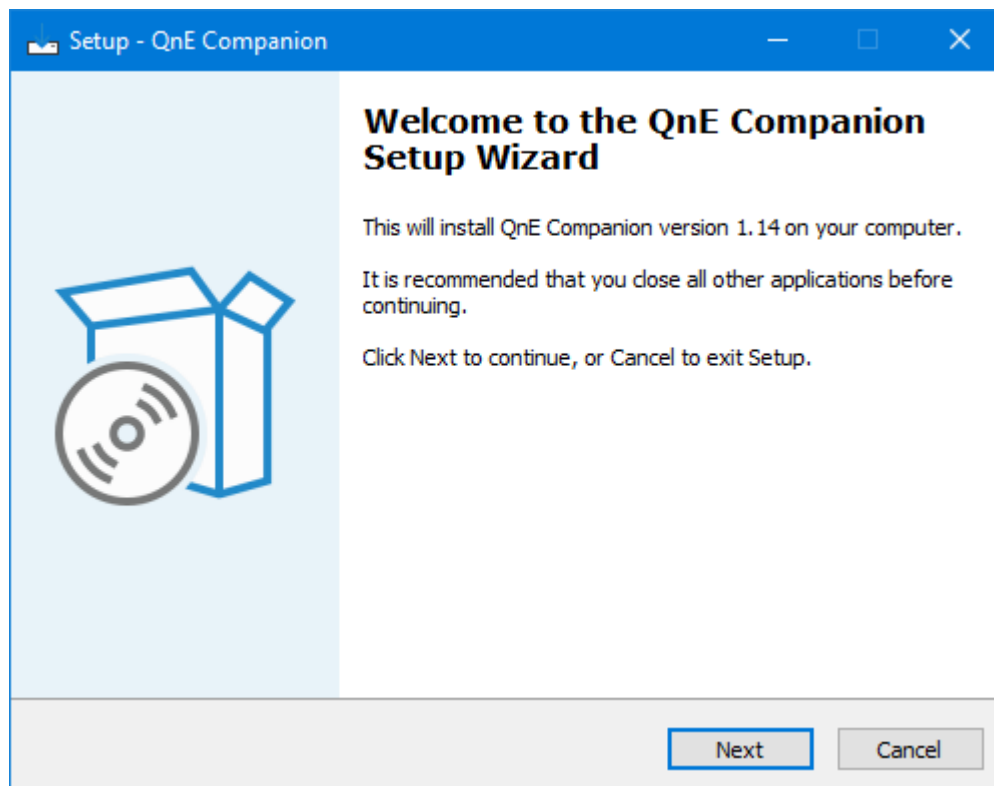
Installing QnE Companion

Before You Begin

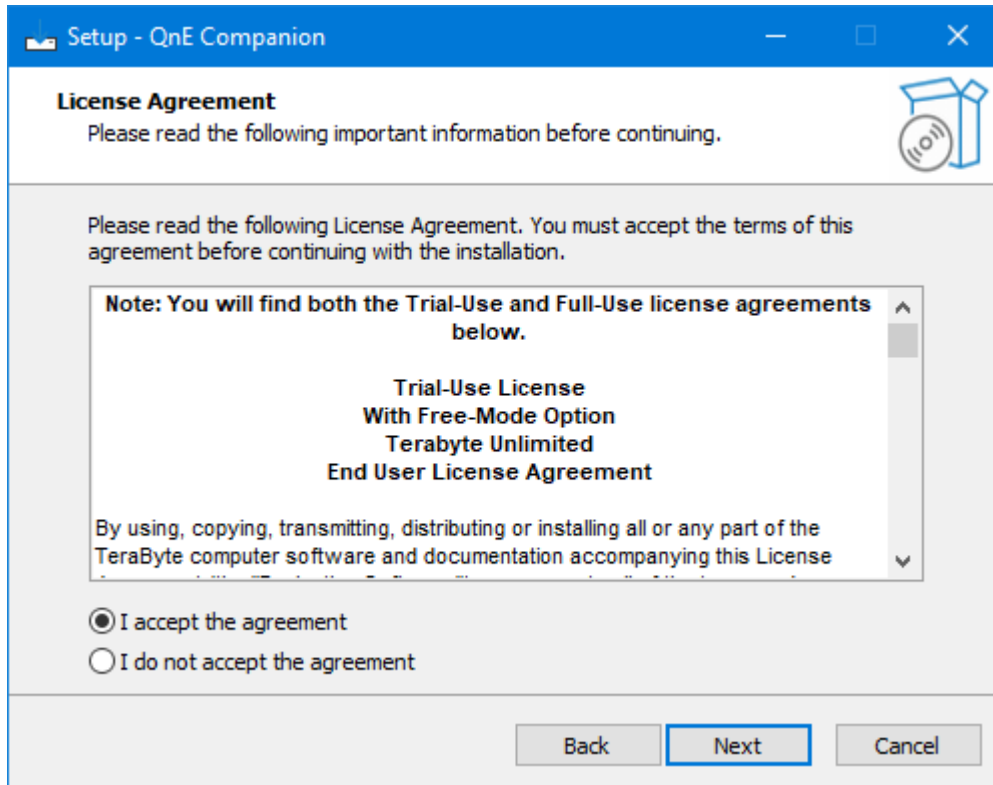
- Verify you have the latest version and support information for QnE Companion by visiting the TeraByte website: www.terabyteunlimited.com
- If necessary, download the installer (**qnecompanion_en_setup.exe**).
- QnE Companion Direct Page Links
[Product](#) | [Downloads](#) | [Purchase](#)
[Support](#) | [Upgrade History](#)

Installing QnE Companion

1. Run the setup program you downloaded from the link provided above by double-clicking it. This will trigger a UAC prompt if UAC is enabled (select to allow the program to run). The *Welcome to the QnE Companion Setup Wizard* screen appears. Click **Next** to continue.

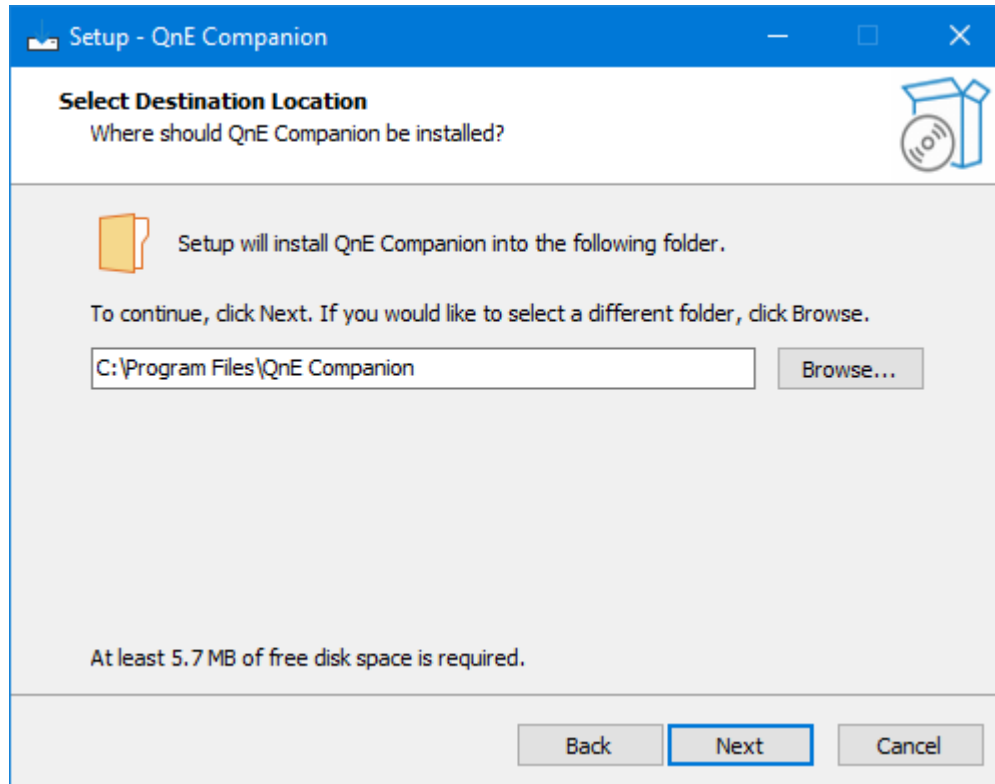


2. The *License Agreement* window appears. Read the QnE Companion license agreement and, if you accept it, select the **I accept the agreement** option. Click **Next** to continue.

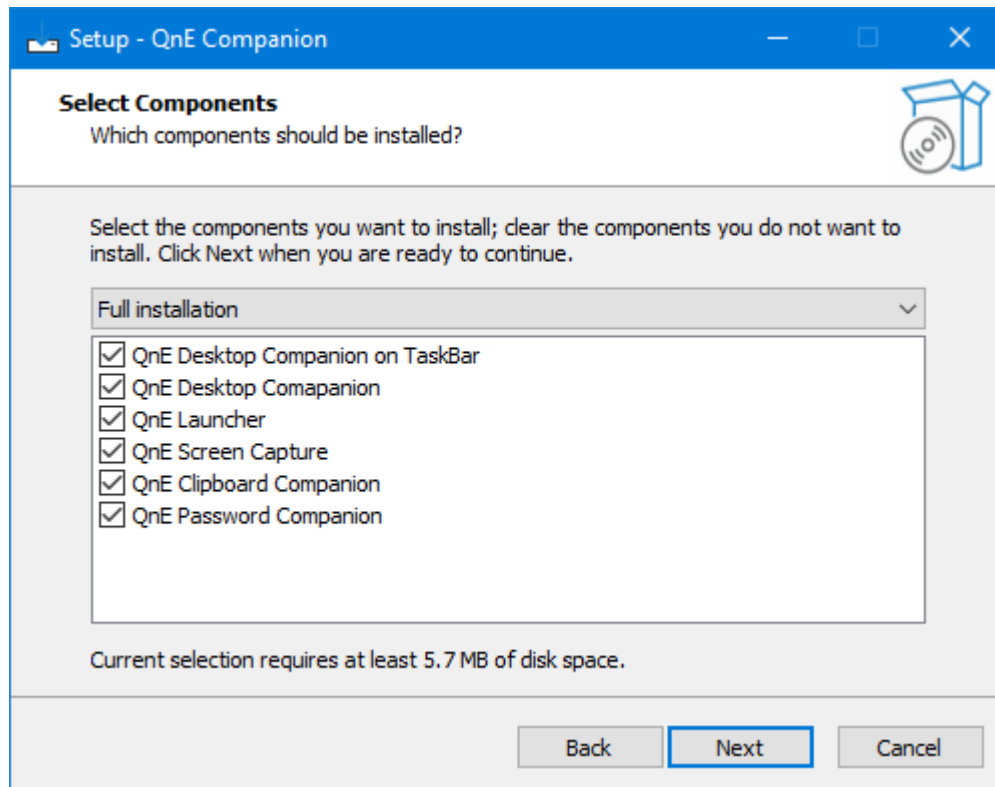


3. The *Select Destination Location* window appears. To change the folder where QnE Companion will be installed, click **Browse** and navigate to the appropriate folder. Otherwise, the default folder will be used. Click **Next** to continue.

Note: This step will be skipped if QnE Companion is currently installed.



4. The *Select Components* window appears. From the drop-down menu you can choose **Full installation** (as shown below) or **Custom installation**.



When performing a custom installation you can select from the following components:

QnE Desktop Companion on Taskbar: Installs the QnE toolbar for use on the Windows Taskbar.

QnE Desktop Companion: Installs a free-floating QnE toolbar for use on the Windows desktop.

QnE Launcher: Installs the QnE Launcher utility.

QnE Screen Capture: Installs the QnE Screen Capture utility.

QnE Clipboard Companion: Installs the QnE Clipboard Companion utility.

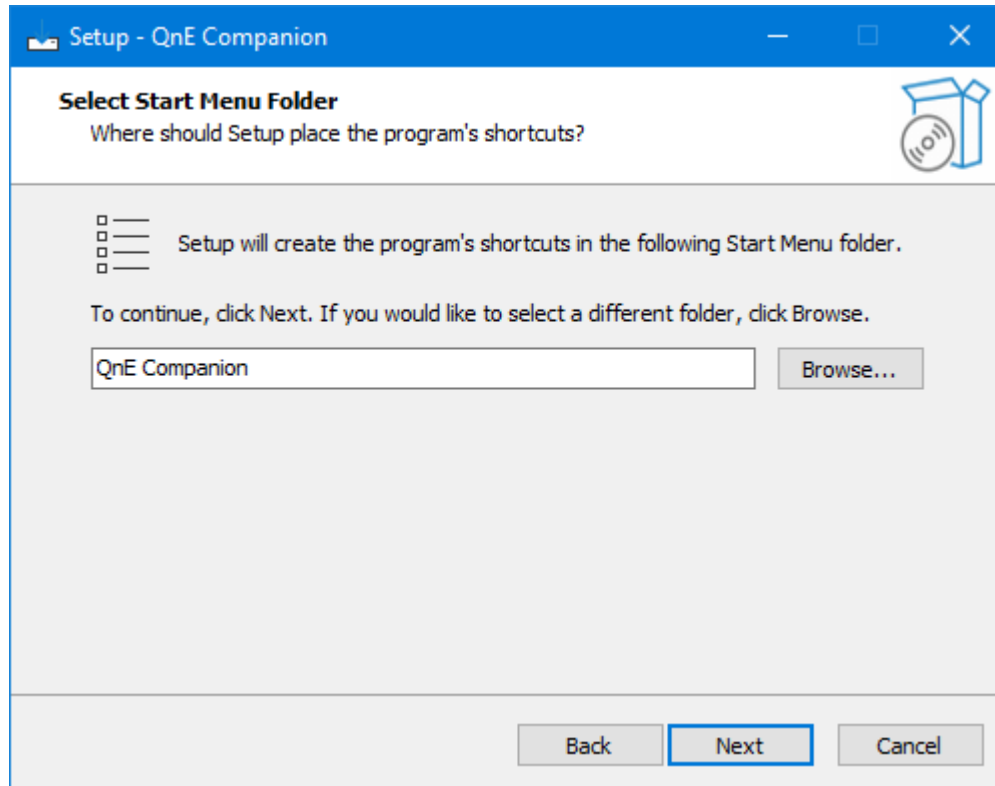
QnE Password Companion: Installs the QnE Password Companion utility.

Note: If the **Custom installation** option is selected you must select at least one of the components to continue to the next step.

Click **Next** to continue.

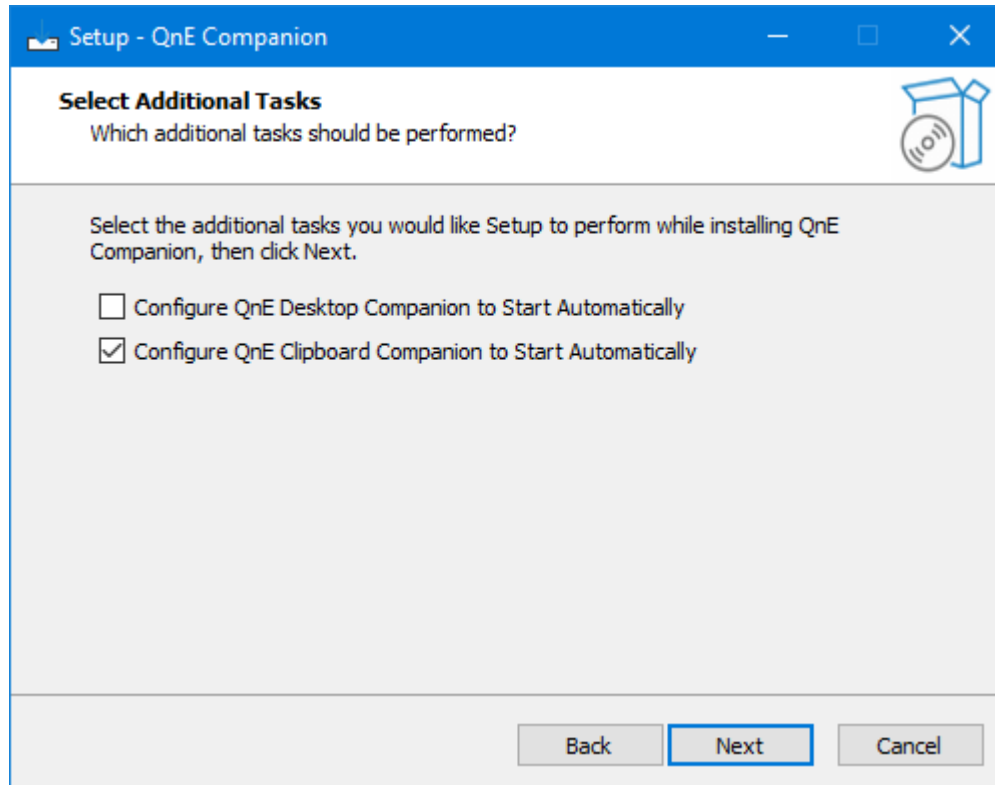
5. The *Select Start Menu Folder* window appears. You can click **Browse** to change the Start Menu folder or you can accept the default. Click **Next** to continue.

Note: This step will be skipped if QnE Companion is currently installed.



6. The *Select Additional Tasks* window appears. Select the additional tasks to perform while installing.

Note: This step will only be shown when installing for the first time.

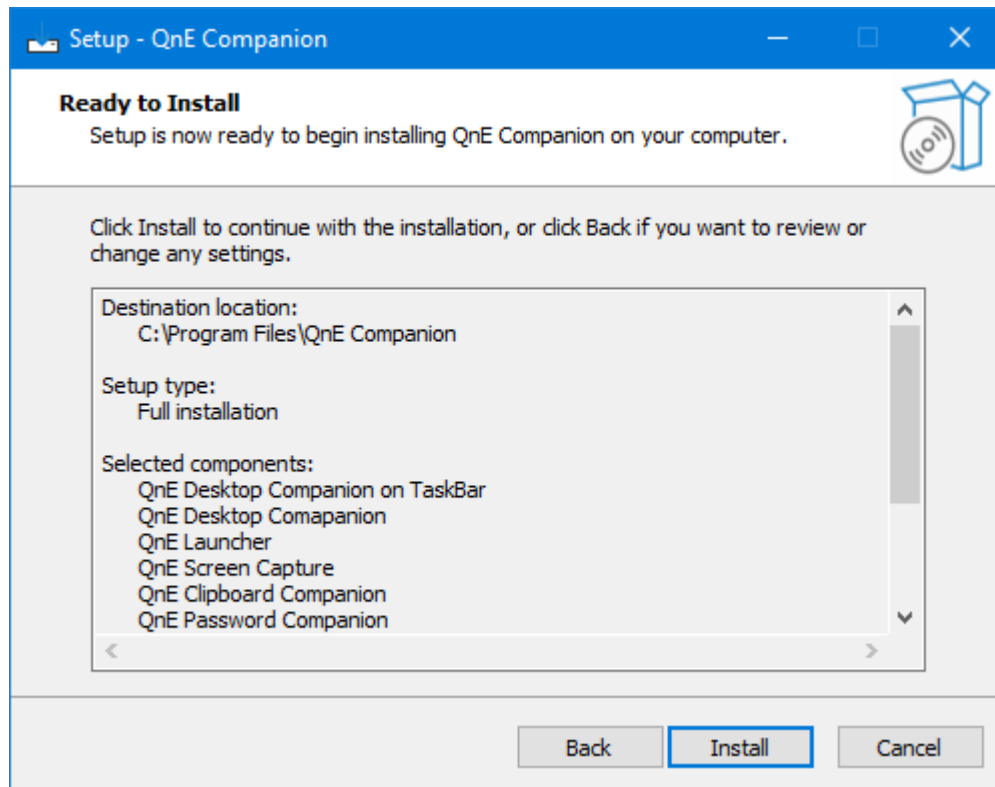


Configure QnE Desktop Companion to Start Automatically: Select this option to have the installer configure Desktop Companion to automatically start for the current user when Windows starts.

Configure QnE Clipboard Companion to Start Automatically: Select this option to have the installer configure Clipboard Companion to automatically start for the current user when Windows starts.

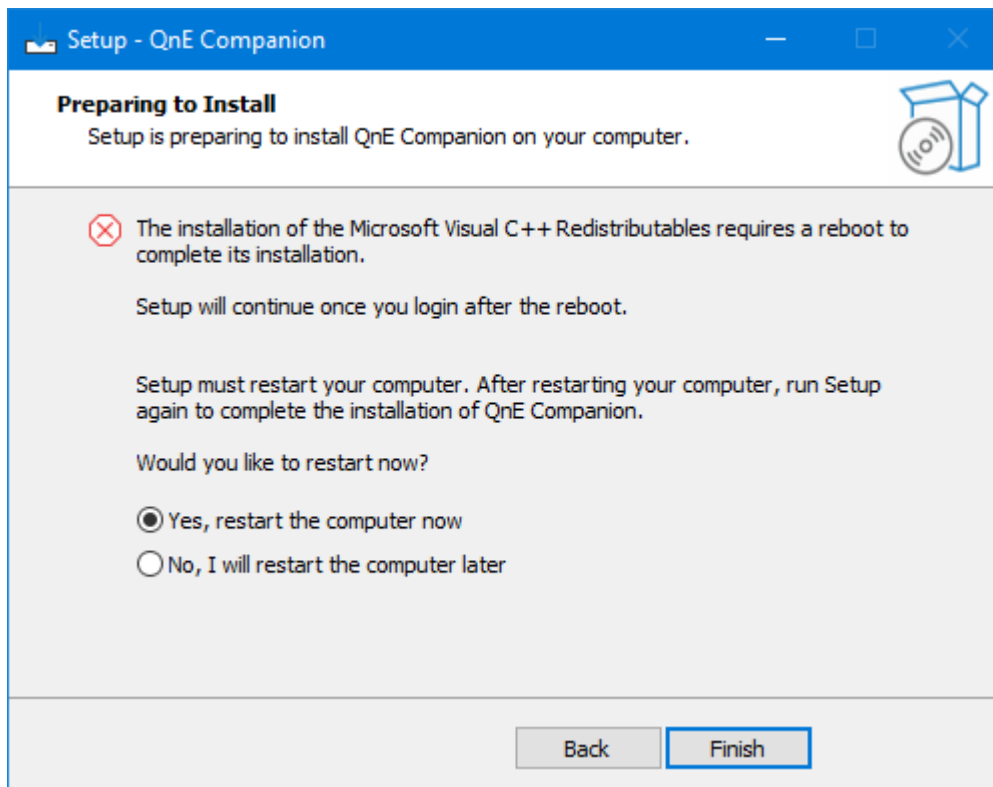
Click **Next** to continue.

7. The *Ready to Install* window appears, summarizing your choices. Click **Install** to begin the installation process or **Back** if you want to make changes.



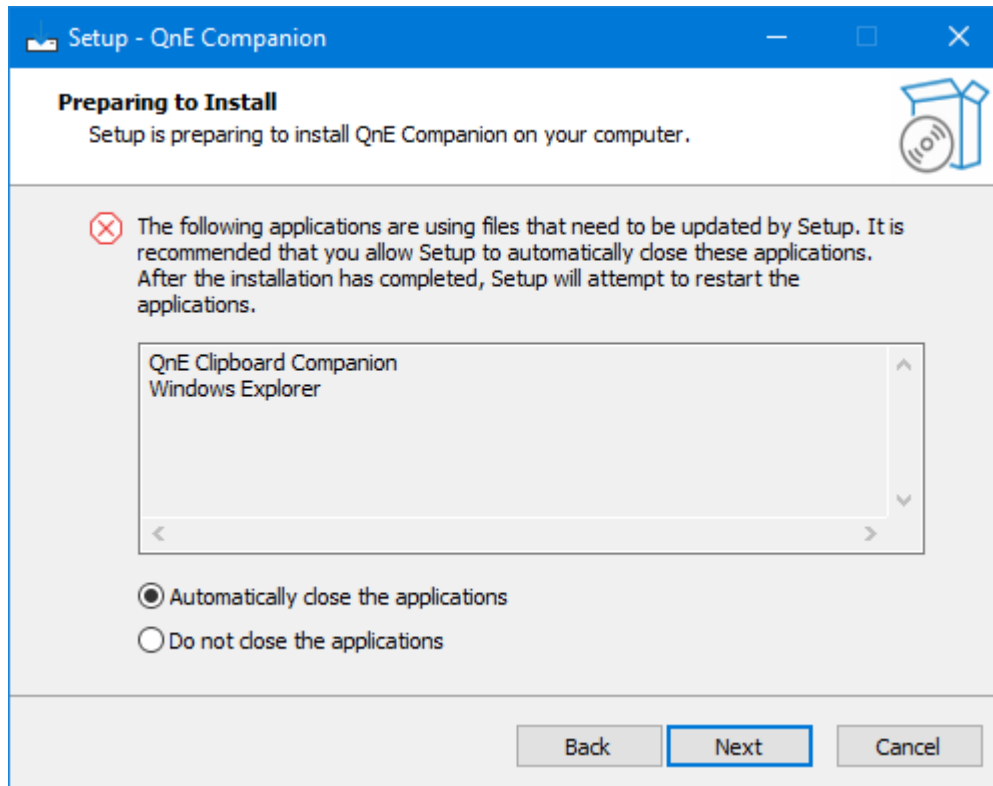
- 8. If the Microsoft Visual C++ Redistributable files require installation they will be installed at this point. It may be necessary to restart the system as part of this installation. Selecting **Yes, restart the computer now** and clicking **Finish** will restart the system and then continue with the QnE Companion installation (if setup doesn't automatically restart, simply run it again). If you select the **No, I will restart the computer later** option and click **Finish** you will need to manually restart the system when ready and then rerun the QnE installer.

Note: This step will be skipped if not required.



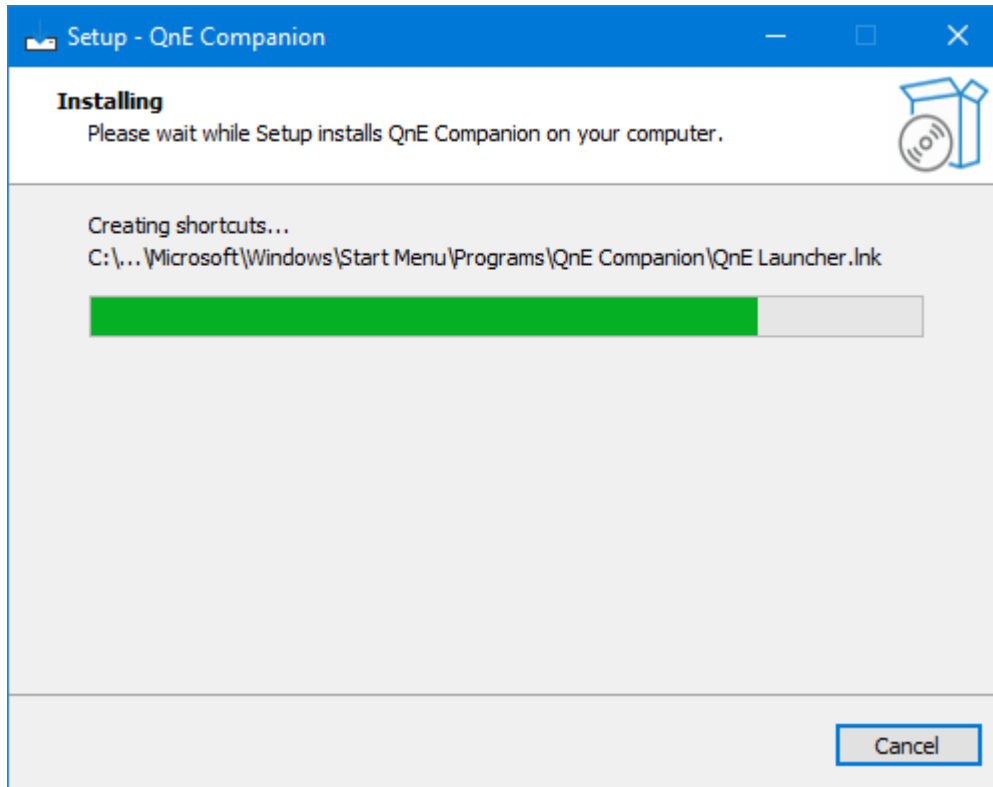
9. If any programs are using files that need to be updated, a list of those programs will be displayed (e.g. Window Explorer) and you will be prompted to close them. If these programs are not closed the updates may not be properly applied. It is recommended to select the **Automatically close the applications** option. Click **Next** to continue.

Note: This step will be skipped if not required.



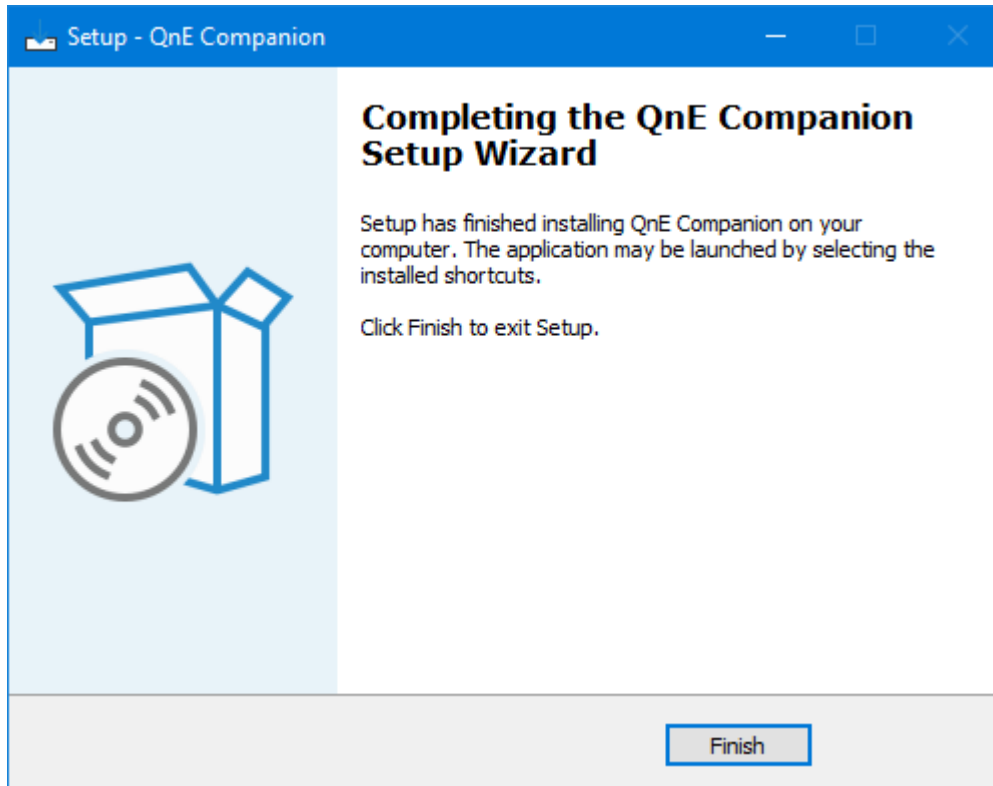
Note: If you select to have setup **Automatically close the applications** and it is unable to close them, you will be prompted to try again, ignore and continue, or cancel the installation. If you select to ignore (or if you originally selected the **Do not close the applications** option), setup may prompt to restart the system to complete the installation.

10. The installation will proceed.

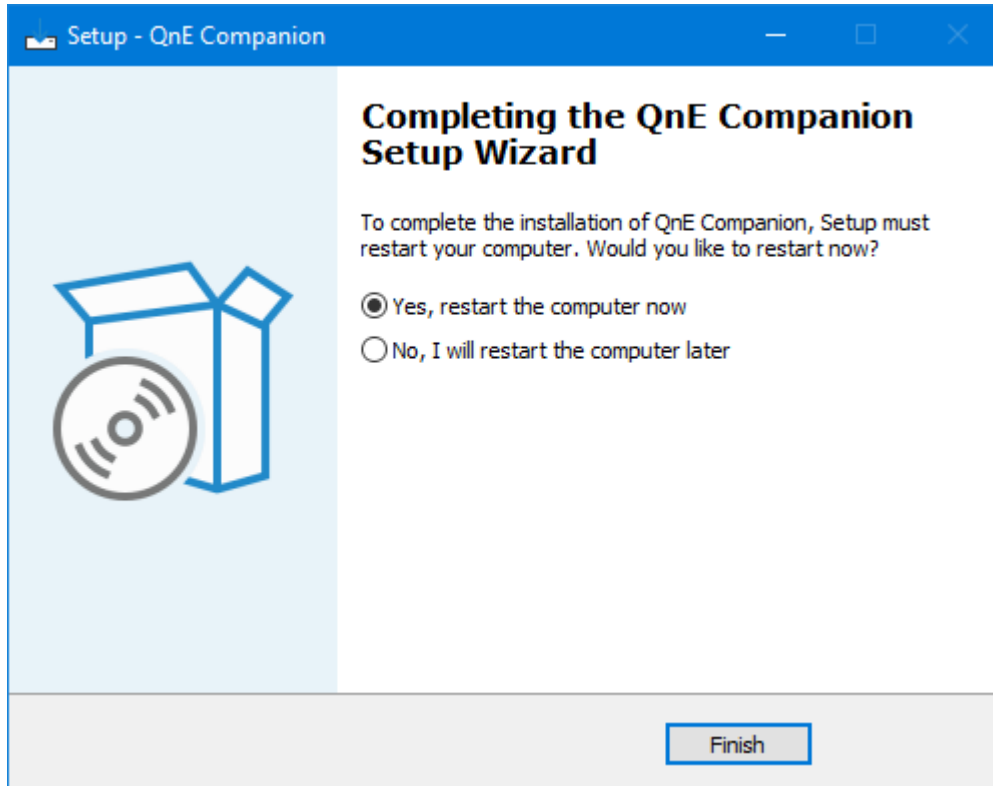


11. The *Completing the QnE Companion Setup Wizard* window will appear. If the computer requires restarting to complete the installation you will be prompted to restart. Select the desired action (if applicable) and click **Finish** to exit the installer.

Note: This step may be skipped, depending on the install.

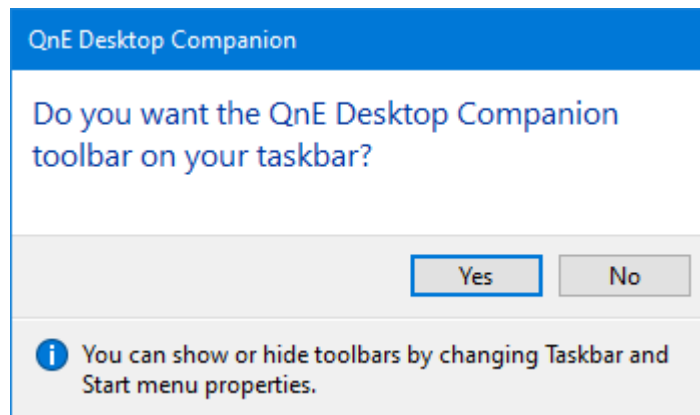


Installation finished. Restart not required.



Restart required to complete installation.


12. If the **QnE Desktop Companion on Taskbar** was installed and the toolbar isn't already enabled (e.g. from a previous installation), you will be prompted to enable it. Regardless of whether or not enabled at this point, you can always configure the toolbar state from the Taskbar's **Toolbars** menu.

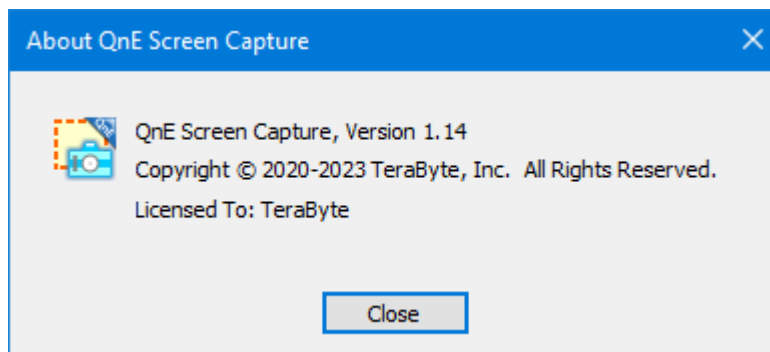


13. Installation is now complete.

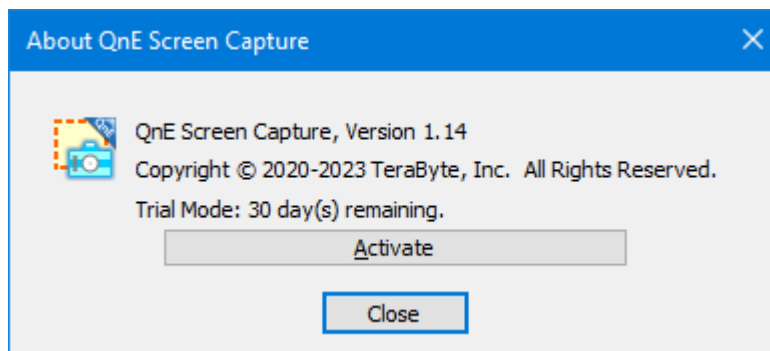
QnE Companion Activation

QnE Companion installs in trial mode that is valid for 30 days from first installation on the system. After the trial period expires, QnE Companion will function in a free mode with certain features disabled. A comparison of the free and full versions is available on the TeraByte Unlimited website: <https://www.terabyteunlimited.com/qne-companion-product-editions/>

To continue using the full features of QnE Companion past the trial period it must be activated. The current state of the installation can be viewed by opening the **About** dialog of one of the utilities. For example, open *Screen Capture* and click the  **About** toolbar button or use the **Help | About** menu item.



Activated. License name shown.

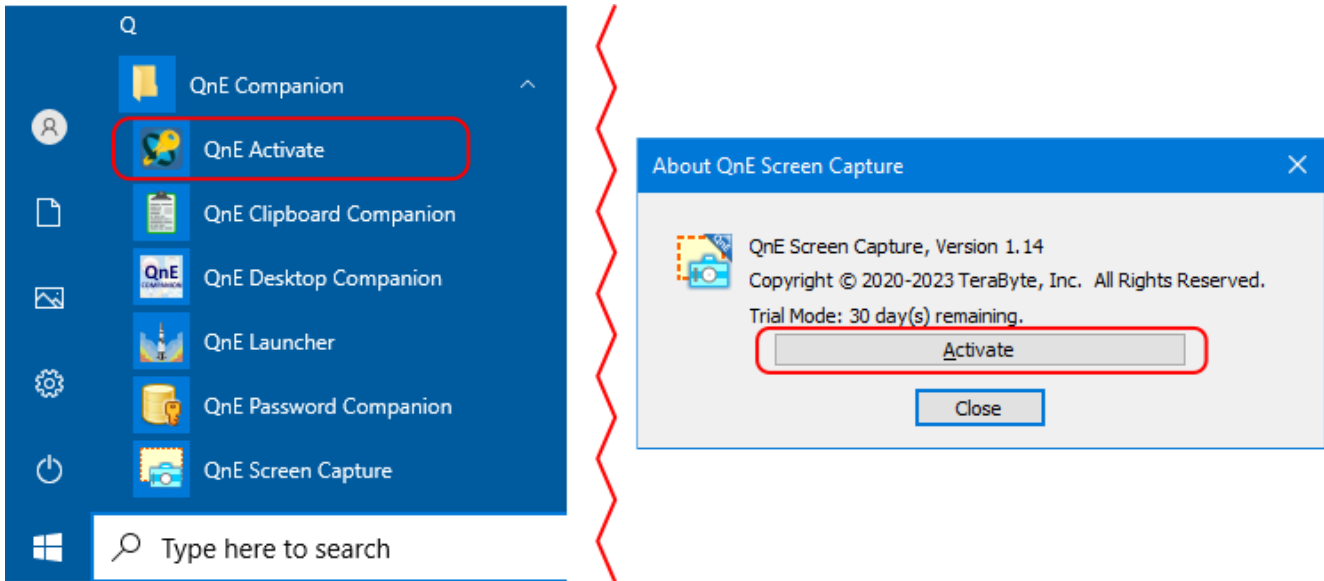


Trial mode active. Remaining time shown.

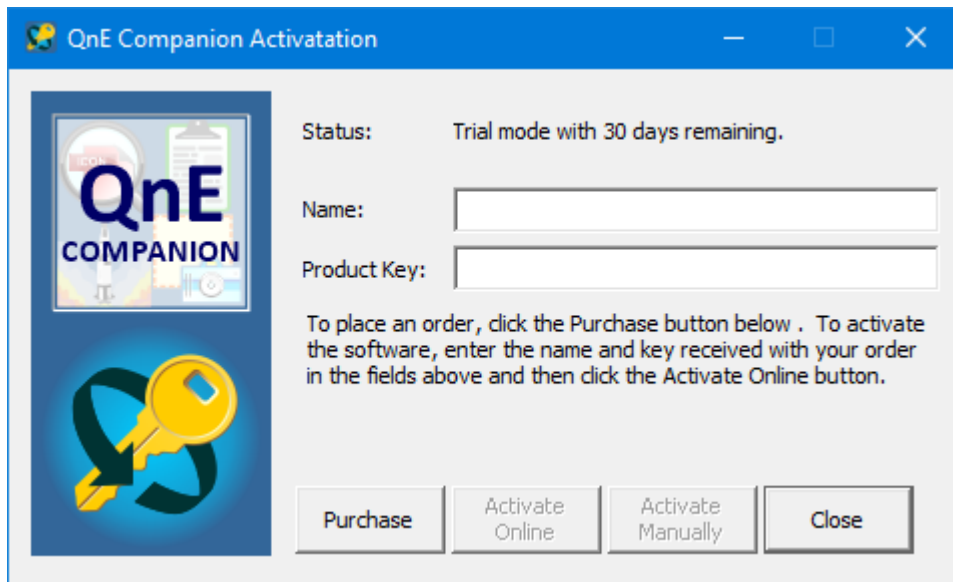
Note: The current activation status can also be viewed by running the *QnE Companion Activation* program. Additionally, if not activated, trial or free mode state will be displayed on the status bar of *Screen Capture* and *Clipboard Companion*.

Activating QnE Companion

1. Run **QnE Activate** from the **QnE Companion** Start Menu folder or click the **Activate** button in any of **About** dialogs. This will trigger a UAC prompt if UAC is enabled (select to allow the program to run).

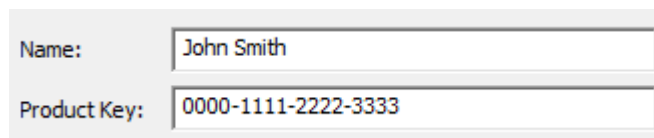


2. The QnE Companion Activation program will run.



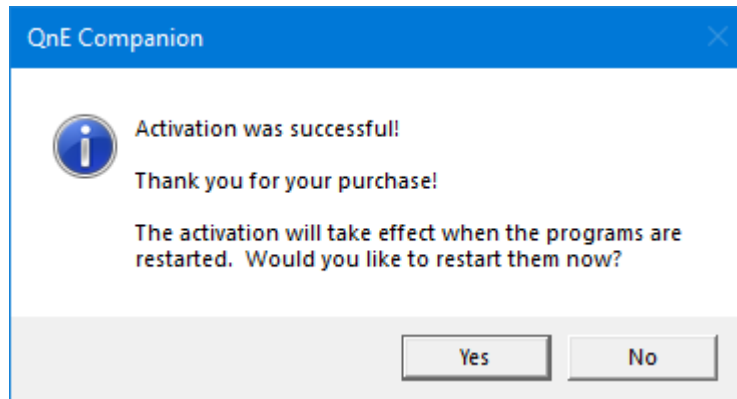
Note: If you have not already purchased QnE Companion or need additional licenses, click the **Purchase** button to open the purchase web page in your internet browser.

3. Enter your license name and product key.



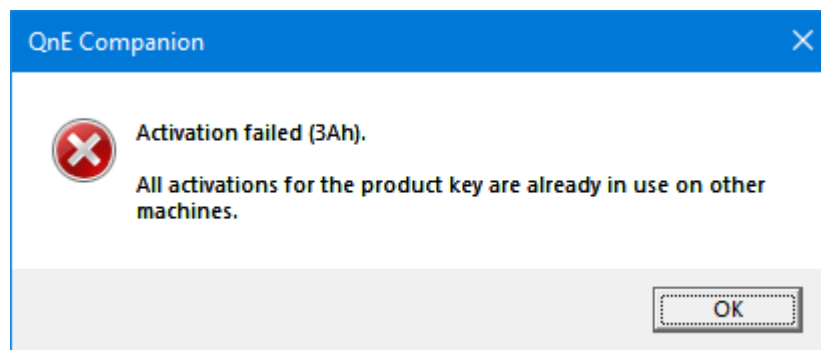
4. If the system has internet access, click the **Activate Online** button. If the system does not have internet access or you otherwise need to activate manually, click the **Activate Manually** button (refer to the section below for manual activation steps). The activation result will be displayed. When activation is successful it will take effect on any running QnE programs when they are

restarted. Click **Yes** if you wish to restart them now (recommended). If one or more of the programs fails to restart automatically a warning will be displayed and you will need to manually restart the program(s). If the QnE Desktop Companion Taskbar toolbar is enabled and you do not select to restart the programs you will need to toggle it off and on again to enable the activated state.



Activation successful.

Note: If there are no free activations available the activation will fail.



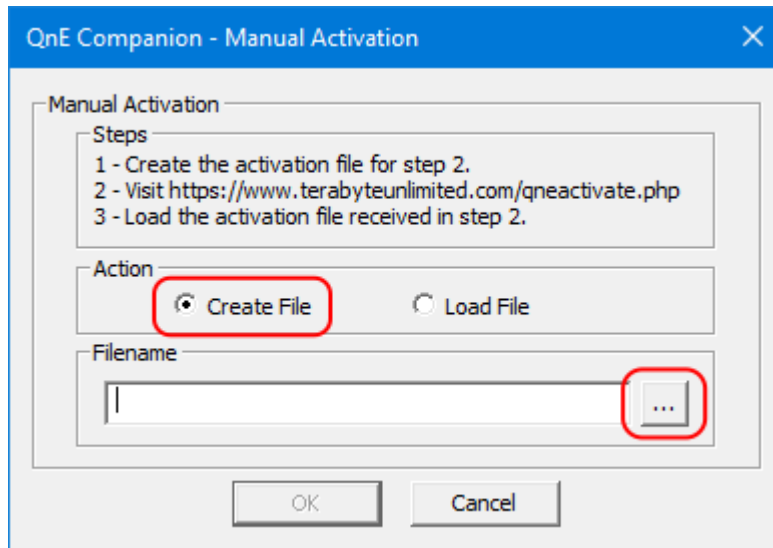
Activation failed.

5. The activation process is now complete.

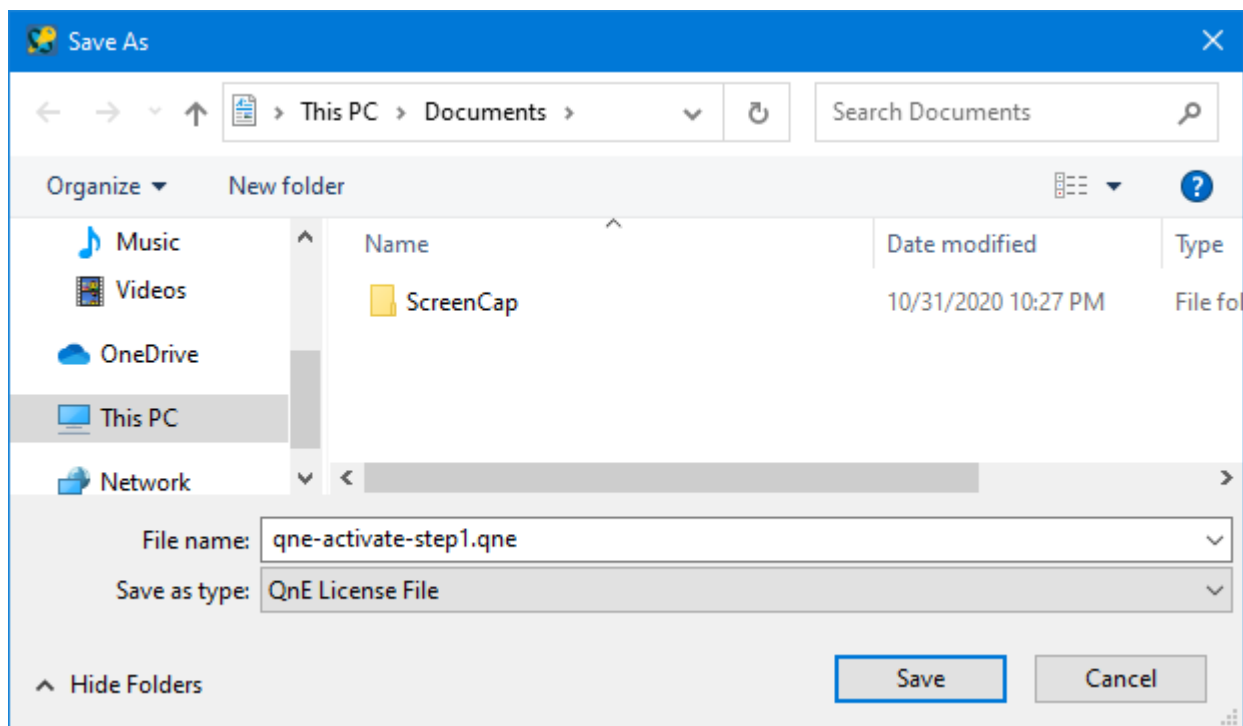
Activate Manually

Manual activation can be used for systems without internet access or those that otherwise require it.

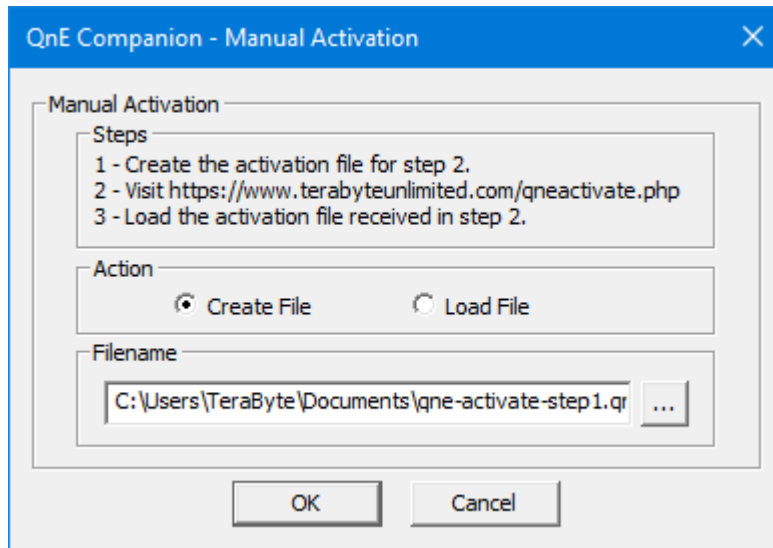
1. After clicking the **Activate Manually** button, the *QnE Companion - Manual Activation* dialog is displayed. Select the **Create File** option and then click the [...] button to browse and select the location to save the Step 1 activation file.



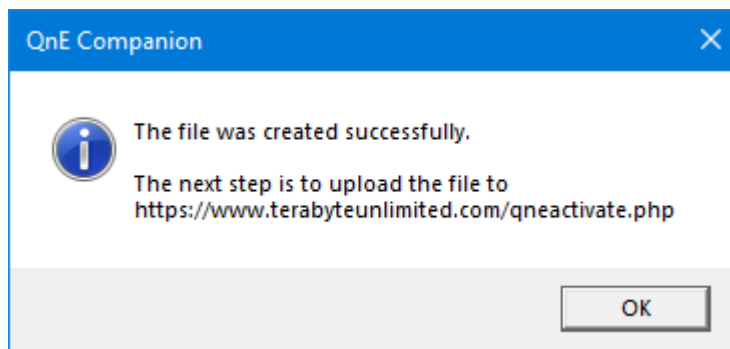
- By default, the file will be saved to the **Documents** folder and will be named **qne-activate-step1.qne**. You can browse to a different location if you wish. Click **Save** to continue.



- The selected path and filename for the manual activation will be shown in the **Filename** box. Click **OK** to create the file and continue.

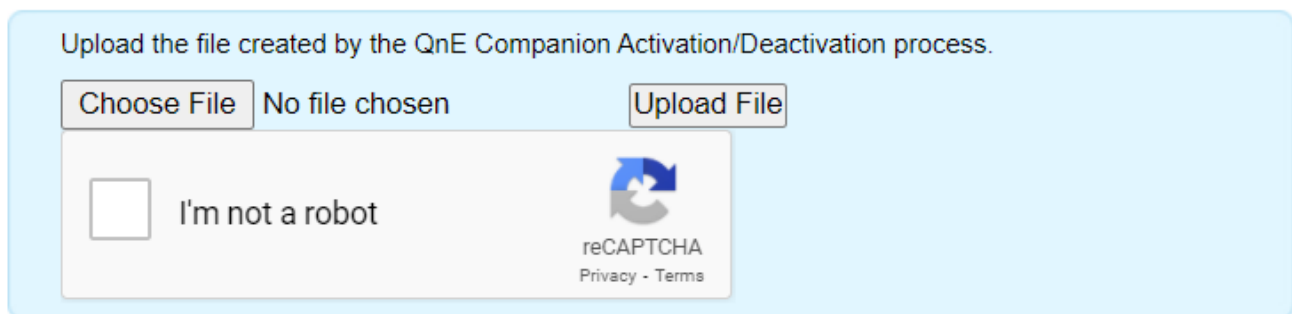


4. The Step 1 activation file is created.



5. Take a copy of the Step 1 activation file (**qne-activate-step1.qne**) to a system with internet access. For example, you could copy the file to a USB flash drive and then plug the drive into the other system.
6. Visit the following TeraByte web page: <https://www.terabyteunlimited.com/qneactivate.php>

QnE Companion Activation/Deactivation



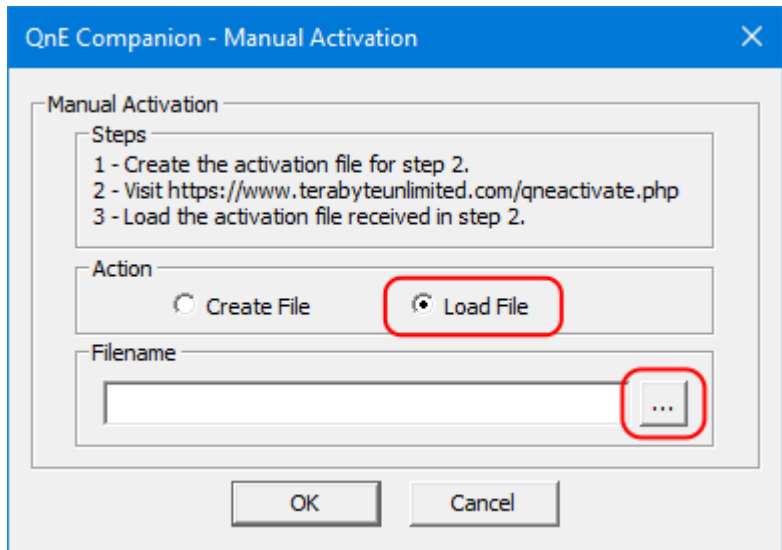
7. Click the **Choose File** button to browse and select the activation file (**qne-activate-step1.qne**).
8. Check the **I'm not a robot** box and follow instructions, if any.

- 9. Click the **Upload File** button to upload the file.
- 10. The result of the upload will be displayed.

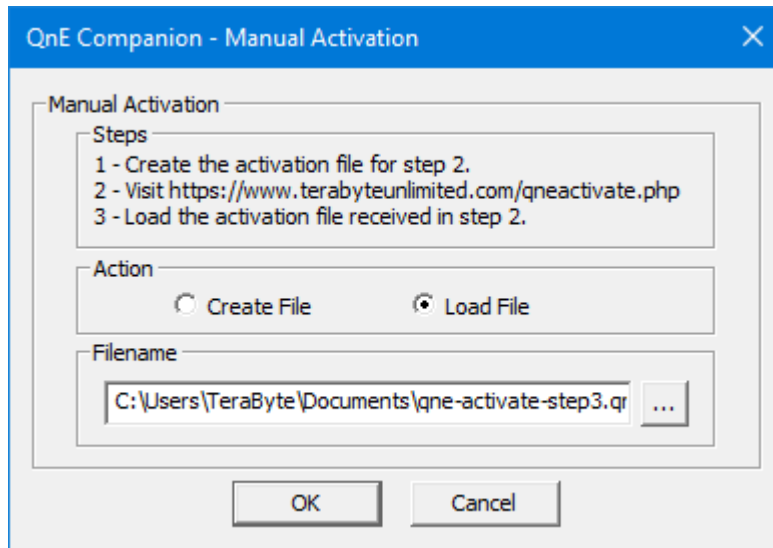
SUCCESS
The activation file download will begin shortly. Load the downloaded file to the "QnE Companion - Manual Activation" dialog to complete the final step.

At this point, the Step 3 activation file (**qne-activate-step3.qne**) will be downloaded. Save the file to the desired location. For example, if using a USB flash drive to take the Step 3 file back to the system being activated, you could save the file to the USB flash drive. If your browser automatically saves downloads to a specific location (such as your Downloads folder) you can copy it from that location to the flash drive.

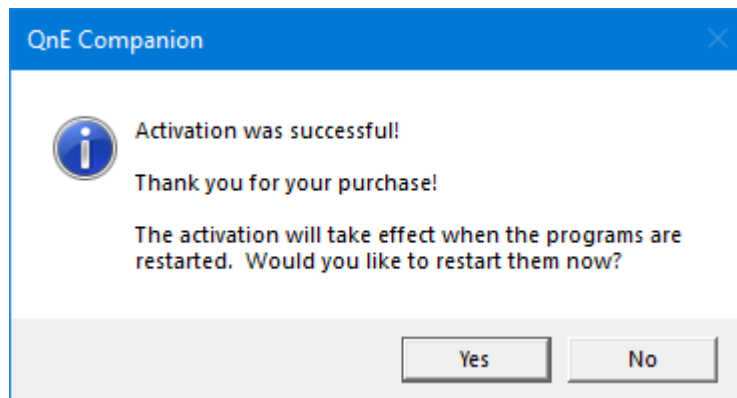
- 11. Return to the system being activated. Make the Step 3 activation file (**qne-activate-step3.qne**) available on the system. For example, plug in the USB flash drive with the file and copy it to the **Documents** folder.
- 12. In the *QnE Companion - Manual Activation* dialog, select the **Load File** option and then click the **[...]** button to browse and select the Step 3 activation file.



- 13. The selected path and filename for the Step 3 activation file will be shown in the **Filename** box. Click **OK** to continue.



14. The result of the activation will be displayed. When activation is successful it will take effect on any running QnE programs when they are restarted. Click **Yes** if you wish to restart them now (recommended). If one or more of the programs fails to restart automatically a warning will be displayed and you will need to manually restart the program(s). If the QnE Desktop Companion Taskbar toolbar is enabled and you do not select to restart the programs you will need to toggle it off and on again to enable the activated state.



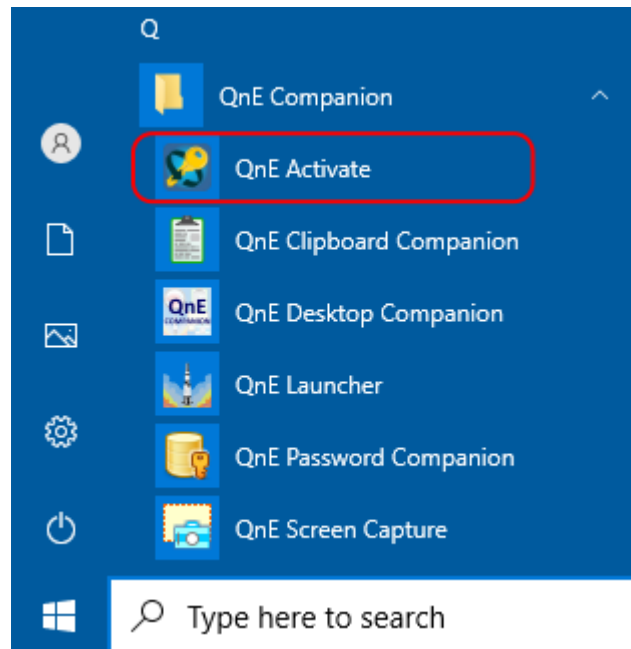
15. The activation process is now complete.

QnE Companion Deactivation

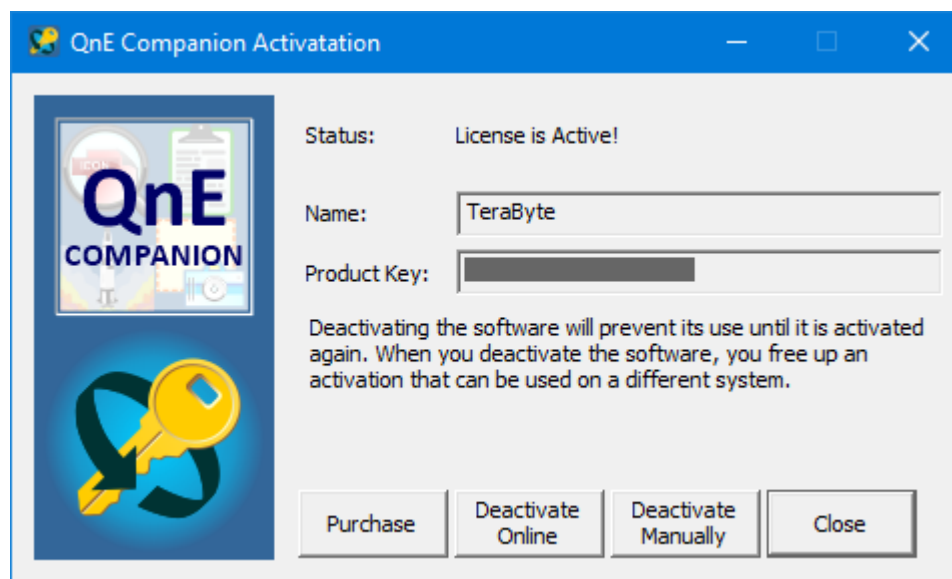
QnE Companion can be deactivated when being uninstalled or when no longer needed on the system to free up the license for use on a different system.

Deactivating QnE Companion

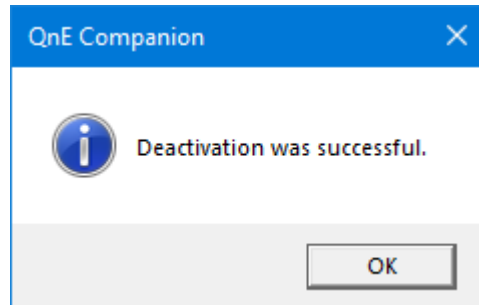
1. Run **QnE Activate** from the **QnE Companion** Start Menu folder. This will trigger a UAC prompt if UAC is enabled (select to allow the program to run).



2. The *QnE Companion Activation* program will run. If QnE Companion is currently activated the license name and key is shown and you will be given the option to deactivate it.



3. If the system has internet access, click the **Deactivate Online** button. If the system does not have internet access or you otherwise need to deactivate manually, click the **Deactivate Manually** button (refer to the section below for manual deactivation steps).
4. The deactivation result will be displayed (this may take several seconds to appear).

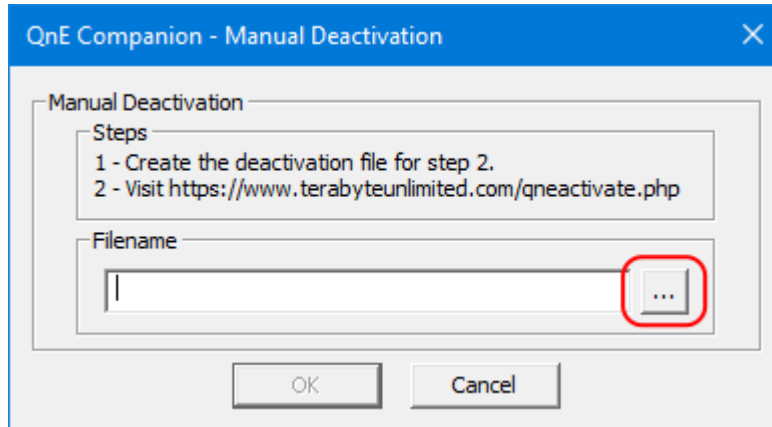


5. The deactivation process is now complete.

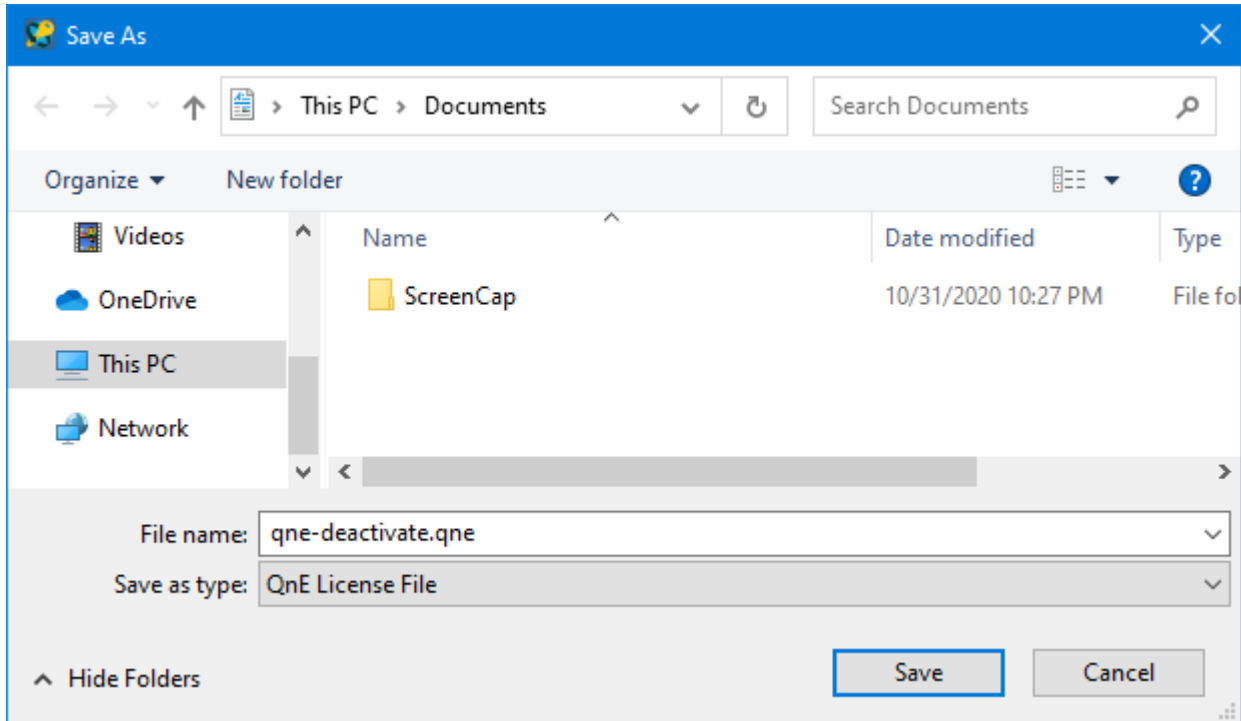
Deactivate Manually

Manual deactivation can be used for systems without internet access or those that otherwise require it.

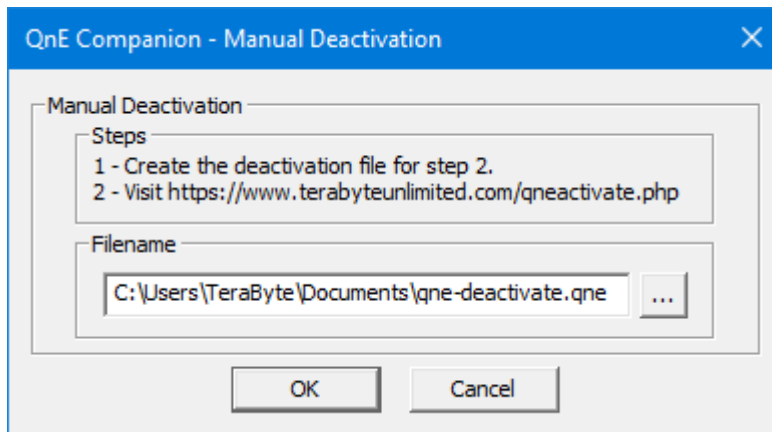
1. After clicking the **Deactivate Manually** button, the *QnE Companion - Manual Deactivation* dialog is displayed. Click the [...] button to browse and select the location to save the deactivation file.



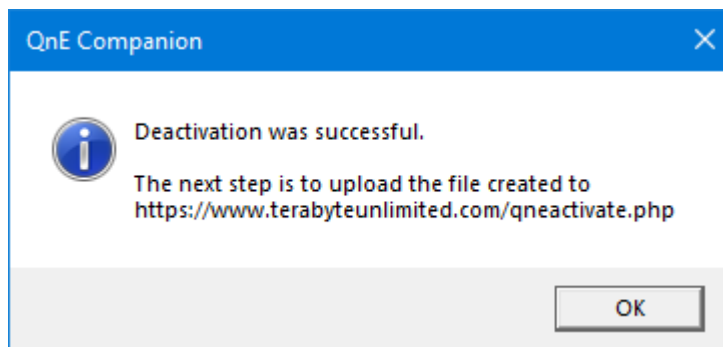
2. By default, the file will be saved to the **Documents** folder and will be named **qne-deactivate.qne**. You can browse to a different location if you wish. Click **Save** to continue.



- 3. The selected path and filename for the manual deactivation will be shown in the **Filename** box. Click **OK** to create the file and continue.



- 4. A deactivation confirmation message will display.



Note: The software has been deactivated at this point. However, do not skip uploading the deactivation file in the following steps or the activation will not be made available for future use.


5. Take a copy of the deactivation file (**qne-deactivate.qne**) to a system with internet access. For example, you could copy the file to a USB flash drive and then plug the drive into the other system.
6. Visit the following TeraByte web page: <https://www.terabyteunlimited.com/qneactivate.php>

QnE Companion Activation/Deactivation

Upload the file created by the QnE Companion Activation/Deactivation process.

No file chosen

I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

7. Click the **Choose File** button to browse and select the deactivation file (**qne-deactivate.qne**).
8. Check the **I'm not a robot** box and follow instructions, if any.
9. Click the **Upload File** button to upload the file.
10. The result of the deactivation will be displayed.

SUCCESS
The deactivation was successful.

11. The deactivation process is now complete.

Uninstalling QnE Companion

Before You Begin

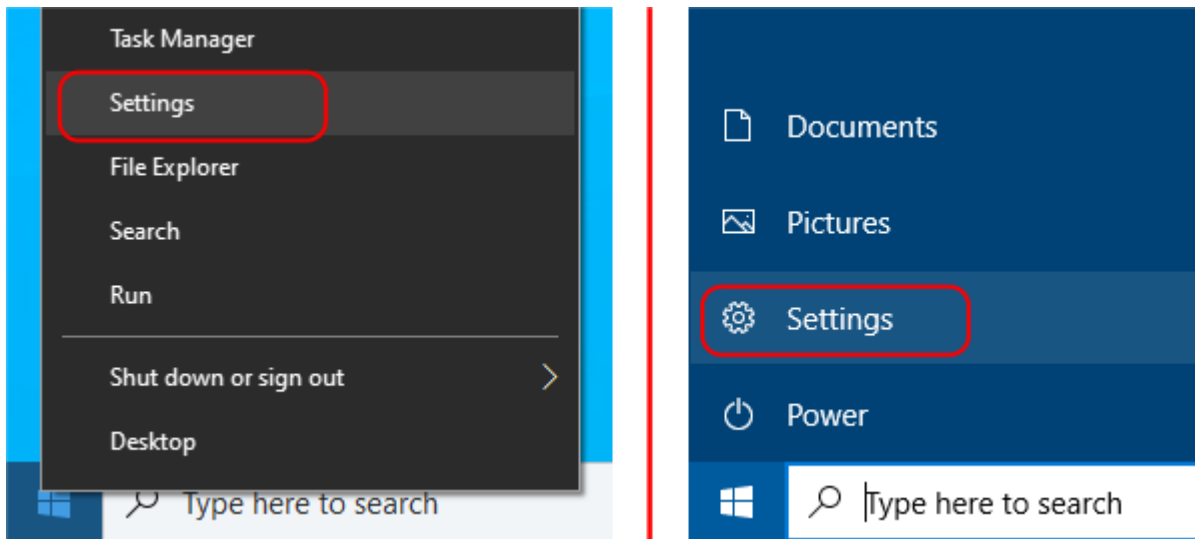
Prior to uninstalling, be aware of the following:

- Save any Clipboard Companion items you wish to retain if deleting them during the uninstall.
- Save any Launcher items you wish to retain if deleting them during the uninstall.
- Screen Capture items will not be removed.
- Password Companion databases will not be removed.
- If QnE Companion is activated and you will be reinstalling, you can leave it activated. If deactivated it will require reactivation after reinstalling.

Uninstalling QnE Companion

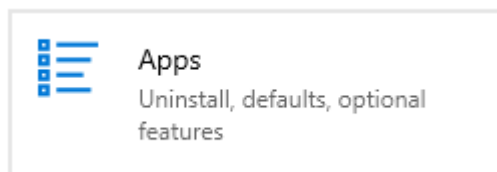
QnE Companion can be uninstalled using the normal Windows methods for uninstalling. In Windows 10 you can uninstall using **Apps** in Settings. In Windows 7 you would use **Programs and Features | Uninstall a program** in the Control Panel. Instructions for Windows 10 are shown below.

1. Open Settings by pressing **Windows Key + X** and selecting **Settings** from the Quick Link menu or by pressing the **Windows key** (or clicking the **Start** button) and selecting the **Settings** option.



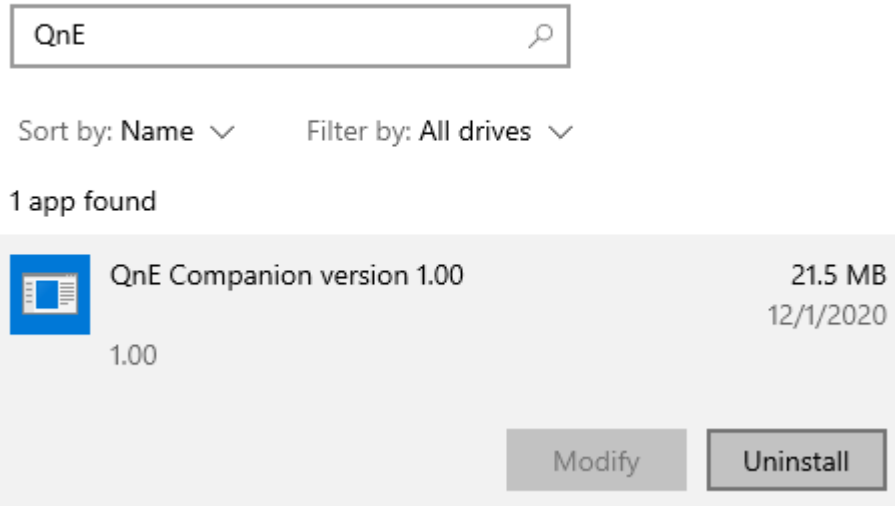
Quick Link menu method shown on left, Start Menu method on right.

2. Click on **Apps**, search for **Apps**, or search for **Add or remove programs**.

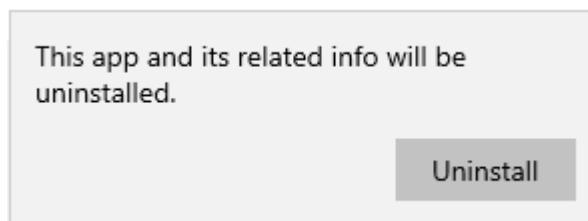


3. Select **QnE Companion** from the list of installed apps (it may take several seconds for the list to populate). You can also search the list for **QnE**. Click the **Uninstall** button.

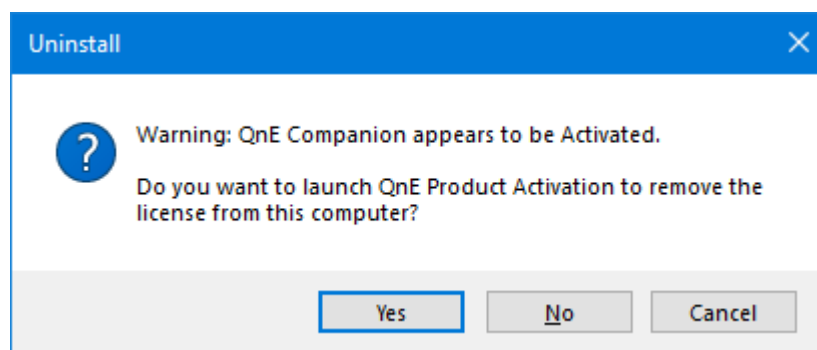
Search, sort, and filter by drive. If you would like to uninstall or move an app, select it from the list.



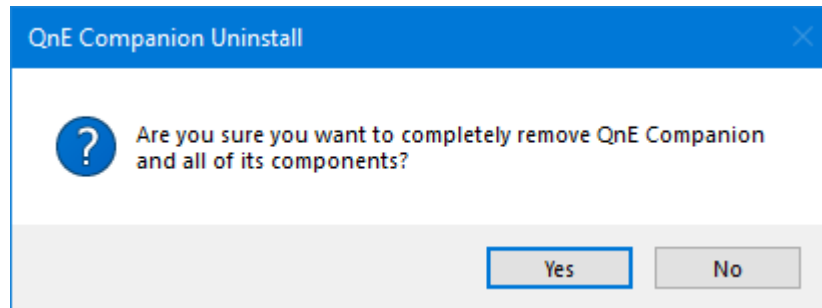
4. In the secondary pop-up that appears, click the **Uninstall** button. This will trigger a UAC prompt on Windows if UAC is enabled (select to allow the program to run).



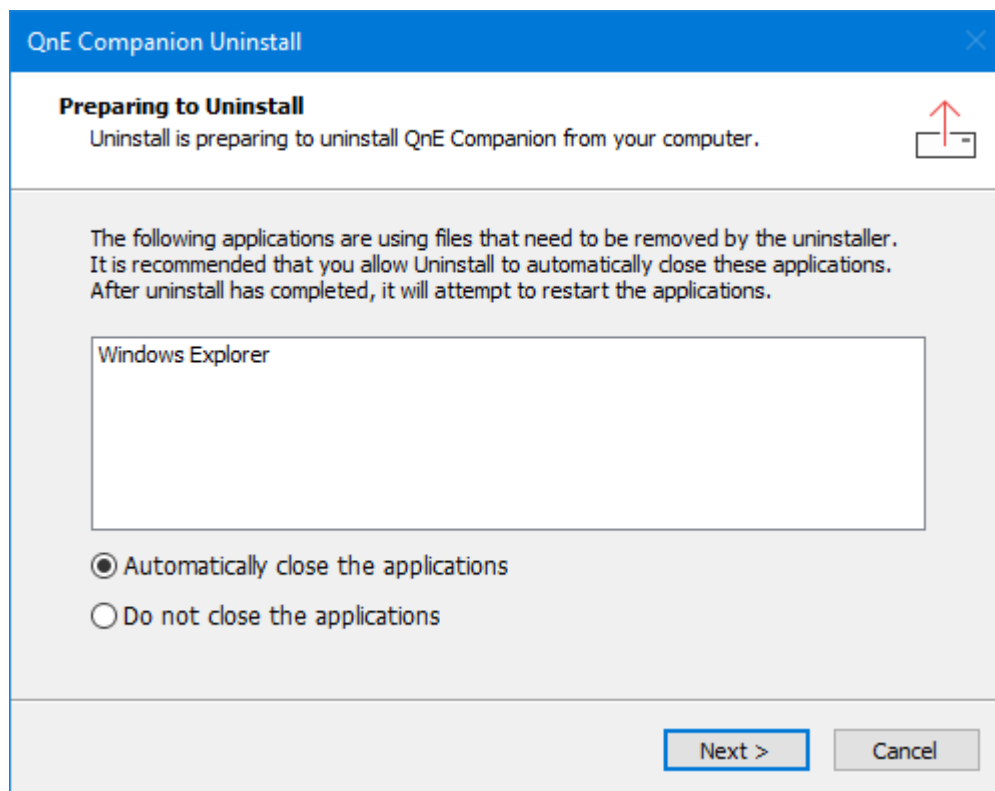
5. If QnE Companion is currently activated you will be asked if you wish to deactivate prior to uninstalling. Click **Yes** to begin the deactivation process or **No** to leave it activated. Deactivating (removing) the license from the system will free it to be used on another system. For more details on deactivation, refer to [QnE Companion Deactivation](#)²⁷.



6. When prompted, confirm you wish to uninstall by clicking **Yes**. Clicking **No** will cancel the uninstall.

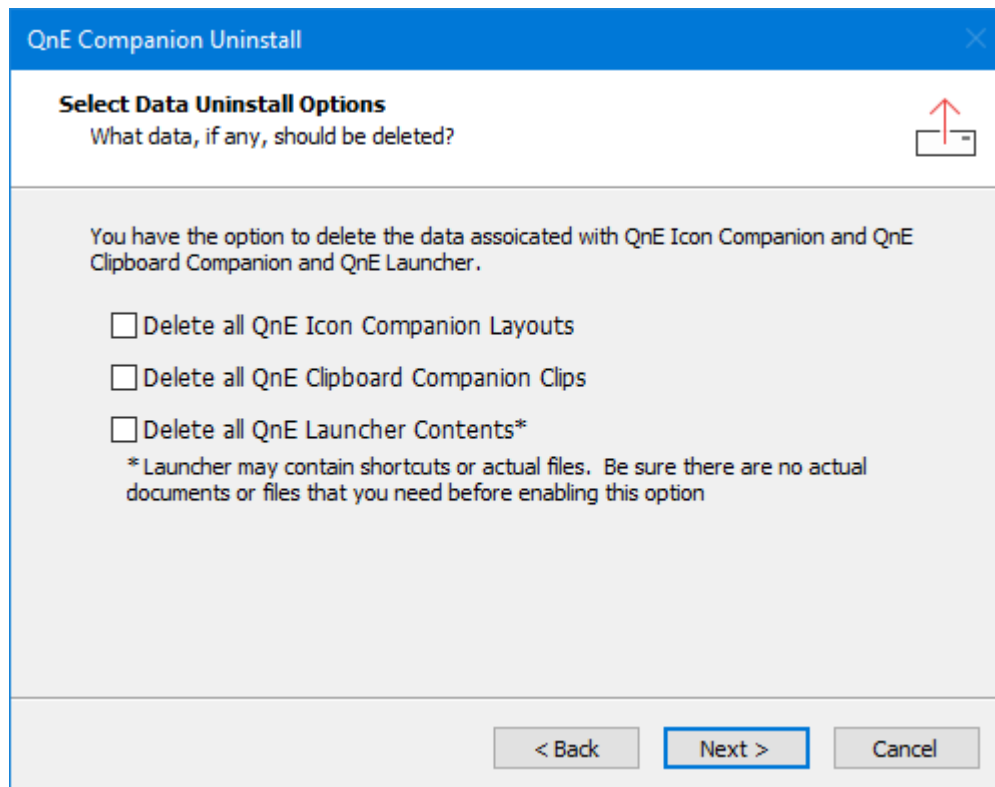


- 7. The *Preparing to Uninstall* window appears if there are any applications using files that need to be removed. It is recommended to select the **Automatically close the applications** option. Click **Next** to continue.

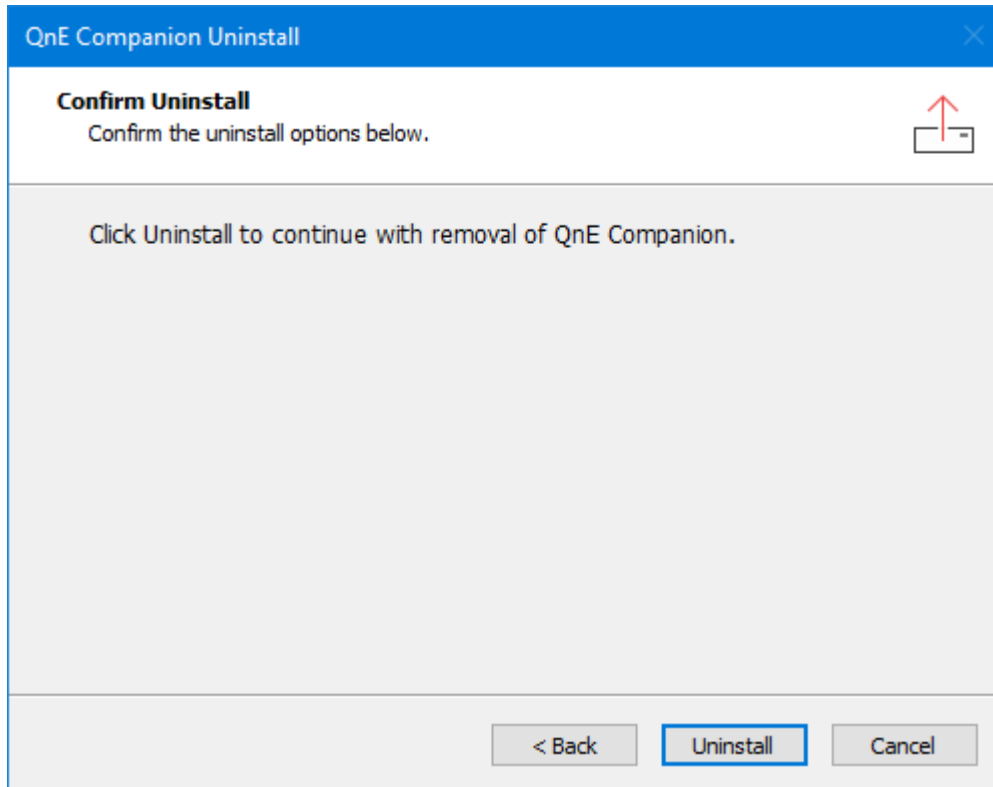


8. The *Select Data Uninstall Options* window appears. Select the QnE items you wish to delete as part of the uninstall. Items not deleted will remain and be available to QnE Companion if reinstalled.

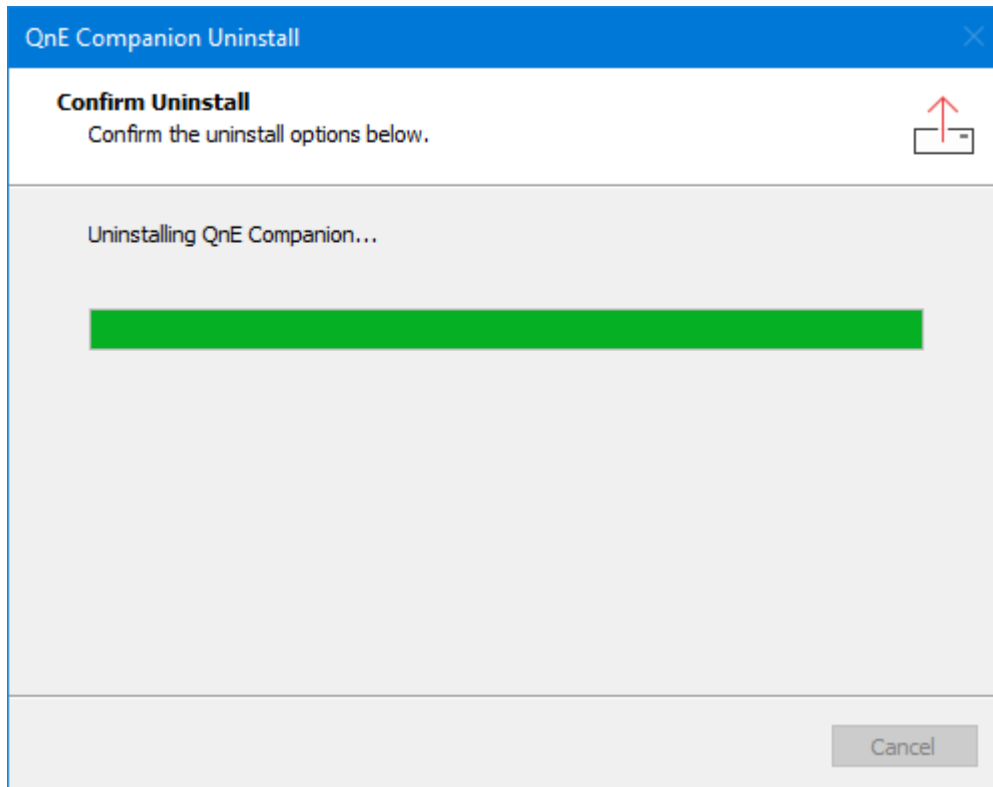
Note: Launcher may contain shortcuts or actual files. Be sure there are no actual documents or files that you need before enabling that option.



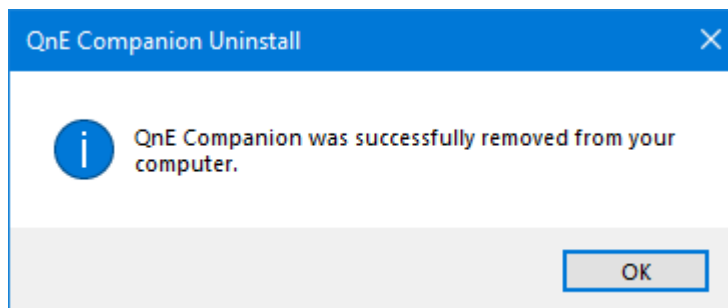
9. The *Confirm Uninstall* window appears. One or more warnings will be displayed if data will be deleted. Click the **Uninstall** button to continue.



- 10. The uninstall will proceed. If the option was selected, any affected applications will restart (e.g. Windows Explorer).



- 11. When the uninstaller has finished, click **OK**.





- 12. The uninstall is now complete.

Updating QnE Companion

Checking for Updates

You can check if an updated version is available by doing one of the following:

- In Clipboard Companion or Screen Capture, select the **Help | Check for Update...** menu item or click the  **Update** button on the toolbar.
- In Password Companion, select the **Help |  Check for Update...** menu item.
- Right-click the Desktop Companion or Taskbar toolbar and select the **Check for Update** option.

Updating

The QnE Companion installation can be updated by simply running the new installer and following the same steps detailed in [Installing QnE Companion](#) ⁽⁸⁾.

Note: If an updated version of the program has made additions or changes to the program's menu or toolbar, it may be necessary to reset them before they become available. Resetting should also be done if either the toolbar or menu appear to be incorrect. If necessary, see [Resetting the Toolbar or Menu](#) ⁽¹⁵³⁾.

Desktop Companion

The Desktop Companion toolbar provides easy access to all the installed QnE Companion utilities. The toolbar can be used as a free-floating toolbar on the desktop or from the Windows Taskbar. In Windows 8 or later, it can also be shown as a Taskbar button/icon and provide access to the toolbar using a flyout when hovered over.



Desktop toolbar.

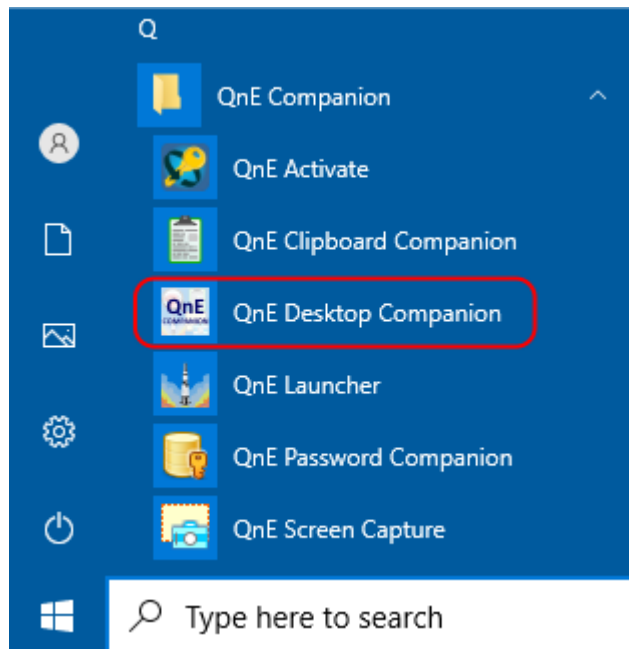


Taskbar toolbar.

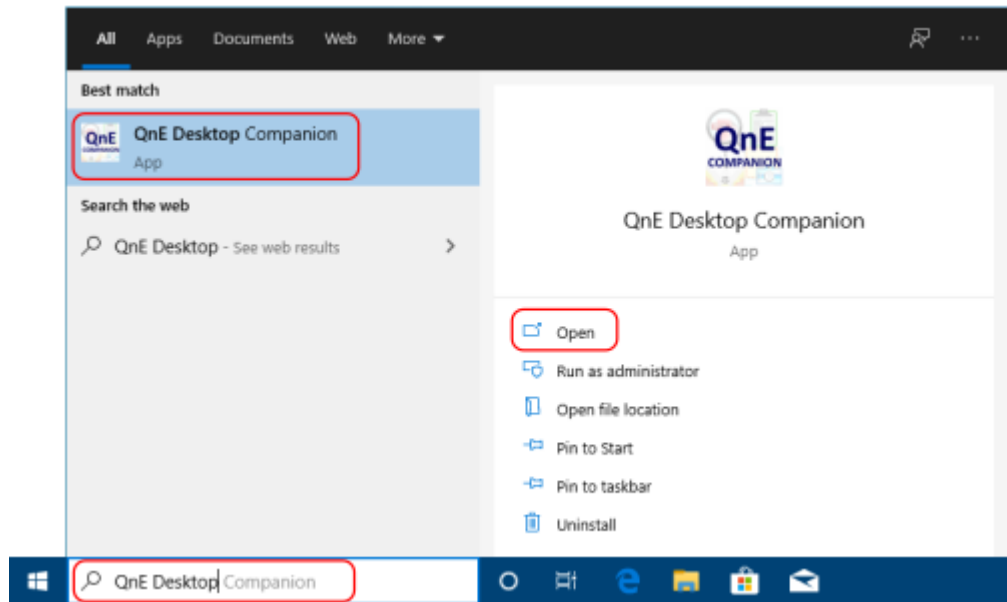


Shown on Taskbar, using flyout.

To run the Desktop Companion toolbar on the Windows Desktop, browse to the **QnE Companion** Start Menu folder and select **QnE Desktop Companion** or search for **QnE Desktop Companion** from the Taskbar.



Browsing Start Menu folder.



Searching from Taskbar.

By default, all available buttons will be displayed on the toolbar:

 **Icon Companion – Save**

Saves the current desktop icon layout.

 **Icon Companion – Load**

Loads a desktop icon layout.

 **Icon Companion**

Runs the currently configured Icon Companion action.

 **Launcher**

Opens the Launcher menu.

 **Clipboard Companion**

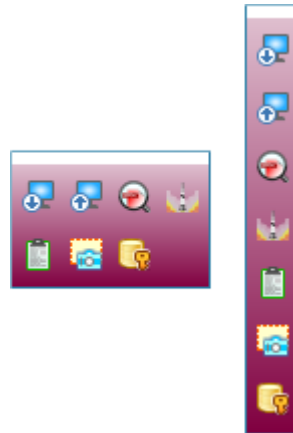
Runs Clipboard Companion.

Note: If Clipboard Companion not running and is configured to start minimized to the system tray, you can click the button a second time (or click the icon in the system tray) to open the Clipboard Companion window.

 **Screen Capture**

Runs Screen Capture.

The toolbar window can be resized by dragging the corners or edges (except the top). The buttons will position themselves to the width of the window (the button size will not change). The window area can also be resized larger than the space required for the toolbar. For example, instead of a single row of buttons, you could have two rows or use a vertical toolbar.



The toolbar can be moved by grabbing the empty titlebar area above the toolbar or an empty area of the toolbar window and dragging to the desired location. When the **Show Taskbar Button** option is enabled, the toolbar window can be toggled minimized/restored by clicking the icon (it can also be minimized by right-clicking the empty titlebar area above the toolbar and selecting the option from the pop-up menu).

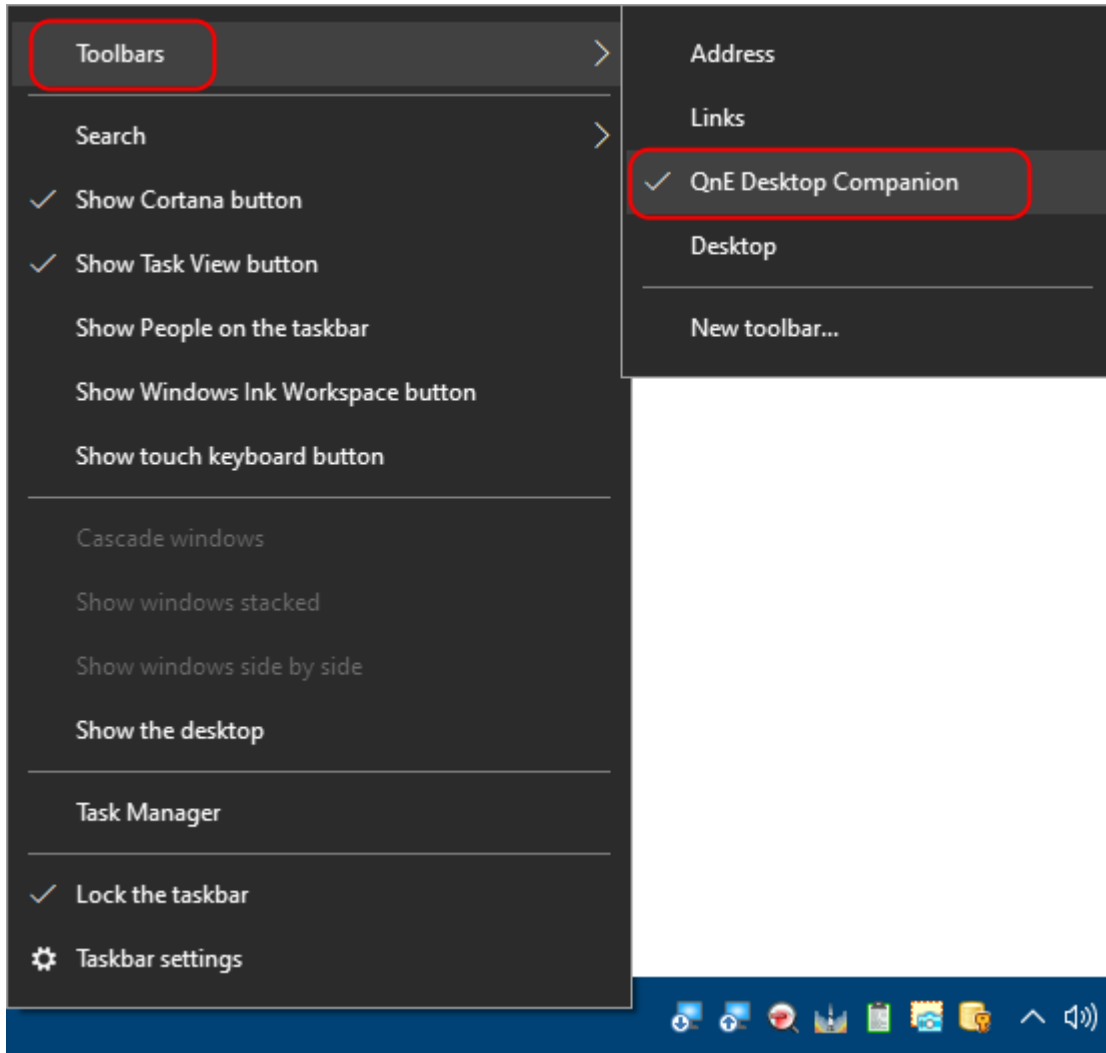


Adding to Windows Taskbar

In Windows versions that support Taskbar toolbars, the Desktop Companion toolbar can be displayed on (or removed from) the Windows Taskbar by doing the following:



1. Right-click on an empty area of the Windows Taskbar.
2. Select **Toolbars** from the menu.



3. Available toolbars as well as their enabled state are displayed in the menu.
4. Click on **QnE Desktop Companion** to toggle its state.

Settings

The Desktop Companion menu and settings can be accessed by right-clicking on the toolbar. The following settings and commands are available in both the Desktop Companion toolbar and Taskbar toolbar unless otherwise noted:

Buttons Displayed on Toolbar

Select each button you want displayed on the toolbar. For the Taskbar toolbar, the space required remains the same regardless of how many buttons are displayed.


Icon Companion – Save

Displays the  Icon Companion save layout button.

Icon Companion – Load

Displays the  Icon Companion load layout button.

Icon Companion

Displays the  Icon Companion button.


Launcher

Displays the  Launcher button.

Clipboard Companion

Displays the  Clipboard Companion button.

Screen Capture

Displays the  Screen Capture button.

Password Companion

Displays the  Password Companion button.

Top Most

Enable to set the toolbar to remain on top of other normal (non-topmost) windows. This would usually be enabled to keep the toolbar easily accessible. *Desktop toolbar only.*

Note: It may be necessary to restart the toolbar for a change in this setting to take effect.

Show Taskbar Button

Enable to show the QnE Desktop program icon on the Windows Taskbar. Hovering over the icon displays a flyout with the QnE toolbar. The QnE Desktop window can be toggled minimized/restored by clicking the icon (it can also be minimized by right-clicking the empty titlebar area above the toolbar and selecting the option from the pop-up menu). *Windows 8 or later. Desktop toolbar only.*

Run on startup

Enable to have the Desktop Companion toolbar run when Windows starts. *Desktop toolbar only.*

Disable Close using Esc Key

Enable to prevent the Desktop Companion toolbar from closing (exiting) when it has focus and **ESC** is pressed.

Refresh desktop

Refresh the desktop icons.

Show Desktop

Minimize all windows.

Note: Icon Companion will automatically minimize all windows when used to ensure the desktop icons are visible.

Undo Show Desktop

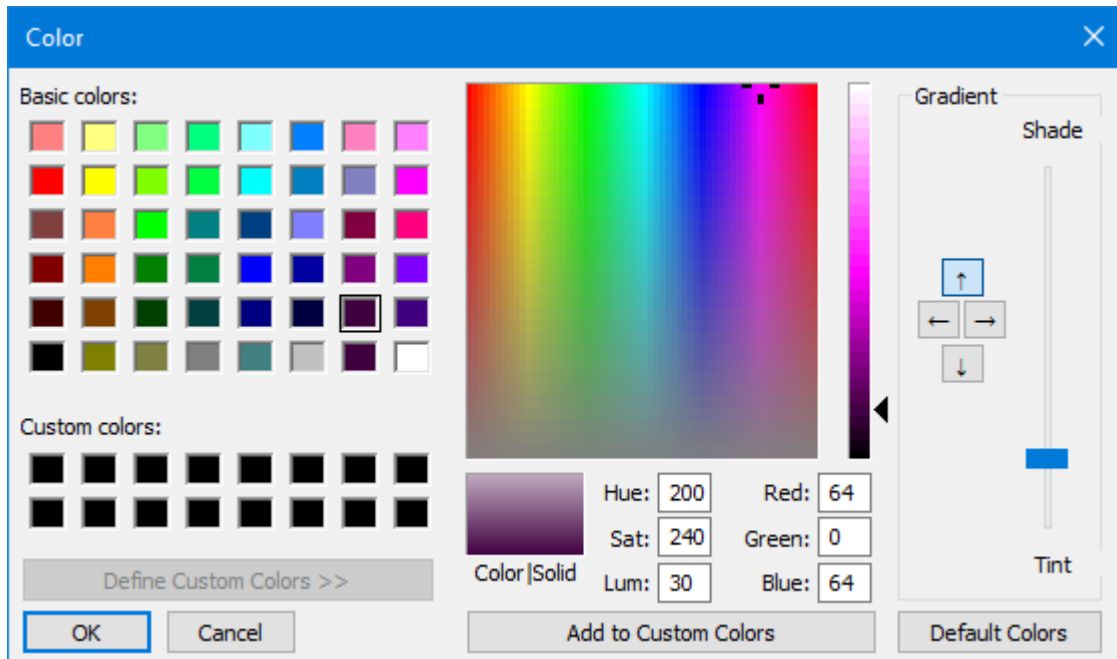
Restore windows minimized by **Show Desktop**. This can be used to restore windows minimized when Icon Companion is used.

Reset Icon Cache

Full Mode Resets the Windows icon cache. This is helpful in cases where Windows is displaying old/incorrect icons. If the reset is performed from the QnE Desktop free-floating toolbar, Explorer is restarted, but you should still restart the computer to complete the process. If performed from QnE Desktop in the Windows Taskbar, you will need to restart the computer to restart Explorer and complete the process.

Background Color Gradient

Select to configure the color gradient used for the toolbar background. *Desktop toolbar only.*



Click on a color to select it or enter the desired color values into the HSL (hue, saturation, luminosity) or RGB (red, green, blue) boxes. Use the vertical slider to adjust the color’s luminosity. To specify a gradient for the background, click on one of the direction buttons in the Gradient section and move the slider between Shade and Tint to adjust.

⚙️ Icon Companion Settings

Displays settings for Icon Companion. Refer to [Icon Companion Settings](#)⁸⁹ for details on these options.

➕ Check for Update

Checks if a newer version of QnE Companion is available.

❓ Help

Opens Desktop Companion help.

i About

Displays the QnE Desktop Companion about box.

✖ Close

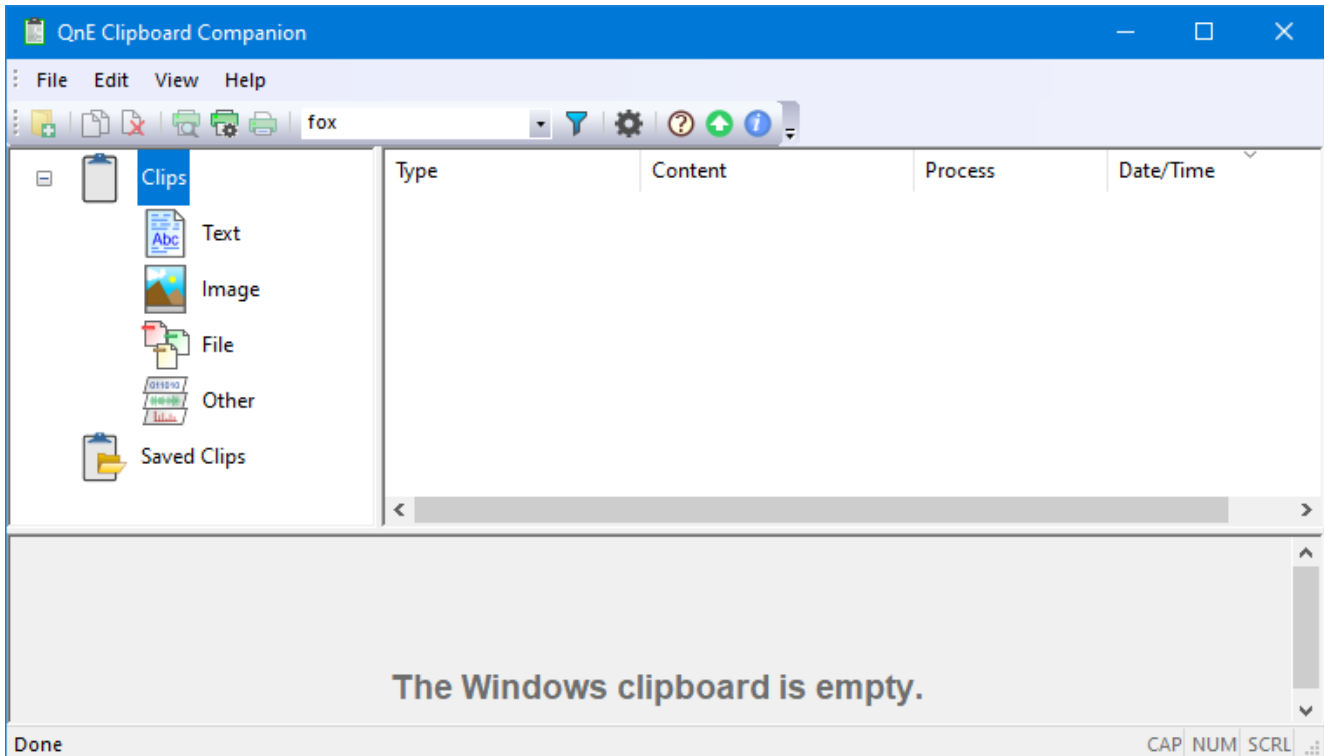
Exits the Desktop toolbar. *Desktop toolbar only.*

 **Minimize**


Minimizes the Desktop toolbar. *Only available if Show Taskbar Button is enabled.*

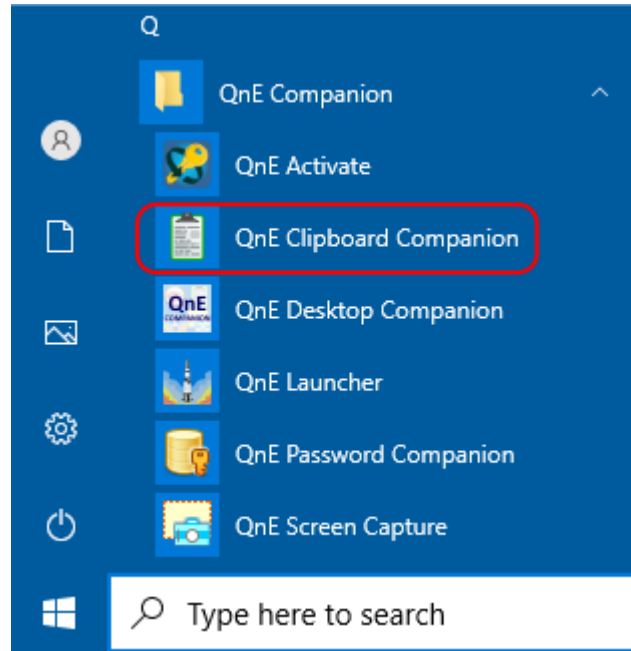
Clipboard Companion

The Clipboard Companion utility extends the ability of the standard Windows clipboard by storing supported clipboard items in an easy to access list. When you need to refer to the clip again, simply select it from the list and the Windows clipboard is loaded and ready to be pasted. It also provides the ability to filter/search, sort and categorize your clips with ease or even store commonly used clips permanently for quick access (by default, clips not saved are automatically cleaned up after a period of time).



Running Clipboard Companion

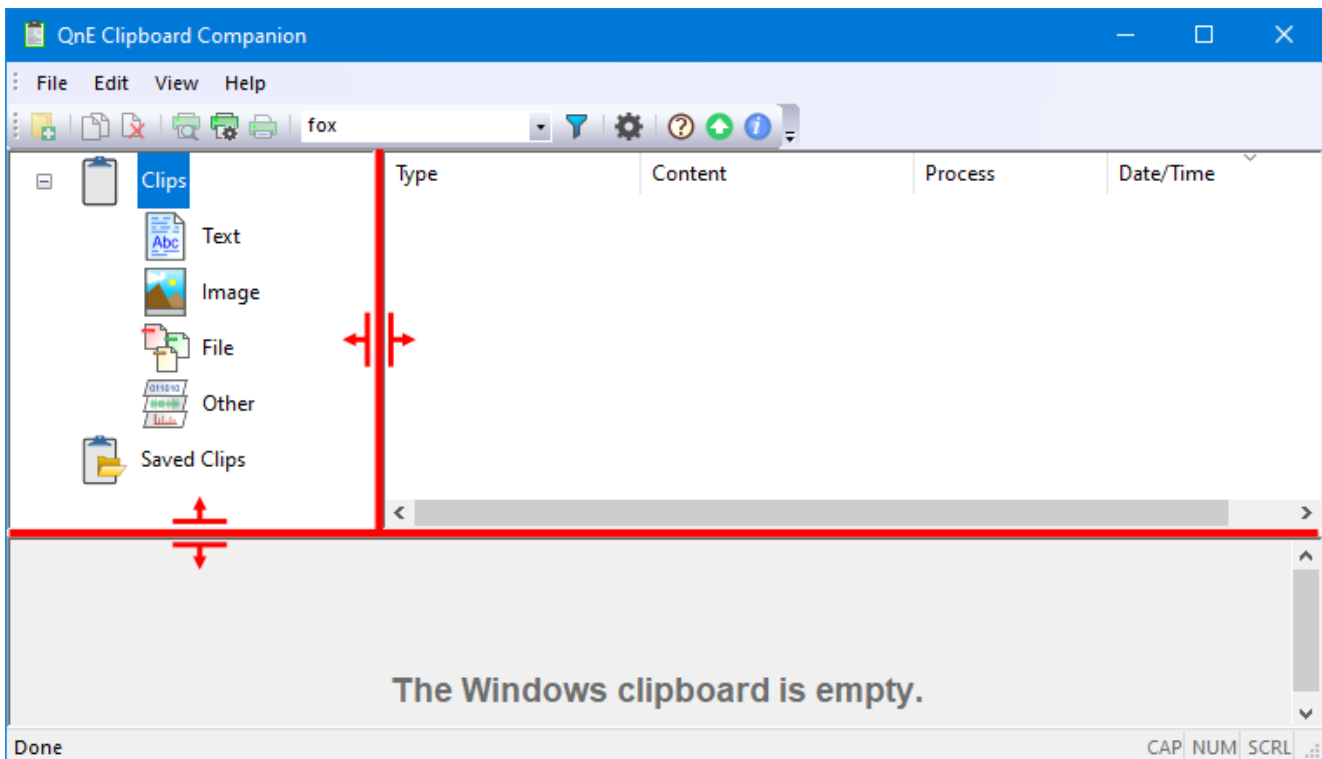
Clipboard Companion can be run from the QnE Desktop toolbar by clicking the  **Clipboard Companion** button. It can also be run from the Start Menu by browsing to the **QnE Companion** folder and selecting **Clipboard Companion** or searching for **QnE Clipboard Companion**.



Browsing Start Menu folder.

The Clipboard Companion Window

You can adjust the size of the Clips categories area (left), clip details area (right), and preview area (bottom) by dragging the panel dividers.

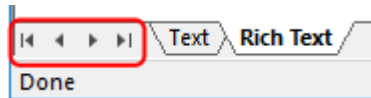


The columns for clip details can be resized by dragging column header edges. Clips can be sorted by clicking on the desired column header.




Column adjustment. Clips sorted by Date/Time.

If preview width doesn't allow all the preview area tabs to show, you can use the tab arrow buttons to scroll the tabs.




The window status bar can be toggled on/off by using the **View | Status Bar** menu option. The window toolbar can be toggled on/off using the **View | Toolbars | Main Toolbar** menu option. The toolbar can be customized by selecting the **View | Toolbars | Customize Main Toolbar...** menu

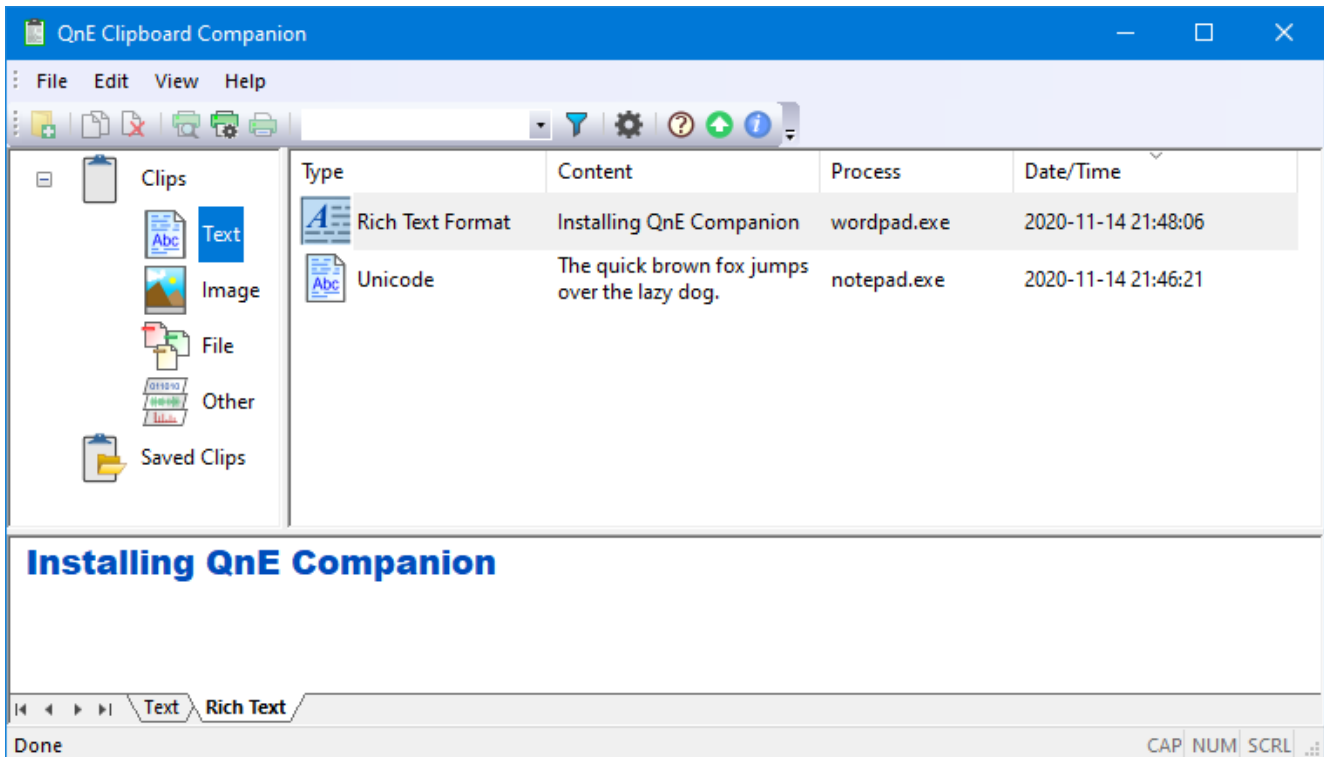
option or by clicking the  **Toolbar Options** button on the far right of the toolbar (for more details on customizing the toolbar refer to the [Customizing Program Toolbars](#)¹⁴⁷ section). To change the look of the program, select the **View | Application Look** menu item and select an option from the menu.

Capturing Clips

When Clipboard Companion is running it will automatically capture supported items copied to the Windows clipboard. If sounds are enabled, different sounds will be played for captured, duplicate, and unsupported clips.

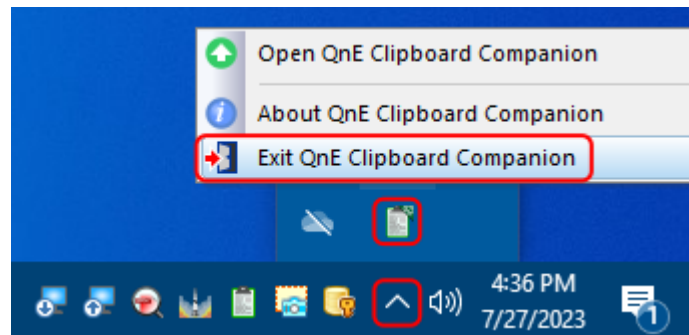
The captured clips are placed into the appropriate **Clips** folder depending on their type (*Text*, *Image*, *File*, *Other*). The type may include multiple sub-types. For example, the *Text* type includes *Rich Text* and *HTML text*.

Click on any category folder to view the contents of that category. Selecting the  **Clips** category will show contents of all the categories under **Clips**.



Text category selected.

If Clipboard Companion is running and you wish to stop capturing clips you will need to exit the program. If Clipboard Companion is running in the System Tray you can right-click the tray icon and select to exit the program. Alternatively, you can hold down **Ctrl** and close (or exit) Clipboard Companion.



Using Clips

Selecting a clip will automatically place it back on the Windows Clipboard. The clip can then be pasted into any Windows program that supports that type of clip.

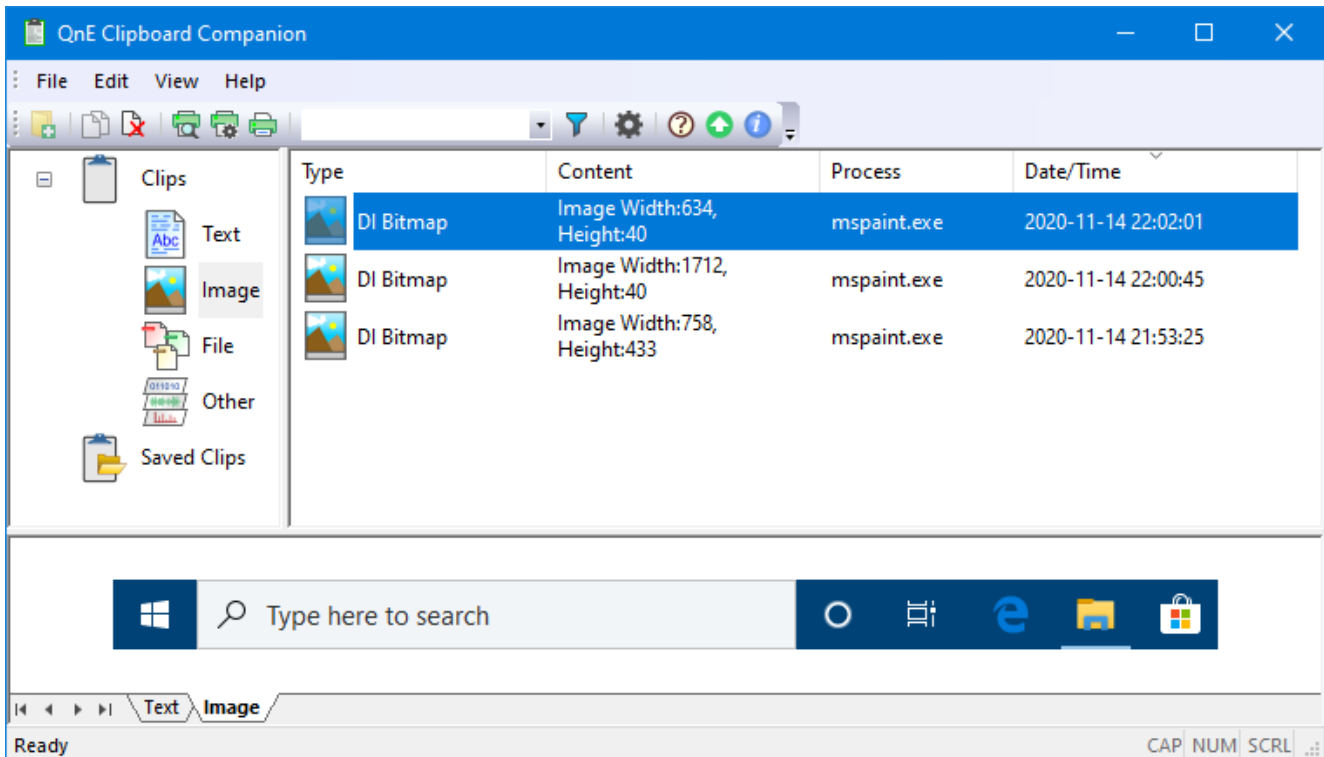
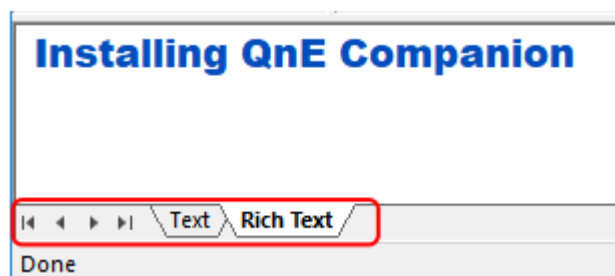



Image clip selected in Image category.

Note: Clips from some programs or those of certain types may only be valid at the time placed on the Clipboard or for a short time afterward. For example, if the program copies a reference to a temporary item or file to the clipboard and then removes the item or it becomes unavailable, copying the clip back to the clipboard will not make the item available and it won't be able to be pasted.

The content of the selected clip is shown in the lower panel area of the Clipboard Companion window. If the clip contains data in multiple formats you can select the format to preview by clicking on the applicable tab. For example, a text clip may contain plain text and rich text.

Full Mode Note: Some preview formats (such as rich text and HTML) require the full version of the program.



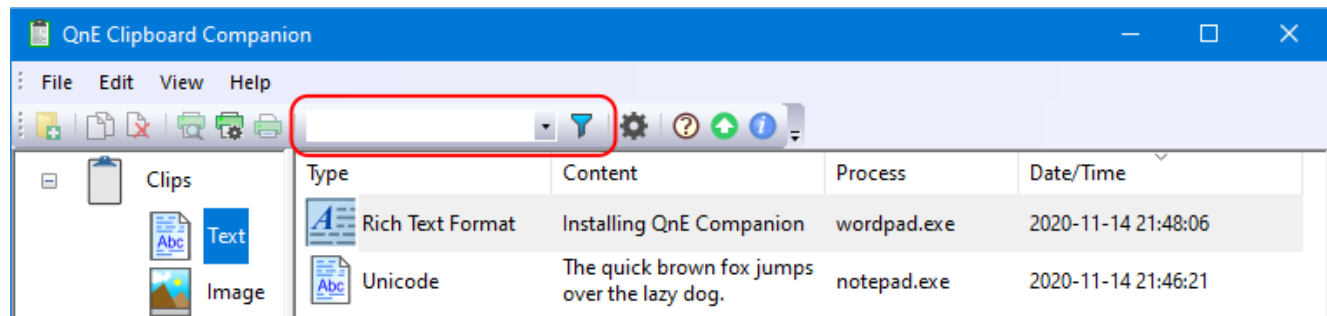
In tabs that show text you can select text and copy it to the clipboard as you would any normal text ( **Copy** on toolbar, **Ctrl+C**). This will also create a new text clip in Clipboard Companion.

The zoom level of HTML previews can be changed by clicking in the preview area and pressing **Ctrl+(+)** (hold **Ctrl** and press the **plus key**) to increase zoom or **Ctrl+(-)** (hold **Ctrl** and press the **minus key**) to decrease zoom. You can also move the mouse over the preview area and hold **Ctrl** while rolling the **mouse wheel** to adjust the zoom.

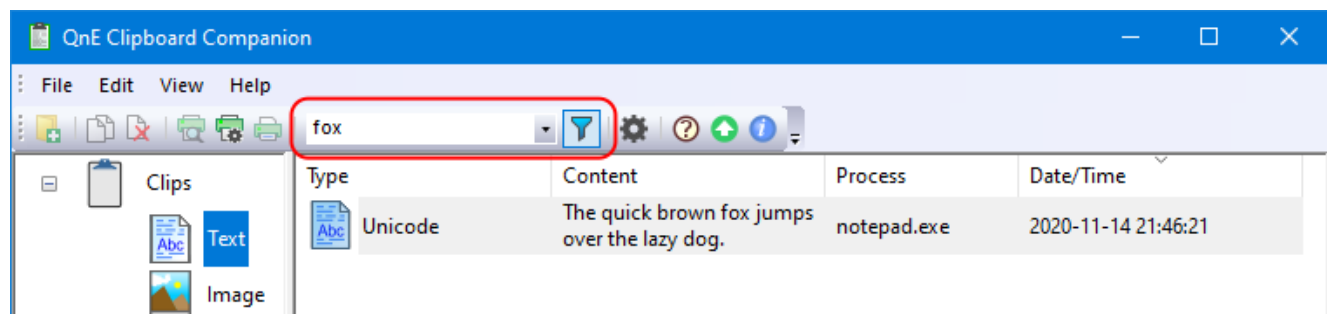
The zoom level of image (bitmap) previews can be changed by moving the mouse over the preview area and holding **Ctrl** while rolling the **mouse wheel**.

Filtering Clips

Captured and saved clips can be filtered by entering text you wish to match in the filter box on the toolbar and pressing **Enter**. Using the **Edit | Filter** menu item will also place the cursor in the filter control for editing. The filter state can be toggled by clicking the **Filter** button on the toolbar or using the **View | Filter** menu item.



Filter off.



Filter on (searching for 'fox').

Previously entered filter text can be selected using the drop-down. Selecting filter text from the drop-down will automatically enable the filter.


Note: Filtering is only useful for text items.

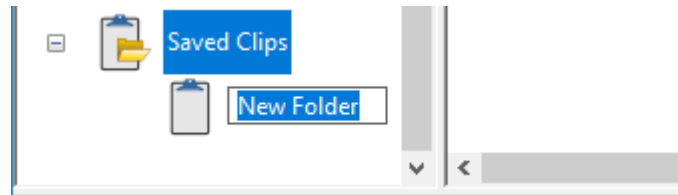
Managing Clips

The currently selected clip can be deleted by pressing **Delete**, right-clicking on the clip and selecting **Delete** from the menu, clicking the **Delete Clip** toolbar button, or using the **Edit | Delete Item** menu item.

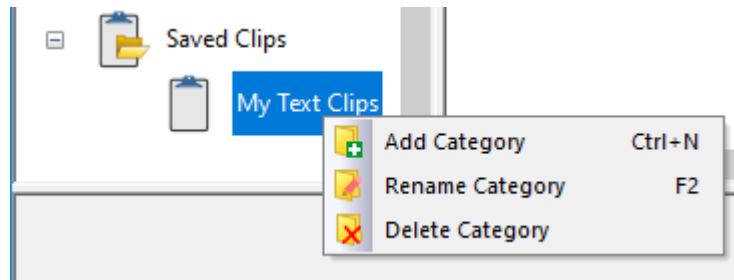
By default, clips that are not saved are automatically deleted after seven days. The time period can be changed in Settings, if desired. For example, clips could be cleaned up after a number of hours or minutes.

Full Mode To save a clip drag it into the **Saved Clips** folder or a **Saved Clips** category folder. Dragging a clip into another folder does not remove it from the originating folder (the clip is copied to the destination folder).

You can create a new Saved Clips category folder by right-clicking on **Saved Clips** (or a sub-category folder) and selecting **Add Category** from the menu. Alternatively, select the desired Saved Clips folder and click the  **New Category** toolbar button, use **File | New Category** menu item, or press **Ctrl+N**.




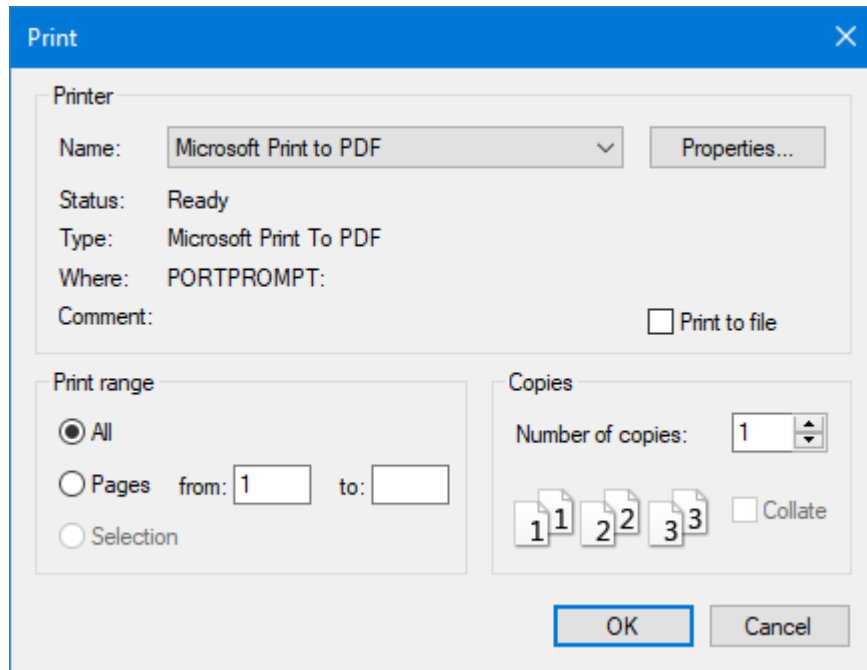
A Saved Clips category folder can be deleted or renamed by right-clicking the folder and selecting the desired action from the menu or by selecting the folder and using the **File | Delete Category** or **File | Rename Category** menu item. When deleting a folder you will be prompted to confirm the action.



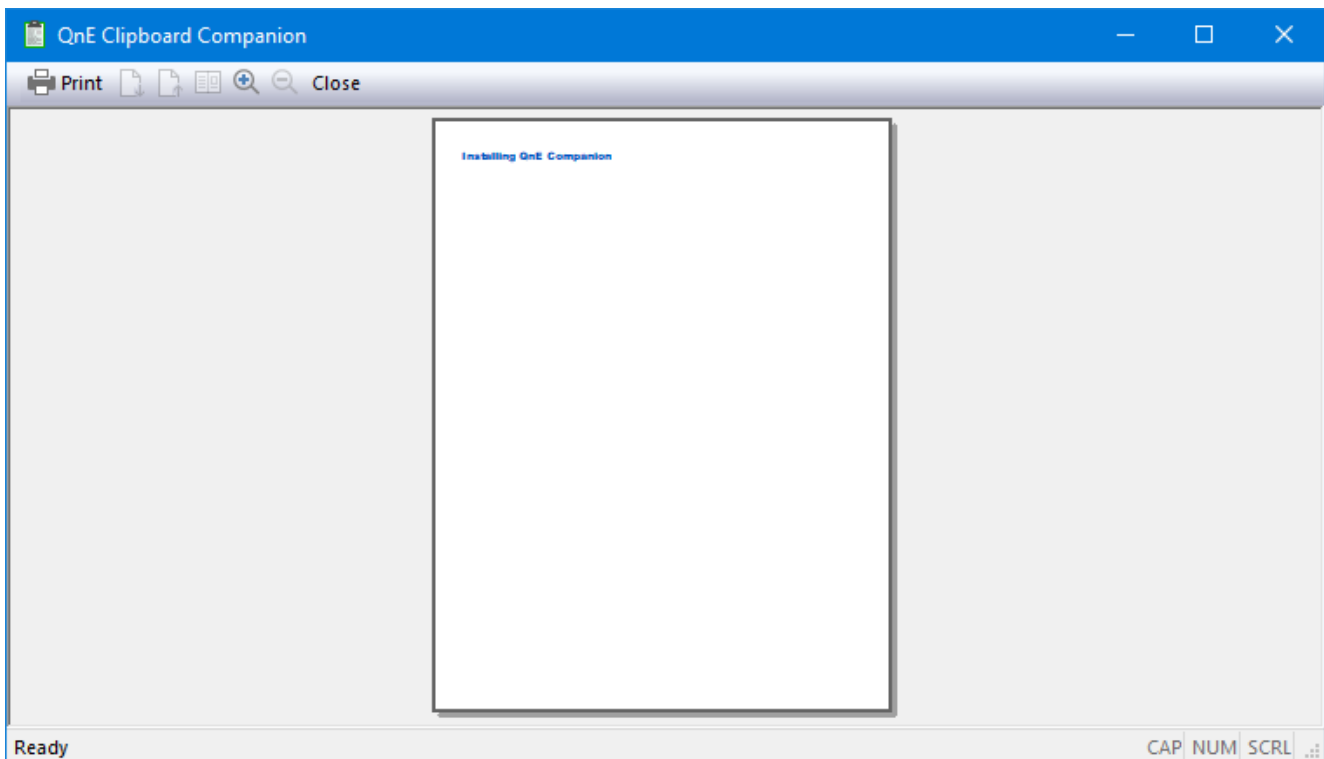
A Saved Clips category folder can be moved into another Saved Clips folder by dragging it and dropping it on the desired folder.


Printing Clips

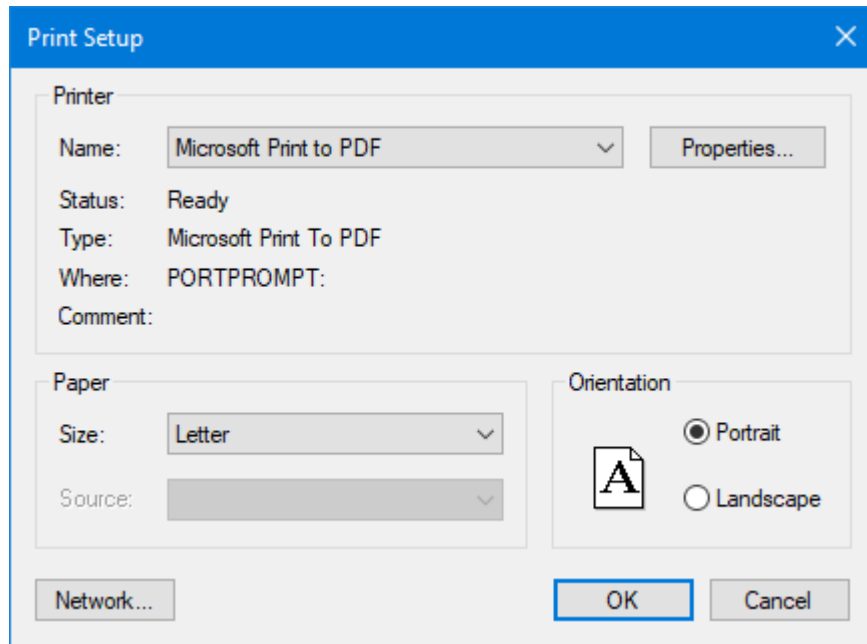
Select the clip you want to print by clicking on it and then click the  **Print** button on the toolbar, select the **File | Print...** menu item, or press **Ctrl+P**. Select the desired printer and any print options and press **OK** to print.



To view the print preview for the clip click the  **Print Preview** button on the toolbar or select **File | Print Preview** menu item. Click **Print** to print the clip or **Close** (or press **ESC**) to close the preview.



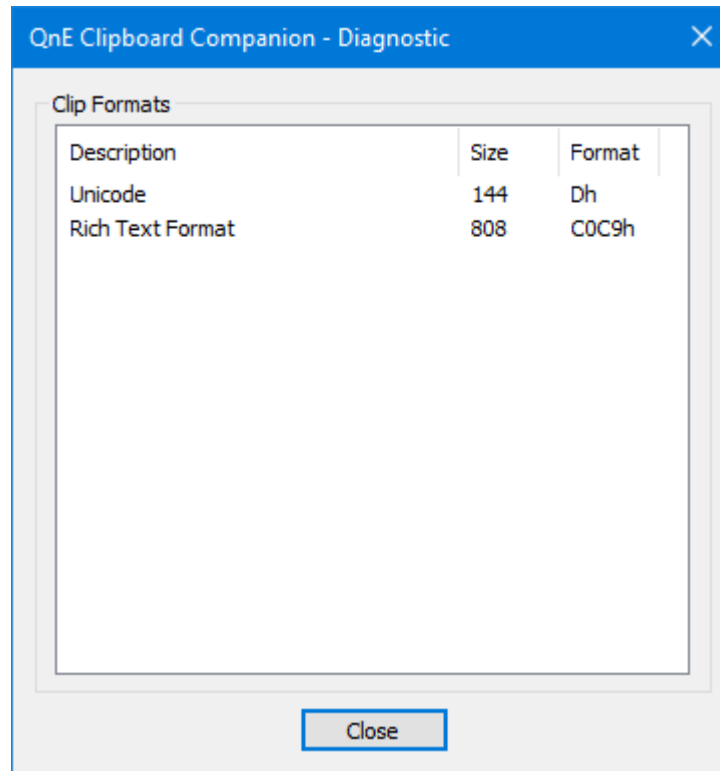
To adjust the printer options without printing, click the  **Print Setup** button on the toolbar or select the **File | Print Setup...** menu item. A clip does not need to be selected to use Print Setup.



View Clip Diagnostic Data

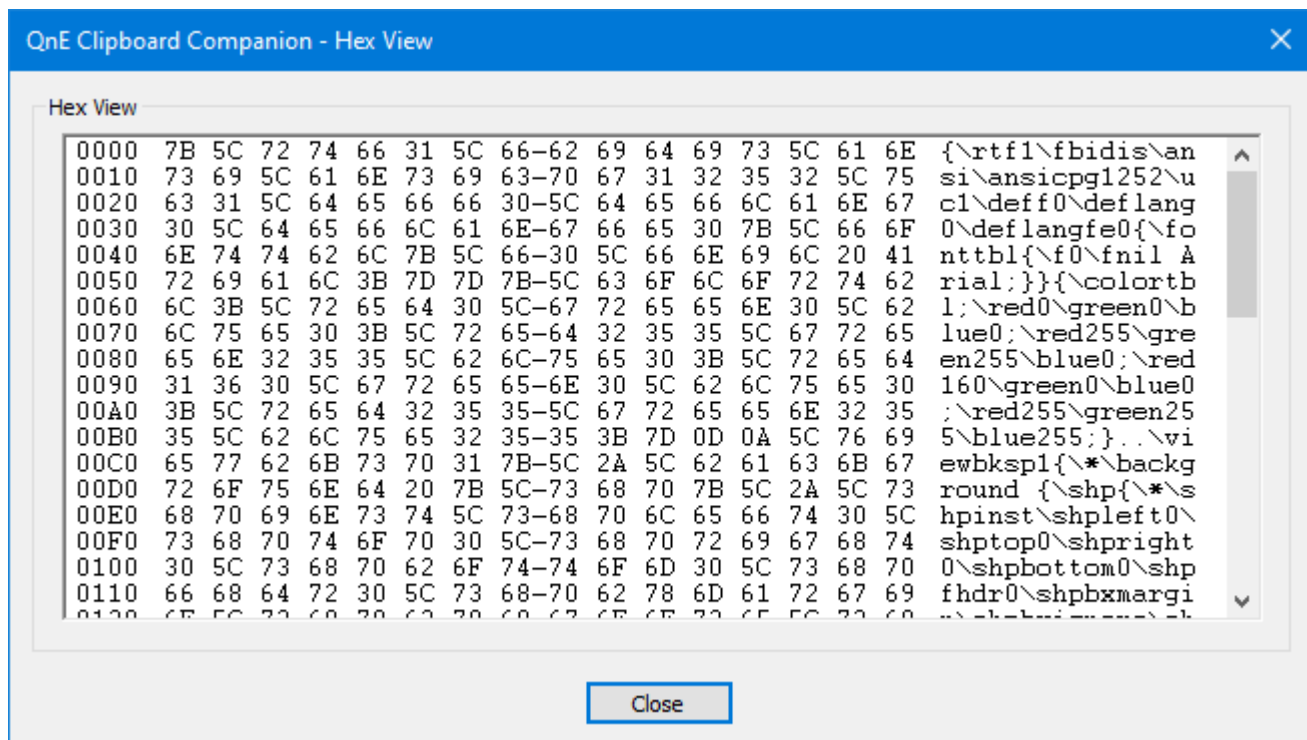
The clipboard formats for the current contents of the clipboard can be viewed by pressing **F12**. If a clip is not being captured, this is helpful to see which formats are being used.

The clipboard formats for a captured clip can be viewed by holding down **Ctrl** and **double-clicking** the clip.




Diagnostics for a rich text clip.

Full Mode To view the raw (hex) data for a clip, **double-click** the desired clip format in list.



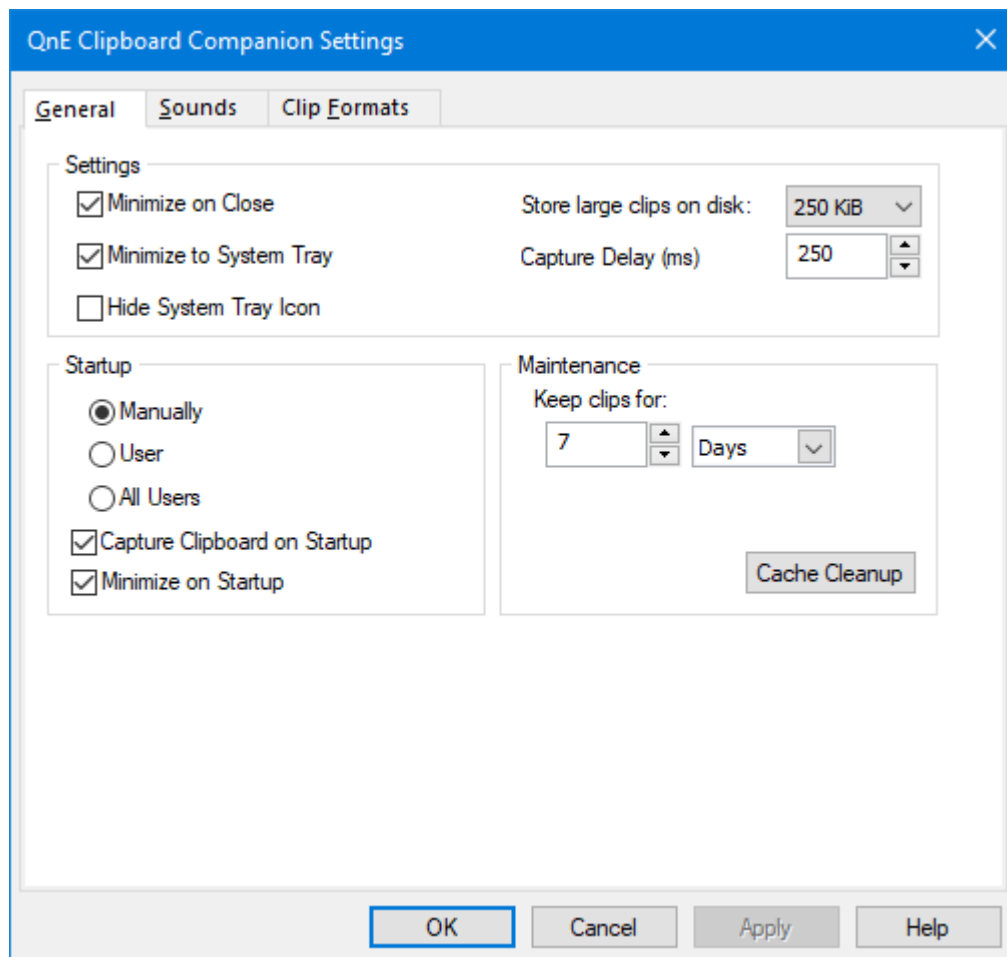
Hex view of rich text clip.

Settings

Clipboard Companion settings can be accessed by clicking the  **Settings** button on the toolbar, using the **Edit | Options** menu item, or pressing **Ctrl-O**.

The following options are available:

General



Settings

Minimize on Close

The program will be minimized when closed or exited. Depending on the **Minimize to System Tray** option, the program will either minimize to the Windows taskbar or to the system tray.

Minimize to System Tray

The program will minimize to the system tray instead of the Windows taskbar.

Hide System Tray Icon

When the program is minimized to the system tray, the Clipboard Companion icon will not be visible.

Store large clips on disk

Sets the size of the disk cache for storing large clips. The default size is **250 KiB**.

Capture Delay (ms)

Specifies the time (in milliseconds) to wait after the clipboard content changes before capturing the content. If clipboard content changes before the delay passes the content will not be captured and the delay period will begin again. Valid values are **20** to **2000** (the default is **250**). This setting can be adjusted to reduce or eliminate undesired captures when the content of the clipboard changes rapidly.

Startup

Manually

The program will not be configured to run automatically when Windows starts or user logs in.

User

The program will be run automatically for the current user when Windows starts or user logs in.

All Users

The program will be run automatically for all users when Windows starts or any user logs in.

Capture Clipboard on Startup

Clipboard contents will be captured when the program starts.

Minimize on Startup

The program will start in the minimized state. Be aware that if the **Minimize to System Tray** option is enabled that it will minimize there. Clicking the icon again (either in the toolbar or system tray) will bring the program up.

Note: If Windows 10 is configured to automatically start programs that were running when Windows was shutdown or restarted, the program may be started regardless of the configured startup setting.

Maintenance

Keep clips for

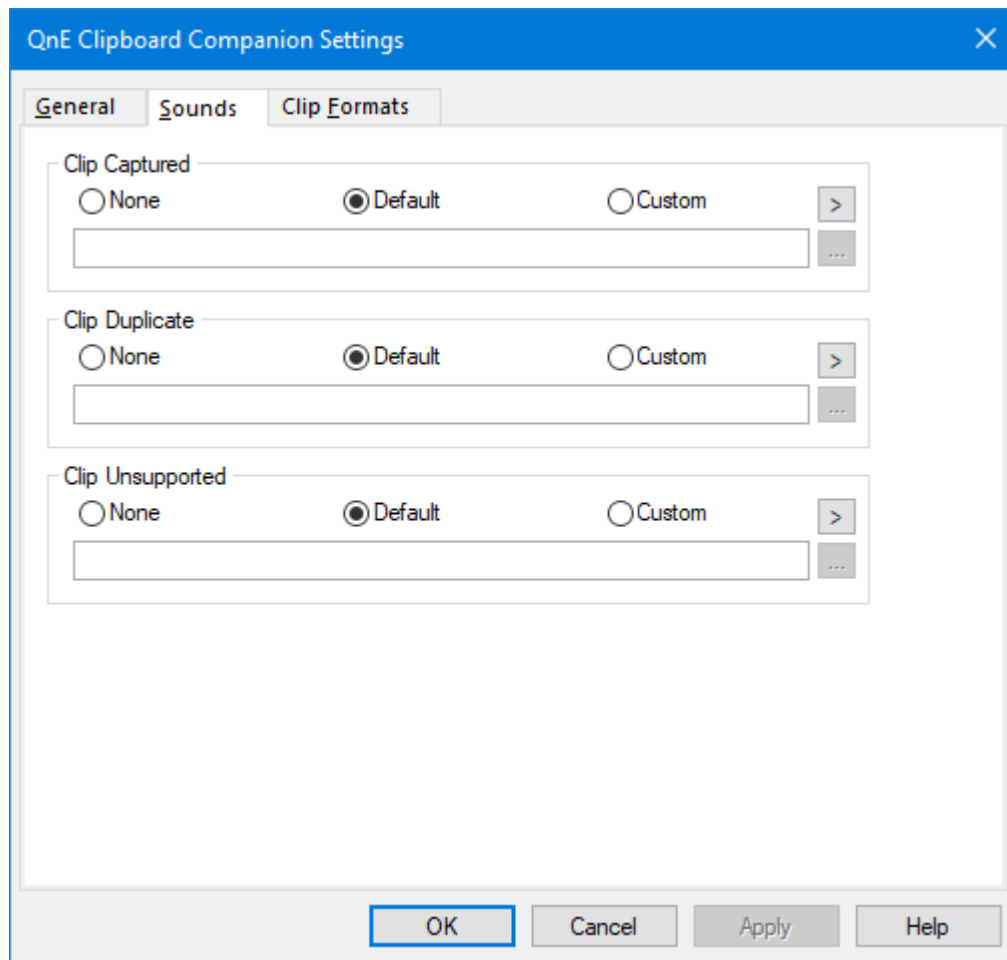
Configures the length of time clips should be retained before being removed. Value can be configured in **Days**, **Hours**, or **Minutes**. Selecting a value of **0** will prevent old clips from being removed.

Cache Cleanup

Deletes abandoned cached data files. You will be prompted to confirm the action.

Sounds

Configure sound options for captured, duplicated, and unsupported clips. To play the currently selected sound press the [>] button.



Clip Captured / Clip Duplicate / Clip Unsupported

None

No sound will be played.

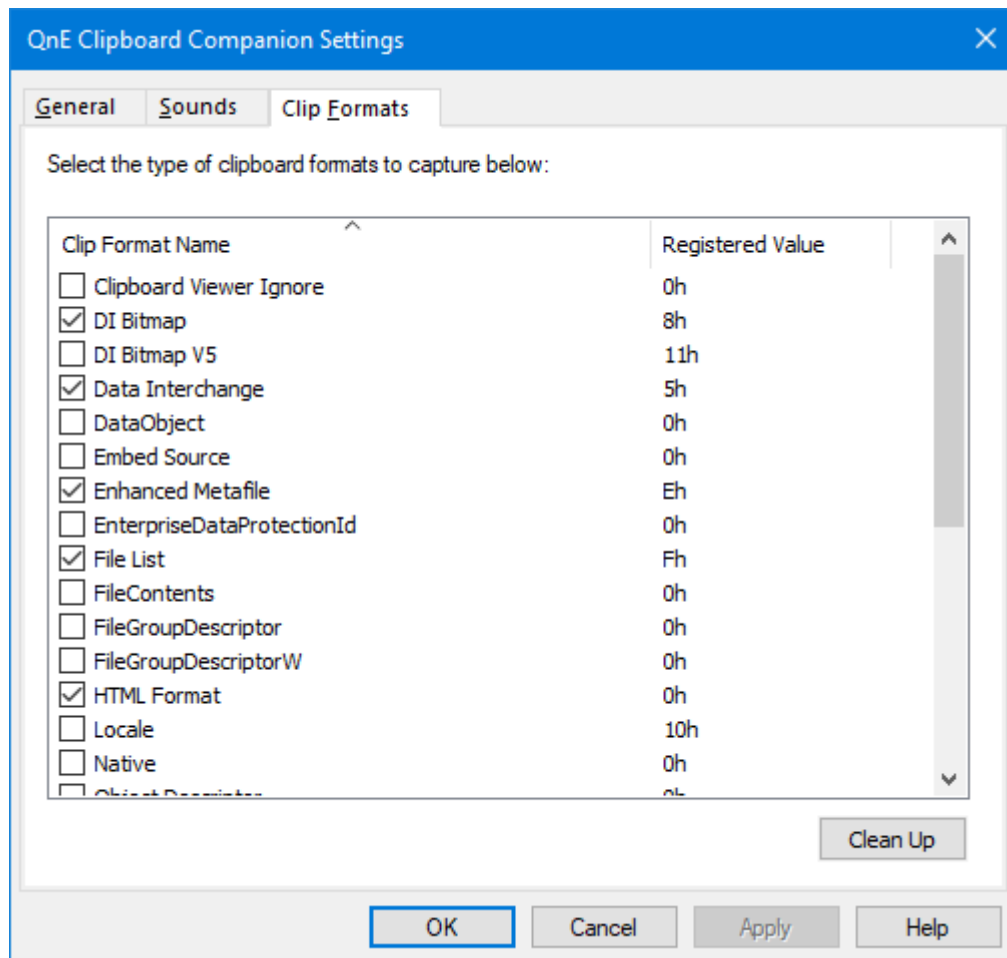
Default

The default sound will be played.

Custom

The selected custom sound will be placed. Click the [...] button to browse and select a sound file (*.wav).

Clip Formats



Clip formats

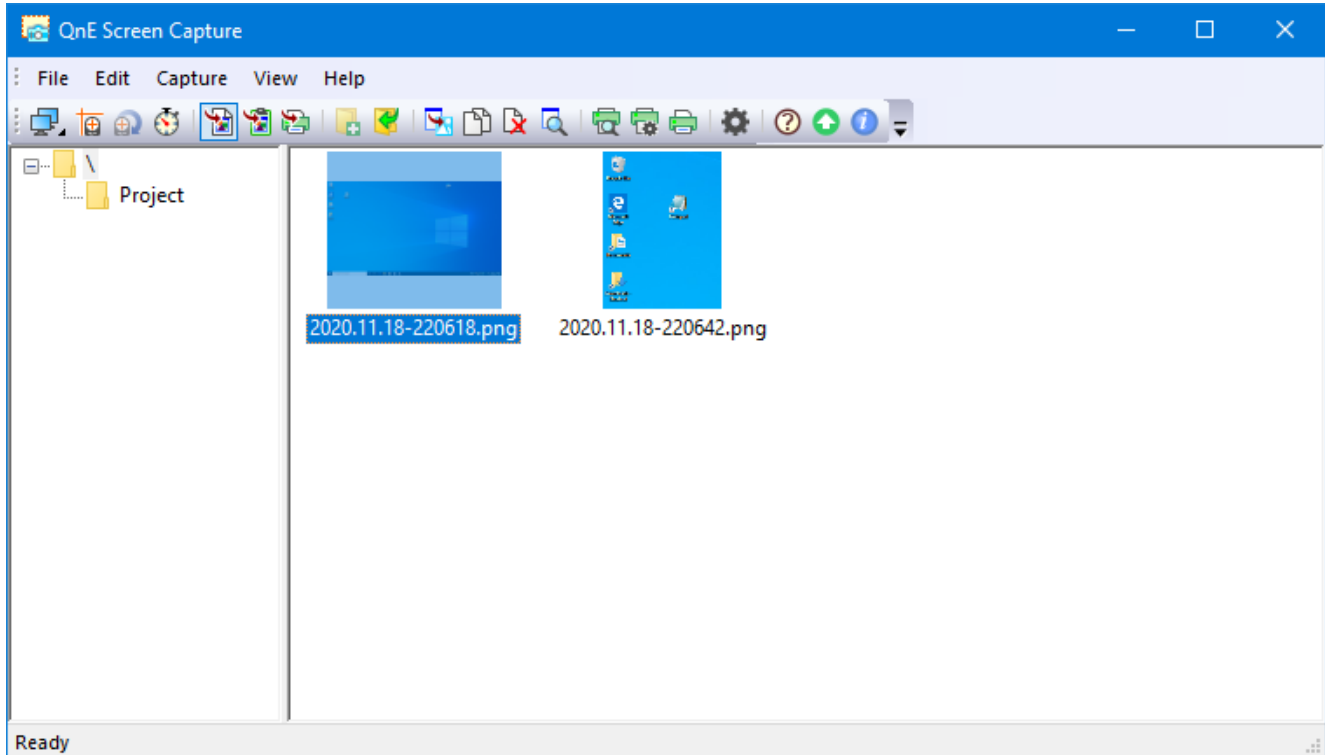
Select the type of clipboard formats to capture from the list of available formats. Only formats that are selected (checked) will be captured.

Clean Up


Removes all unused formats except those that are checked. You will be prompted to confirm the action. The button will be disabled if changes have been made to the list and not applied.

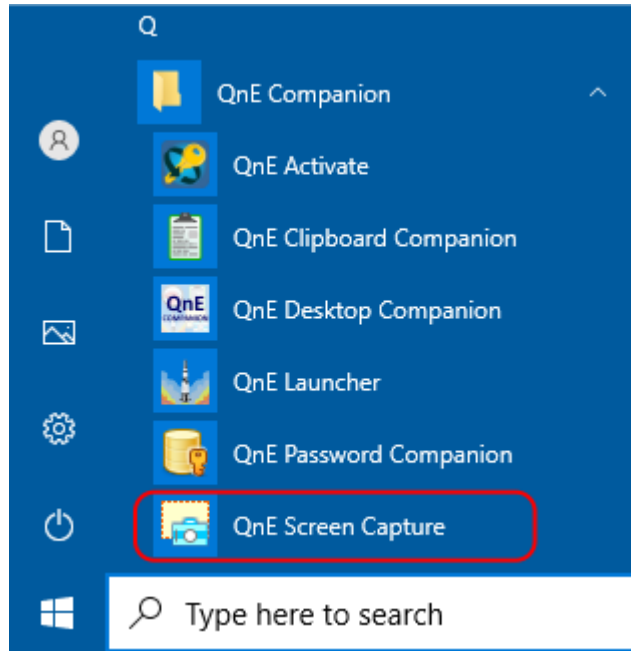
Screen Capture

The Screen Capture utility makes it easy to capture full screen screenshots (both single and multi-monitor) as well as an area of the screen. Captures can easily be organized in custom folders.



Running Screen Capture

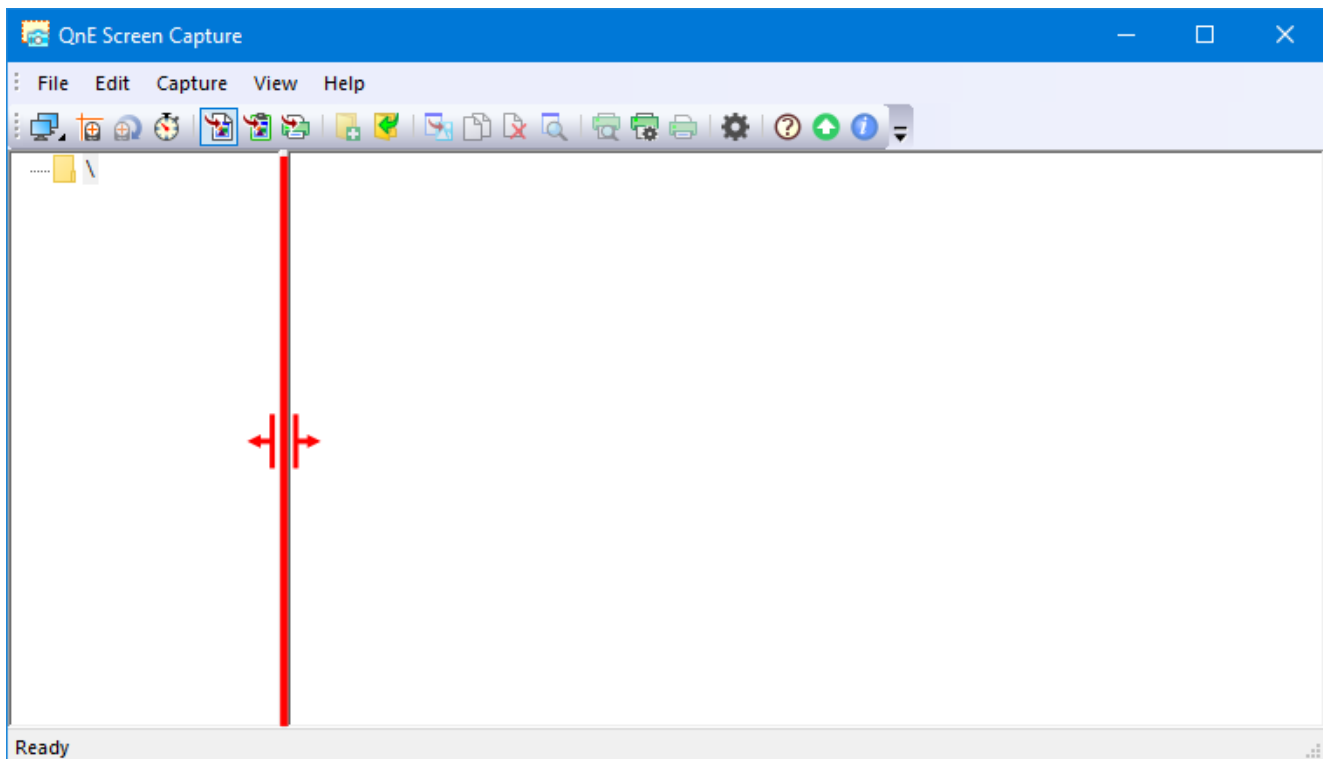
Screen Capture can be run from the QnE Desktop toolbar by clicking the  **Screen Capture** button. It can also be run from the Start Menu by browsing to the **QnE Companion** folder and selecting **QnE Screen Capture** or searching for **QnE Screen Capture**.



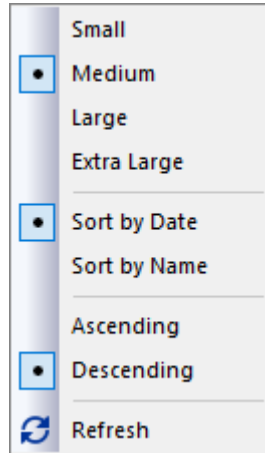
Browsing Start Menu folder.

The Screen Capture Window

You can adjust the size of the folder and capture thumbnail areas by dragging the panel divider left or right.



The context menu for the capture thumbnail area has the following commands. These commands are also available in the **View** menu.



Small / Medium / Large / Extra Large

Sets the thumbnail size for the captures.

Sort by Date / Name

Select whether you want to sort the captures by date or filename.


Ascending / Decending

Sets the sort order of the capture thumbnails.

Refresh




Refreshes the capture thumbnail area. You can also refresh the area by pressing **F5**.

The window status bar can be toggled on/off by using the **View | Status Bar** menu option. The window toolbar can be toggled on/off using the **View | Toolbars | Main Toolbar** menu option. The toolbar can be customized by selecting the **View | Toolbars | Customize...** menu option or by

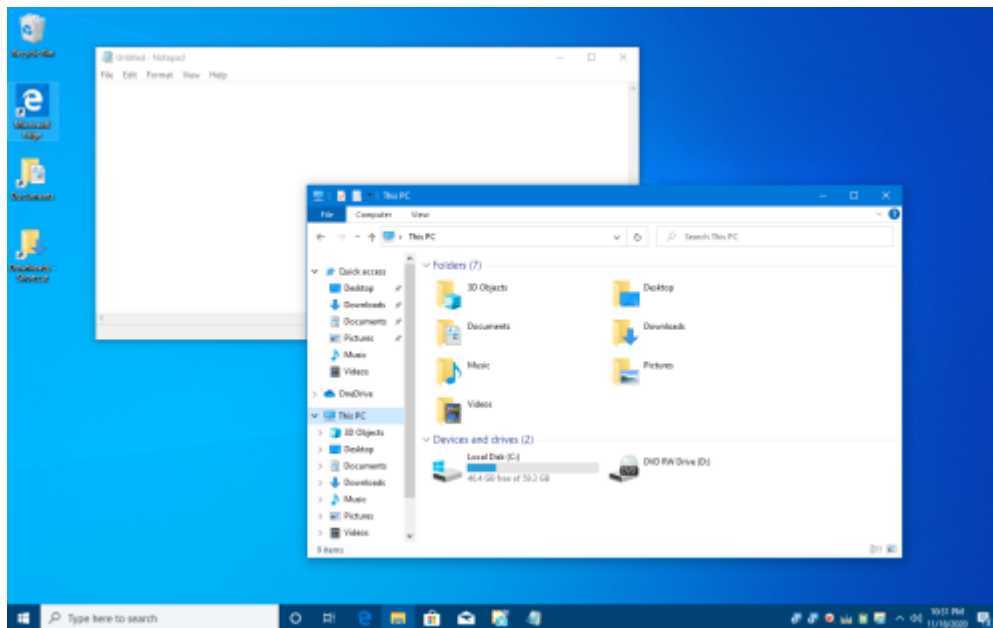
clicking the  **Toolbar Options** button on the far right of the toolbar (for more details on customizing the toolbar refer to the [Customizing Program Toolbars](#)¹⁴⁷ section). To change the look of the program, select the **View | Application Look** menu item and select an option from the menu.

Capturing Full Screen

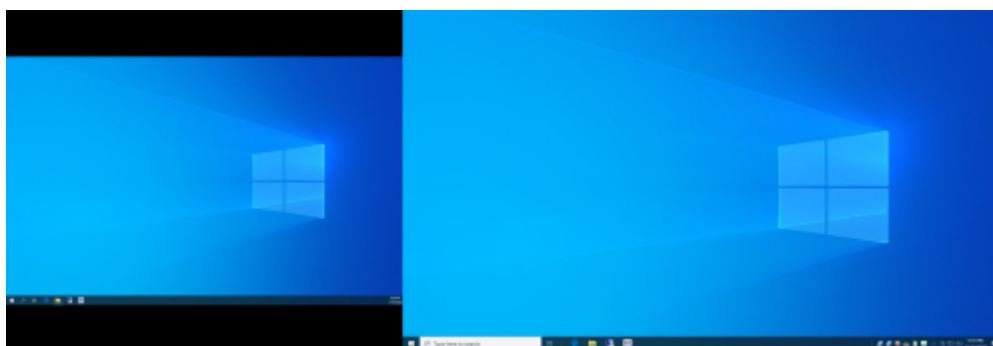
Capturing the full screen area is the same for both single and multi-monitor configurations. To capture a full screen image, do one of the following:

- Click the  **Full Capture** button on the toolbar. If this button is not shown, click and hold the  **Monitor** button until it opens the monitor options. Hover over  **Full Capture** and release to capture.
- Click the **Capture | Fullscreen** menu item.
- Press **Ctrl+F** (a hotkey can also be used if configured in settings).

The entire screen area will be captured and saved in the currently selected folder. For multi-monitor captures there will be black areas where no screen area exists.




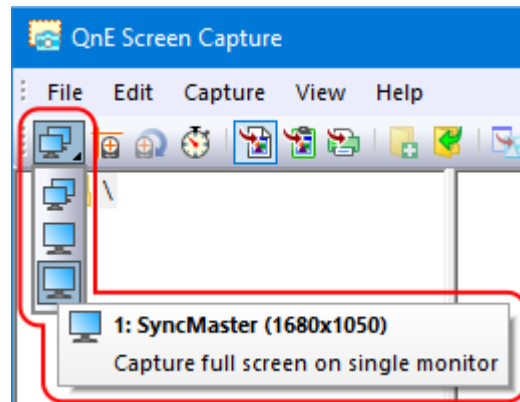
Full screen capture, single monitor.



Full screen capture, two monitors.

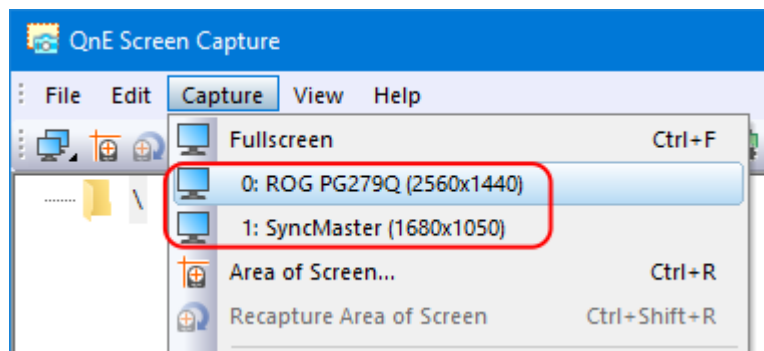
Capturing Single Monitor

Capturing a single monitor is available for both single and multi-monitor configurations. Click and hold the  **Full Capture** toolbar button until it opens the monitor options. While still holding down the mouse button, move over the monitor to capture and release the button to capture. While hovering over the button the monitor details will be displayed in a pop-up window. After the capture, the button will set itself to the selected choice.




Two monitors in toolbar drop-down.

The individual monitor can also be selected from the **Capture** menu.



Two monitors in Capture menu.

Time Delay Capture

Full Mode Click the  **Delay Capture** toolbar button or **Capture | Delay Capture** menu item to toggle the state of the delay capture feature. When enabled, the image will be captured after the delay period has passed, allowing you to prepare the capture area as desired. A countdown will be displayed in the center of the screen and can be dragged to a different location if it's in the way. Pressing **ESC** or right-clicking on the countdown window will abort the delayed capture. The time value for the delay can be set in program settings.

Capture Destination

The captures can be automatically saved to a file, sent to the Windows clipboard, or sent directly to a printer depending on the options selected. At least one destination will always be selected. Click the desired toolbar button to toggle the option (options are also available in the **Capture** menu). For example, you can select to have captures saved to a file and sent to the clipboard.

Capture to File

Saves each capture to a file in the currently selected folder. This is the default destination.

Capture to Clipboard **Full Mode**

Sends the capture to the Windows clipboard.


Print on Capture **Full Mode**

Sends the capture directly to the printer.

Capturing Area of Screen

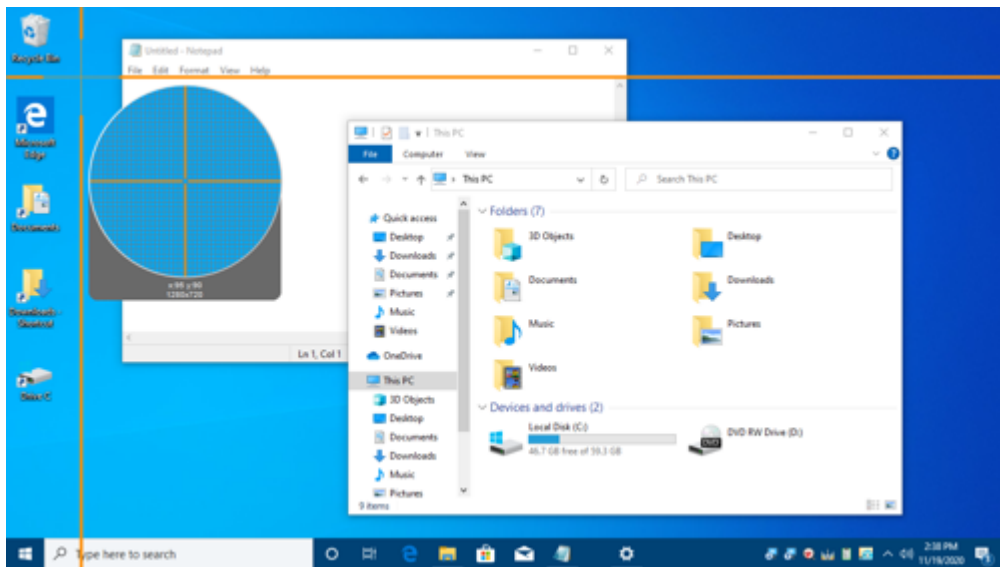
To capture an area of the screen, click the  **Capture Area** toolbar button, click the **Capture | Area of Screen...** menu item, or press **Ctrl+R** (a hotkey can also be used if configured in settings).

By default, the area of the screen that will be captured is shown in normal color and the area that won't be captured is grayscale.

Full Mode To repeat the last area capture, click the  **Recapture Area** toolbar button, click the **Capture | Recapture Area of Screen** menu item, or press **Ctrl+Shift+R**. The repeat feature will be disabled if an area capture has not been previously performed.

Full Screen Area Capture

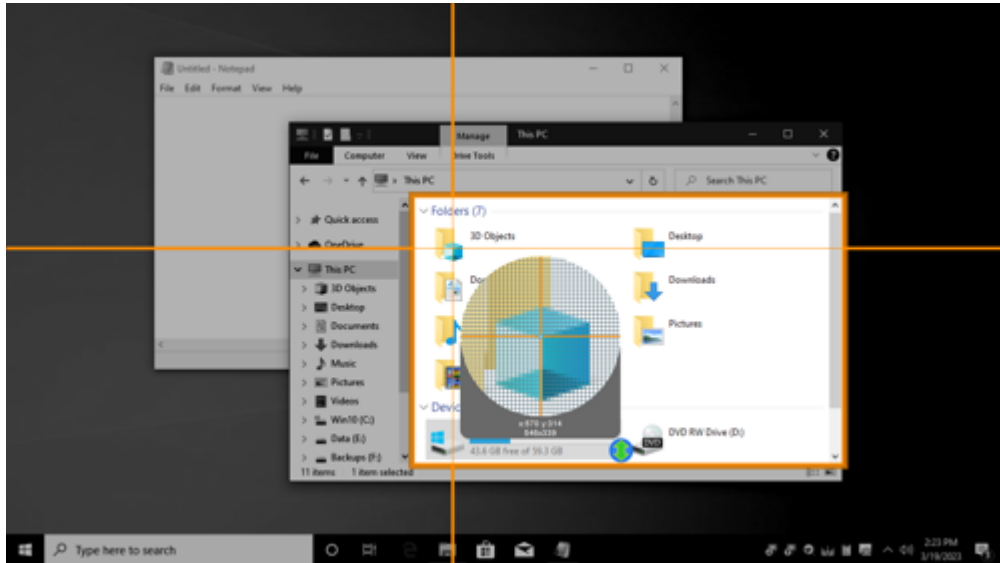
Move the crosshairs over a location on the desktop where the entire screen is shown for capture (full screen in color). Click or press **Enter** to capture the screen.



Full screen area capture.

Highlighted Area Capture

Move the crosshairs over a window or window area to highlight it for capture. For example, hovering over the Windows Taskbar will select it and show the rest of the screen in grayscale. Click mouse or press **Enter** to capture the highlighted area.

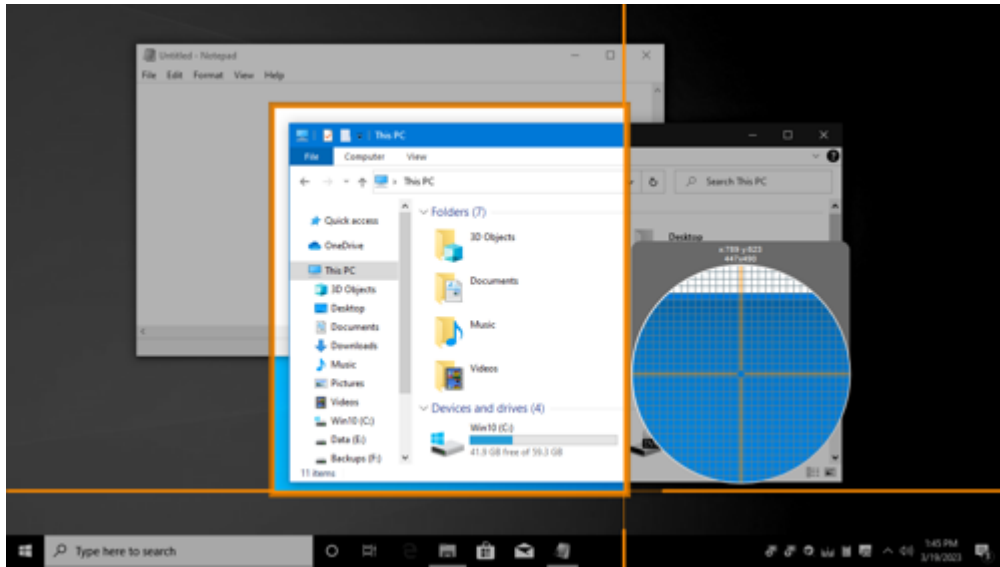


Highlighted area capture from Explorer window.

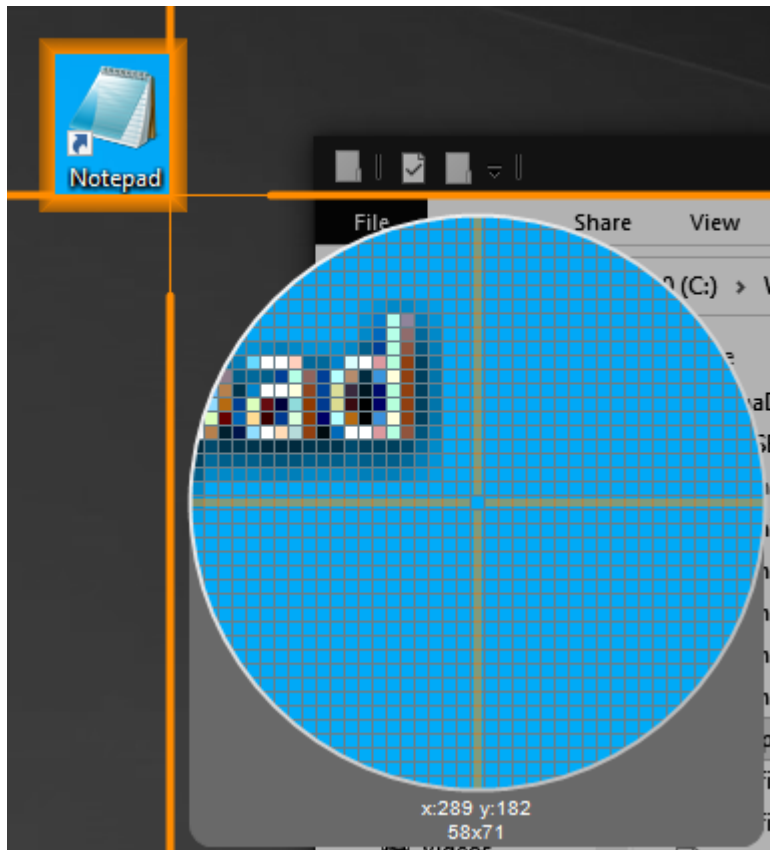
Note: Some window areas (or even entire windows) may not be available for this type of capture. In those cases, you will need to select the area manually.

Area Capture

Hold mouse button down and drag to highlight the capture area. The arrow keys can be used to fine tune the crosshairs location, if needed. Release mouse (or press **Enter**) to take capture or press **ESC** to abort.



Manual area capture of partial Explorer window.

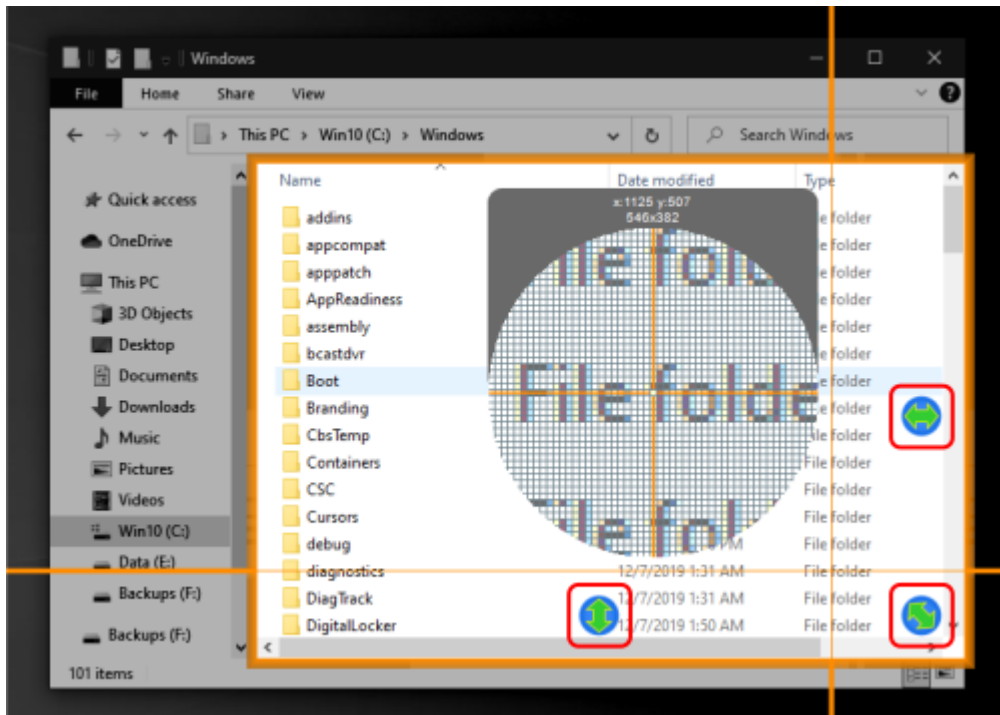


Manual area capture of Notepad icon.

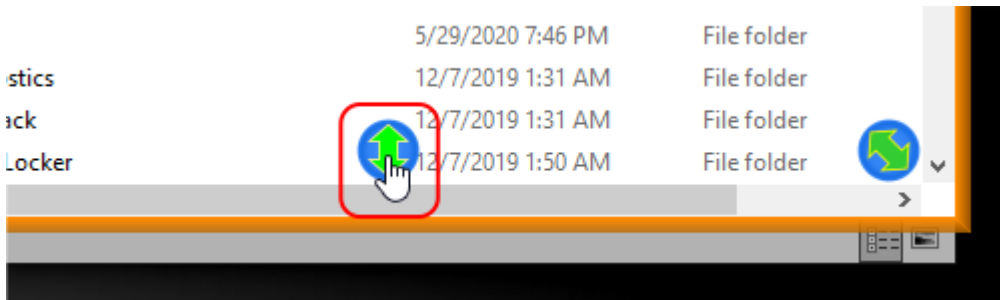
Scrolling Area Capture

Full Mode When a highlighted area supports a scrolling capture there will be one or more scrolling icons shown in the highlighted area. Move the crosshairs over the icon and click to capture. The

scrolling area will be captured in the selected direction(s) and stitched together into one image. Depending on the size of the scrolling area it may take several seconds or longer to complete the capture.




Scrolling icons available in Explorer window.



Click icon to capture scrolling area.

Note: The scrolling capture icons will not be displayed if not supported in the highlighted area.

Time Delay Capture

Full Mode Click the  **Delay Capture** toolbar button or **Capture | Delay Capture** menu item to toggle the state of the delay capture feature. When enabled, the image will be captured after the delay period has passed, allowing you to prepare the capture area as desired. A countdown will be displayed in the center of the screen and can be dragged to a different location if it's in the way. Pressing **ESC** or right-clicking on the countdown window will abort the delayed capture. The time value for the delay can be set in program settings.

Capture Destination

The captures can be automatically saved to a file, sent to the Windows clipboard, or sent directly to a printer depending on the options selected. At least one destination will always be selected. Click the desired toolbar button to toggle the option (options are also available in the **Capture** menu). For example, you can select to have captures saved to a file and sent to the clipboard.

Capture to File

Saves each capture to a file in the currently selected folder. This is the default destination.

Capture to Clipboard **Full Mode**

Sends the capture to the Windows clipboard.

Print on Capture **Full Mode**

Sends the capture directly to the printer.

Keyboard & Mouse Commands for Area Captures

The following keyboard and mouse commands are available when performing an area capture:










Enter	Capture highlighted area.
Arrow keys	Move crosshairs one pixel in arrow direction. This can be used to easily fine tune the starting and ending locations of the capture area.
Shift+Arrow keys	Select (highlight) area to capture. You can also move the mouse after holding Shift to more quickly move to the end capture location. When close you can use the arrow keys to fine tune the location. Click mouse or press Enter to take capture.

Note: More details on the following options can be found in [Screen Capture Settings](#) ⁷⁴.

Mouse wheel	Rolling the mouse wheel will adjust the view size of the crosshairs.
Ctrl+Mouse Wheel	Holding Ctrl and rolling the mouse wheel changes the opacity of the crosshairs.
Shift+Mouse wheel	Holding Shift and rolling the mouse wheel will adjust the magnification of the crosshairs view area.
Spacebar	Cycles through the crosshairs style.
T	Toggles using thin lines in the crosshairs.
X	Toggles the grid in the crosshairs view area.

Managing Captures

The context menu for captures (shown when you right-click a capture thumbnail) has the following commands. These commands are also available in the program menu and using keyboard shortcuts.

	View Screenshot	Ctrl+I
	Edit	Ctrl+E
	Open	Ctrl+Shift+O
	Rename	F2
	Copy	Ctrl+C
	Delete	
	Save As...	Ctrl+S
	Print...	Ctrl+P
	Open File Location	Ctrl+L

For commands that support it, you can select multiple captures by holding **Ctrl** and clicking on each one or, to select a range, by clicking on the first one, holding **Shift**, and then clicking the last one. To select all captures in the folder, use the **Edit | Select All** menu item or press **Ctrl-A**.

View Screenshot

Opens capture in previewer, which will either be the built-in previewer or the app configured for the file type depending on the program setting. This command is available in the program menu as **View | Screenshot** and from the keyboard using **Ctrl-I**.

When using the built-in previewer, the zoom level of the preview can be changed by rolling the mouse wheel, using the arrow keys, or using the slider on the status bar. Double-clicking a blank area of the status bar will reset preview to 100% size.

Edit

Opens in app configured for editing file type. In a default Windows installation, this will be the Windows Paint program. This command is available in the program menu as **Edit | Screenshot** and from the keyboard using **Ctrl+E**.

Open

Opens in app configured for file type. In a default Windows installation, this will be the Windows Photos app. This command is available in the program menu as **File | Open** and from the keyboard using **Ctrl+Shift+O**.

Rename

Rename the selected file. This command is available in the program menu as **File | Rename** and from the keyboard using **F2**.

Copy

Copies selected capture(s) to clipboard. If a single capture is copied, the file and the graphic are both placed on the clipboard. If multiple captures are copied, only the files are placed on the clipboard. This command is available in the program menu as **Edit | Copy** and from the keyboard using **Ctrl+C**.

Delete

Deletes selected capture(s). This command is available in the program menu as **Edit | Delete** and from the keyboard using **Delete**. Holding down the **Shift** key when deleting will permanently delete the capture(s), bypassing the Recycle Bin.

Save As...

Saves the capture to a new graphics file. Supported formats are BMP, GIF, JPEG, PNG, and TIFF. This command is available in the program menu as **File | Save As...** and from the keyboard using **Ctrl+S**.

Print...


Prints the selected capture. For more details on printing, refer to the [Printing Captures](#)⁷² section. This command is available in the program menu as **File | Print...** and from the keyboard using **Ctrl+P**.

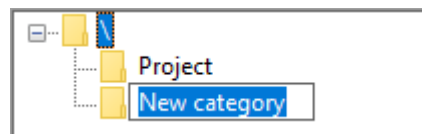
Open File Location

Opens the selected capture's folder. This command is available in the program menu as **File | Open Folder** and from the keyboard using **Ctrl+L**.

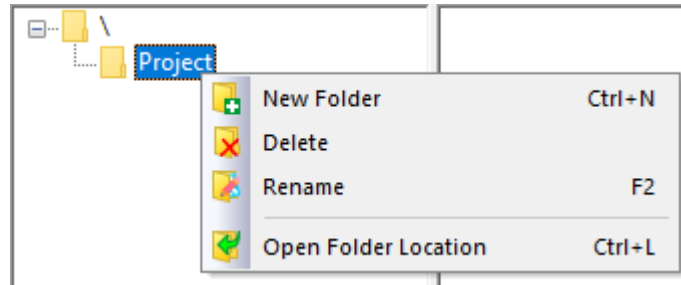
Capture Folders


Captures can be copied to another folder by dragging them to the new location (this does not remove the captures from the originating folder).

You can create a new folder by right-clicking on the root folder (\) or a sub-folder and selecting **New Folder** from the menu. Alternatively, select the desired folder and click the  **New Folder** toolbar button, use **File | New Folder** menu item, or press **Ctrl+N**.




A folder can be deleted or renamed by right-clicking the folder and selecting the desired action from the menu or by selecting the folder and using the **File | Delete Folder** or **File | Rename Folder** menu item. A deleted folder will be moved to the Recycle Bin and you will be prompted to confirm the action if that option is enabled for the Recycle Bin.

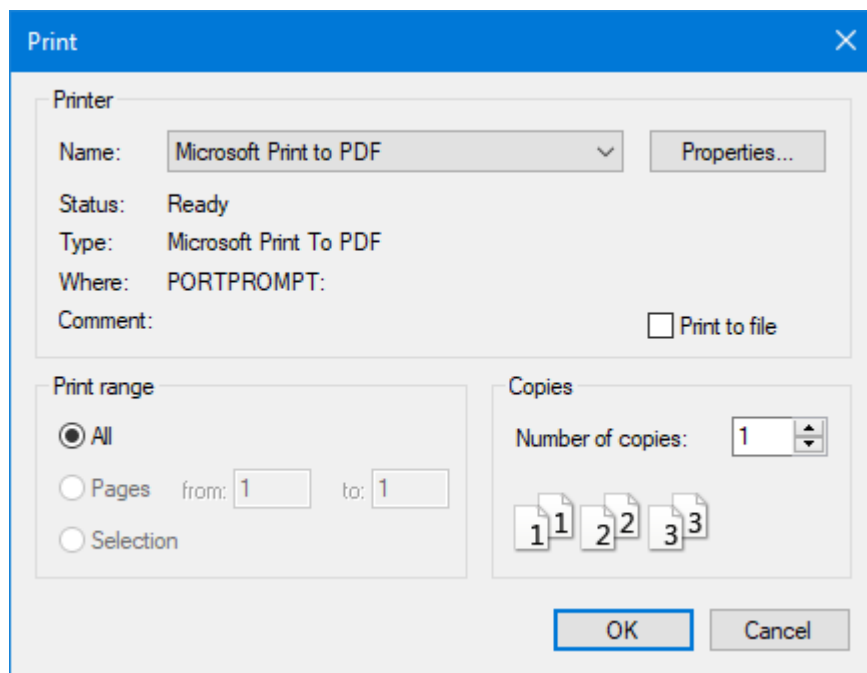



To open the selected folder's location in Windows Explorer, use the  **Open Folder Location** context menu item, the **File | Open Folder** menu item, or press **Ctrl-L**.

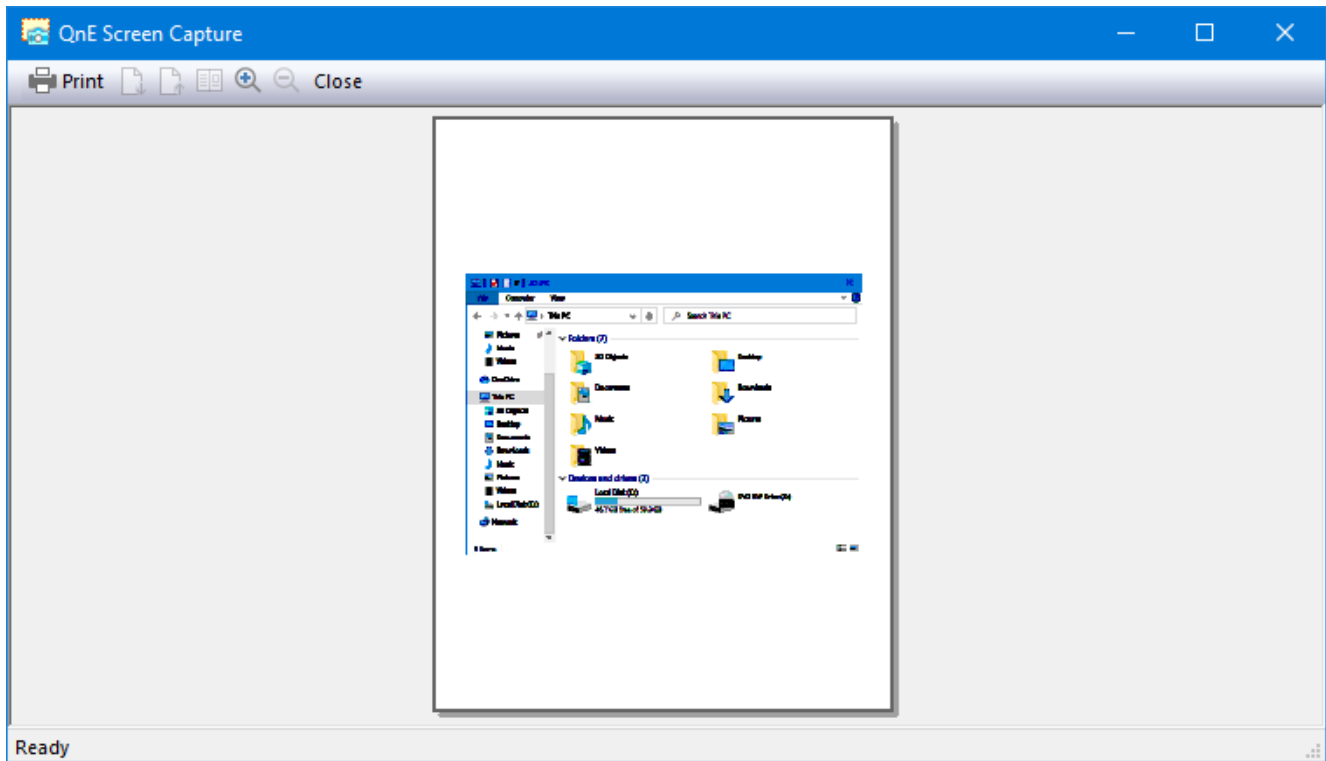
To move a folder into another folder, drag and drop it on the desired folder.


Printing Captures

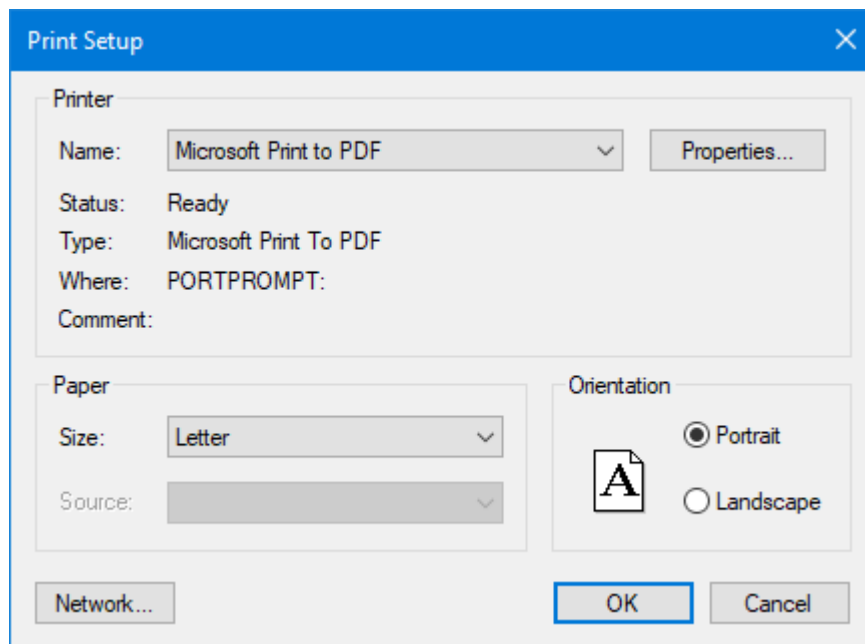
Select the capture you want to print by clicking on it and then click the  **Print** button on the toolbar, select the **File | Print...** menu item, or press **Ctrl+P**. Select the desired printer and any print options and press **OK** to print.




To view the print preview for the capture click the  **Print Preview** button on the toolbar or select **File | Print Preview** menu item. Click **Print** to print the capture or **Close** (or press **ESC**) to close the preview.




To adjust the printer options without printing, click the  **Print Setup** button on the toolbar or select the **File | Print Setup...** menu item. A capture does not need to be selected to use Print Setup.



Sending Captures Directly to the Printer

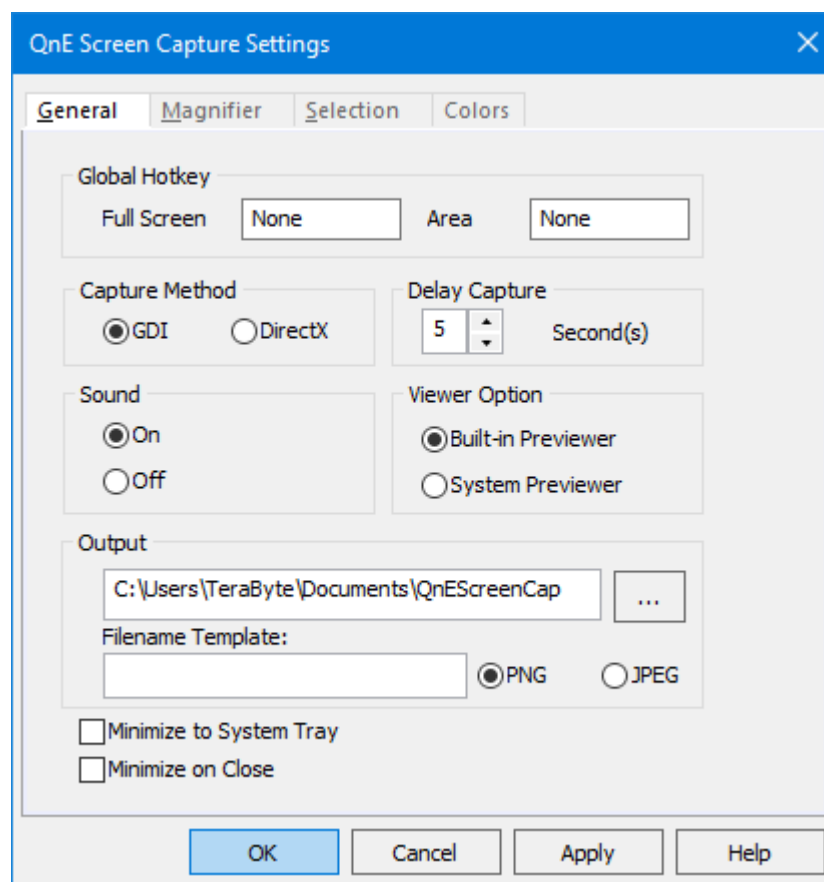
Full Mode Captures can be sent directly to the printer when captured by enabling the  **Print on Capture** button on the toolbar or the **Capture | Send to Printer** menu item. The default printer will be used if a specific printer hasn't been selected.

Settings

Screen Capture settings can be accessed by clicking the  **Settings** button on the toolbar, using the **Edit | Options** menu item, or pressing **Ctrl+O**.

The following options are available:

General



Global Hotkey

These can be set for both capturing the full screen and an area capture and can be used to perform captures even if Screen Capture is not the active window. To set a hotkey, click in the appropriate

edit box and press the desired key combination. If the hotkey pressed is already in use then the action assigned to it will take place and you won't be able to use it. For example, to set **Ctrl+F7** to capture the full screen, click in the **Full Screen** edit box and press **Ctrl+F7**.

Full Screen

Configures hotkey for full screen capture.

Area

Configures hotkey for area capture.

Capture Method

GDI

Capture screenshots using Windows GDI.

DirectX

Capture screenshots using DirectX (required to capture a DirectX screen).

Delay Capture

Seconds

Set the number of seconds to delay before taking a capture if Capture Delay is enabled. Valid values are **1** to **30**.

Sound

Off

Sound effects disabled.

On

Sound effects enabled.

Viewer Option

Built-in Previewer

The built-in previewer will be used for viewing captures. The zoom level of the preview can be changed by rolling the mouse wheel, using the arrow keys, or using the slider on the status bar. Double-clicking a blank area of the status bar will reset preview to 100% size.

System Previewer

The previewer configured as system default will be used for viewing captures (e.g. Photos app in Windows 10, Windows Photo Viewer in Windows 7).

Output

Specifies the folder to use for the captures. By default, the **QnEScreenCap** folder in the user's Documents folder is used. To change the folder enter the desired path in the edit box or click the **[...]** button to browse. When entering a path manually, the path must exist (the folder will be created if path is valid and folder doesn't exist).

Note: Switching the folder only changes the current location used for creating, viewing, and managing captures. Changing the folder does not change the contents of the folder. For example, you may use different base folders for different projects and use this option to switch between them.

Filename Template

A template for the filename used when saving an image can be created with the following variables:

- **{YYYY}** - 4 digit year
- **{YY}** - 2 digit year
- **{MM}** - 2 digit month
- **{DD}** - 2 digit day
- **{hh}** - hour (24-hr time)
- **{mm}** - minutes
- **{ss}** - seconds
- **{DOW}** - day of week (3 characters)

The variables are case-sensitive. Invalid characters and spaces will be replaced by underscore characters in the actual filename.

All of the variables, with the following exceptions, must be used in the template or they will be automatically appended to ensure unique filenames:

- If either **{YYYY}** or **{YY}** is specified, the other one will not be automatically appended. If neither is specified, **{YYYY}** will be automatically appended.
- **{DOW}** will not be automatically appended.

Examples:

set-a- : set-a-20231222205538.png

Set-B-{YY} : Set-B-231223204924.png

Task_Steps_{YYYY}-{MM}-{DD}_{[hh].[mm].[ss]} : Task_Steps_2023-12-22_[20.59.40].png

PNG / JPEG

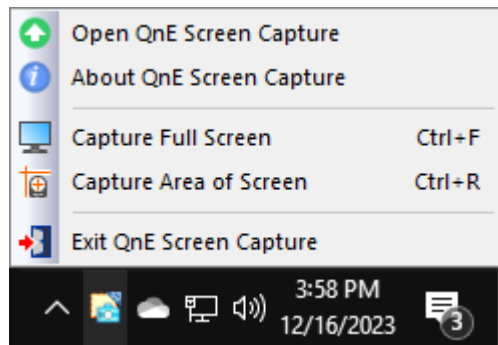
Select the image file type **PNG** (.png) or **JPEG** (.jpg) for the output file. The default is **PNG**.

Minimize to System Tray

The program will minimize to the system tray instead of the Windows taskbar. If global hotkeys are assigned for full screen and/or area capture they can still be used while minimized to the tray.

Left-clicking on the tray icon will open the program.

Right-clicking the tray icon will show a context menu with options to open or close the program as well as perform screen captures:

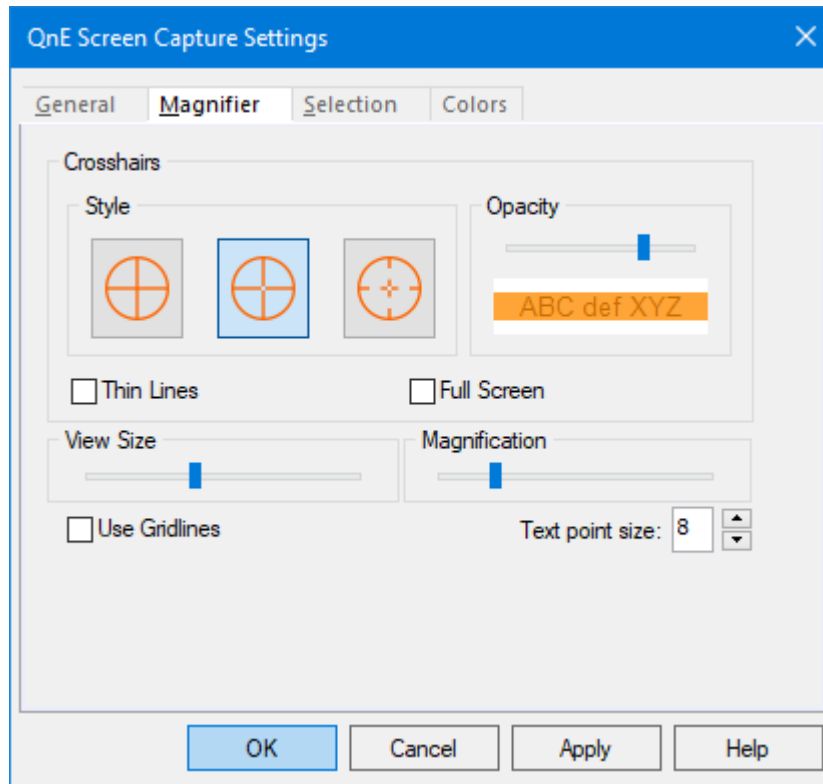


Minimize on Close

The program will minimize to the Windows taskbar when closed. If the **Minimize to System Tray** option is also enabled, the program will minimize to the system tray when closed.

Magnifier

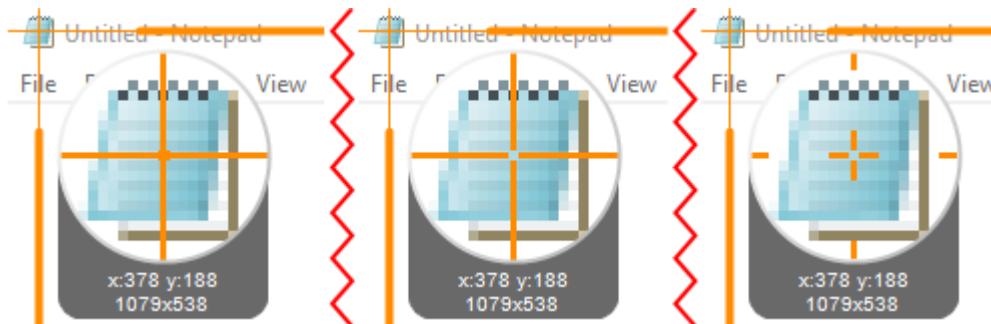
This section contains options for the magnifier used when performing area captures.



Crosshairs

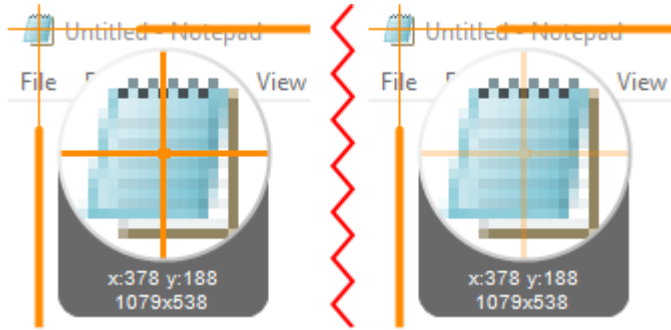
Style

Select the desired crosshairs style from those shown by clicking on it. When performing a capture you can change the style by pressing the **Spacebar**.



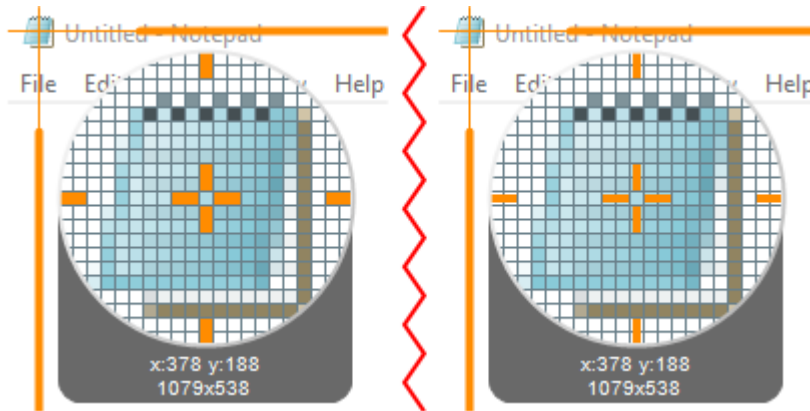
Opacity

The opacity of the crosshairs can be adjusted by moving the slider. A lower opacity (higher transparency) will allow better visibility of the pixels underneath the crosshairs. When performing a capture you can adjust the opacity by holding down **Ctrl** and rolling the **mouse wheel**.



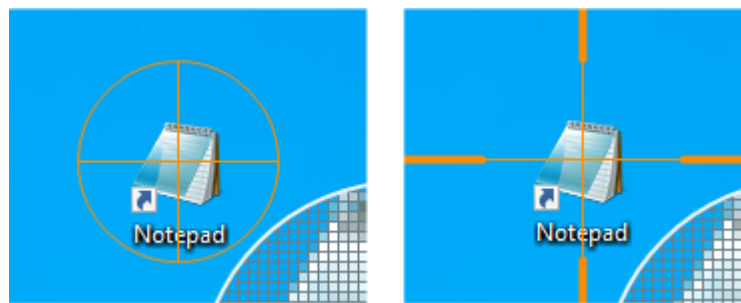
Thin Lines

Enable to reduce the width of the crosshair lines to approximately half the normal pixel width. When performing a capture you can toggle this option by pressing **T**.



Full Screen

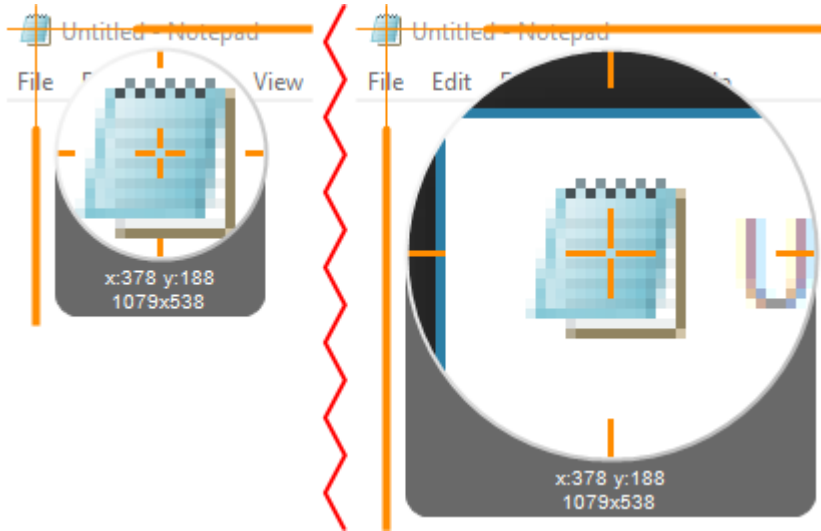
Enable to show the crosshair lines across the entire screen. When disabled a crosshair circle will be used.



Option disabled on left, enabled on right.

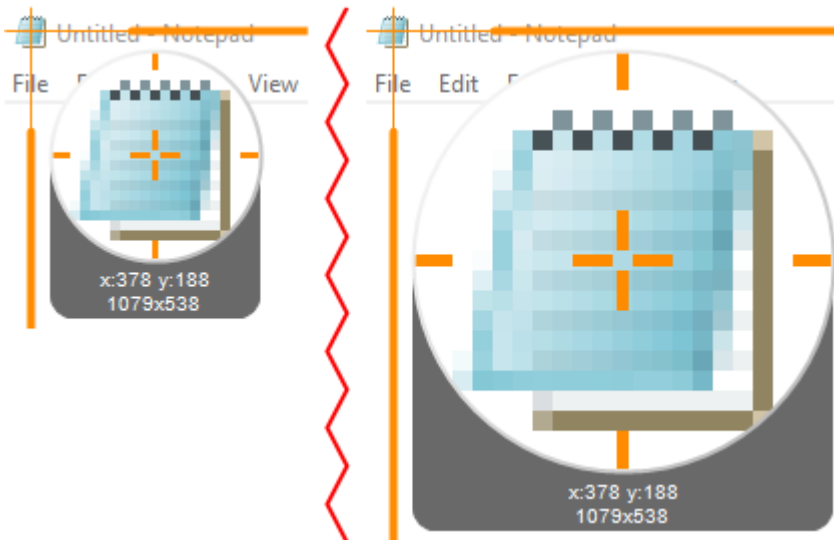
View Size

Adjusts the size of the crosshairs view area. A larger size will show more pixels in the view area. When performing a capture you can adjust the view size by rolling the **mouse wheel**.



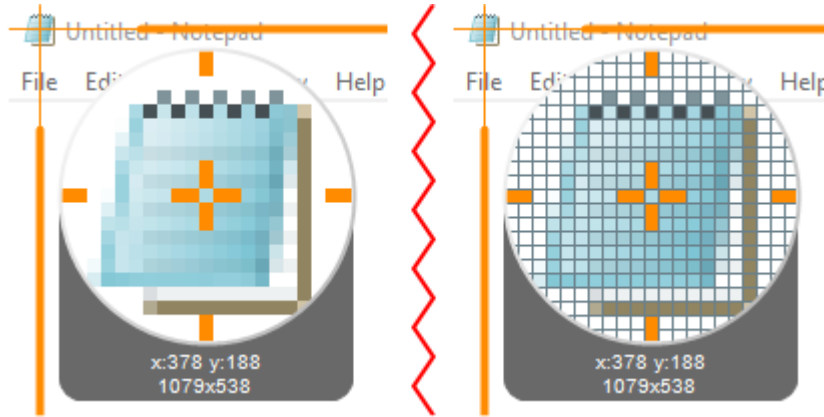
Magnification

Adjusts the magnification level in the crosshairs view area. Magnification changes the size of the pixels in the view area (the view area will adjust as necessary). When performing a capture you can adjust the magnification by holding **Shift** and rolling the **mouse wheel**.



Use Gridlines

Enable to show grid lines in the view area. When performing a capture you can toggle this option by pressing **X**.

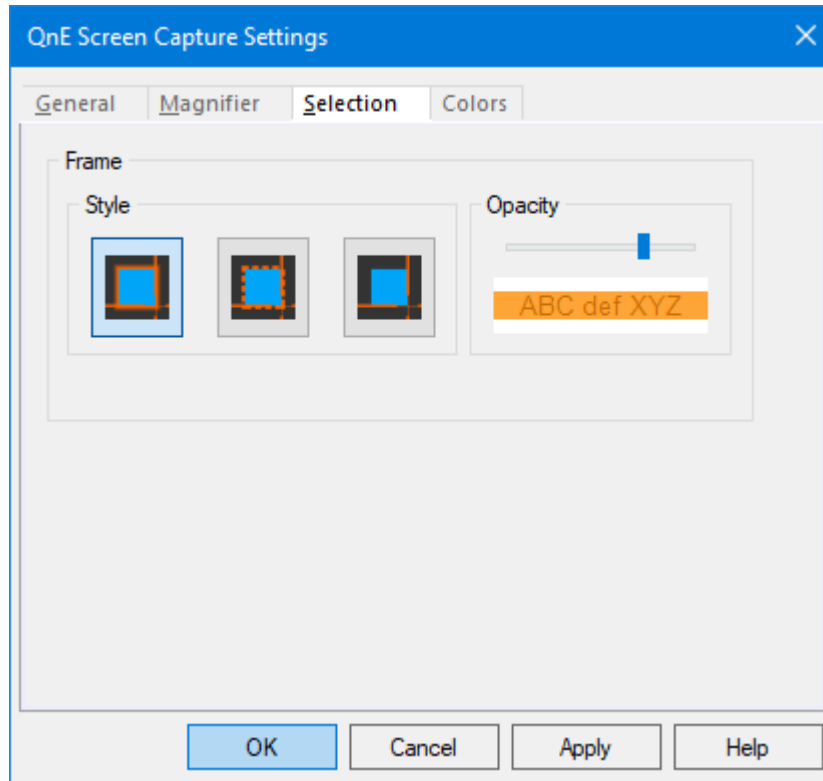


Text point size

Configures the size of the text used on the magnifier to display the current coordinates and size of the selected or highlighted area. Valid values are **8** to **14**.

Selection

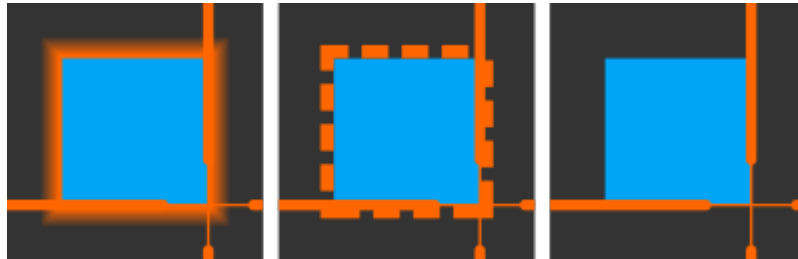
This section contains options for the selection frame used when performing area captures.



Frame

Style

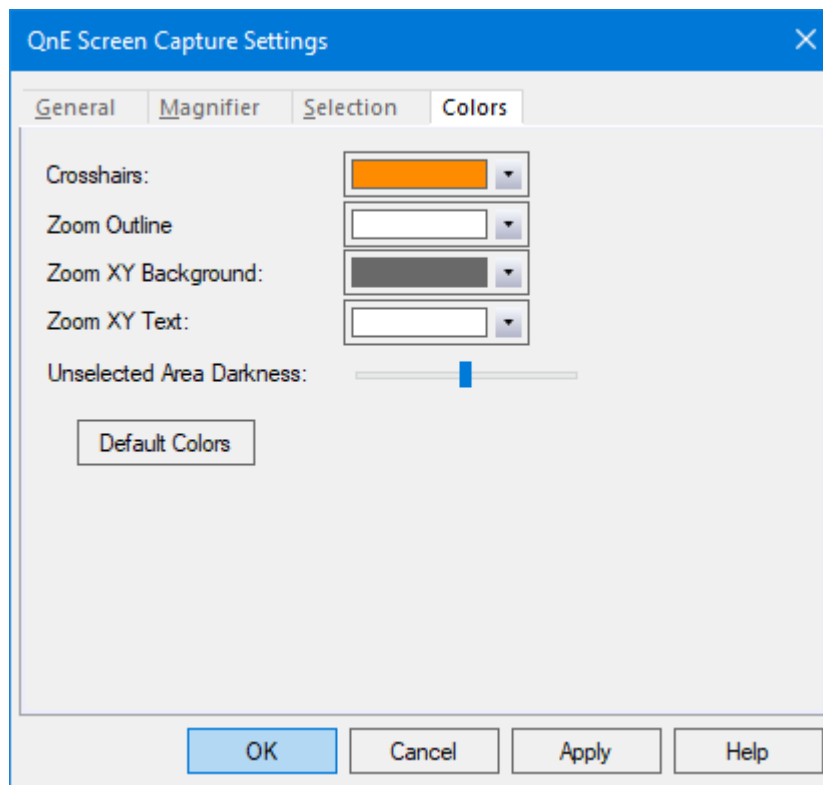
Select the desired selection frame style from those shown by clicking on it. Options are a picture frame style, a dashed line style, or no frame.



Opacity

The opacity of the selection frame can be adjusted by moving the slider. A lower opacity (higher transparency) will allow better visibility of the pixels underneath the frame.

Colors



Crosshairs

Selects the color for the area capture crosshairs for both the selection and magnifier crosshairs.

Zoom Outline

Selects the color for the border of the area capture magnifier.

Zoom XY Background

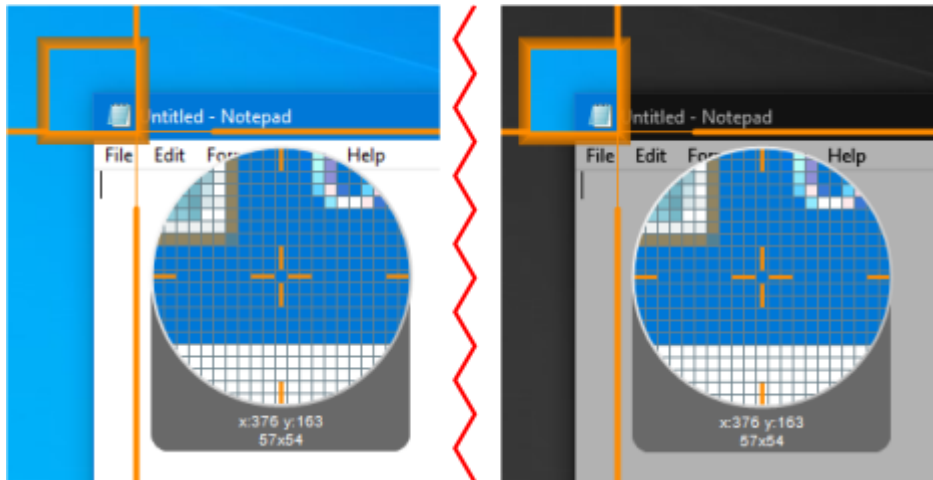
Selects the color for the magnifier's text area background.

Zoom XY Text

Selects the color for the magnifier's text.

Unselected Area Darkness

Use slider to adjust the darkness of the unselected area when creating an area capture. The unselected area will not be darkened if the slider is all the way to the left.



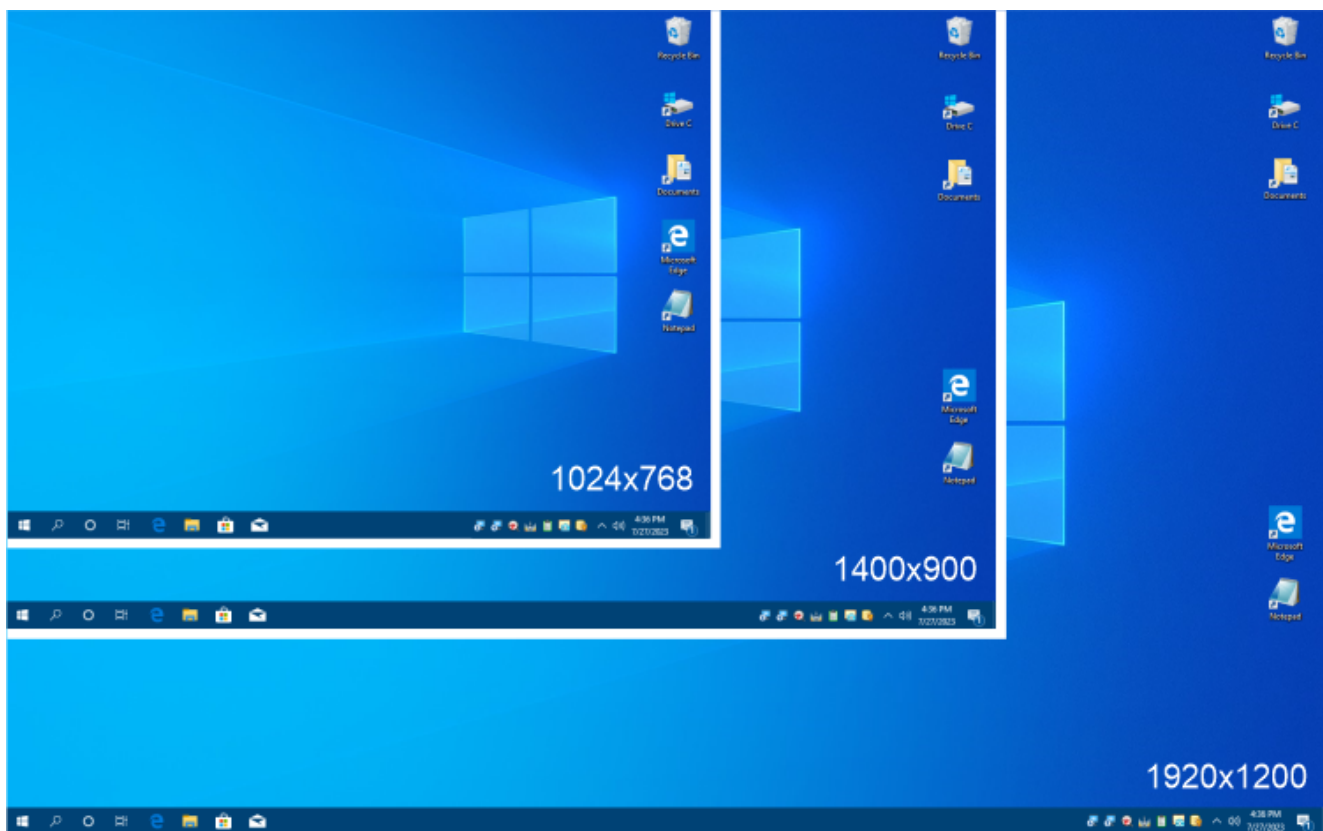
Default Colors

Click to reset the colors and unselected area darkness to their defaults.

Icon Companion

Icon Companion, which is accessed through QnE Desktop Companion, provides the functionality to work with the locations of icons on the desktop. On many desktops, a newly installed program icon or newly added file can be almost impossible to find. Icon Companion's search feature will flash the desktop icons that match a given criteria such as the latest created, latest modified, oldest created, oldest modified, or by text pattern (**Full Mode**). Another feature is saving and restoring desktop icon locations. If the desktop icon layout changes due to resolution change, remote desktop, or a newly added icon that pushes everything out of place, Icon Companion can easily restore a saved layout (automatically restoring a saved layout is also supported **Full Mode**). Other features include show desktop (minimize all desktop windows), undo show desktop, and refreshing the desktop.

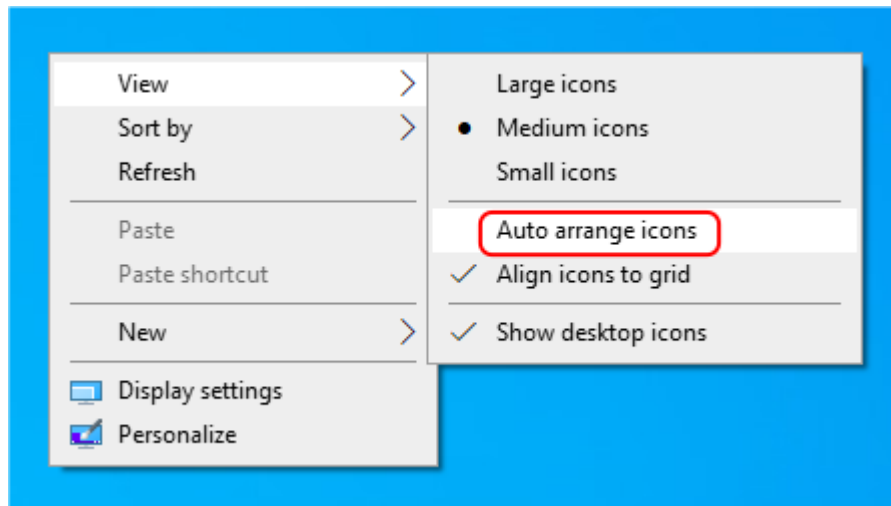
Note: Icon Companion is part of Desktop Companion and cannot be run independent of the Desktop Companion toolbar.



Icon layouts retained as desired across multiple resolutions.

Windows Desktop Icon Settings


To allow positioning the icons anywhere on the desktop, right-click on the desktop, select **View** and verify the **Auto arrange icons** option is not enabled.



The icon size (**Large icons**, **Medium icons**, **Small icons**) as well as the **Align icons to grid** option will be saved with the layout and restored when the layout is loaded.

Note: If an icon layout that doesn't use the **Auto arrange icons** option is loaded and then the option is enabled, the icons will be arranged automatically by Windows and no longer be positioned as saved in the layout. To restore the correct positions simply reload the layout.

Searching Desktop Icons

Icon Companion's search feature is available from the Desktop Companion toolbar and Taskbar toolbar by clicking the  **Icon Companion** button. All windows will minimize to ensure the desktop icons are visible and the default button action will take affect.

The following search types are available (the default can be configured in [Settings](#)⁸⁹):

- Latest Created
- Latest Modified
- Oldest Created
- Oldest Modified
- Text Search **Full Mode**

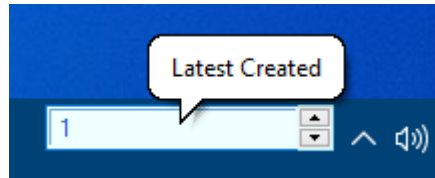
All icons that match the search criteria will flash their highlight so they are easy to find.



The search results will stop flashing when Icon Companion loses focus (click on desktop, press **ESC**, press the **Windows key**, etc.).

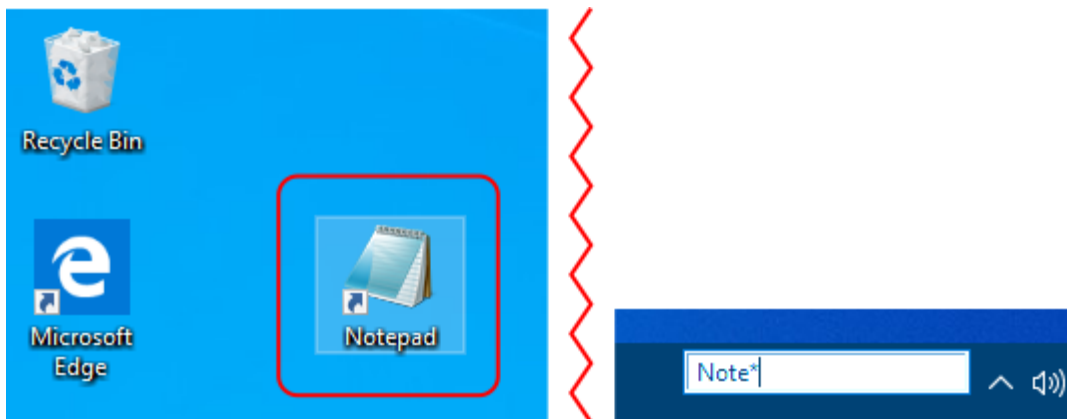
For search types that specify a number of items, you can change the number using the up down arrow buttons or the **Up / Down Arrow** keys to increment or decrement the number of highlighted

icons. Hovering over the control will display a pop-up stating the current search type. In the example below, only the latest created icon's highlight will flash. If **2** was specified then the highlights of the two most recently created icons would flash.

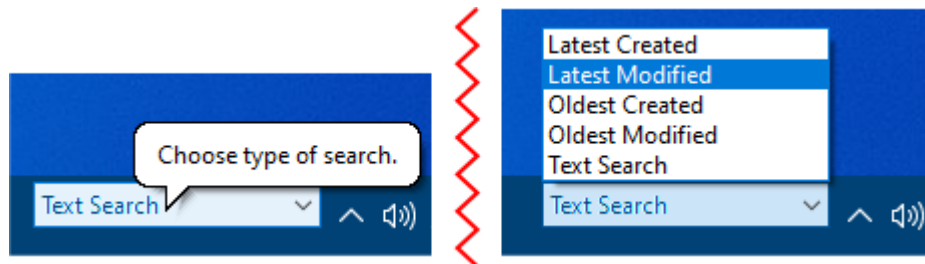



Full Mode For the **Search Text** action, enter the icon text you want to find. Use wildcard characters (**?** for single character, ***** for multiple characters) as needed to avoid having to enter the entire text. The search is not case sensitive. For example, all of the following would find the Notepad icon text:

- Notepad
- note*
- *pad
- ?ote*
- *d
- not?pa?
- *te*




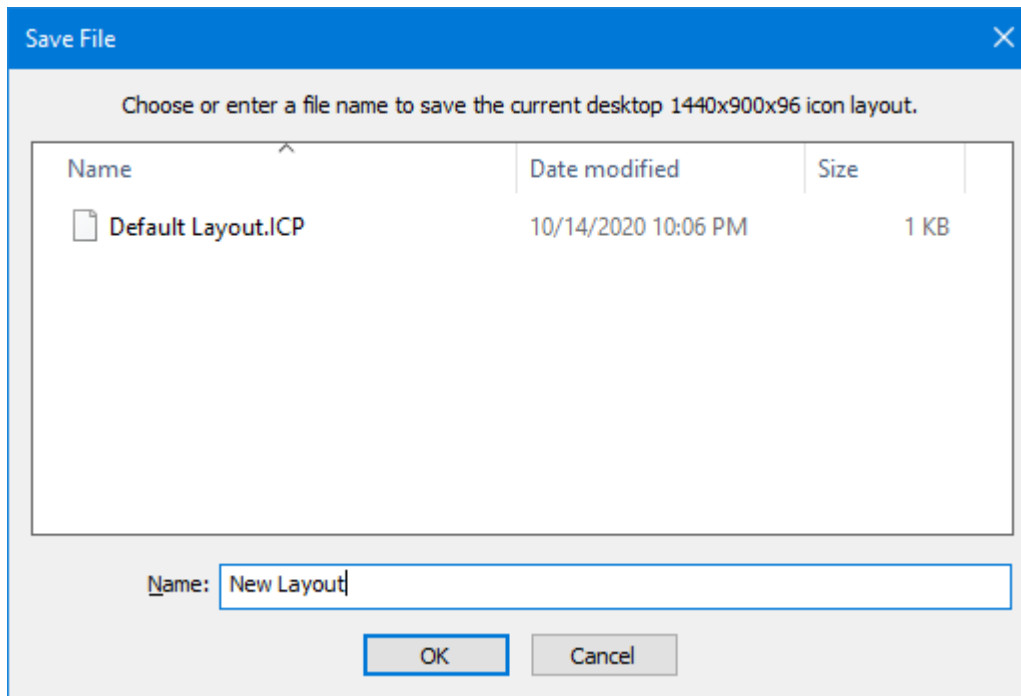
To quickly change the search type, double-click the control used for the number or search text and then click to open the combo box. Click on the desired search type to select it. Choosing the search type this way does not change the default action, but will still be the current action until changed or the toolbar is restarted.



After using Icon Companion you can restore the minimized windows by right-clicking on the  **Icon Companion** button (or anywhere on the toolbar) and selecting **Undo Show Desktop** from the menu.


Saving an Icon Layout

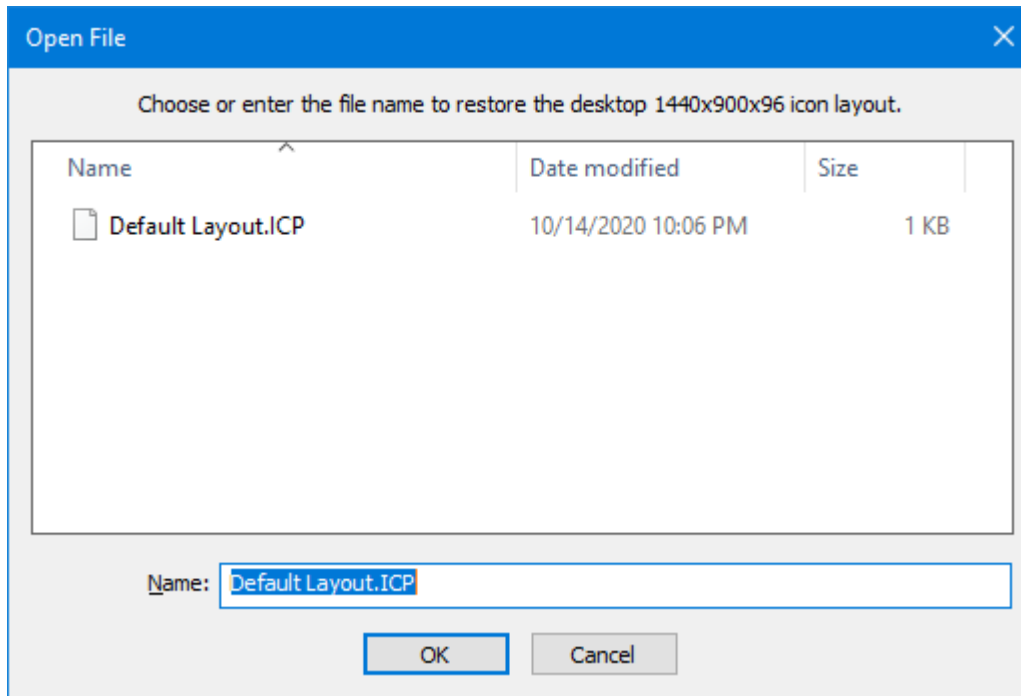
An icon layout can be saved by clicking  **Icon Companion - Save** on the toolbar. The layout will be saved for the current resolution and scaling (dpi) values. The current layout values are displayed in the Save File dialog in the following format: horizontal x vertical x dpi (e.g. 1440x900x96, 3840x2160x288, etc.).



Enter the desired layout filename in the **Name** box (or select an existing layout to overwrite it) and then click **OK** to save it. If overwriting an existing layout file you will be prompted to confirm the action.

Loading an Icon Layout

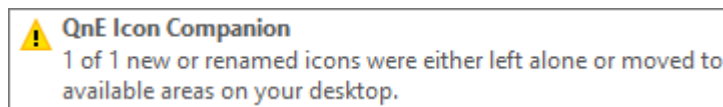
An icon layout can be loaded by clicking  **Icon Companion - Load** on the toolbar. The last loaded layout is automatically selected. When loading layouts, only those that match the current resolution and scaling (dpi) values will be available. The current layout values are displayed in the Open File dialog in the following format: horizontal x vertical x dpi (e.g. 1440x900x96, 3840x2160x288, etc.).



Select the desired layout from the list (or type it into the **Name** box) and then click **OK** to load it. The desktop will refresh with the icons arranged in the positions saved in the layout.

New and Renamed Icons

If any new or renamed icons currently exist that were not saved in the loaded layout, a small pop-up notification will appear for several seconds in the lower-right of the screen indicating the issue.



If you wish to have the unknown icons included in the layout, position them as desired and then save the layout (select the existing layout to overwrite it). Otherwise, you can ignore the notification.


Saved Layout Missing from List

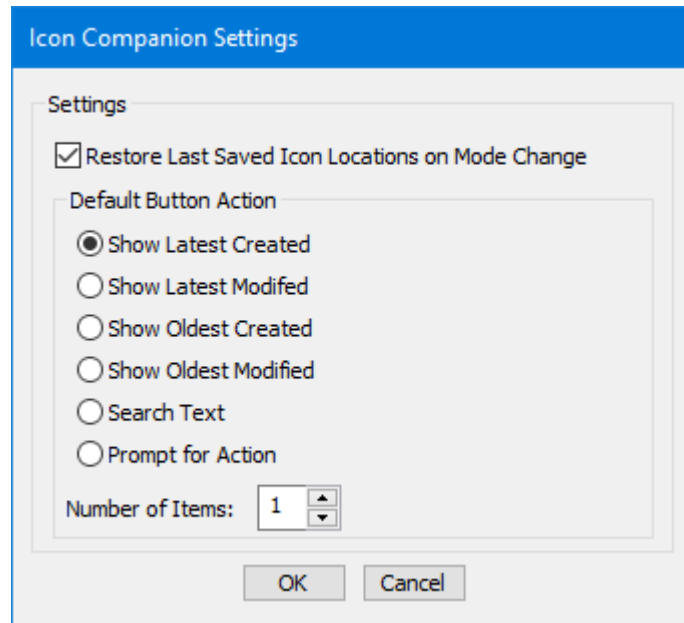
As noted above, only the layouts that match the current resolution and scaling will be available to load. Several common changes that can affect the layout values and may require a new layout to be created are:

- Manually changing the resolution or scaling of one or more monitors
- Adding, removing, or changing monitors (e.g. changing from single to dual monitors, docking, remote access)
- Repositioning monitors (e.g. moving second monitor from left side to above primary)
- Changing the location of the Windows Taskbar (e.g. moving from bottom to left of screen)

To make the layout available for loading in the future, position the icons (if necessary) and save the layout.

Settings


Icon Companion settings can be accessed by right-clicking on the QnE toolbar and selecting  **Icon Companion Settings** from the menu.



Restore Last Saved Icon Locations on Mode Change

Full Mode Enable to have the program automatically restore icon locations on mode changes. For example, if you switch resolutions or scaling (dpi) this will restore the icons on those switches if they were previously saved.

Default Button Action

This setting controls the default action selected when you click the  Icon Companion toolbar button. Note that you can also select the action at any time by clicking the icon and then double-clicking the control that appears. The following actions are available:

Show Latest Created

Highlights the specified number of icons starting with the latest created.

Show Latest Modified

Highlights the specified number of icons starting with the latest modified.

Show Oldest Created

Highlights the specified number of icons starting with the oldest created.

Show Oldest Modified

Highlights the specified number of icons starting with the oldest modified.

Search Text

Full Mode Will search icon text for the entered text and highlight matches. Wildcards can be used (*, ?). Text is not case sensitive. Examples: image*, *edge

Prompt for Action

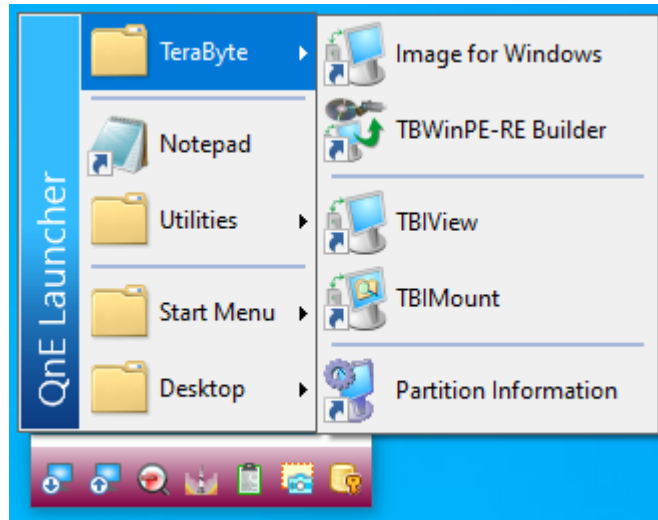
Select from above actions each time the icon is clicked.

Number of Items

Select the maximum number of icons that will be highlighted by default for the **Show Latest** and **Show Oldest** actions.


Launcher

The Launcher menu provides quick access to frequently used programs, files, and folders, as well as Start Menu (**Full Mode**) and Desktop items, if desired. Folders can be created to easily organize menu items.



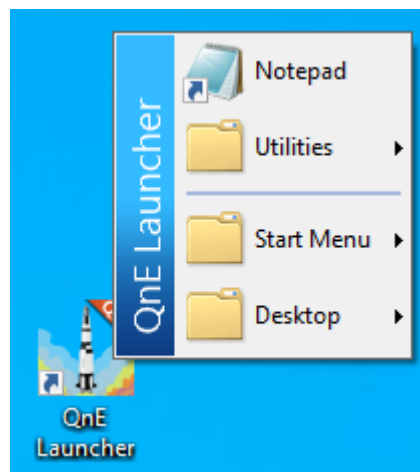
Launcher menu with user configured TeraByte folder open.

Running from the Toolbar

Click the  **Launcher** button on the toolbar to open the Launcher menu.

Running Launcher directly

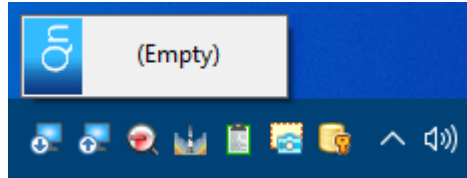
Launcher can be run directly or from a shortcut. For example, you could run Launcher from the Start Menu or from a Desktop shortcut. In these cases, the menu will open at the mouse location.



Launcher menu opened from Desktop shortcut.

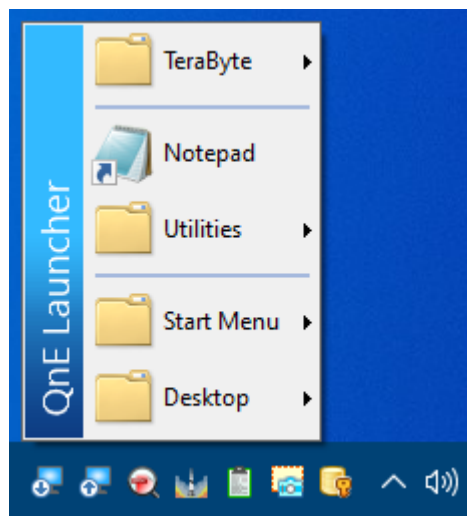
The Launcher Menu

When first installed, the Launcher menu will show an **(Empty)** menu item.



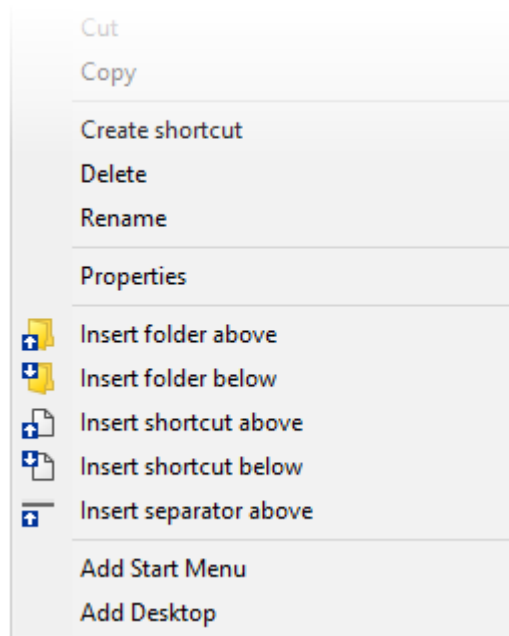
Empty Launcher menu.

Once one or more items are added, the configured menu items will be displayed. Newly created menu folders will show **(Empty)** until an item is added.



Launcher menu with several items configured.

To manage menu items, open the menu and right-click on an item (or on the empty space if no items) to open the context menu.



Note: Some of the standard menu options displayed in the context menu may not function normally or be useful due to the nature of the Launcher menu.

Note: *Insert...* and *Delete...* items will only appear in the menu if the operation is valid for the selected menu position.

Delete

Delete the current menu item.

Rename

Rename the current menu item.

Insert folder above

Inserts a new folder above the current position.

Insert folder below

Inserts a new folder below the current position.

Insert shortcut above

Inserts a shortcut to a file below the current position. Hold down **Ctrl** when selecting to insert a shortcut to a folder.

A window will open to browse for the file or folder.

Insert shortcut below

Inserts a shortcut to a file below the current position. Hold down **Ctrl** when selecting to insert a shortcut to a folder.

A window will open to browse for the file.

 **Insert separator above**

Inserts a separator above the current position.

 **Insert separator below**

Inserts a separator below the current position.

 **Delete separator above**

Deletes the separator that is above the current position.

 **Delete separator below**

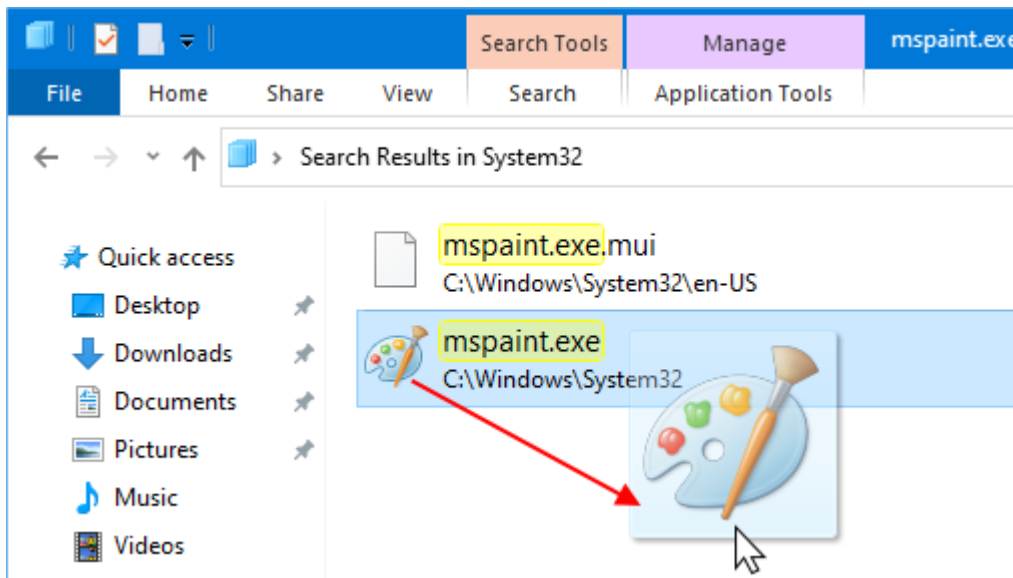
Deletes the separator that is below the current position.

Adding Menu Items - Drag & Drop

In addition to using Launcher's context menu to browse and insert files in the menu, you can drag & drop files, programs, and folder shortcuts on the menu to add them.

Note: This feature is only supported for Launcher in the QnE Desktop Companion toolbar or Taskbar toolbar.

1. Locate the file, program, or folder you wish to add to the menu (a folder will be added as a shortcut).



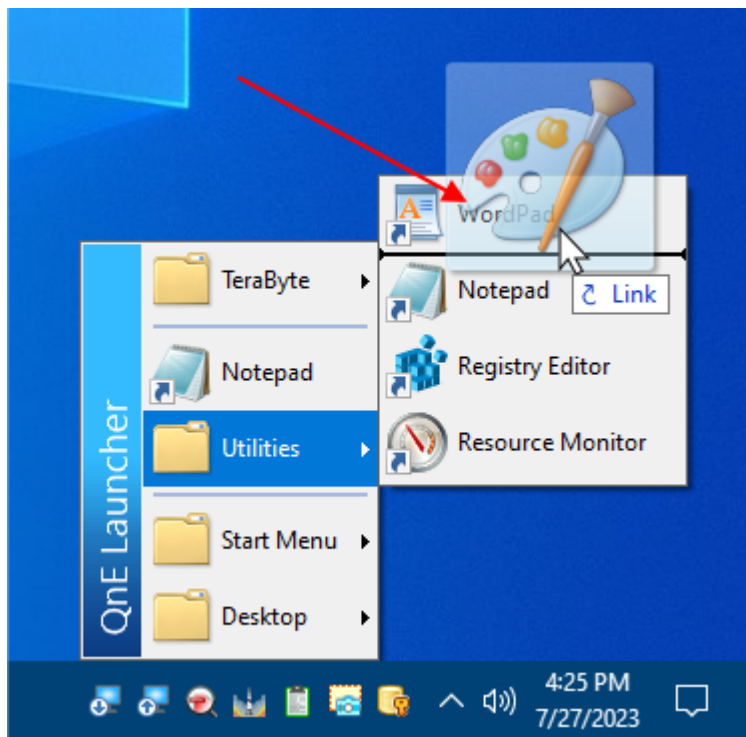
Dragging mspaint.exe from Explorer.

2. Drag the file over the  **Launcher** icon on the QnE toolbar.



Drag over Launcher icon on toolbar.

3. Launcher's menu will open after a slight delay.
4. Drag the file to the desired location in the menu and drop it (the drop position will be indicated).



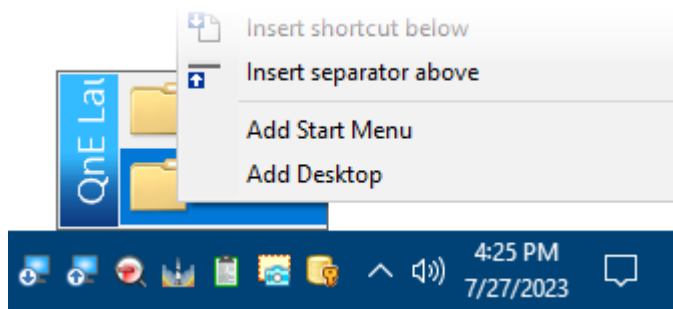
Drop onto Launcher's menu.

Ordering Menu Items

To rearrange the order of the menu items simply drag the item to the new location.

Settings

The following settings are available in Launcher's context menu. To access them, right-click on a root menu item (or the empty menu item, if no items exist):



Launcher's context menu opened.

Enabling either of the below options will display a notice before adding the selection to the launcher menu:

Adding the Desktop or Start Menu to the launcher will reference the actual Desktop and Start Menu items. This means deleting, renaming, or changing an item within the launcher will affect the actual item on the Desktop or Start Menu.

Click **OK** to add to the menu or **Cancel** to abort. If you don't wish to see the notice again, check the **Don't tell me again** checkbox.

Add Start Menu

Full Mode Adds a folder for the Start Menu at the bottom of the launcher menu. If the Start Menu folder already exists in the menu it will be removed.

Add Desktop

Adds a folder for the Desktop items at the bottom of the launcher menu. If the Desktop folder already exists in the menu it will be removed.

The following setting is changed directly on Launcher's menu.

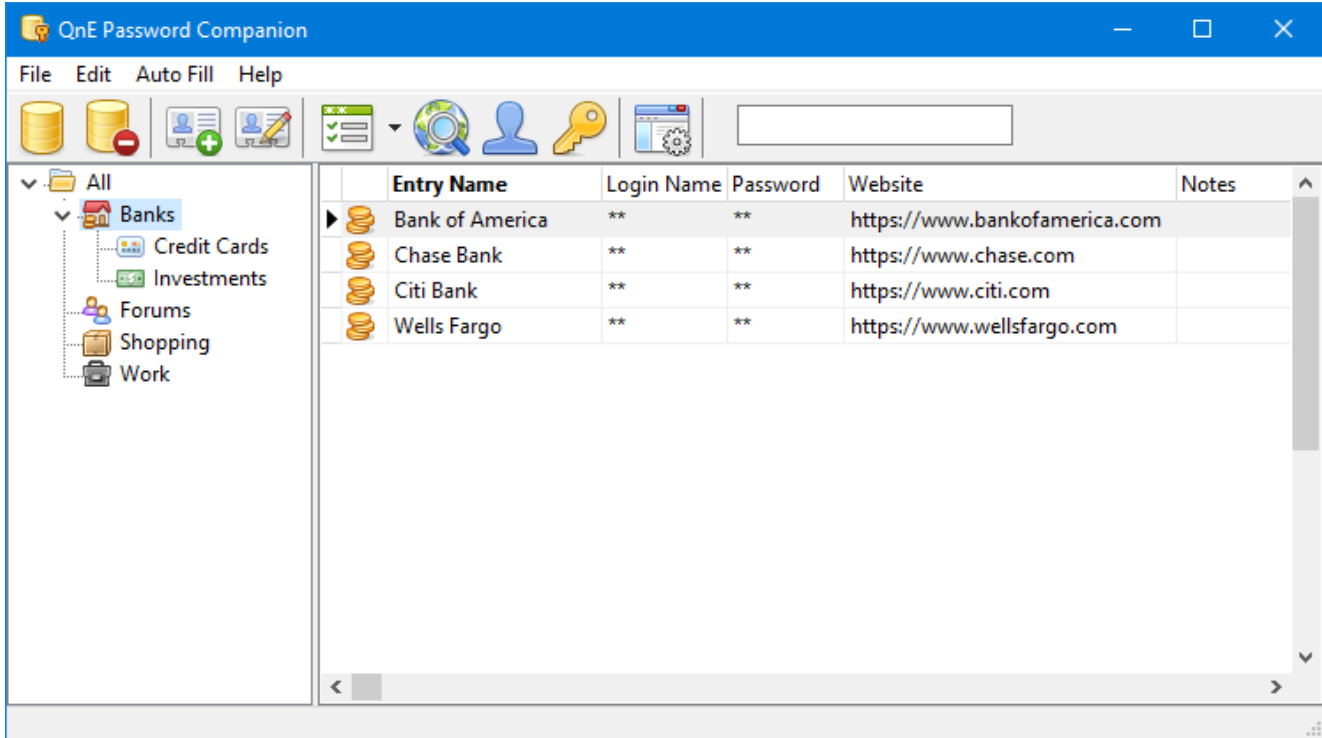
Separator Style

Click on a separator in the menu to cycle through the three available styles (solid line, dashed line, dotted line). All separators in the menu will change to the selected style.




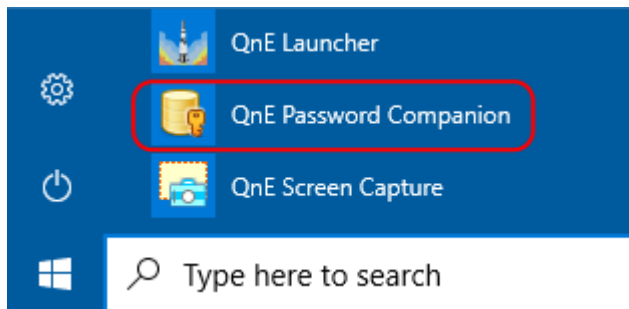
Password Companion

The Password Companion utility makes it easy to create, save, and manage login passwords for websites and apps. Configure password entries for automatic log in to websites using Auto Fill (**Full Mode**) or log in manually with simple copy & paste of login name and password. Entries can be organized using custom categories and a variety of icons.



Running Password Companion

Password Companion can be run from the QnE Desktop toolbar by clicking the  **Password Companion** button. It can also be run from the Start Menu by browsing to the **QnE Companion** folder and selecting **QnE Password Companion** or searching for **QnE Password Companion**.

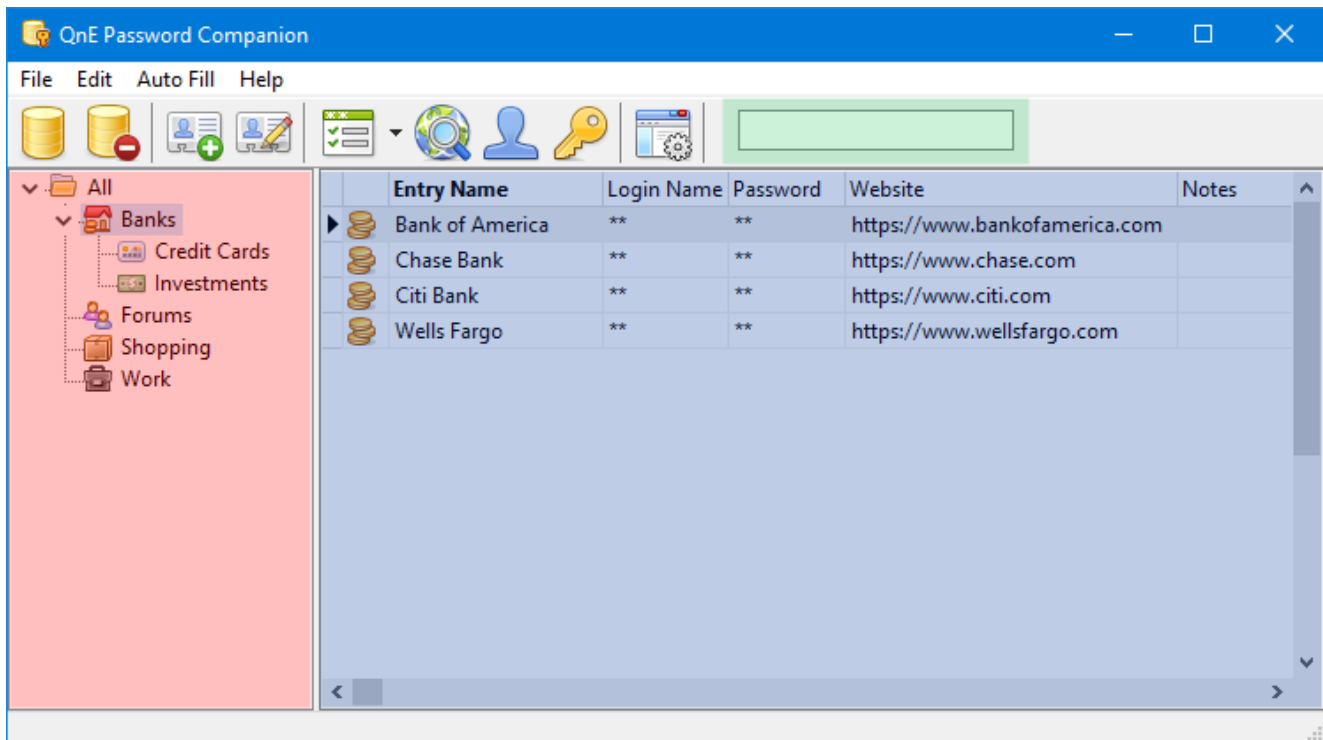


Browsing Start Menu folder.

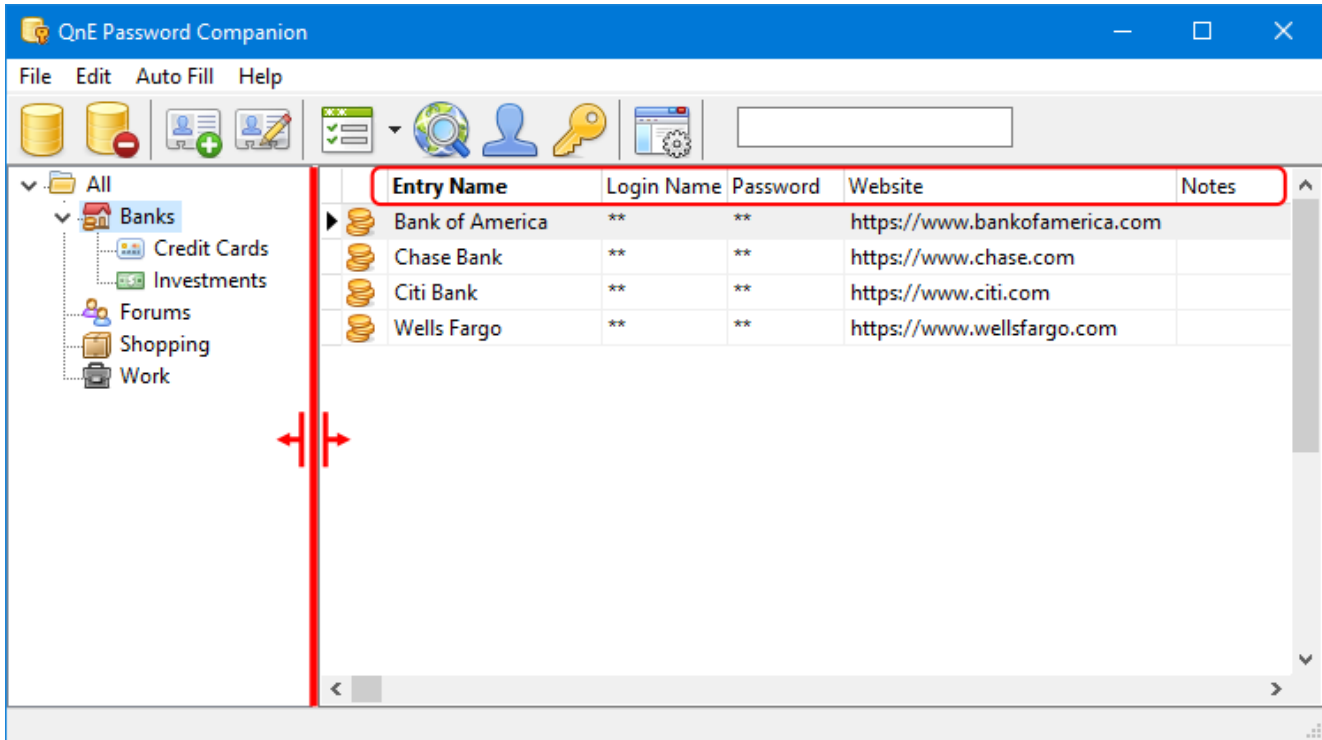
The Password Companion Window

The Password Companion window consists of several main areas and the toolbar:

- Categories and sub-categories are listed here.
- Password entries for the currently selected category are listed here.
- Quick Filter on toolbar allows filtering entries by entry name. Simply enter text to find all matching entries in the current category.



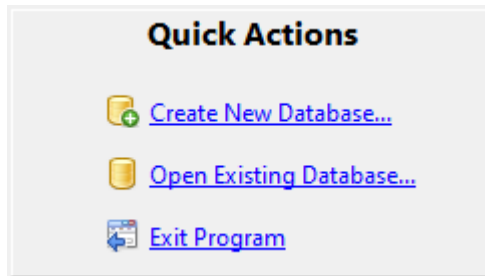
You can adjust the size of the category and database areas by dragging the panel divider left or right. The database columns can be sorted by clicking on the header. The columns can be rearranged by dragging to a new location in the header.



Note: The large size of the 64-bit version of the Password Companion executable file is caused by a known bug in the compiler and is currently waiting for a fix. This issue does not affect the program's operation.

Password Databases

When the program is run for the first time you will need to create a database. If a database was previously opened, by default, you'll be prompted to enter the password to open it. Otherwise, if there is no password prompt (or you close it), the Quick Actions menu is available.



Create Database

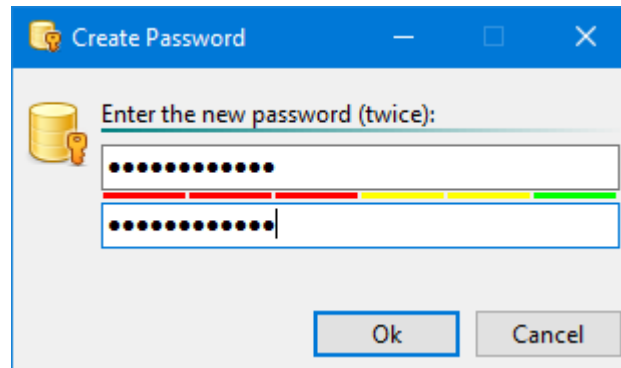
To create a new database, do one of the following:

- Click **Create New Database...** in the **Quick Actions** menu.

- Select the **File |  New** menu item.

In the Create Database dialog that's displayed, browse to the location to save the database file and enter the filename to use. Then click the **Create** button.

Next, enter the password (twice) you want to use. The strength of the password will be indicated by red (**weak**), yellow, and green (**strong**) bars between the password boxes.






Click **Ok** to check password and continue.


The new database will be opened for use.

Open Database



To open an existing database, do one of the following:

- Click the  **Open** button on the toolbar.
- Click  **Open Existing Database...** in the **Quick Actions** menu.
- Select the **File |  Open** menu item.


In the Open dialog that's displayed, browse to the location of the database file and select it. Then click the **Open** button.

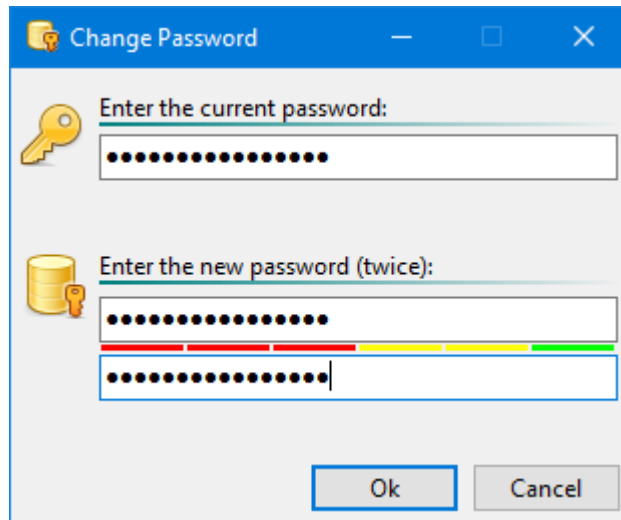
Alternatively, if the database was recently opened, you can use the **File |  Open Recent** menu item and select it from the sub-menu.

Close Database

The currently opened database can be closed by selecting the **File |  Close** menu item or by clicking the  **Close** button on the toolbar.

Change Master Password

The master password for the currently opened database can be changed by selecting the **File |  Change Master Password** menu item.



Enter the current password and the new password (twice). The strength of the new password will be indicated by red (**weak**), yellow, and green (**strong**) bars between the password boxes.

Click **Ok** to apply the new password or **Cancel** to retain the existing password.

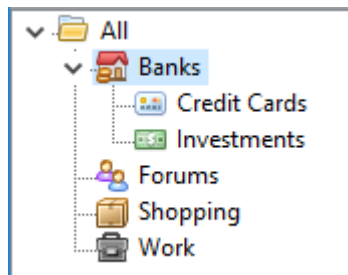
Open Recent Database

To quickly reopen a recent database, select the **File | Open Recent** menu item and then select the database to open from the sub-menu. If you would like to clear the recently opened list, select the **Clear List** item.

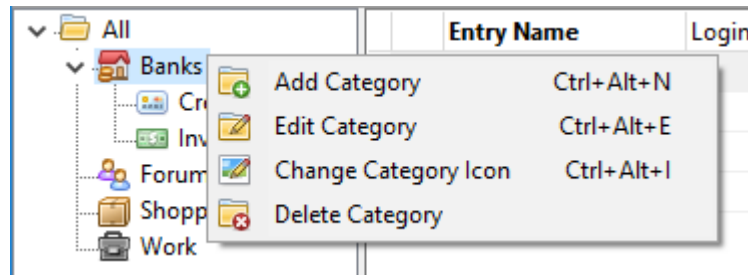
Password Categories

Categories allow you to easily organize your passwords into groups and sub-groups. You can also drag & drop categories to organize the categories.

Password entries can be edited to move to a specific category or you can drag & drop the entry into the desired category.



Categories can be managed from the **Edit** menu or by using the category area context menu.



Creating a Category

To create a new category, select the **Edit | Add Category** menu item or right-click in category area and select **Add Category**. The new category will be inserted as a child of the selected category (it can be moved later, if desired). Enter the name for the category and press **Enter**.

Editing a Category

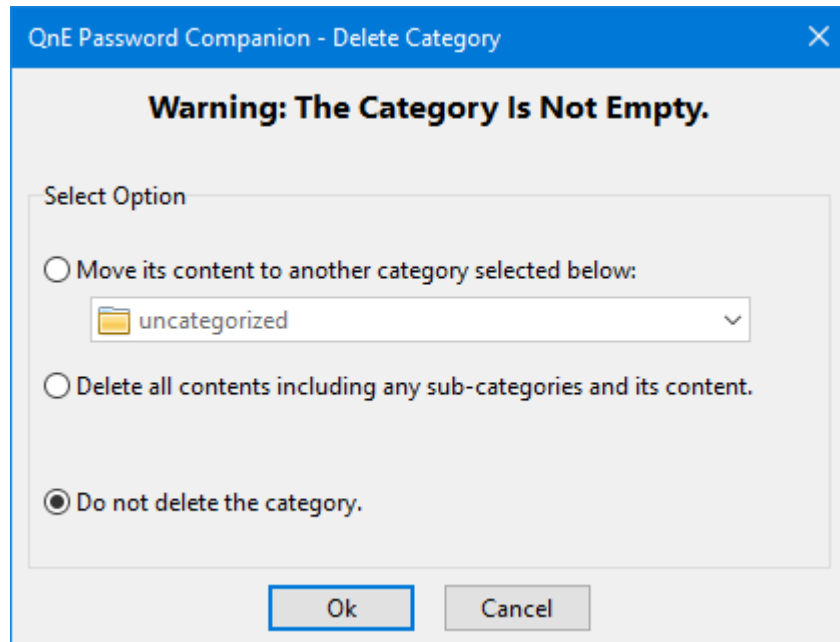
To edit the category name, select the **Edit | Edit Category** menu item or right-click the category and select **Edit Category**. Edit the name as needed and press **Enter**.

Change Category Icon

To change the category icon, select the **Edit | Change Category Icon** menu item or right-click the category and select **Change Category Icon**. Then select the new icon you wish to use and click **Ok**.

Deleting a Category




To delete a category, select the **Edit | Delete Category** menu item or right-click in the category area and select **Delete Category**. If the category is empty, a simple confirmation prompt will be displayed. If the category contains password entries, you will be prompted what to do with the contents (move to another category, delete all, or don't delete).



Password Entries

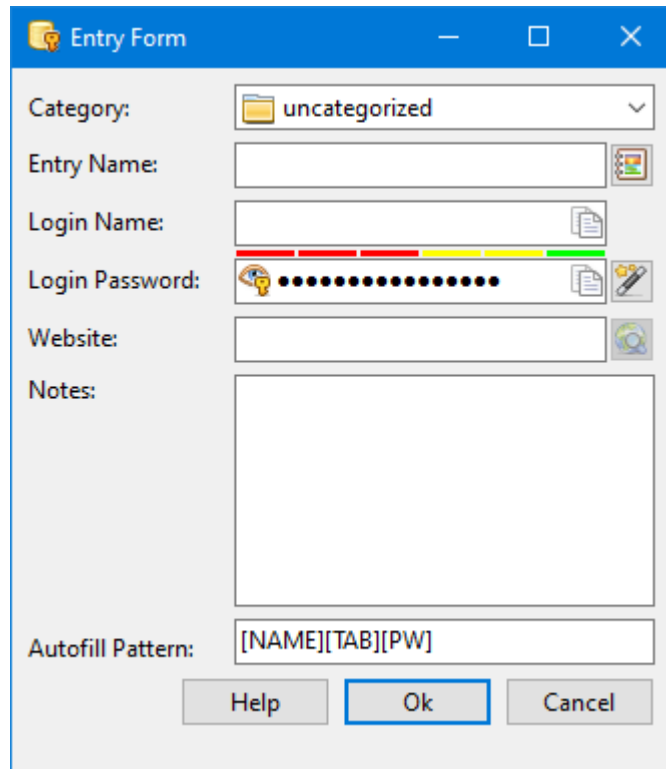
Password entries can be managed from the **Edit** menu, the toolbar, or by using the database entry area context menu.

Add Entry

A password entry can be added by clicking the  **New Entry** button on the toolbar, using the **Edit |  New Entry** menu item, or right-clicking in the entry area and selecting  **New Entry** from the context menu.

By default a password will automatically be generated for the new entry. The category for the new entry will be set to the currently selected category.

When finished, click **Ok** to save the entry or **Cancel** to discard it.




The following data fields are available for the entry:


Category

Select the category for the entry.



Entry Name

Enter the name for the entry. Click the  icon button to the right of the entry name control to select an icon (button displays currently selected icon).


Login Name

Enter the login name. The  button can be used to copy the name to the clipboard.

Login Password

By default, a password is automatically generated for new entries (this can be changed in settings). If the password is masked, you can use the  /  icons to toggle masked and plain text states. The strength of the password will be indicated by red (**weak**), yellow, and green (**strong**) bars above the password box (strength is based on zxcvbn).




Enter the password you wish to use or generate a new password by clicking the  button to show the [Password Wizard](#)¹⁰⁶.

The  button can be used to copy the password to the clipboard.

Important: When copying a password to the clipboard, be aware that clipboard managers and programs that share clipboard contents may also see and save the password.

Website

Enter the website you want associated with the entry. Generally, this will be a link to the login page for the website. For websites that don't have a direct login page, the home page or other page with a login button or link might be used. The  **Open Website** button can be used to open the website in the default browser (**Full Mode**).

Notes

Enter any notes for the entry.

Auto Fill Pattern

Enter the auto fill pattern to use for filling in the login name and password when using the Auto Fill command on an app or website page. Non-command text can also be included, if necessary. If you need to enter the `[` text character, enter `[[`. The pattern has a 128 character limit.

The following commands can be used (commands are not case sensitive):

- [NAME]** Login name
- [PW]** Login password
- [TAB]** Tab key
- [SHTAB]** Shift-Tab key
- [ENTER]** Enter key
- [BS]** Backspace key
- [UA]** Up arrow key
- [DA]** Down arrow key
- [LA]** Left arrow key
- [RA]** Right arrow key
- [DELAY]*** Send preceding text in single batch group and delay 1/2 second.
- [>]*** Send preceding text in single batch group.

*Some sites may require characters to be sent in a batch group in order for the text to be placed into the correct boxes. For example, if `[NAME][TAB][PW]` should work, but results in both the name and the password being input into the name box, it may be necessary to send the name and tab as a group (e.g. `[NAME][TAB][>][PW]` or `[NAME][TAB][DELAY][PW]`).

Note: Some sites may require trying multiple patterns to determine what works best. While testing, you can omit the final `[ENTER]` command to avoid logging in and just clear the login name and password boxes as necessary between auto fill tests.

Several pattern examples are shown below. The default pattern is **[NAME][TAB][PW]**.

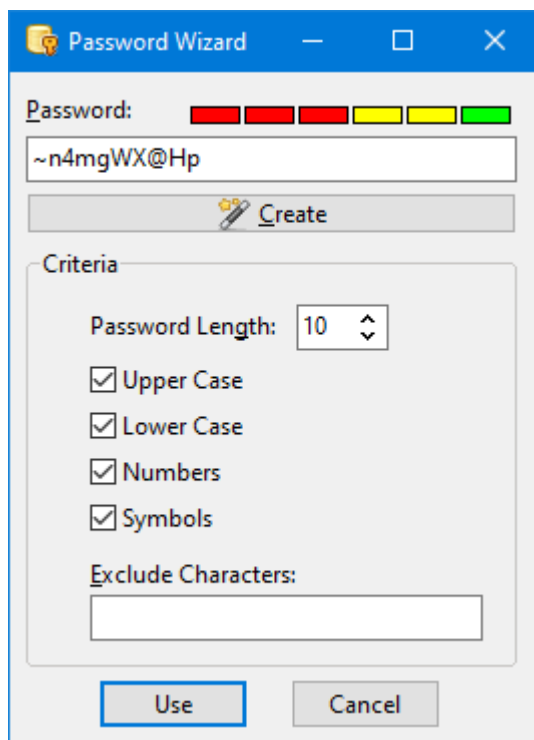
`[NAME][TAB][PW]` send name text, Tab key (to password box), password text, Enter key
`[ENTER]`

[NAME][TAB][PW] [TAB][ENTER]	send name text, Tab key (to password box), password text, Tab key (to sign in button), Enter key
[NAME][TAB][TAB] [TAB][PW][ENTER]	send name text, Tab key 3 times (to password box), password text, Enter key
[NAME][ENTER] [DELAY][DELAY] [PW][ENTER]	send name text, Enter key (go to password step), delay 1 second for page to switch (name & Enter sent as batch group of characters), password text, Enter key
[NAME][TAB] [DELAY][PW] [ENTER]	send name text, Tab key, delay (name & Tab sent as batch group of characters), password text, Enter key

See [Using Auto Fill](#) ¹⁰⁸ for more information on using the auto fill feature.

Password Wizard

The password wizard can be used to create a password based on specified criteria. When satisfied with the password, click the **Use** button to use it and return to the entry form. Click **Cancel** if you wish to retain the entry's existing password. Pressing **F1** will show this help.



Password

The password is displayed here. It can be edited if necessary. The strength of the password will be indicated by red (**weak**), yellow, and green (**strong**) bars above the password box (strength is based on zxcvbn).

Click the **Create** button to create a new password using the specified criteria.

Password Length

Select the number of characters to use for the password.

Upper Case

Enable to use upper case characters.

Lower Case

Enable to use lower case characters.

Numbers

Enable to use number characters.




Symbols

Enable to use symbol characters.

Exclude Characters

Enter any characters that should be excluded from use in the password. For example, if creating a password for a website and it has characters it doesn't support in a password, enter those here.

Edit Entry


A password entry can be edited by clicking the  **Edit Entry** button on the toolbar, using the **Edit |  Edit Entry** menu item, or right-clicking in the entry area and selecting  **Edit Entry** from the context menu. You can also double-click on the entry in the list to open it for editing.

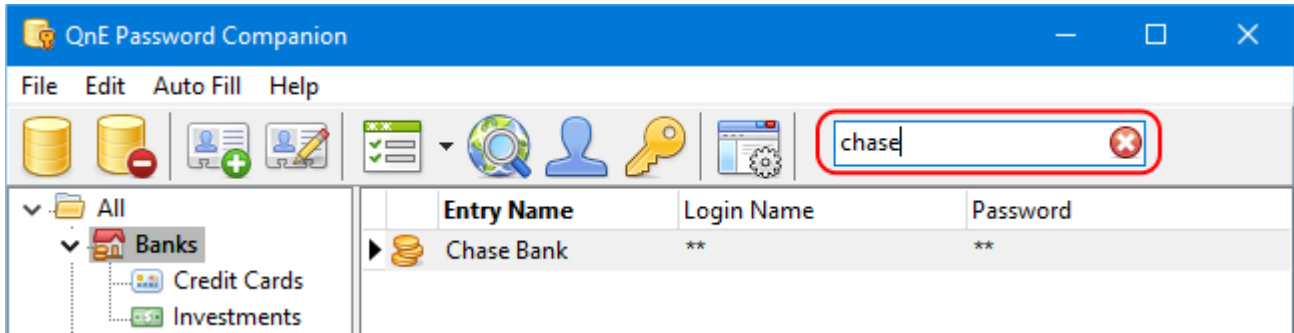
For details on the data fields for the entry refer to the [Add Entry](#)¹⁰³ section (above).

Delete Entry



A password entry can be deleted by using the **Edit |  Delete Entry** menu item, or right-clicking the entry and selecting  **Delete Entry** from the context menu. You will be asked to confirm deleting the entry.

Filter Entries

Password entries can be filtered by entry name by entering text into the filter box on the toolbar. To clear the filter, click the  button.



Printing Entries

The password entries for the currently opened database can be printed by selecting the **File** |  **Print** menu item. To preview the output, select the **File** |  **Print Preview** menu item.

Using Auto Fill

Full Mode Auto fill can be used to automatically enter the login name and password for a site or app by simply clicking in the name box and then selecting the appropriate auto fill command in Password Companion.



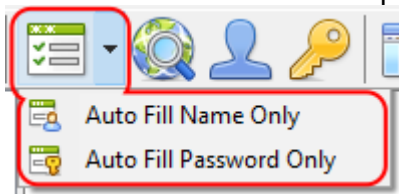
Automated single-step sign-in with username and password.



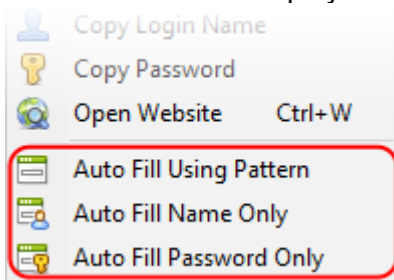
Automated multi-step sign-in with email address and password.

The Auto Fill commands are available in the following locations:

- The program's **Auto Fill** menu.
- The **Auto Fill** button and drop-down on the toolbar.



- The context menu displayed when right-clicking an entry in the database.




Note: Open Website and the Auto Fill commands will be disabled if the corresponding item in the entry is empty (i.e. if no website address, then Open Website will be disabled).

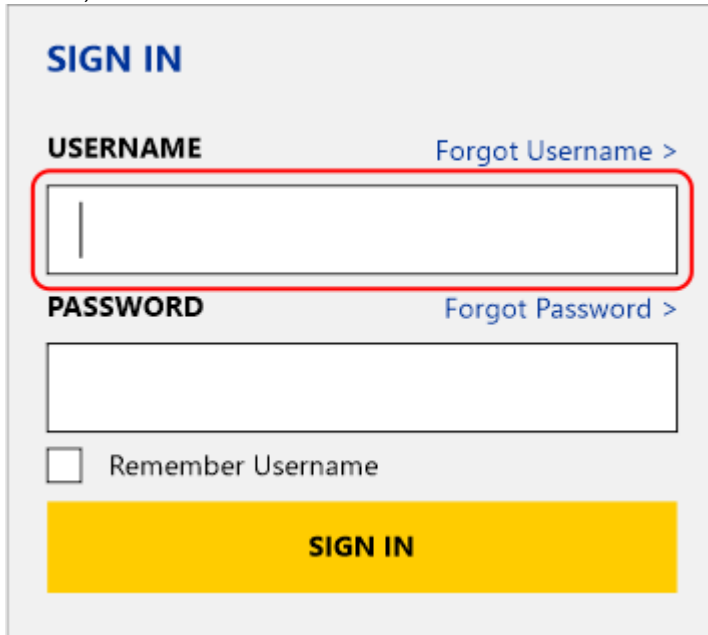
When an Auto Fill command is used, Password Companion sends the configured characters and keystrokes to the Windows program that had focus just prior to Password Companion. For example, if Microsoft Edge is currently the foreground (in focus) Windows program and you click the **Auto Fill using Pattern** button in Password Companion, the configured characters and keystrokes for the current entry's auto fill pattern are sent to Microsoft Edge. As such, it is important to ensure the text cursor is located in the correct control of website/app login prior to using an auto fill command for it to work properly.

Full Mode If the login is for a website and it's entered in the password entry, you can open the website page using the **Auto Fill | Open Website** menu item, clicking the **Open Website** button on the toolbar, or by selecting the command from the entry's context menu.

Auto Fill using Pattern


Note: For details on configuring the auto fill pattern for an entry, see [Entry Auto Fill Pattern](#)¹⁰⁵. This example uses the following pattern: `[NAME][TAB][PW][ENTER]`

1. Open Password Companion.
2. Open the website or app for the login.  **Open Website** can be used, if configured and applicable.
3. Click in (or otherwise select) the edit control for the beginning point of the auto fill pattern. In most cases, this will be the Username or Email field of the login.



The image shows a 'SIGN IN' form with the following elements:

- SIGN IN** (Section Header)
- USERNAME** (Label) with a [Forgot Username >](#) link.
- A text input field for the username, which is highlighted with a red rectangular box.
- PASSWORD** (Label) with a [Forgot Password >](#) link.
- A text input field for the password.
- Remember Username
- SIGN IN** (Yellow Button)

4. In Password Companion, select the entry for the login and click the  **Auto Fill using Pattern** toolbar button or menu item.

- The auto fill pattern characters and keystrokes are sent to the website/app. In this example, the username, **Tab**, the password, and **Enter** would be sent to perform the login.

The screenshot shows a login form titled "SIGN IN". It contains two input fields: "USERNAME" with the value "JohnSmith" and a link "Forgot Username >"; and "PASSWORD" with masked characters and a "Forgot Password >" link. Below the password field is a checkbox labeled "Remember Username". At the bottom is a prominent yellow "SIGN IN" button.

Auto Fill Name Only

- Open Password Companion.
- Open the website or app for the login. **Open Website** can be used, if configured and applicable.
- Click in (or otherwise select) the edit control for the beginning point of the auto fill name. In most cases, this will be the Username or Email field of the login.


The screenshot shows a login form titled "Sign in" with a circular profile picture placeholder. The "Email" field is highlighted with a red border. Below the email field is a blue "NEXT" button and a light blue "CREATE ACCOUNT" link.

- In Password Companion, select the entry for the login and click the **Auto Fill Name Only** toolbar item or menu item.

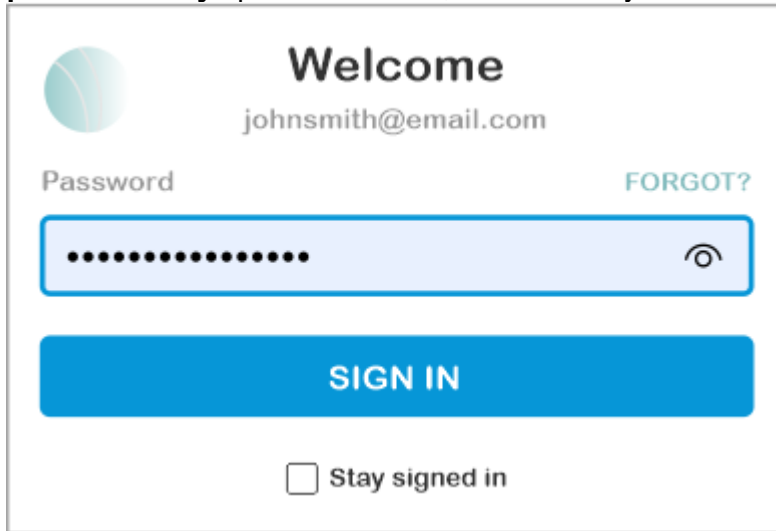
- The entry's login name is sent to the website/app. If the **Send enter with auto fill of name only** option is enabled, the **Enter** key will also be sent.

Auto Fill Password Only

- Open Password Companion.
- Open the website or app for the login.  **Open Website** can be used, if configured and applicable.
- Click in (or otherwise select) the edit control for the beginning point of the auto fill password. In most cases, this will be the Password field of the login.

- In Password Companion, select the entry for the login and click the  **Auto Fill Password Only** toolbar item or menu item.

5. The entry's login password is sent to the website/app. If the **Send enter with auto fill of password only** option is enabled, the **Enter** key will also be sent.





The screenshot shows a login interface with the following elements:

- A circular profile picture placeholder on the left.
- The word "Welcome" in a large, bold font.
- The email address "johnsmith@email.com" below the welcome message.
- The label "Password" to the left of the input field.
- A "FORGOT?" link in blue text to the right of the input field.
- A password input field containing ten black dots, with a toggle icon (an eye) on the right side.
- A large blue button labeled "SIGN IN" centered below the input field.
- A checkbox labeled "Stay signed in" below the "SIGN IN" button.

Using Copy Login Name & Password



The copy commands for the login name and password can be used to manually copy & paste the login name and password for a site or app.

These commands are available in the following locations:

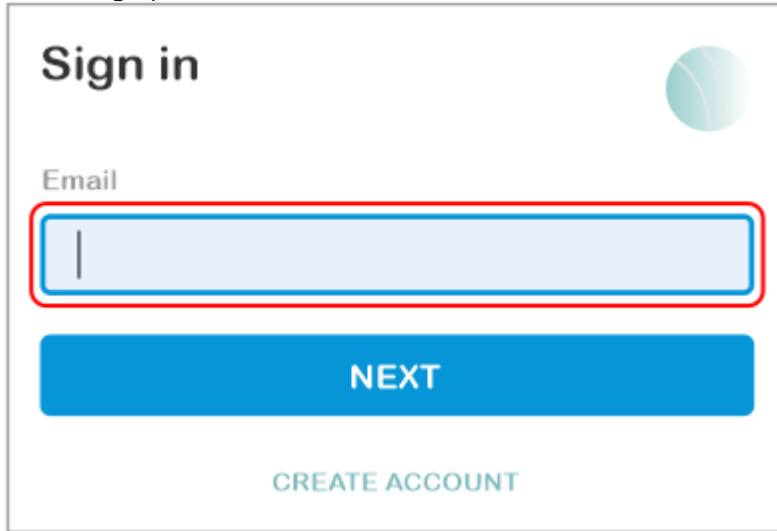
- The program's **Edit** menu.
- The program's toolbar:
 -  **Copy Login Name**
 -  **Copy Password**
- The context menu displayed when right-clicking an entry in the database.

Note: Copy commands will be disabled if the corresponding item in the entry is empty (i.e. if no login name, then Copy Login Name will be disabled).

Copy Login Name


1. Open Password Companion.
2. Select the entry for the login and click the  **Copy Login Name** toolbar button or menu item.
3. Open the website or app for the login.  **Open Website** can be used, if configured and applicable (**Full Mode**).


- Click in (or otherwise select) the edit control for login name (usually, the Username or Email field of the login).

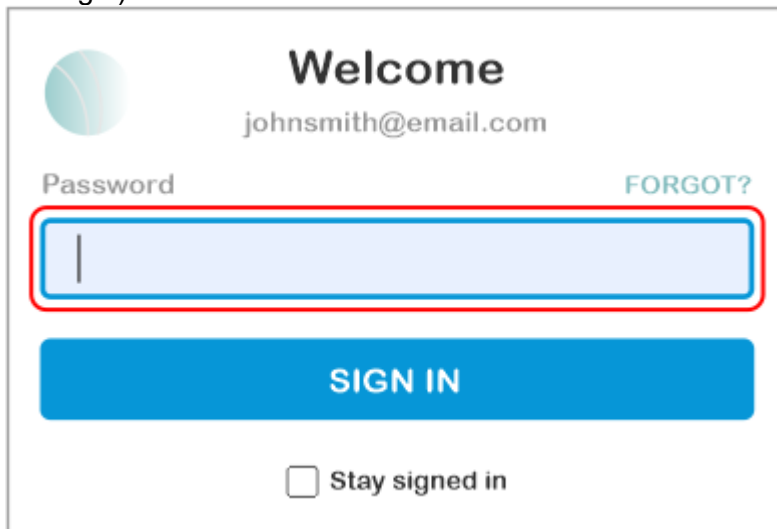


- Right-click in the box and select **Paste** from the menu or press **Ctrl-V**.

Copy Password

- Open Password Companion.
- Select the entry for the login and click the  **Copy Password** toolbar button or menu item.

Important: When copying a password to the clipboard, be aware that clipboard managers and programs that share clipboard contents may also see and save the password.
- Open the website or app for the login.  **Open Website** can be used, if configured and applicable (**Full Mode**).
- Click in (or otherwise select) the edit control for the login password (usually, the Password field of the login).



5. Right-click in the box and select **Paste** from the menu or press **Ctrl-V**.

Export Database

The Export Wizard can be used to export the database to various text file formats (comma delimited, tab delimited, fixed width, etc.).

Note: Many standard options are available to configure the exported file and are not all detailed in this general overview of the process.

Selecting What to Export

The entries exported will depend on what's selected prior to starting the Export Wizard:

- To export all the entries in the database, select the **All** category.
- To export entries in a specific category, select that category (selected category's sub-category entries will not be exported).
- To export a single entry, select that entry and enable the **Selected records only** option in the **Data Options** step of the wizard.

Export Wizard

To launch the Export Wizard, select the **File** |  **Export** menu item. A confirmation warning will be displayed. Click **OK** to continue.

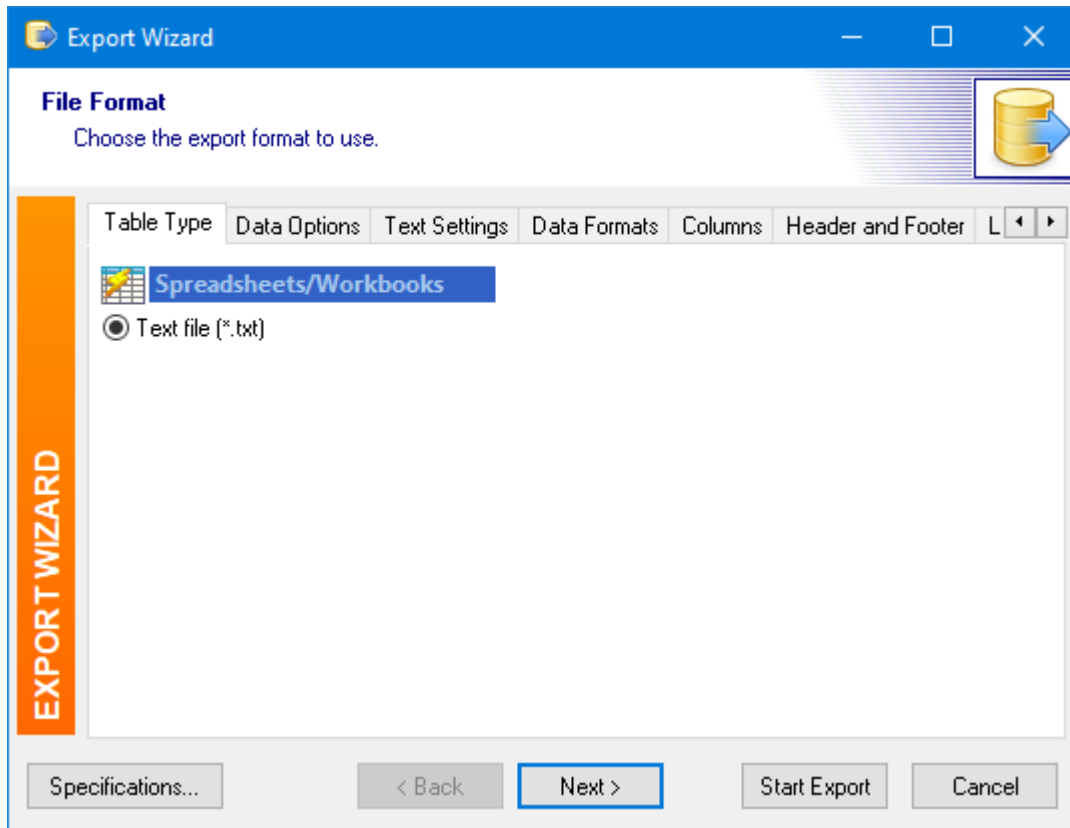
Important: The exported passwords will be visible in the exported file. Ensure it is securely deleted when you no longer need it.

When the options in all the wizard steps have been configured, click the **Start Export** button to export the file.

The steps of the Export Wizard are shown below:

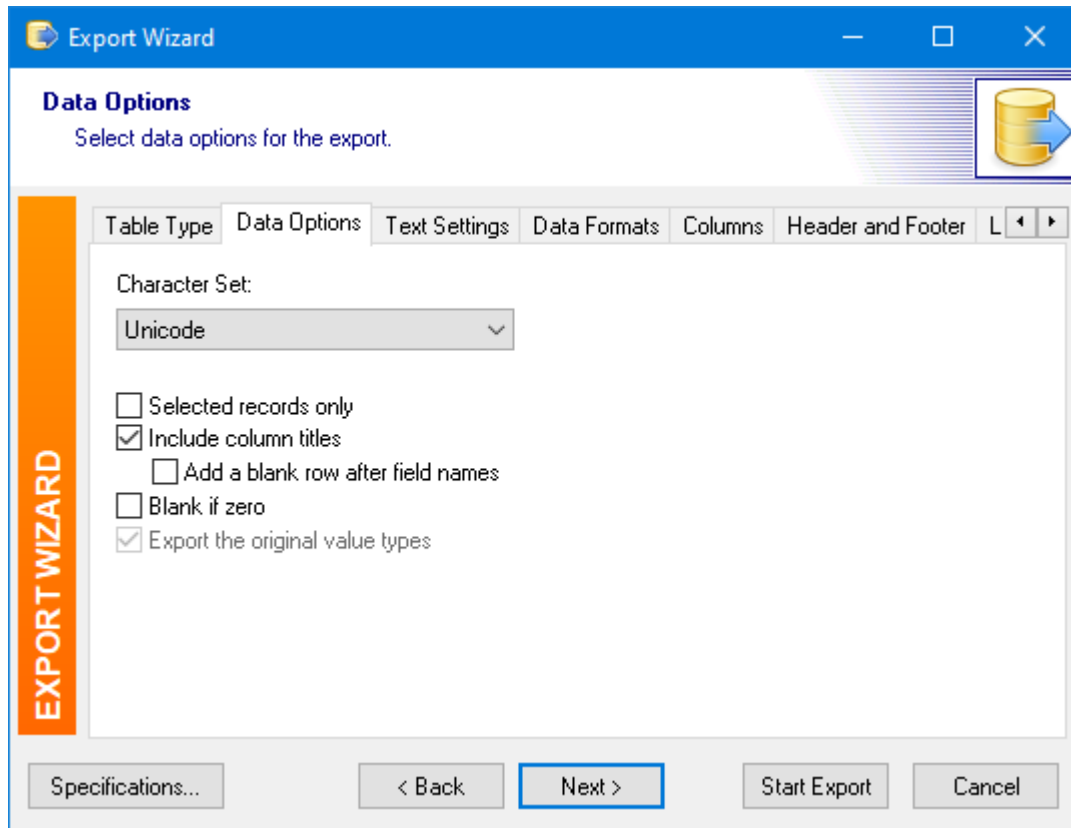
Note: Some steps in the wizard depend on previous steps. While not problematic, be aware that going back to previous steps may require doing later steps again.

Table Type



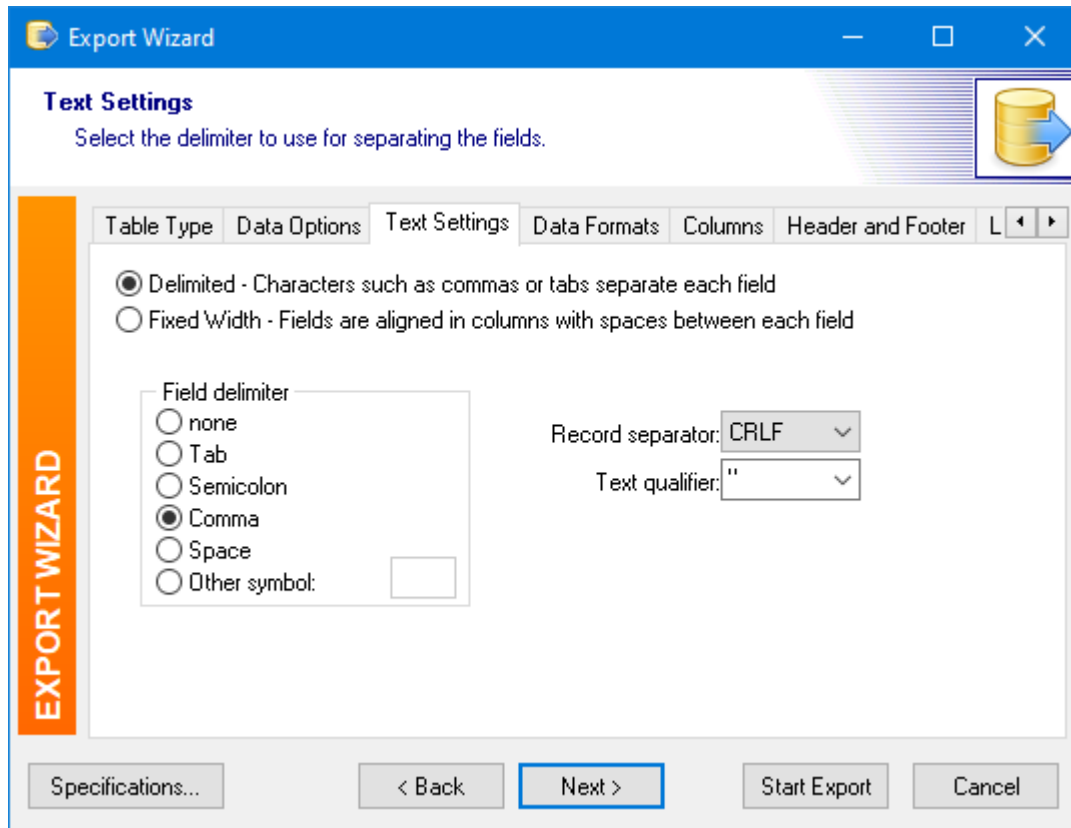
The **Text file (*.txt)** type is the only type supported and is selected by default.

Data Options



Select the desired character set. Enabling **Selected records only** will export only the currently selected entry. Enable **Include column titles** to output the column titles as the first item (this may help to identify them when importing).

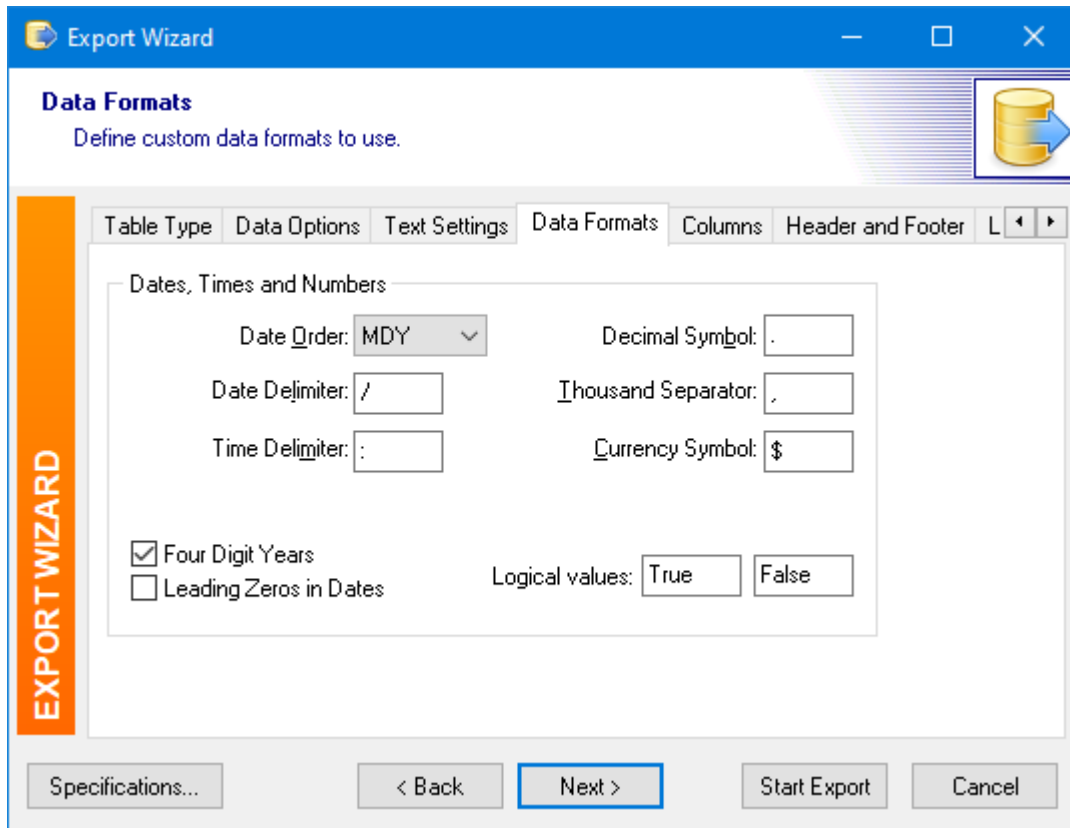
Text Settings



Select whether you want delimited or fixed width output and the relevant delimiter, separator, and text qualifier characters.

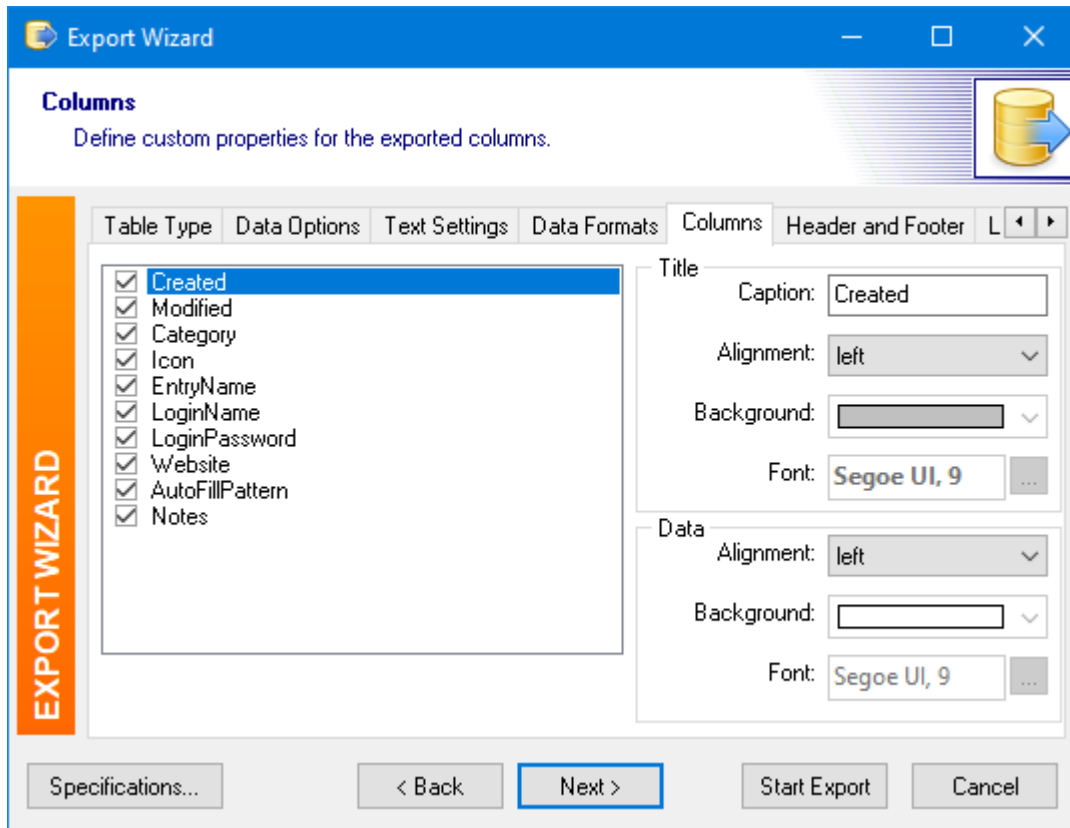
To configure for a standard comma delimited file (.csv), select the **Delimited** option, select **Comma** for **Field delimiter**, select **CRLF** for **Record separator**, and **"** for **Text qualifier**.

Data Formats



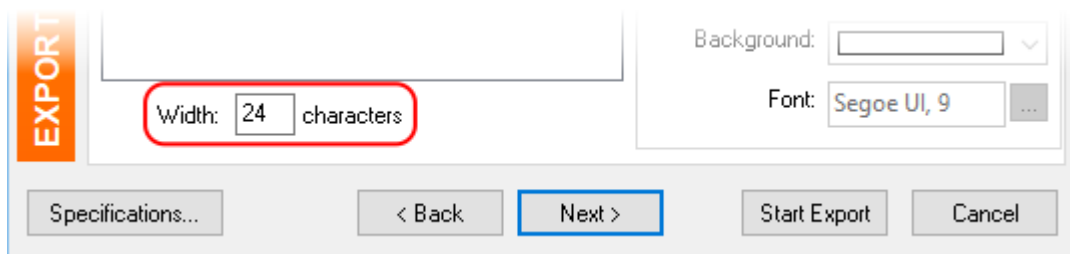
Select the desired date, time, and number formats.

Columns

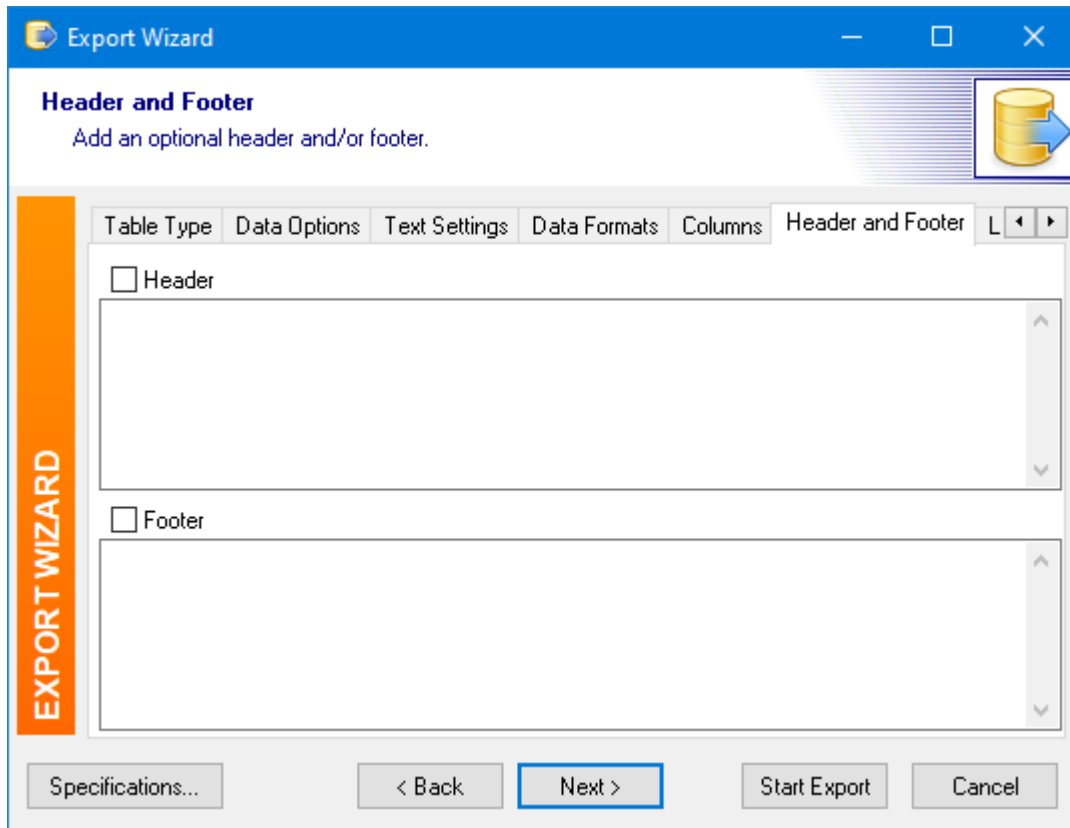


Select the columns to export. For each column, you can edit the caption text and alignment (alignment is not applicable in some export formats).

If exporting a fixed width format, you will also be able to set the character width for each column:



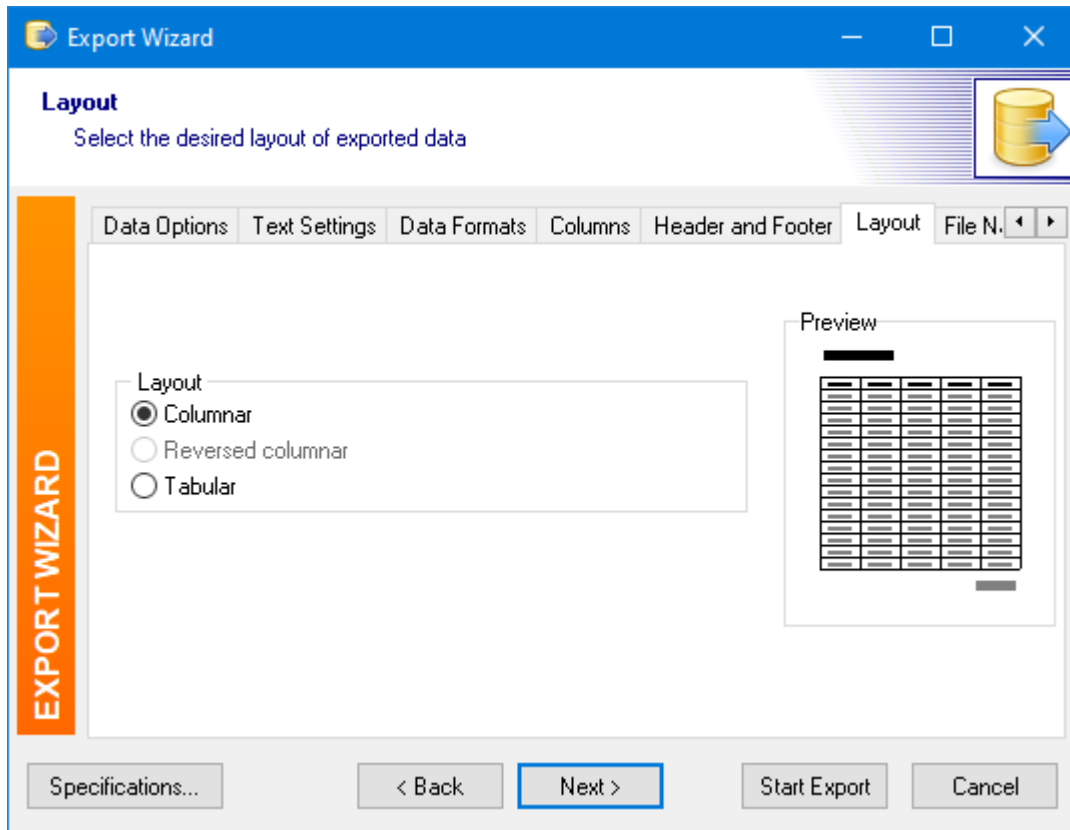
Header and Footer



If you wish to output header or footer text, enable the appropriate option(s) and enter the text.

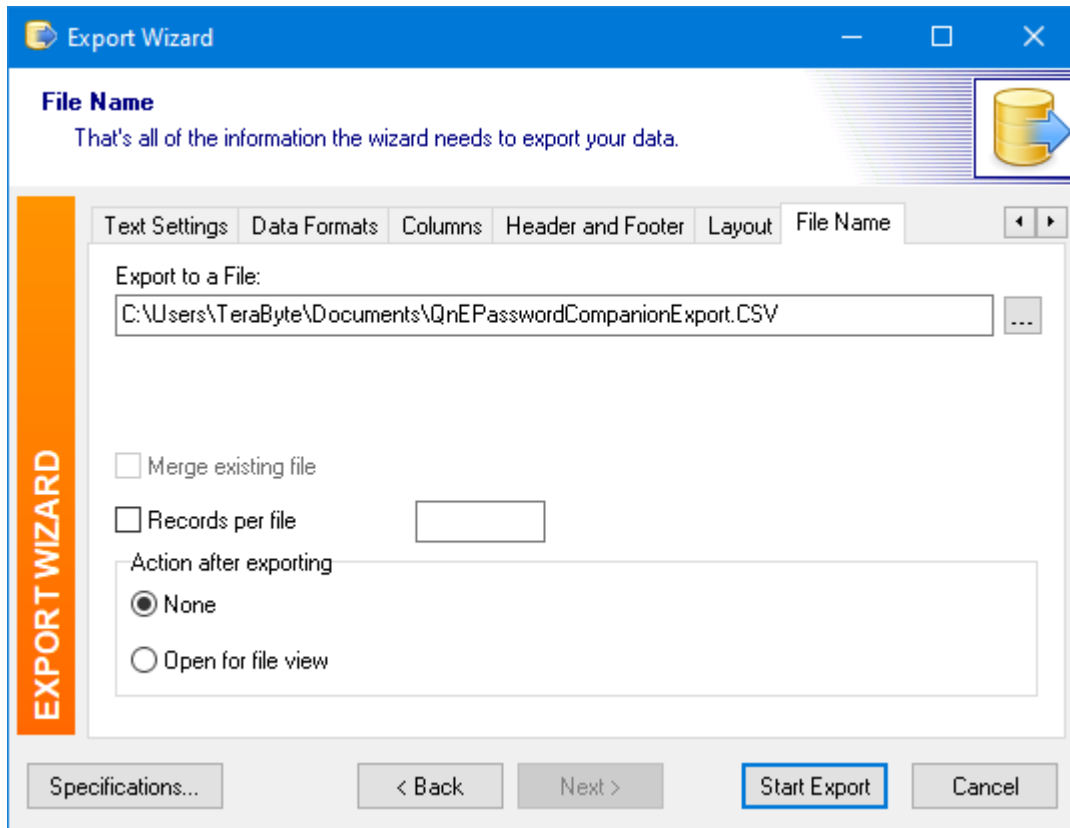
Note: Including header and/or footer text may make importing the file more difficult since it will likely need to be skipped or removed.

Layout



Select between **Columnar** and **Tabular** layout. In most cases, you would want a columnar layout (one line output per entry). Tabular will output multiple lines per entry (one field per line).

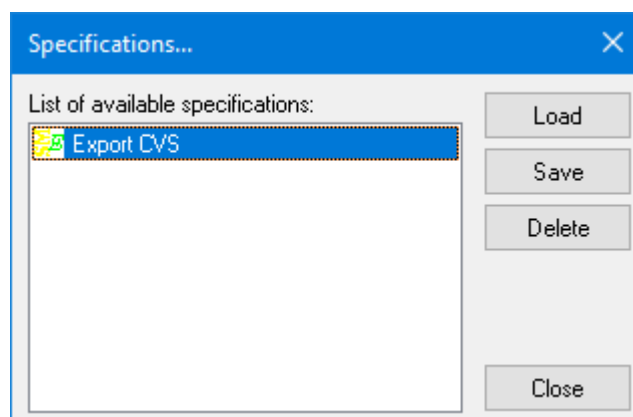
File Name



Enter the path and filename for the exported file or click the [...] button to browse.

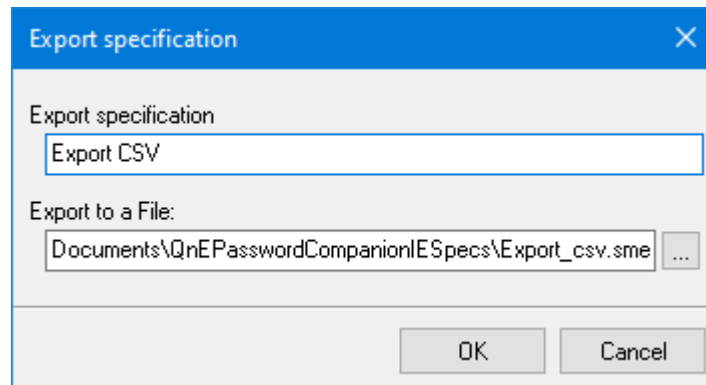
Export Specifications

The specifications used for an export can be managed by clicking the **Specifications...** button in the Export Wizard. Saving the specifications can be helpful if you will be frequently exporting using the same settings. Additionally, if configuring a more complicated export, you may find it helpful to save the specifications as you are testing to avoid having to reconfigure between tries.



To **Load** or **Delete** a previously saved specification, select it from the available items and click the appropriate button.

To save the currently set specifications, click the **Save** button. Enter a name (description) and filename for the specification and then click **OK** to save it. The file should be saved in the user's **Documents\QnEPasswordCompanion\ESpecs** folder and the filename should have an .sme extension (only .sme files located in this folder will be available in the list).

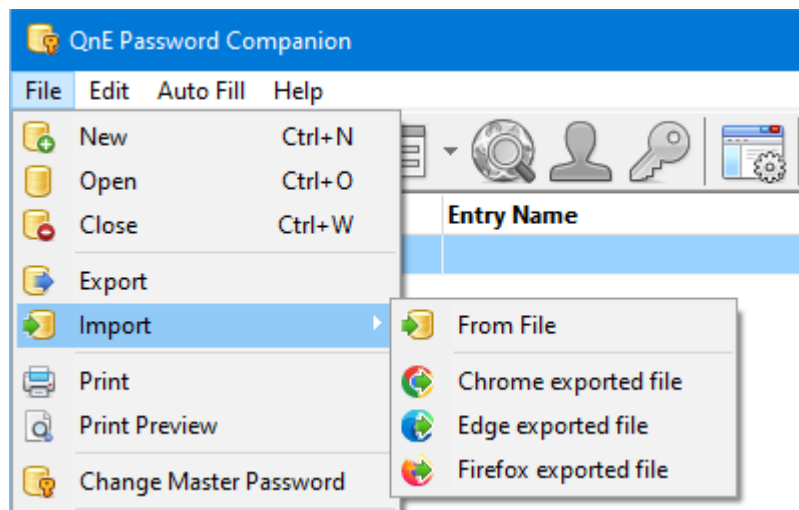




Import Database



The Import Wizard can be used to import external data into the database using various text file formats (comma delimited, tab delimited, fixed width, etc.).

Note: Many standard options are available to configure the import file and are not all detailed in this general overview of the process.

To launch the Import Wizard, select the **File** |  **Import** menu and then select a sub-menu item:



-  **From File** - Import a standard text file (comma delimited, tab delimited, fixed width, etc.). The wizard will need to be configured for the file.
-  **Chrome exported file** - Import a password file exported from Chrome. The wizard will be automatically configured. For help exporting the file, see [Export Passwords from Chrome](#)¹³⁷.

-  **Edge exported file** - Import a password file exported from Edge. The wizard will be automatically configured. For help exporting the file, see [Export Passwords from Edge](#) ⁽¹³⁸⁾.
-  **Firefox exported file** - Import a password file exported from Firefox. The wizard will be automatically configured. For help exporting the file, see [Export Passwords from Firefox](#) ⁽¹⁴⁰⁾.

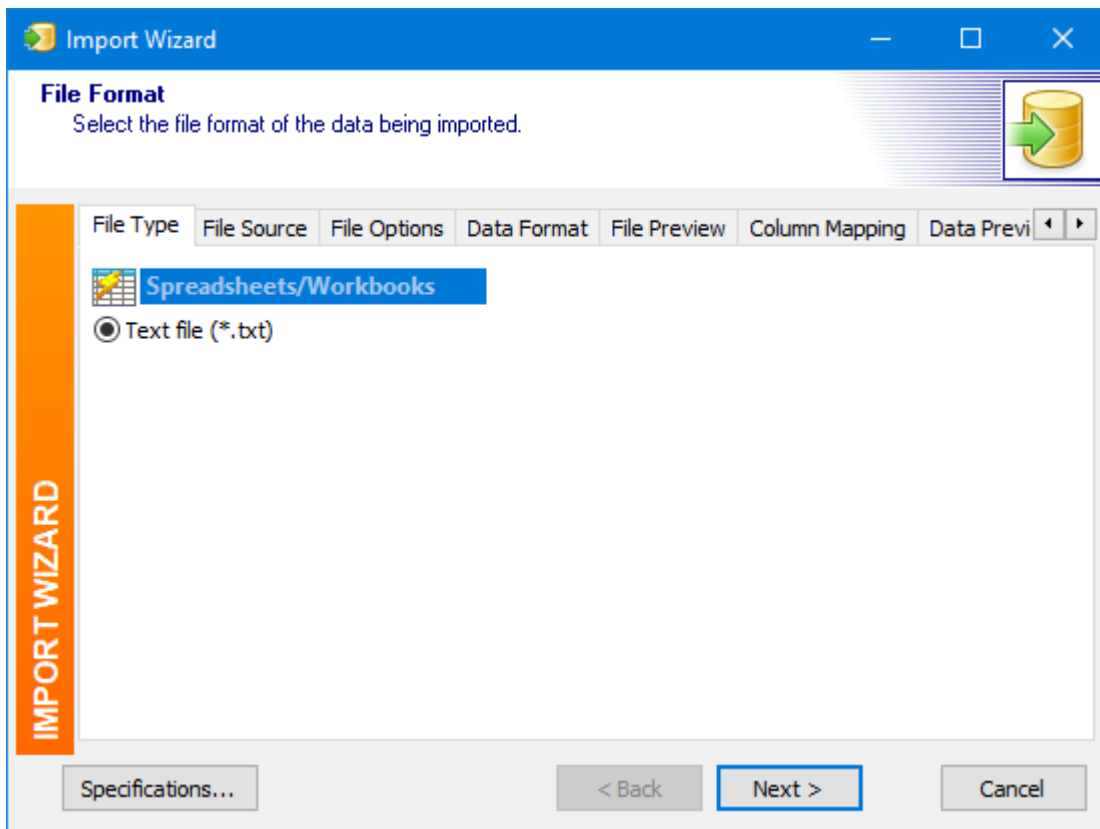
Note: Some steps in the wizard depend on previous steps. While not problematic, be aware that going back to previous steps may require adjusting or redoing later steps.

When all options have been configured, click the **Start Import** button on the Import Mode tab to import the file.

Import Wizard

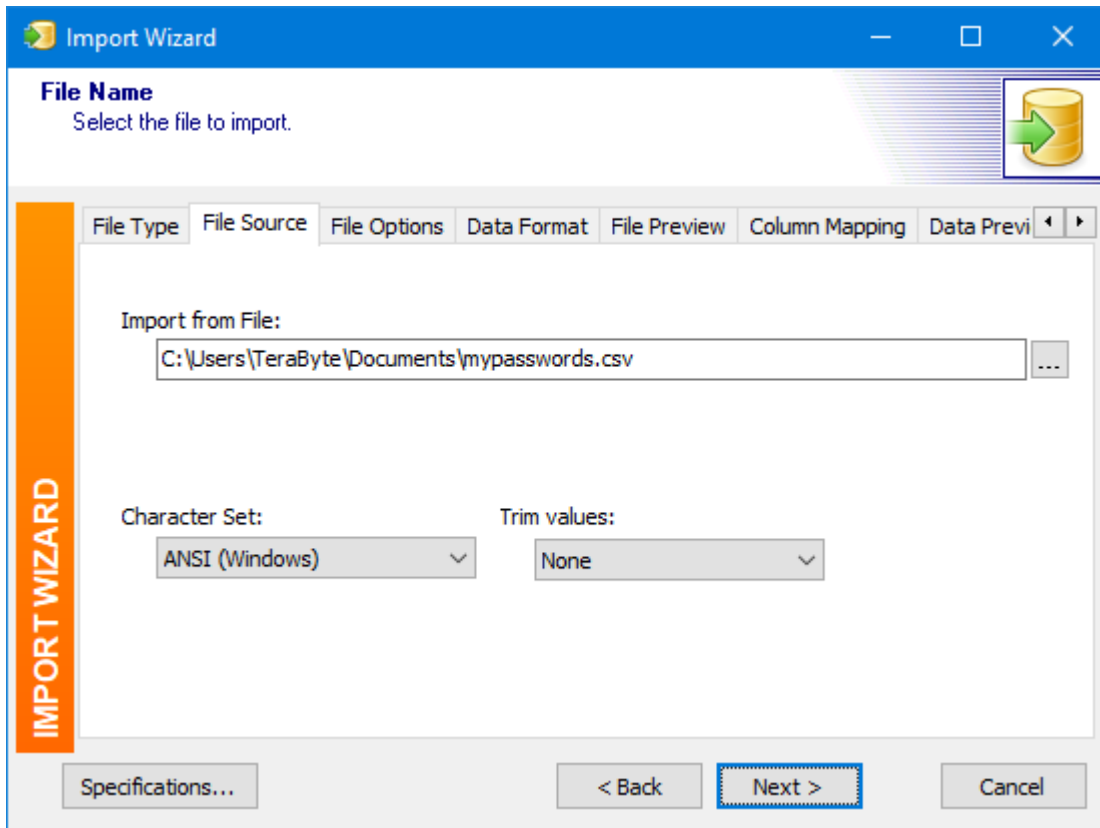
The steps of the Import Wizard are shown below:

File Type



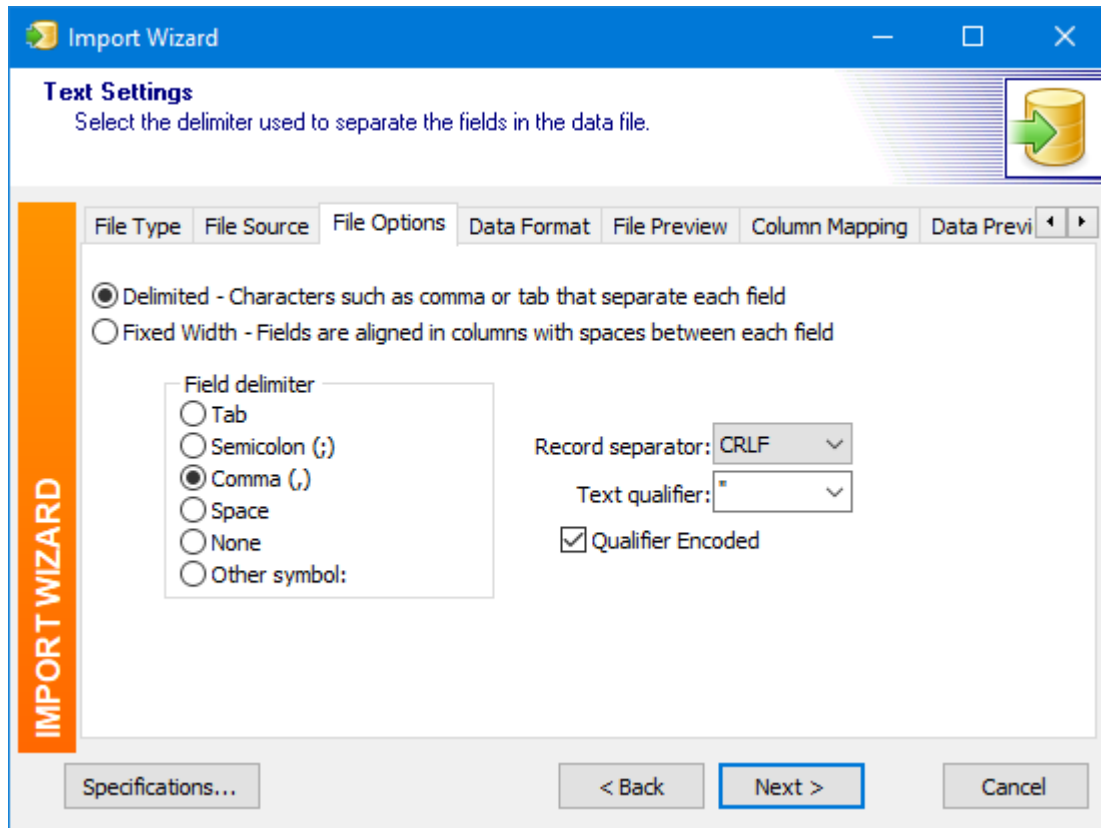
The **Text file (*.txt)** type is the only type supported and is selected by default.

File Source



Enter the path and filename for the file to import or click the [...] button to browse. If necessary, select the character set for the file (Unicode will be used automatically if the file is Unicode). Text can also be trimmed of white-space, if needed.

File Options

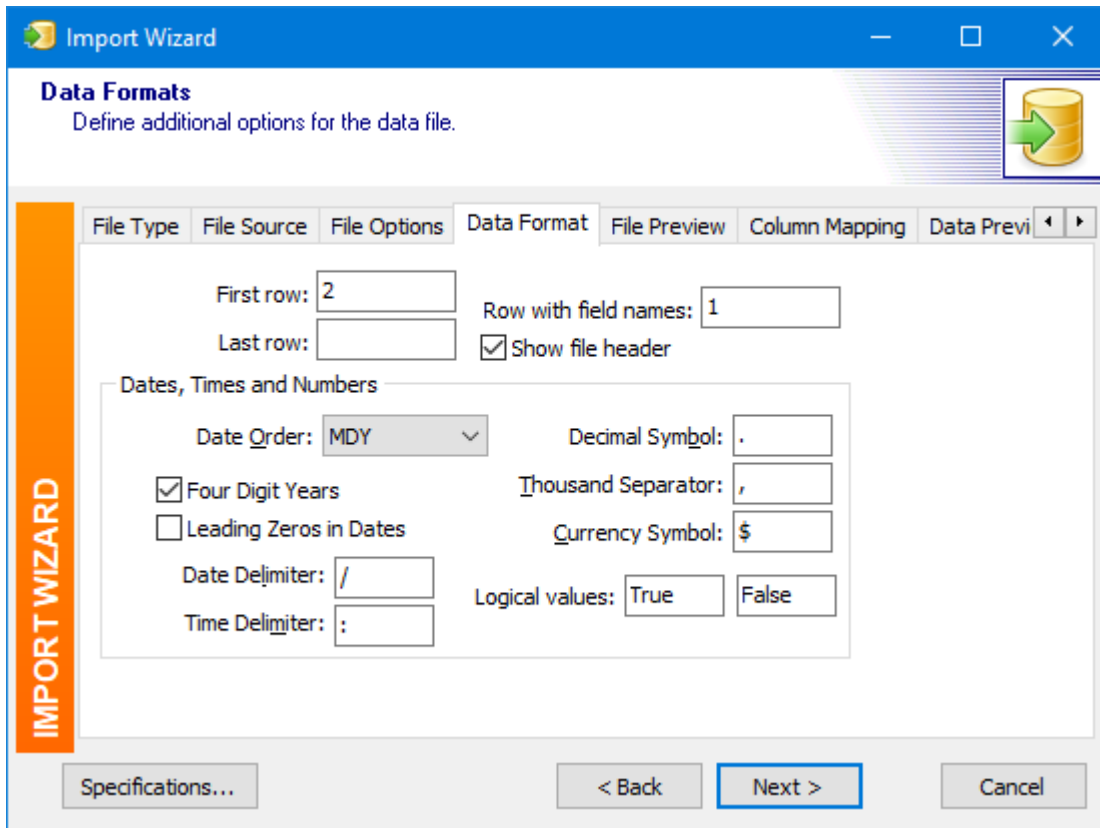


Select whether the text in the file is delimited or fixed width. Then select the relevant delimiter, separator, and text qualifier characters.

To configure for a standard comma delimited file (.csv), select the **Delimited** option, select **Comma** for **Field delimiter**, select **CRLF** for **Record separator**, select **"** for **Text qualifier**, and enable the **Qualifier Encoded** option.

Note: Enabling the **Qualifier Encoded** option indicates that the Text Qualifier is encoded in the text being imported. For example, in a comma delimited file, a field that contains the text qualifier character as part of the string would normally be encoded: "field 1 text","field 2 text ""quoted text"" more field 2 text", "field 3 text"

Data Format

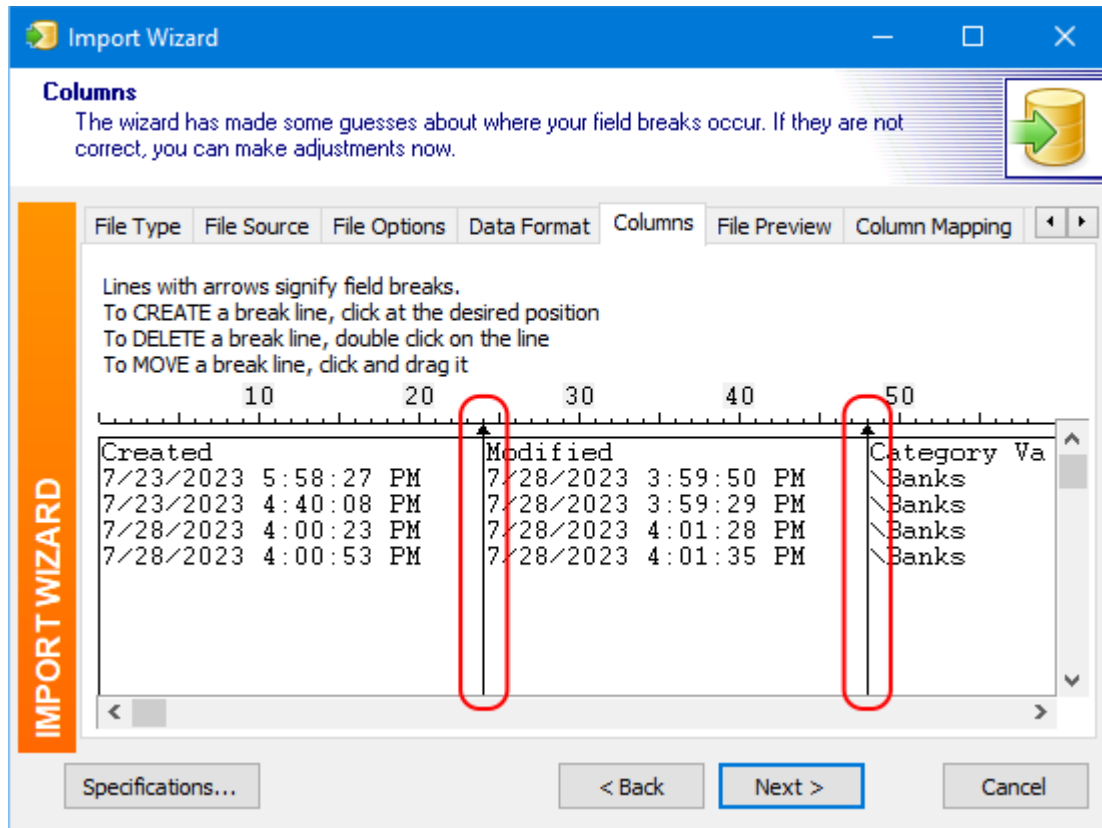


Enter the numbers for the **First row**, **Last row**, and **Row with field names** (if any). For example, if the first row of the file contains the field names and the second row is the beginning of the data, enter **2** in **First row** and **1** in **Row with field names**.

If the file includes the field names (as row 1, for example), you can enable the **Show file header** option to have them show as row 1 where applicable in the following steps. This can make it easier to map the fields.

Select the date, time, and number formats.

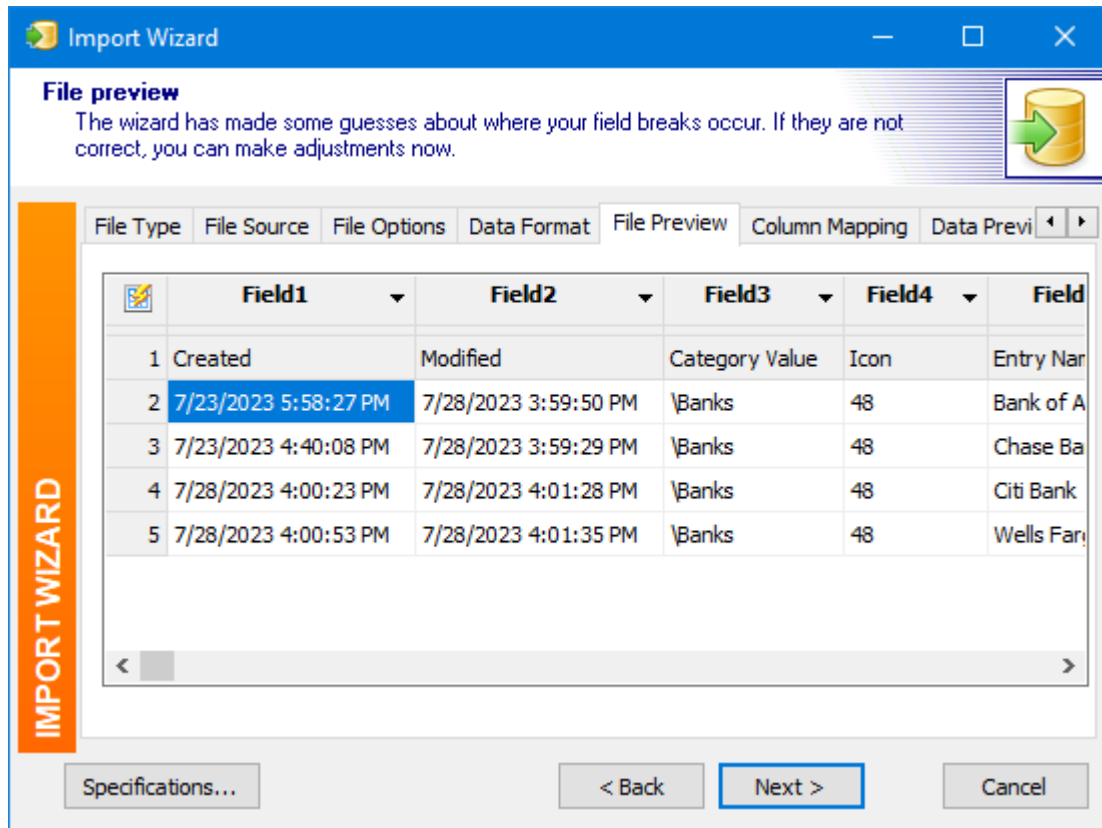
Columns (fixed width only)



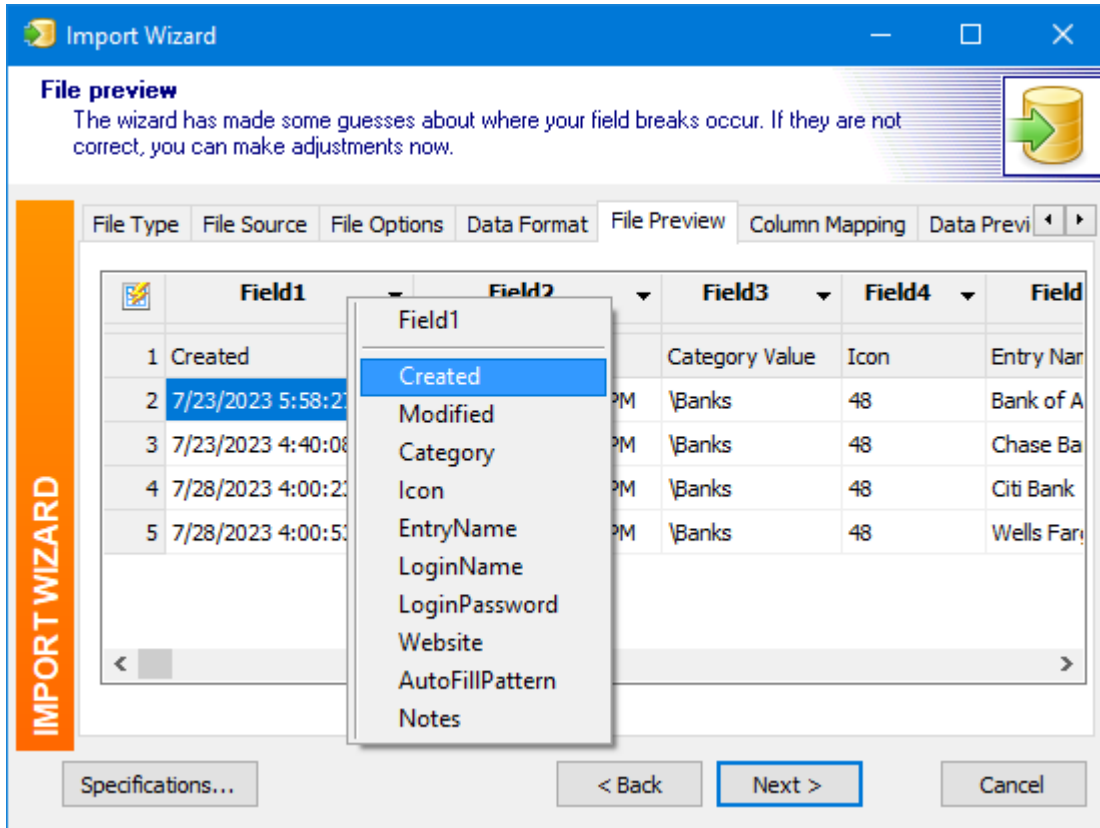
If importing a fixed width format file, set the lines with the arrows to the appropriate locations for the fixed width fields. The lines with arrows signify field breaks. To create a break line, click at the desired position. To delete a break line, double-click on the line. To move a break line, click and drag it.

Scroll horizontally as needed to configure all the lines for the fields.

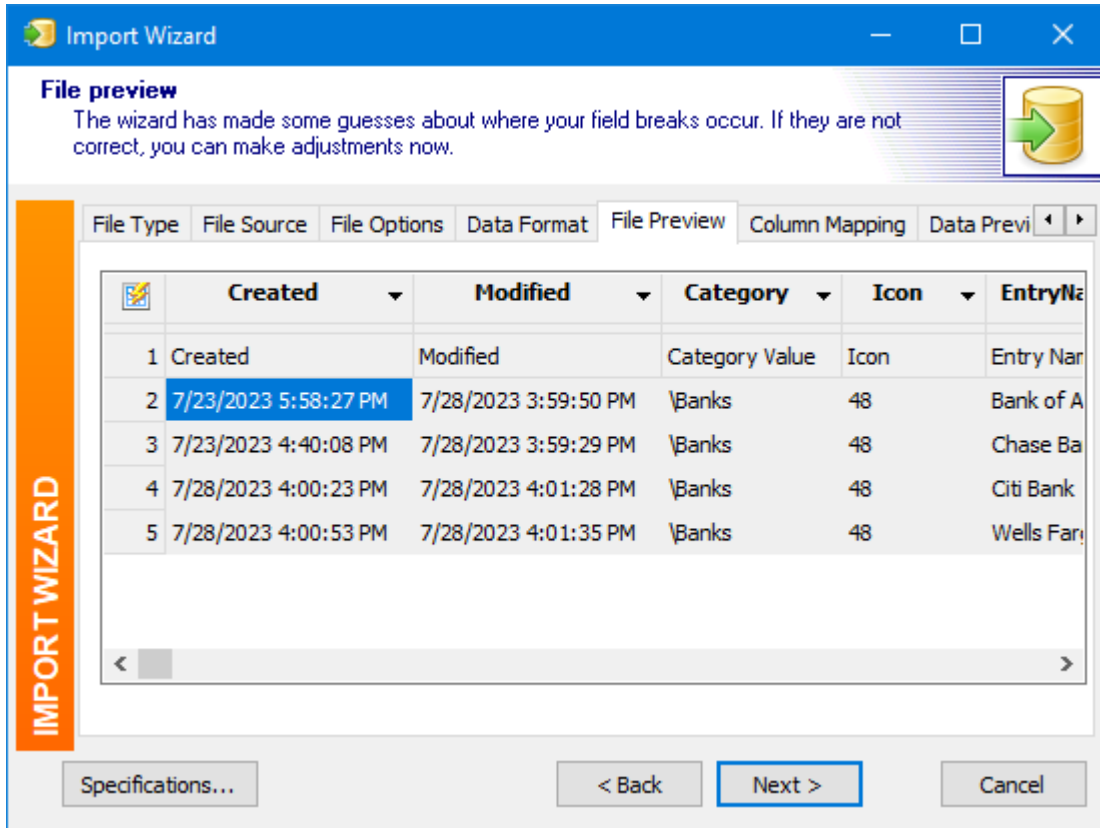
File Preview



A preview of the fields in the file will be shown. Select the database field for each column by clicking on the column header and selecting from the menu. For example, click on the **Field1** header and select Created to assign it to that database field.

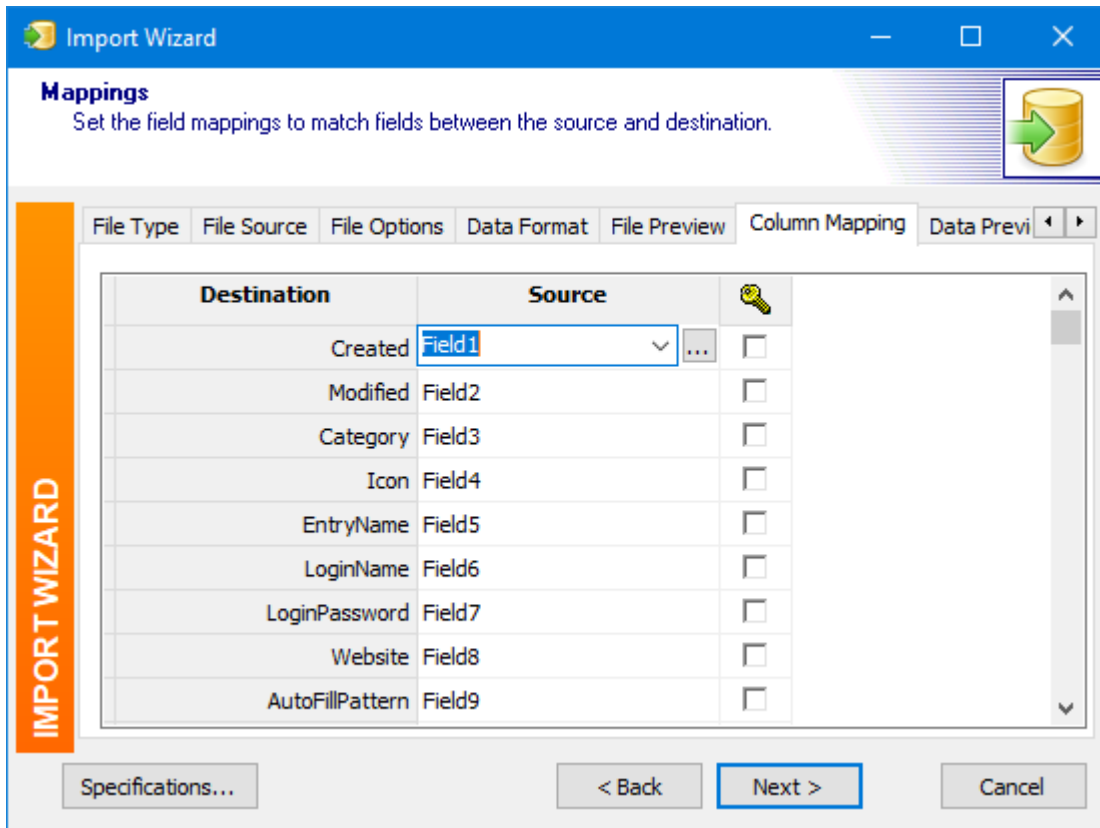


Assigning a database field to a column.



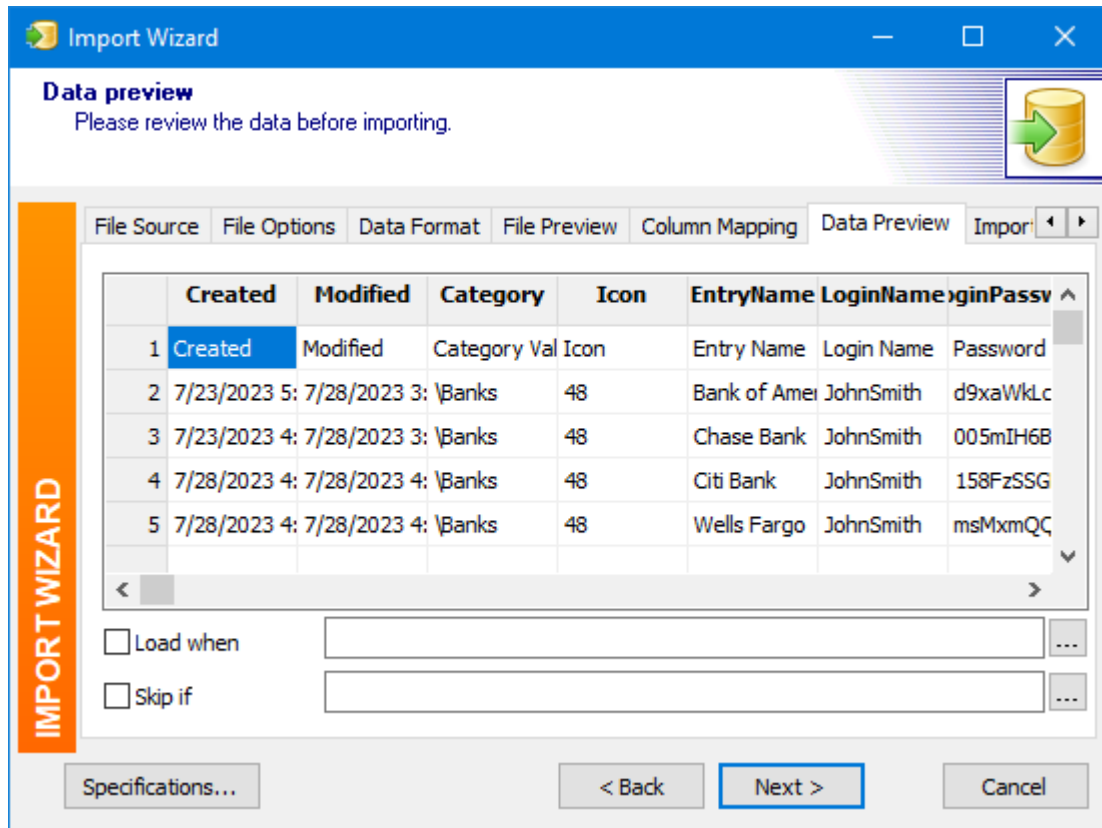
All columns have been assigned.

Column Mapping



Column mapping can be adjusted here, if necessary, by selecting the source field for each destination field. The Expression Builder can be used by clicking the [...] button if more advanced control of the data is needed.

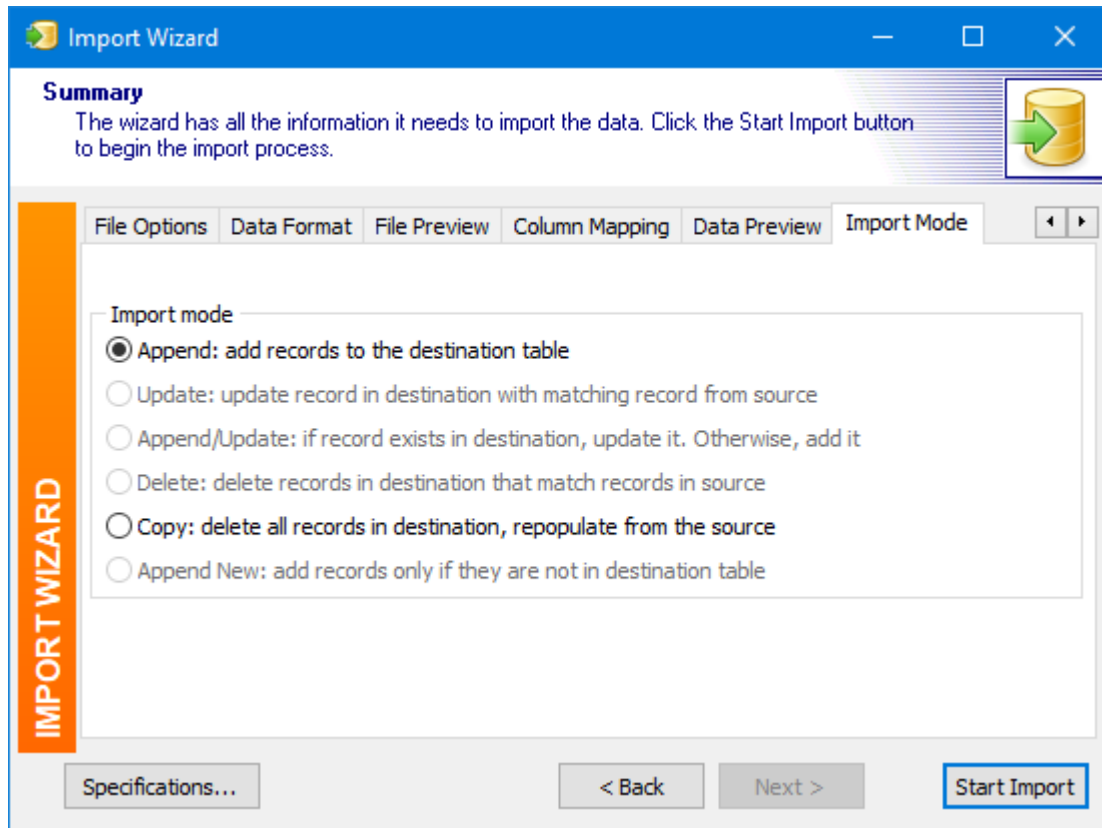
Data Preview



A preview of the data as configured by mapping is displayed. If it doesn't look correct you can go back and adjust the settings as needed.

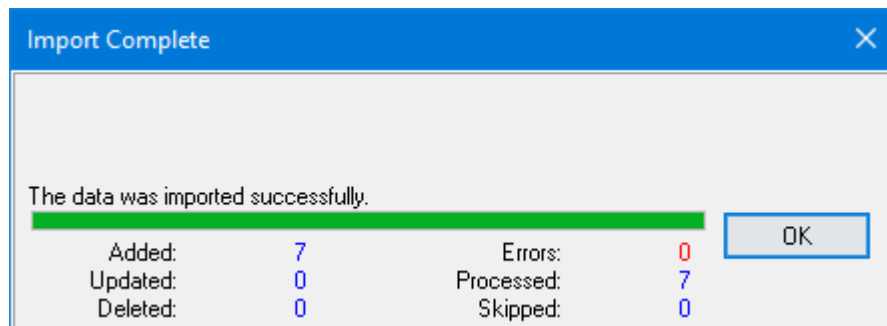
More advanced filtering can be accomplished by using the **Load when** and **Skip if** options and configuring the associated expression (click the [...] button to open the Expression Builder).

Import Mode



Select the import mode. **Append** will add the imported records to the currently opened password database. **Copy** will delete all the entries from the currently opened password database and then import the records.

Click **Start Import** to perform the import.



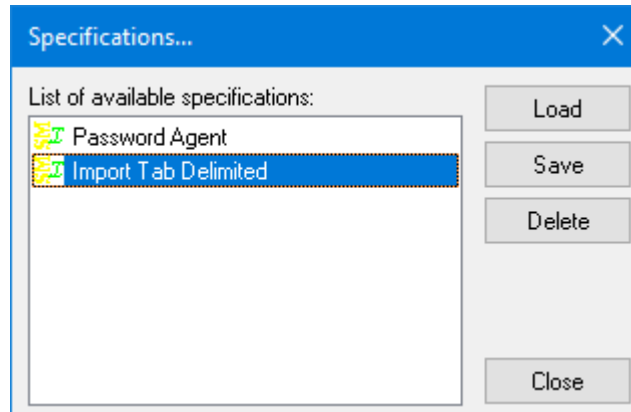
After the completion message, you will be asked if you would like to delete the import file.

Import Specifications

The specifications used for an import can be managed by clicking the **Specifications...** button in the Import Wizard. Saving the specifications can be helpful if you will be frequently importing using the

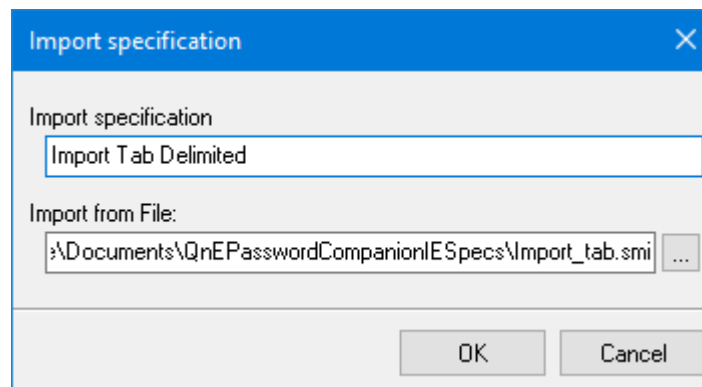
same settings. Additionally, if configuring a more complicated import, you may find it helpful to save the specifications as you are testing to avoid having to reconfigure between tries.

The Password Agent specifications file is provided pre-configured to import passwords exported from *Password Agent*.



To **Load** or **Delete** a previously saved specification, select it from the available items and click the appropriate button.

To save the currently set specifications, click the **Save** button. Enter a name (description) and filename for the specification and then click **OK** to save it. The file should be saved in the user's **Documents\QnEPasswordCompanion\ESpecs** folder and the filename should have an .smi extension (only .smi files located in this folder will be available in the list).



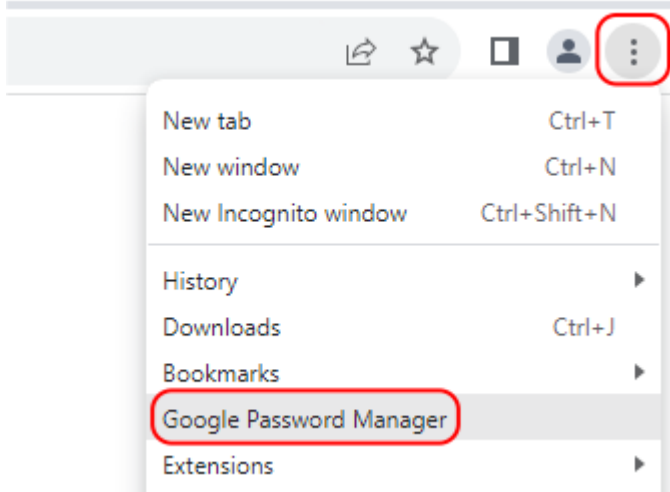
Exporting Browser Passwords

Basic instructions for exporting passwords from several common browsers are provided in this section. Once exported, the file(s) can be imported into Password Companion using the Import Wizard.

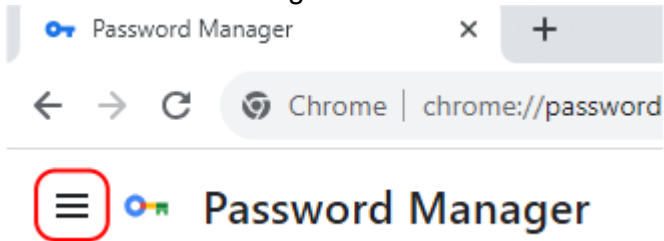
- [Export Passwords from Chrome](#) ⁽¹³⁷⁾
- [Export Passwords from Edge](#) ⁽¹³⁸⁾
- [Export Passwords from Firefox](#) ⁽¹⁴⁰⁾

Export Passwords from Chrome

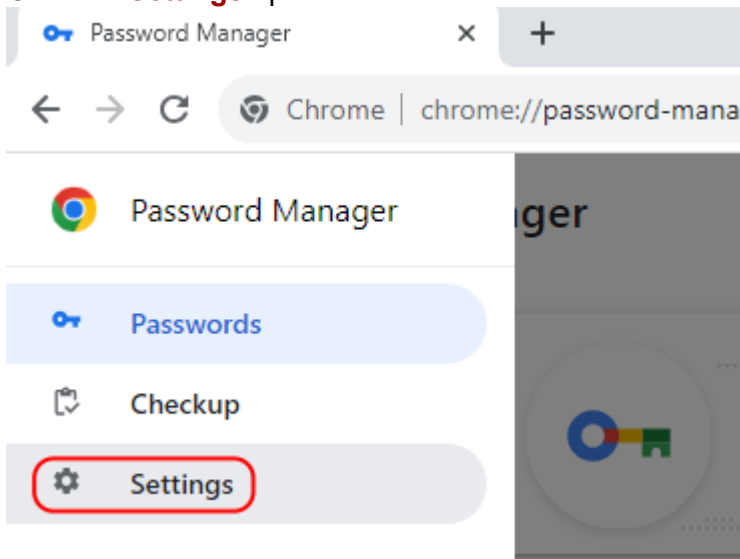
1. Open Chrome, click the **Control** menu, and then select **Google Password Manager**.



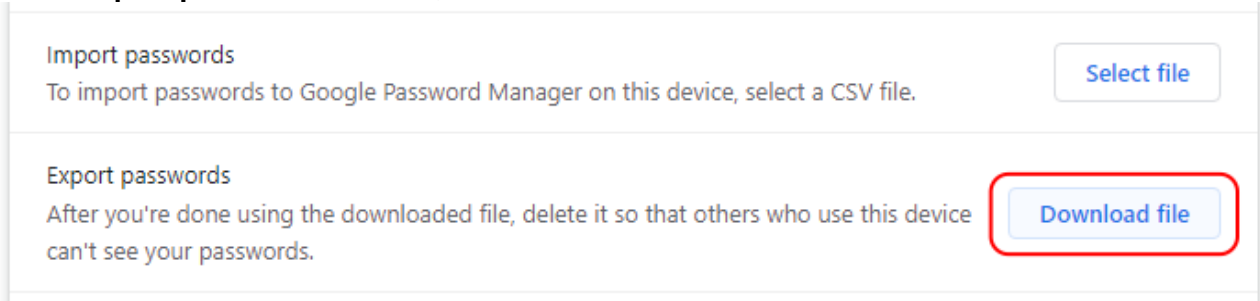
2. Click Password Manager's **Main Menu** button.




3. Click the **Settings** option.



4. In the **Export passwords** section, click the **Download file** button.

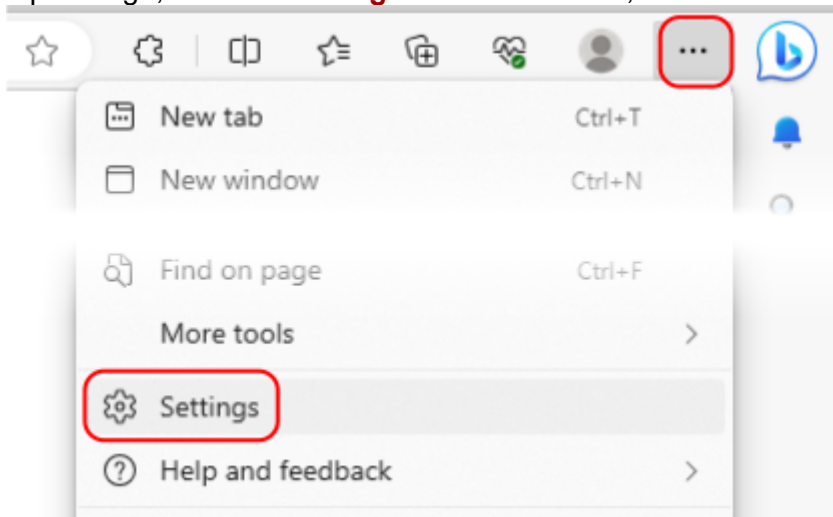


5. If Windows Security prompts for you to allow the export, enter the requested verification to proceed.
6. In the Save As dialog, select where you want to save the exported file. The default location is in the user's **Documents** folder and the default filename is **Chrome Passwords.csv**.

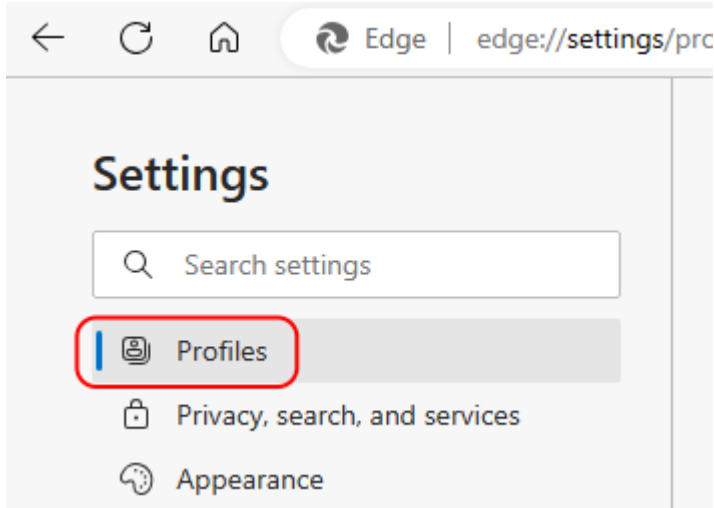
Note: If you change the location or filename, you will need to select the file manually when importing the passwords using the  **Chrome exported file** import option.

Export Passwords from Edge

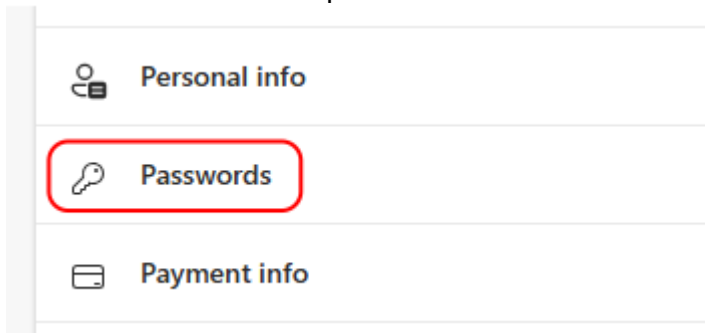
1. Open Edge, click the **Settings and more** menu, and then select **Settings**.



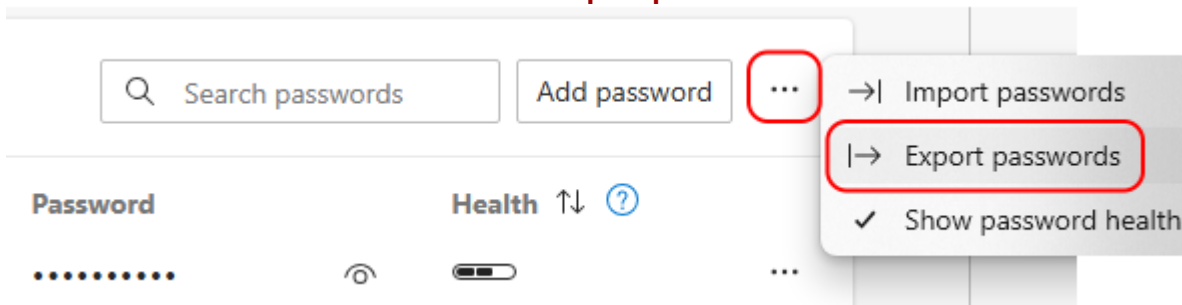
2. In Settings, select the **Profiles** section.



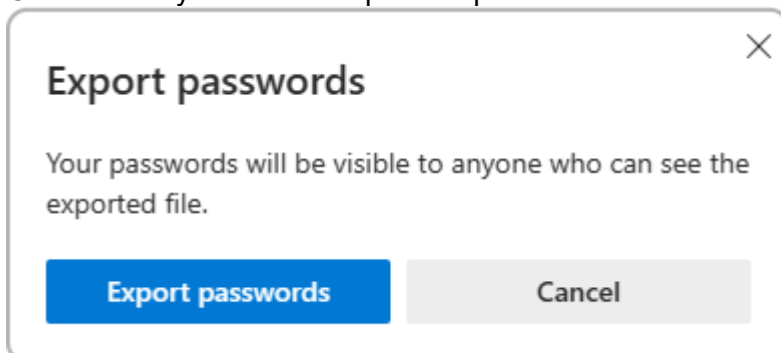
3. Select the **Passwords** option.




4. Click the **More actions** button and select **Export passwords**.



5. Confirm that you want to export the passwords.

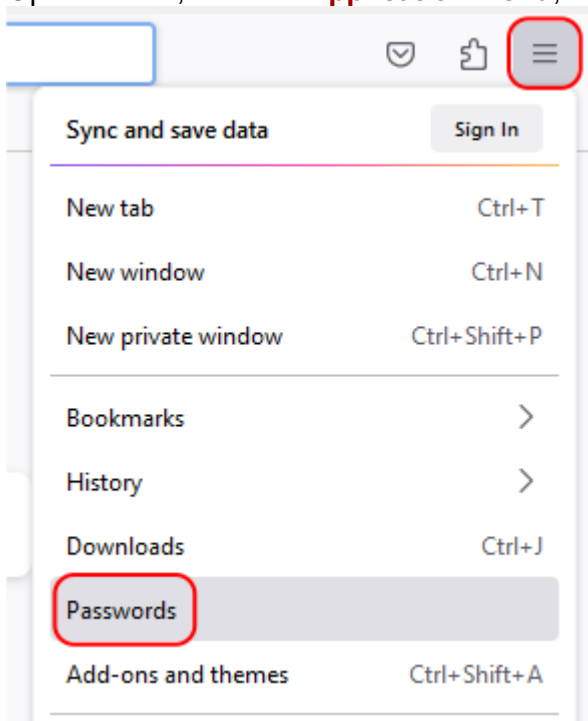


6. If Windows Security prompts for you to allow the export, enter the requested verification to proceed.
7. In the Save As dialog, select where you want to save the exported file. The default location is in the user's **Documents** folder and the default filename is **Microsoft Edge Passwords.csv**.

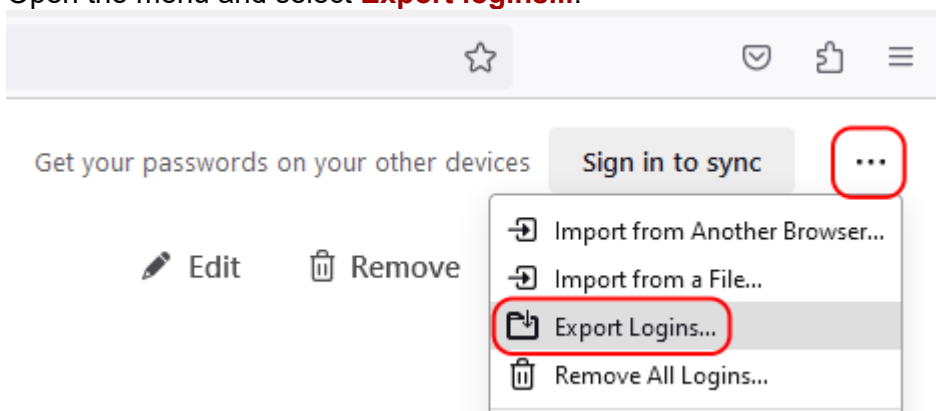
Note: If you change the location or filename, you will need to select the file manually when importing the passwords using the  **Edge exported file** import option.

Export Passwords from Firefox

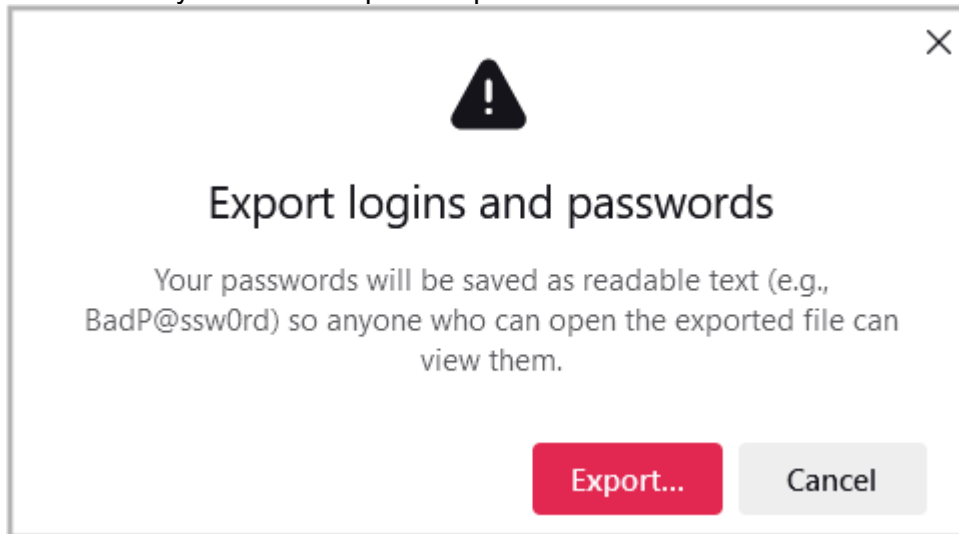
1. Open Firefox, click the **Application Menu**, and then select **Passwords**.




2. Open the menu and select **Export logins...**





3. Confirm that you want to export the passwords.



4. If Windows Security prompts for you to allow the export, enter the requested verification to proceed.
5. In the Export Logins File dialog, select where you want to save the exported file. The default location is in the user's **Documents** folder and the default filename is **logins.csv**.

Note: If you change the location or filename, you will need to select the file manually when importing the passwords using the  **Firefox exported file** import option.

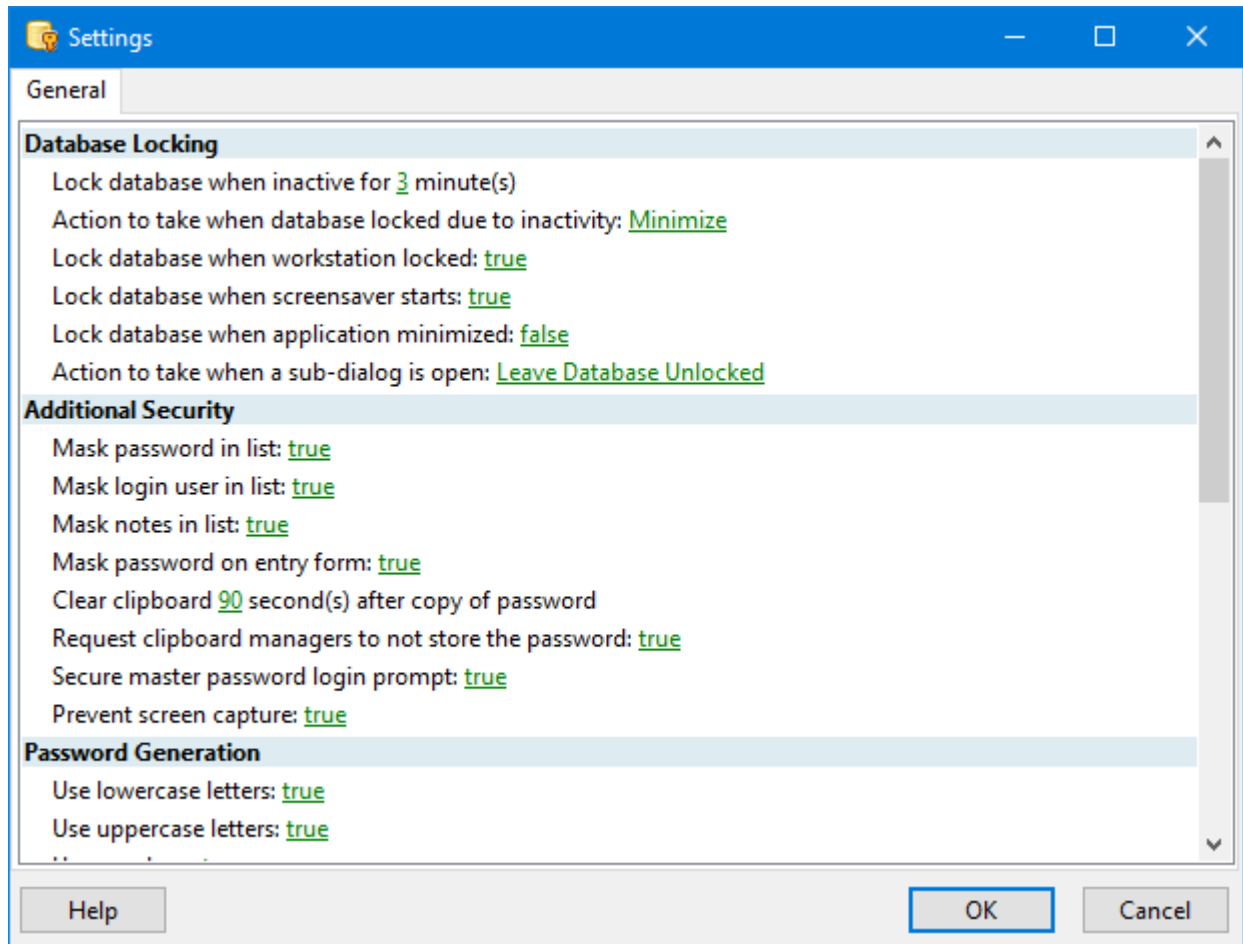
Settings

Password Companion settings can be accessed by clicking the  **Settings** button on the toolbar or using the **Edit |  Settings** menu item.

The following options are available:

General

To change a setting, click the setting's link to toggle, select, or enter the desired value.



Database Locking

Settings in this section relate to database locking. If the database is locked you will need to enter the master password to unlock and use the database.

Lock database when inactive for [] minute(s)

Select the number of minutes of inactivity after which the database will lock. The default is **3** minutes. Setting to **0** will disable locking on inactivity.

Action to take when database locked due to inactivity

Choices are **None**, **Minimize** (default), and **Exit Program**.

Lock database when workstation locked

Select **true** (default) or **false**.

Lock database when screensaver starts

Select **true** (default) or **false**.

Lock database when application minimized

Select **true** or **false** (default).

Action to take when a sub-dialog is open

Select action to take when a sub-dialog is open and the database is being locked. Choices are **Leave Database Unlocked** (default), **Save Changes**, and **Abort Changes**.

Additional Security**Mask password in list**

Select **true** (default) or **false**. When false, the password will be displayed in plain text.



Mask login user in list

Select **true** (default) or **false**. When false, the login name will be displayed in plain text.

Mask notes in list

Select **true** (default) or **false**. When false, the notes will be displayed in plain text.

Mask password on entry form

Select **true** (default) or **false**. When false, the password will be displayed in plain text. When true (masked), the password state can be toggled by clicking the  /  icons.

Clear clipboard [] second(s) after copy of password

Select the number of seconds before clearing the clipboard after copying a password. The default is **90** seconds. Setting to **0** will disable the option. When the option is enabled, the clipboard will also be cleared, if necessary, when the program exits.

Important: When copying a password to the clipboard, be aware that clipboard managers and programs that share clipboard contents may also see and save the password.

Request clipboard managers to not store the password

Select **true** (default) or **false**. When true and a password is copied to the clipboard, the program will request that clipboard managers ignore it.

Note: Clipboard managers that don't support the standard will treat the password text normally (may be saved in history, for example).

Secure master password login prompt

Select **true** (default) or **false**.

Prevent screen capture

Select **true** (default) or **false**. When enabled, prevents the main window, add/edit entry dialogs, import, and print preview from being included in screen captures.

Password Generation

These settings are the defaults used when creating a password. When using the Password Wizard you have the ability to configure the character settings and override the defaults.

Use lowercase letters

Select **true** (default) or **false**.

Use uppercase letters

Select **true** (default) or **false**.

Use numbers

Select **true** (default) or **false**.

Use symbols

Select **true** (default) or **false**.

Password length

Select the number of characters the password should have. The default is **16** characters.

Exclude characters

Enter any characters that should be excluded when creating a password. Characters to exclude would generally be any that are commonly not allowed for the sites/programs for which passwords are being generated. By default, no characters are excluded.

Automatically generate password for new entries


Select **true** (default) or **false**. When true, a password will automatically be generated (using defaults) when an entry is created. The password can be accepted or changed as required before saving the entry.

General Options

Reopen database automatically

Select if a database is automatically reopened when the program starts. Choices are **No**, **Last Used** (default), **Default Database**.

Default database

Set the default database to open when starting the program. To clear the setting, click the  icon.

Number of backups to maintain

Select the number of database backups to maintain. The default is **2**. Backups are saved in the same folder as the open database and use the .qpcb# extension (.qpcb1, .qpcb2, etc.).

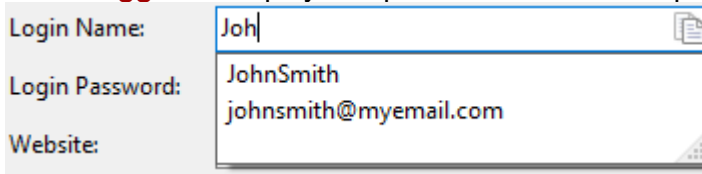
Seconds before next backup

Select the number of seconds between backups. A value of **0** will disable backups. The default is **0**.

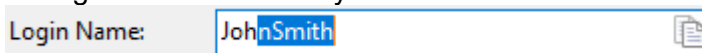
Auto complete for login name

Type of auto-complete used when entering the login name for an entry. The following choices are available:

- **None** - No auto-complete suggestions will be made. This is the default.
- **Auto Suggest** - Displays drop-down to select from previously entered matches.



- **Auto Append** - Shows remaining text highlighted with match. Arrow keys can be used to cycle through matches. **Tab** key will select and continue.



Send enter with auto fill of name only

Select **true** for **false** (default). When true, the **Enter** key will be sent after the name when **Auto Fill Name Only** is used.

Send enter with auto fill of password only

Select **true** for **false** (default). When true, the **Enter** key will be sent after the password when **Auto Fill Password Only** is used.

Minimize to system tray

Select **true** or **false** (default). When true and the program is minimized, it will go to the system tray instead of the taskbar.

Copy password to clipboard when website opened

Select **true** or **false** (default). When true, the password for the entry is copied to the clipboard when the entry's website is opened.

Show database name

Select **true** (default) or **false**. When true, the database name is displayed in the program's title bar.

Main dialog escape key action

Select the action to take when the ESC key is pressed in the main dialog (program's main window). Choices are **None**, **Minimize**, **Close Database**, **Close Program**.

Large toolbar buttons

Select **true** or **false** (default). When true, the toolbar will use larger buttons.


Customizing Program Toolbars

The program toolbars for Clipboard Companion and Screen Capture can be customized or reset as needed. Customizing allows adding, removing, or changing positions of buttons as well as showing button text and selecting the button size. Resetting a toolbar will return it to its default state.

Note: If an updated version of the program has made additions or changes to the program's menu or toolbar, it may be necessary to reset them before they become available. Resetting should also be done if either the toolbar or menu don't look correct. Resetting will remove any applied customizations.

Customizing the Toolbar

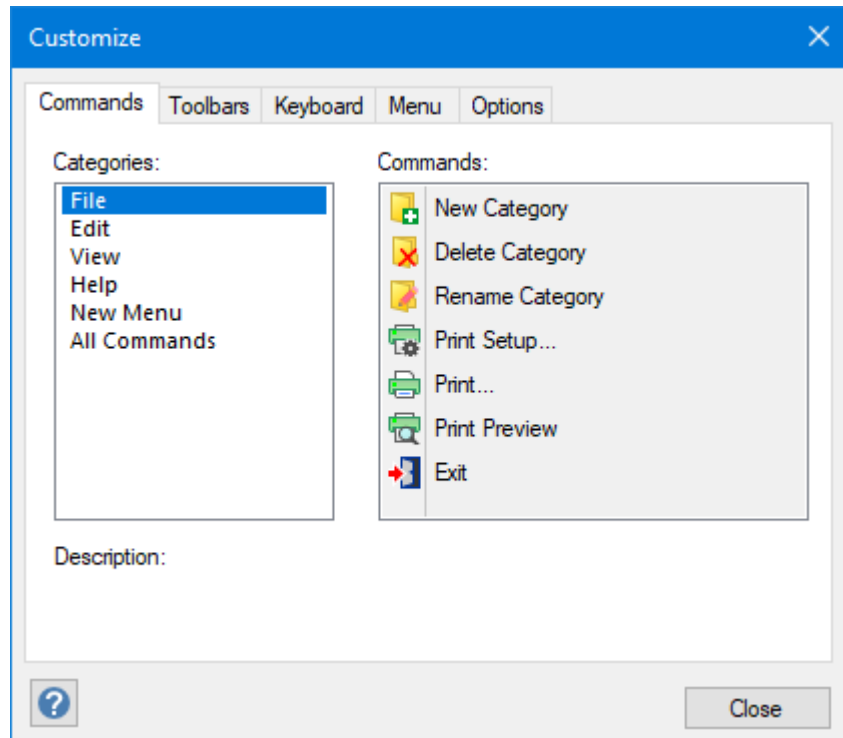
The toolbar customization dialog can be opened using several methods:

- Click the **View | Toolbars | Customize** menu item.
- Right-click on a toolbar button and select the **Customize** menu item.
- Click the  **Toolbar Options** button on the toolbar (will be on the far right for the default horizontal layout), click **Add or Remove Buttons**, then click the **Customize...** menu item.

Note: Only some of the more common toolbar and menu customization options are mentioned here.

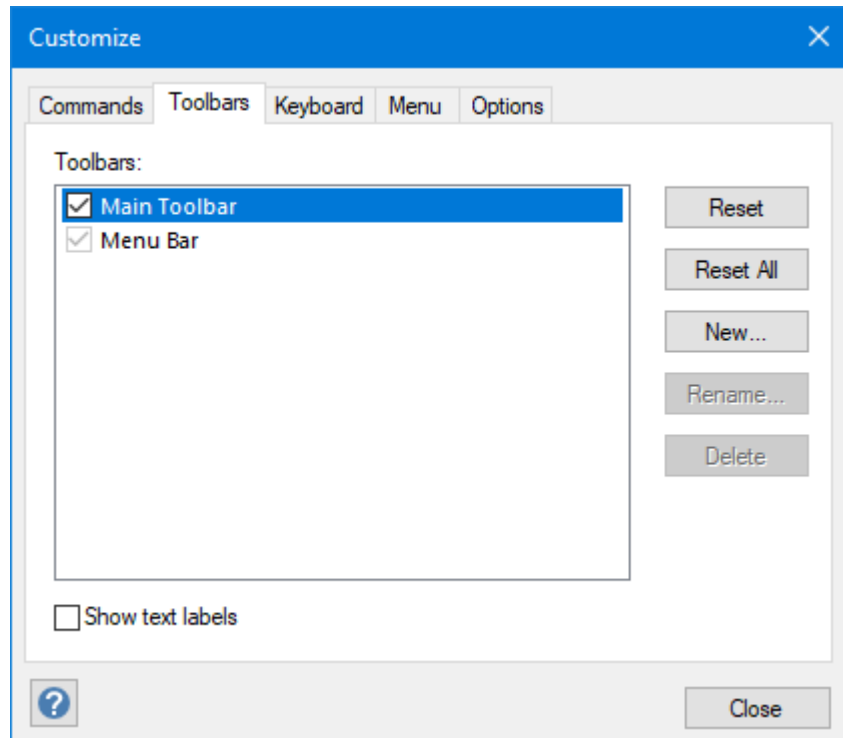
Commands

Using this tab you add buttons to the toolbar by selecting the desired category and then dragging the desired button from the list of commands to the desired toolbar location (an indicator will show drop location). Buttons can be removed by dragging the button off the toolbar. Buttons can be repositioned by dragging a toolbar button to a new location in the toolbar.



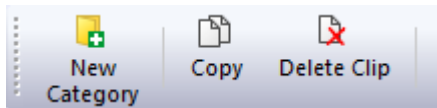
Toolbars

Reset the toolbar by selecting the toolbar and clicking the **Reset** button. Click the **Reset All** button to reset all toolbars.



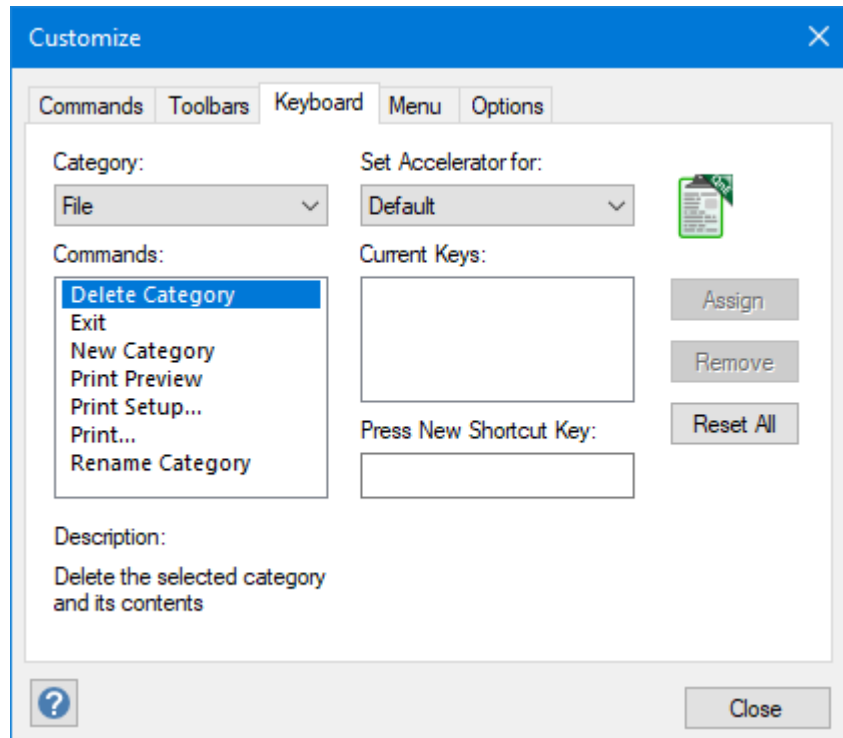
Show text labels

Enable this option to show the text labels on the toolbar buttons.



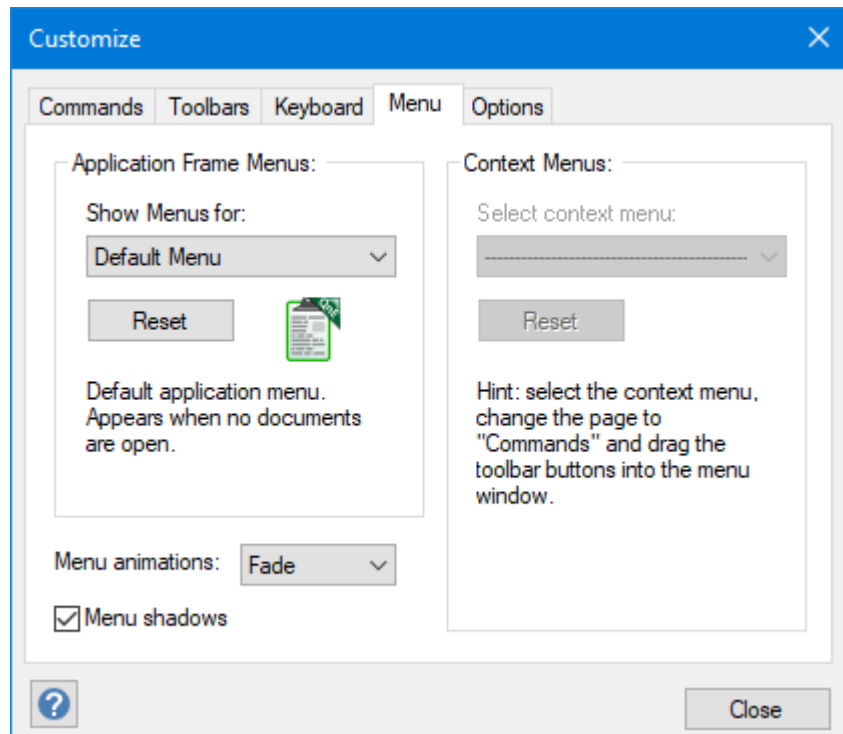
Keyboard

Using this tab you can assign or change keyboard shortcuts to the menu items.

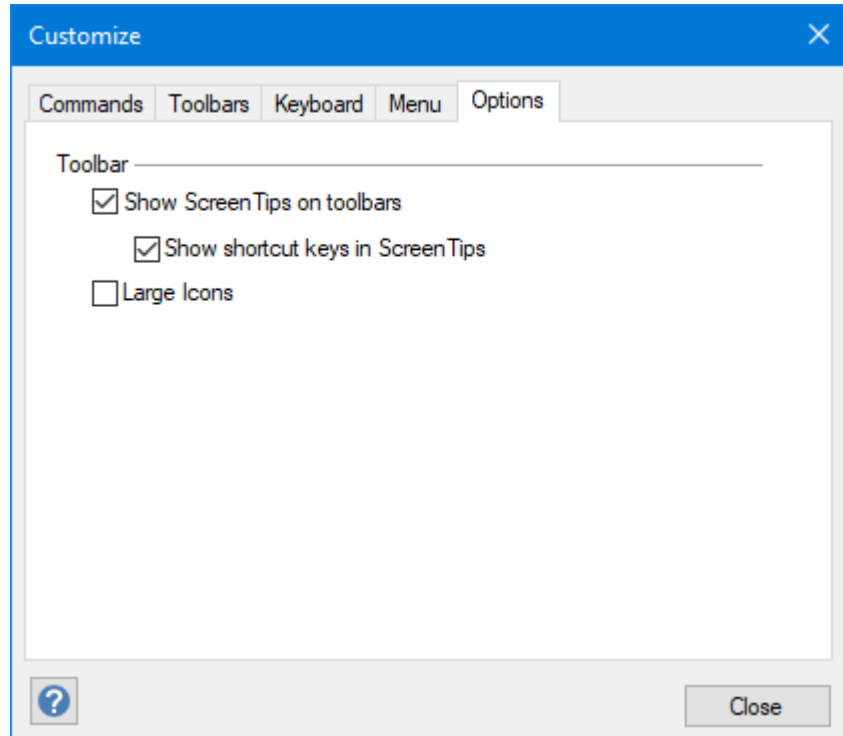


Menu

Using this tab you can reset the menu and configure several menu effects.

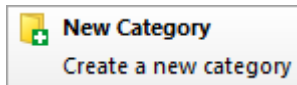


Options



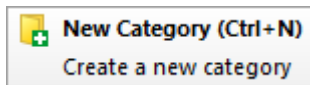
Show Screen Tips on toolbars

Enable to have the toolbar button tip show when hovering over a button.



Show shortcut keys in the Screen Tips

Enable to display the shortcut key for the button in the tip.



Large Icons

Enable to use large icons on the toolbar. The large size is twice the width and height of the normal size.



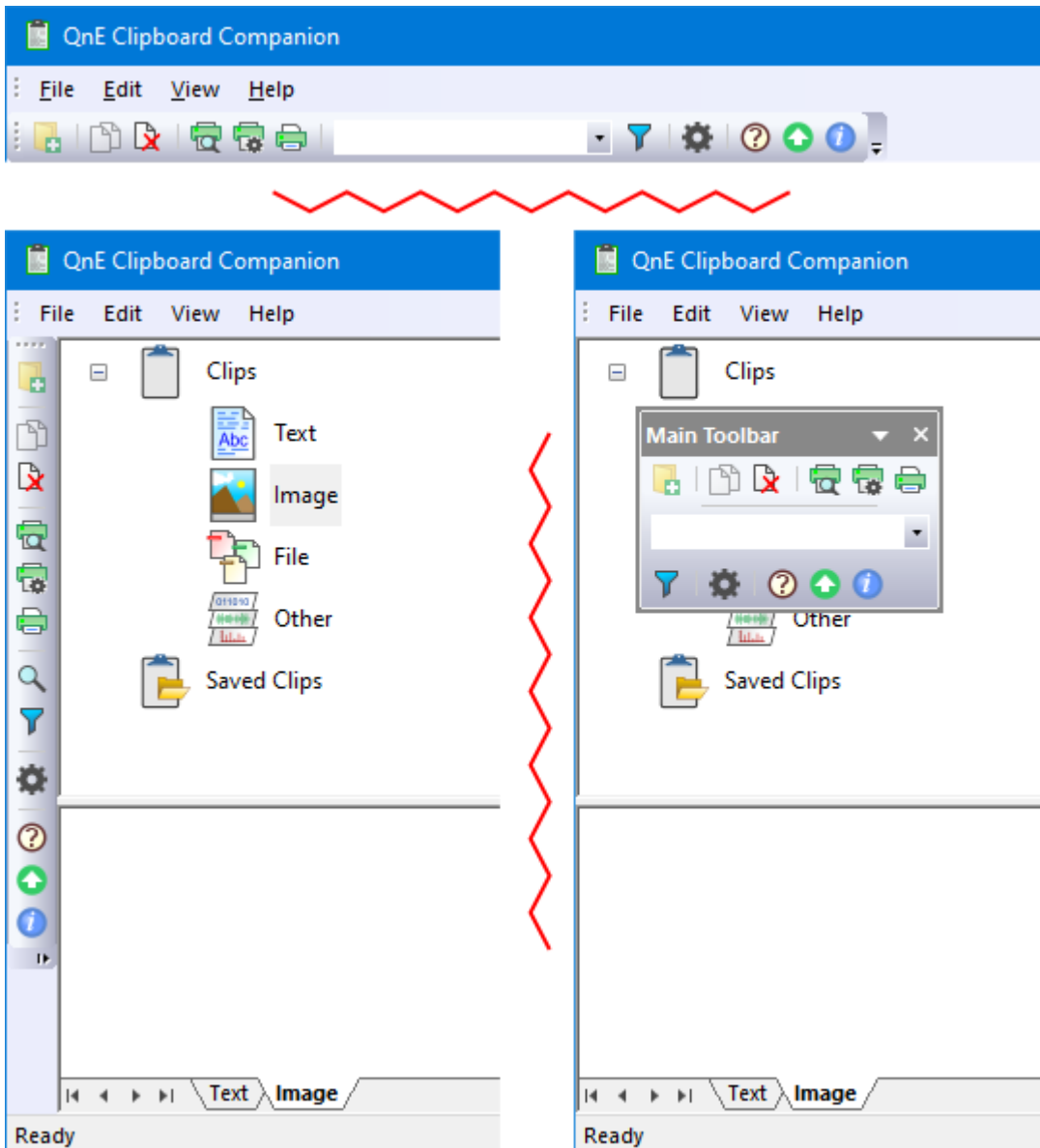
Moving the Toolbar

The toolbar can be repositioned by dragging it to a new location, including to a free-floating toolbar window.



Grab and drag area.

To dock the toolbar with the main window, drag it back to a window edge or toolbar location until it snaps into position (the toolbar can be docked with any edge).



Horizontal toolbar (top), vertical toolbar (left), free-floating toolbar (right).

The free-floating toolbar can be resized by dragging the edges. The buttons will reposition according to the size of the window (multiple rows or columns, vertical, etc.) providing the controls allow the size.


Note: Some toolbar controls may not function normally in certain positions. For example, the Clipboard Companion *Select Filter* drop-down will not function normally when toolbar is vertical.

Resetting the Toolbar or Menu

The toolbar can be reset by using multiple methods, two of which are shown below.

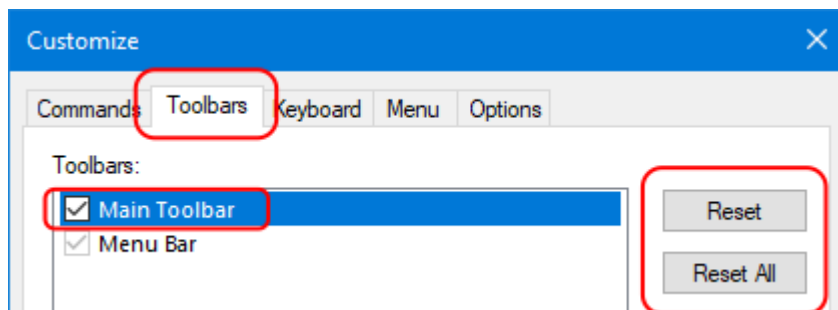
Note: Resetting the toolbar or menu will return it to the default state (all customizations will be removed).

Method 1 - Reset Toolbar

1. Click the  **Toolbar Options** button on the toolbar (will be on the far right for the default horizontal layout).
2. Click **Add or Remove Buttons**.
3. Click **Main Toolbar**.
4. Click the **Reset Toolbar** menu item.

Method 2 - Reset Toolbar and/or Menu

1. Click the **View | Toolbars | Customize** menu item or right-click on a toolbar button and select the **Customize** menu item.
2. Click the **Toolbars** tab.
3. Select (highlight) the toolbar or menu bar to reset and click the **Reset** button or click the **Reset All** button to reset all toolbars and menus. The Main Toolbar is selected in the screenshot below. In this example, clicking **Reset** would reset only the Main Toolbar. Clicking **Reset All** would reset the toolbar as well as the program's menu.



Obtaining Technical Support

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 - (3) Your subsidiary organization or organizations (if any), those organizations' employees and in-house contractors, and those organization's in-house Computer Systems owned or controlled by those organizations, and
 - (4) Your affiliated organizations (if any; "affiliated organization" means any organization which is under majority control or ownership by the same parent that majority owns or majority controls you), those organizations' employees and in-house contractors, and those organization's in-house Computer Systems owned or controlled by those organizations.
- (ii) **Personal or Home Users.** If you are a real person, and if all Software under this license is used exclusively for personal non-commercial use only, then each licensed copy may be installed on Computer Systems owned or controlled by you, or a member of your immediate family in the same household.

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- (d) **RESERVATION OF RIGHTS.** All rights and licenses not expressly granted by TeraByte in this Agreement are entirely and exclusively reserved to TeraByte.

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 - (a) **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between you and TeraByte in regard to the subject matter herein, and supersedes all previous and contemporaneous agreements, proposals and communications, written or oral between you and TeraByte. No amendment of this Agreement shall be effective unless it is in writing and signed by duly authorized representatives of both parties.
 - (b) **NON-WAIVER.** Waiver by TeraByte of any violation of any provision of this License shall not be deemed to waive any further or future violation of the same or any other provision.
 - (c) **LAW AND JURISDICTION.** This License and any dispute relating to the Software or to this License shall be governed by the laws of the United States and the laws of the State of Nevada, without regard to U.S. or Nevada choice of law rules. You agree and consent that jurisdiction and proper venue for all claims, actions and proceedings of any kind relating to TeraByte or the matters in this License shall be exclusively in courts located in

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- (d) **SEVERABILITY.** If any part or provision of this License is held to be unenforceable for any purpose, including but not limited to public policy grounds, then you agree that the remainder of the License shall be fully enforceable as if the unenforceable part or provision never existed.
- (e) **NON-ASSIGNMENT.** You may not assign this License without the prior written consent of TeraByte, except as part of a sale of all or substantially all of the assets of your business.
- (f) **NO THIRD PARTY BENEFICIARIES.** There are no third party beneficiaries of any promises, obligations or representations made by TeraByte herein.
- (g) **HEIRS AND ASSIGNS.** This Agreement shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors and assigns of the parties hereto, but nothing in this paragraph shall be construed as a consent by TeraByte to any assignment of this agreement except as provided hereinabove.
- (h) **SURVIVAL.** The provisions of paragraphs 1(b)(iv), 1(b)(vii), 1(b)(ix), 2, 3 and 6 of this Agreement shall survive any termination or expiration of this Agreement.