

# How To Use 1password

## Create and edit items

When you open 1Password, you'll see a list of all your items, like your passwords and credit cards. Select an item to see its details:

An overview of 1Password 8 for Windows

To create an item, click **New Item** (or press `Ctrl+N`) and choose an [item category](#). You can also search for popular logins and item categories.

To edit an item, select it and click **Edit** (or press `Ctrl+E`). When you're done making changes, click **Save** (or press `Ctrl+S`).

To see only certain types of items, click **All Categories** at the top of the item list and choose an item category.

You can personalize your items with your own icons that appear throughout 1Password. Edit an item and click the item's icon to get started.

You can also add [custom fields](#), including [unique answers to security questions](#).

## Share items

You can securely share copies of passwords and other items you've saved in 1Password with anyone, even if they don't use 1Password.

Select an item, then click **Share** in the item's details.

You'll get a unique link that you can send to others. You can choose when the link expires and who can access it. [Learn more about securely sharing 1Password items with anyone.](#)

# Get a link to share this item



Evernote - Team Notes  
wendy.c.appleseed@gmail.com

Link expires after

7 days

Available to

Anyone with the link

Cancel

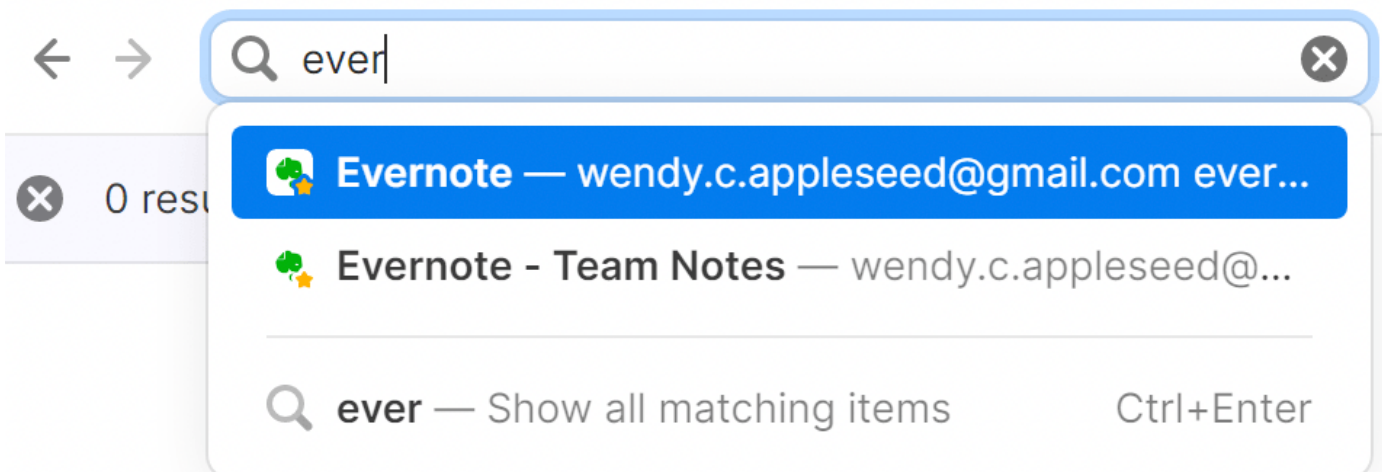
Get Link to Share

# Search 1Password

Searching is the fastest way to find what you need in 1Password. Use the search field above the list of items to find what you're looking for.

You can search and find anything, like items, tags, categories, accounts, and vaults. You can also limit your search to the current view (Ctrl + F).

[Learn more about searching 1Password.](#)



# Sort items

To change how items are sorted in a list, click **Sort** at the top.

For example, you can sort your items by their title, the date you last made changes to them, or how frequently you use them.

Sort items by date modified

# Organize with favorites and tags

You can organize your items with tags or mark them as favorites to quickly access them when you need them.

To mark an item as a favorite, select it, click the ellipsis in the item's details, and choose **Add to Favorites**. Or drag items onto **Favorites** in the sidebar.

To create a tag, [edit an item](#), enter the name of the tag in the tag field, and click **Save**. Or drag items onto a tag in the sidebar.

[Learn more about favorites and tags.](#)

Access your favorites and tags from the sidebar

# Use collections to create custom groups of vaults

Every item in 1Password is stored in a vault. You can use vaults to organize your items and [share them with others](#). If you have multiple 1Password accounts, each account has its own vaults.

You can create collections to view items from a custom group of vaults from any of your accounts. Click your account or collection at the top of the sidebar and choose **Manage Collections**. Then click **New Collection**.

To switch to a collection or account, click your account or collection at the top of the sidebar and choose it.

[Learn more about collections.](#)

List of accounts and collections

## Move and copy items

To move an item, drag it to a different vault in the sidebar. Or right-click the item, click **Move**, then select a vault.

To copy an item, right-click the item, click **Duplicate**, then choose the vault to copy it to.

When you move or copy an item, the confirmation screen will show you who will have access to the item in the new vault.

[Learn more about moving and copying items.](#)

## Use Watchtower

[Watchtower](#) tells you about password breaches and other security problems on the websites you have saved in 1Password.

To view your Watchtower dashboard click **Watchtower** in the sidebar.

To see when a website you have an account for is added to Watchtower, click the account or collection at the top of the sidebar and choose **Settings**. Then click **Privacy** and turn on Watchtower options you'd like to see results for.

[Learn how to use Watchtower.](#)

Use Watchtower in the sidebar

## Reveal and enlarge passwords

You can temporarily reveal or enlarge a password to make it easier to see while entering it on another device or reading it aloud.

To reveal a password, hover over it. Then click the down arrow and choose **Reveal**.

To enlarge a password, hover over it. Then click the down arrow and choose **Show in Large Type**.

Click 'Large Type' to enlarge passwords

## Archive and delete items

To archive an item, drag it to the **Archive** in the sidebar. Or click the ellipsis in the item's details and choose **Archive** (or press `Delete`).

To restore an item from the Archive, click **Archive** in the sidebar. Select the item you want, then click the ellipsis in the item's details and choose **Restore Item**.

To delete an item, drag it to **Recently Deleted** in the sidebar. Or click the ellipsis in the item's details and choose **Delete** (or press `CtrlDelete`).

To restore a deleted item, click **Recently Deleted** in the sidebar, then right-click the item and choose **Restore Item**.

[Learn more about archiving and deleting items.](#)

Archive and delete items

For any more information on how to use the windows app, head to [Get to know 1Password for Windows | 1Password Support](#).

## Using the browser extension

## Save your passwords

To save a login, enter your username and password. Then choose **Save in 1Password**.

You can edit the title of the login and the vault where you want to save it. Then select **Save**.

To update an incorrect or incomplete login, make your changes, then choose **Save in 1Password** and select **Update**.

[Learn more about saving and filling passwords.](#)

Saving a login inline with the 1Password browser extension.

## Fill logins and other items

To fill an item, choose it from below the username or password field.

If 1Password suggests more than one item, you can use the arrow keys to select the one you want, or start typing to filter your items.

[Learn more about filling credit cards and addresses.](#)

The 1Password icon in a password field

Filtering items in a credit card field

## Use a suggested password

1Password suggests strong passwords when you're changing a password or signing up for a new account.

To use a suggested password, select the 1Password icon in a password field and choose **Use Suggested Password**.

[Learn more about changing your passwords.](#)

1Password suggesting a new password

## Create a custom password

You can create a custom password from the inline menu that appears below form fields.

Select a password field and then select inline settings button. Choose **Password Generator**, adjust the settings for your new password, then select **Autofill**.

The password generator in the inline menu

You can also use the 1Password pop-up to create custom passwords. To open the pop-up, select the 1Password button in your browser's toolbar.

To create a custom password, select the 1Password in your browser menu and choose **Password Generator**.

Adjust the settings for your new password, then copy it to the clipboard or fill it on the page.

To see all the passwords you've created, select **Password Generator History** below the password generator.

Memorable Passwords will be generated based on the language you have set under **Settings > Appearance & shortcuts > Language**. At this time, English, French, Spanish, German, Italian, Portuguese, and Dutch are supported in the password generator.

The password generator in the 1Password pop-up

## Use drag and drop to fill in apps

To fill in an app, drag your login details from 1Password to it. For example, drag your password to the password field in the app.

You can also use drag and drop in your browser. Fill answers to security questions, membership numbers, and more.

Use drag and drop to fill in apps from 1Password

## Fill one-time passwords

You can use 1Password as an authenticator for a site that supports two-factor authentication. First, [find the site on 2fa.directory](#) and follow the instructions to turn on two-factor authentication for the site.

When you see a QR code for 1Password to scan, select the 1Password button in your browser's toolbar and select your login for the site to view the item's details.

Select the ellipsis > **Scan QR Code** to save it to your 1Password item. 1Password can then fill your one-time passwords any time you need to sign in to that site.

[Learn about saving and filling one-time passwords.](#)

Set up two-factor authentication from the 1Password pop-up

For more information on how to use 1password in your browser, head to [Get to know 1Password in your browser | 1Password Support](#).

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