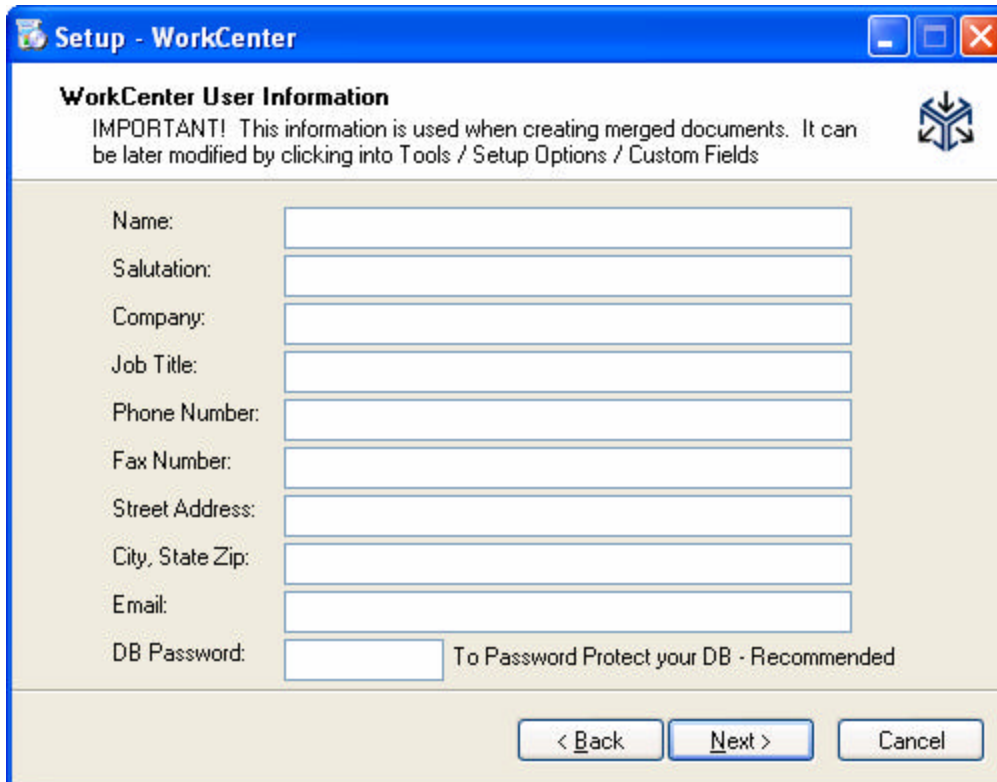


Password Protecting your WorkCenter Database

WorkCenter gives you the user the ability to password protects your database file. If you elect to use this feature, we strongly urge you to write down the password you have selected. If you forget the password it is very difficult and many times impossible for our technical team to open your database.

You have two options to protect your database with a password:

Option #1: When you originally download and install your WorkCenter software from our vForms.com or WorkCenterCRM.com site, you will be given an option to password protect the database when you are completing the WorkCenter User Screen.



The screenshot shows a Windows-style dialog box titled "Setup - WorkCenter". The main heading is "WorkCenter User Information". Below the heading is a warning: "IMPORTANT! This information is used when creating merged documents. It can be later modified by clicking into Tools / Setup Options / Custom Fields". To the right of the warning is a cube icon with arrows. The form contains several input fields: Name, Salutation, Company, Job Title, Phone Number, Fax Number, Street Address, City, State Zip, Email, and DB Password. The DB Password field has a tooltip that says "To Password Protect your DB - Recommended". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

Option #2: Open WorkCenter and click on TOOLS, DATABASE and choose the "Set Password" option. Follow the screen views and instructions.

Once the database has been protected with a password, you will be prompted to enter that password when opening the database. If you do not have the password, WorkCenter will not allow you to open the database.