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## User profiles in windows

Customising the Start Menu for different users can be valuable if there are multi-users of a PC for example in a day centre, resource centre, school or college. It can also be helpful at home if different users of one computer have different requirements in terms of screen colours or text size for example.

Windows 95 (and above) allows you to save user specific settings along with a user name.

The settings that are saved include:

- Desktop icons and layout
- Colour schemes
- System font sizes
- Program items on the start menu
- Document templates for Word
- Toolbar choices in Word 97 (and above)
- Autotext and Autocorrect entries

The way that user profiles are set up varies slightly between Windows 95, 98 and NT. For specific instructions use "Help" and search on "user profiles".

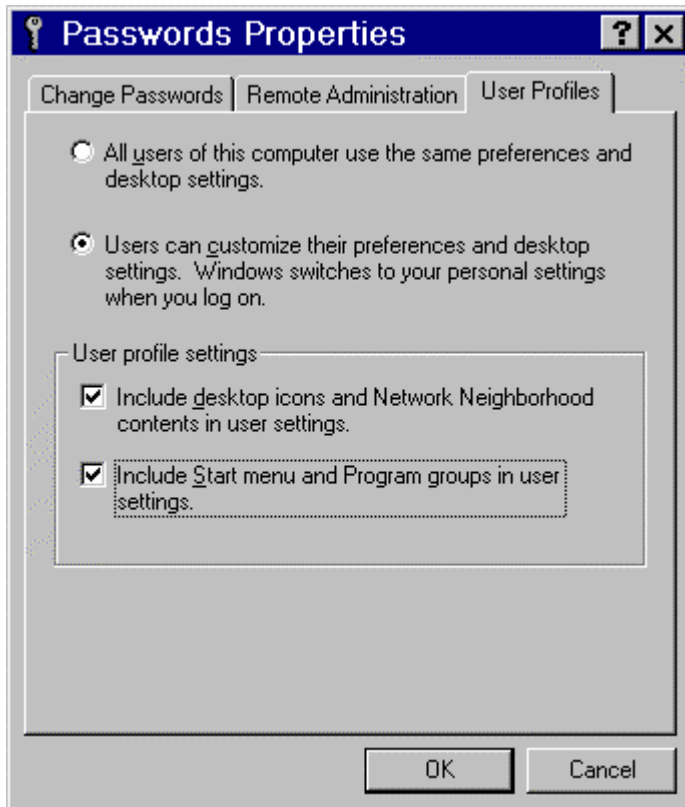
The basic process for setting up user profiles from scratch is that a first user profile is created from the existing setup of the computer.

Further user profiles can then be setup as copies of whichever is the current user profile and settings.

Whenever the computer is restarted, a list of available profiles is presented to the user and they can then select their name or preferred profile from the list.

For example in Windows 98 you can add user profiles by choosing the “password” or “users” item from the control panel.

(The control panel can be opened from Start Menu => Settings => Control Panel)



Using **User Profiles** create a logon named Default. This can be used as a starting point for all new profiles and have all programs available via the Start Menu. You may want to give 'Default' a password so that it cannot be changed by another user in error.

When you add a program to the **Start** menu or any submenu on the **Start** menu (usually the **Programs** menu), you are actually adding a shortcut to the program. The original item exists on the hard disk. Shortcuts on the **Start** menu provide quick access to your programs and files, and you can organize shortcuts to suit your needs.

You can easily add, delete, move, or rename shortcuts on the **Start** menu and any submenus. You can accomplish most of these tasks directly from the desktop:

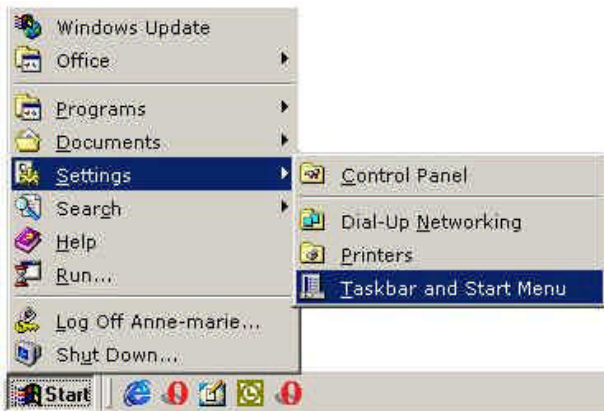
- You can drag any shortcut icon to the **Start** button, and then to the location where you want it to appear on the **Start** menu.

- You can drag a shortcut directly from the **Start** menu to any location on the desktop. If you want to remove a shortcut, drag it to the Recycle Bin. The original item will still exist on the disk.
- You can rename a shortcut directly on the **Start** menu by right-clicking the shortcut, clicking **Rename**, and then typing a new name.
- If you want to change the order of shortcuts and folders on the **Start** menu, you can drag some items to different locations directly on the **Start** menu.

You can prevent the user from making changes using the above methods by deselecting 'Enable Drag & Drop' option from the Start Menu Settings.

## Logon as default

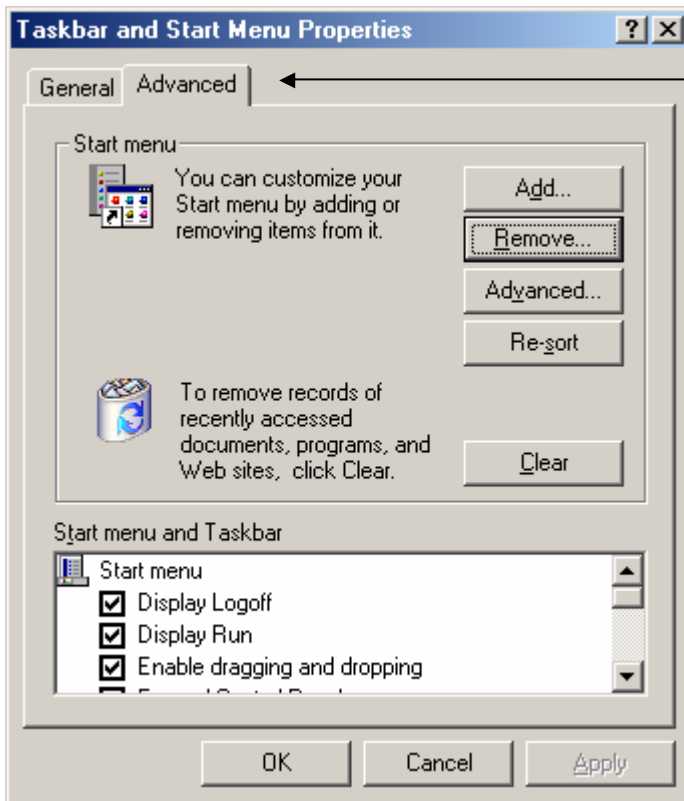
Using **User Profiles** create a logon for individual e.g. John Smith. This will create a copy of 'Default' (If you have several clients who all require access to the same programs, and settings you can create one logon and use that profile to create further copies or have a shared logon).



From the Start Menu

- Select Settings
- Select Taskbar and Start Menu

The Taskbar and Start Menu Properties dialogue box will open



Select the Advanced tab

- Select Remove
- Select the program you wish to remove from the start menu
- Click remove
- Repeat until you have removed all the unwanted programs.

The original item still exists on the hard disk. Shortcuts on the **Start** menu provide quick access to your programs and files, and you can organize shortcuts to suit your needs.

- You can also add a program to the top of the **Start** menu by dragging the program's icon to the **Start** button.
- Click **Advanced** if you want to add a program by using Windows Explorer.
- To add programs to a submenu in My Computer or Windows Explorer, click the icon for the program you want to add, drag it to the **Start Menu** folder (in the **Windows** folder), and then to the folder for the submenu.

You can either create new shortcuts or move existing shortcuts into the folder.

### Customising the colour schemes

Open the Control Panel and then open the Display item by double clicking or moving the highlight with the arrow keys and pressing Enter. Bring the Appearance page to the front by clicking on the tab or pressing Control+Tab twice.



This page contains a snapshot of a sample Windows screen and below a bar listing the currently selected 'colour scheme'.

**Select one of the pre-defined colour schemes**

To change to a new scheme, click the mouse on the 'Scheme' box and press the up and down arrow keys. When the snapshot looks good press the enter key to select it. Some of these "High Contrast" schemes include contrasting colours and larger fonts.

To save changes click or Tab to and press Enter on the "Save As..." button, give it a name and press Enter. To see how your changes will look when applied click on the "Apply" button or press Alt+A.

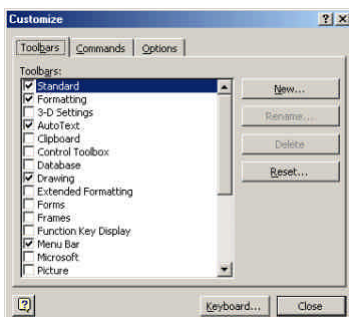
To close the dialog box completely click or Tab to and press Enter on the "OK" button.

**Creating personalised toolbars in Word**

Click on "View", "Toolbars", "Customise" and go to the first tab page "Toolbars". Here click on "new". Word asks you to enter a name for this toolbar and after this places the toolbar on the document area.

You now need to drag buttons into the toolbar. All of the available tools are listed under the "commands" tab and sorted by the menu item under which they would naturally appear. You can then remove the other Toolbars by deselecting the ticked Toolbars.

If you want to enlarge Toolbar Icons select the Options tab, select Large icons.



You can also remove menus by clicking on the menu and dragging it off the Menubar.

This can be useful for clients with learning difficulties who may be presented with dialogue boxes because they have clicked something in error. It also clears the screen of clutter.

Important - You should leave one menu with all the commands necessary to print, save, close etc.

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