

WinU Help

Choose a topic on which you'd like more information:

[WinU Setup Quick Start](#)

[How To Order WinU](#)

[Introduction](#)

[Installing WinU](#)

[Uninstalling WinU](#)

[The Administration Menu](#)

[The Desktops Menu](#)

[The Help Menu](#)

[The Administration Password](#)

[Configuring The System](#)

[Configuring A Desktop](#)

[Adding Or Changing Applications](#)

[Security Considerations](#)

[The Three Security Modes](#)

[Hints And Tricks](#)

[WinU Log File Formats](#)

[Notices](#)

Introduction

WinU is a Windows 95 menu system with timeout and security access features. It features three distinct levels of security control, password protected desktops and programs, and many flexible configuration options. It's easy to set up, easy to use ... and virtually impossible to circumvent.

This makes WinU excellent for **parents** who want to **allow children to use only certain software** on the family PC, without worrying that Junior might delete the household tax records. You can set up a different password-protected WinU desktop for each member of the family.

WinU is also ideal for **computer stores** that want to let the shopping public try their featured software without allowing access to the entire computer. WinU lets you set the amount of time that shoppers (or children) can use a program, even communications programs for the Internet or online services. It allows a warning "grace period," with a custom warning message that you can set, before it terminates a running application. You can even tell it to run only one program at a time, so the previous application will be terminated when a new one is launched.

Businesses can use WinU to **allow employees to run only authorized software**, and make all other programs unavailable. WinU is far better for this purpose than the meager built-in Windows 95 facility, because it is more powerful, more flexible, easier to set up, and simpler for end-users.

Vendors and businesses will appreciate WinU's built-in **file logging** feature, which tracks exactly when each program was run, by who, and for how long.

And WinU allows you to **use any Windows bitmap as its background image**. Use your company logo or product information, or just your favorite picture. You can display the image fullscreen behind the buttons, or put the image in the top half and the menu buttons on the bottom to give an unobstructed view of the image.

How To Order WinU

Thank you for trying WinU. You are welcome to test the evaluation version for 30 days. That is, you can run the program on 30 different dates. These dates do not have to be consecutive calendar days. If you don't run WinU on a particular date, it doesn't count against your 30 days. This gives you plenty of time to try WinU on your own system. After the trial period, you must either purchase WinU or remove it from your system.



WinU can also be purchased from distributors in:

ENGLAND: The Thompson Partnership

GERMANY: Vogel Datentechnik

JAPAN: P & A Co., Ltd.

After purchase, there are no reminder screens, and the title bar does not read "PRE-PURCHASE COPY, FOR EVALUATION ONLY." The purchased version saves the administration password from session to session. It also lets you set the warning time to other than three minutes, set the termination time to other than five minutes, and take full advantage of *No Security* "Convenience" mode.

Multiple-copy discounts and site licenses are available.

To order, send \$29.95 (plus shipping, see below) to:

Data Outlet
P. O. Box 37278
Richmond, VA 23234
USA

Payment: You can pay with cash, check, money order, MasterCard, or Visa.

Shipping: Please enclose \$5 for shipping and handling.

Sales Tax: Virginia residents please add \$1.35 sales tax.

Outside North America: Please add an additional \$6 overseas shipping surcharge (total \$11 shipping).

With a MasterCard or Visa you can also order WinU by phone, either directly from Data Outlet at **804-768-0424** (noon to 8:00 Mon-Thu) or through Data Outlet's toll-free telephone order-taking service at **800-242-4775** (weekdays 7 to 6 Central time; ask to order item #14202), or 24 hours a day by fax at **(804) 768-0294**. You can also order on CompuServe, in two ways. You can **GO SWREG** and order item #7315; the fee will be added into your regular CompuServe charge. Or you can order on the *World Wide Web* at the Bardon Data Systems homepage (<http://ourworld.compuserve.com/homepages/Bardon>). The *Web* page is also the

best place to get the very latest version of WinU, as well as other software from Bardon Data Systems. With a MasterCard or Visa you can also send direct electronic mail to **102676,667** with your credit card number, expiration date, and name as it appears on the card.

If you order with a MasterCard or Visa by phone at **804-768-0424**, you'll be given your registration number immediately so you can get rid of the reminder screens and limitations right away. Or simply mail in your credit card number and expiration date.

When you order, you'll get a copy of the most recent version of WinU, a registration number that will turn off the reminder screens and remove the limitations of the evaluation version, a printed manual, support, and update notices.

You will also get a **FREE** copy of **Reverend Lowell's Treasury of Humor, Volume 1: "He Who Laughs, Lasts!"** Reverend Lowell's Treasury contains thousands of humorous anecdotes collected by Reverend Lowell during his long career as an ordained minister. After thirty years of public speaking from the pulpit, the podium, and on television, he has amassed over 200,000 items, and Reverend Lowell's Treasury represents the "cream of the crop." These are Reverend Lowell's favorite funny stories, revealing quotes, interesting anecdotes, and zingy one-liners. And there's nothing that would be unsuitable in any public setting. There are plenty of items to choose from. Each volume of the Treasury covers a different topic, and contains at least as many items as you'd find in a full-size book. Many are illustrated in color or black-and-white. You can search for any item by keyword or first line. Or simply browse through every item page by page.

The Administration Menu

To use any of the options below, by default you must first give the administration password when prompted. However, this can be customized. The specific menu items for which a password is required can be set in the Administration Settings dialog.

By giving the administration password in response to any password screen, WinU goes into its [Administration Maintenance Mode](#) in which security checks are temporarily suspended. This makes it easier and less tedious for the administrator to configure the system. To return the system to its previous security mode, simply log off the current desktop.

Administration Settings: This screen has four sections. The **Administration Password** section lets you set and change the administration password, and indicate which WinU administration functions are password-protected. The **Log To File** section lets you specify a logfile in which all actions performed by WinU are recorded. The **Security Level** section lets you indicate which of [the three security modes](#) (*No Security*, *Casual Security*, or *Super Security*) will be used, and lets you control whether the keyboard can be used as the computer starts. The **Default Desktop** section has two buttons labeled *Set* and *Clear*. Click *Set* to establish the current desktop as the startup default, or *Clear* to set the default to <No Desk>.

Convert WinU 1.0 Desktop: This menu item is displayed only if you have previously set up WinU version 1 on your system. Select this item to import your old button applications and background image settings. A new desktop will be created for this purpose, and your old WinU settings will be moved to the new desktop. The previously-installed old settings will be removed, but your current WinU setup will not be affected (other than adding the new desktop of course).

Add New Desktop: This will create a new desktop with default settings, then display the [Desktop Properties](#) dialog to let you configure the new desktop. You can change a desktop's properties later by clicking the right mouse button on the desktop, or by using the **Administration** menu item **Current Desktop Properties**. (see [Configuring A Desktop.](#))

Delete Current Desktop: This removes the current desktop and all its buttons and settings.

Current Desktop Applications: The [Desktop Applications](#) screen lets you add, change, or delete the applications on this desktop, including each application's password and time limits. You can also change the order of the buttons on the desktop.

Current Desktop Properties: The [Desktop Properties](#) screen lets you set the desktop

name, background bitmap, password, cumulative-time limits on this desktop, and other per-desktop program management options.

Shut Down The Computer: In either of the [Security modes](#), WinU covers the entire screen. With no access to any other controls, this menu item provides the only way to shut down the computer. By default, WinU is set up so that the administration password is required to do this.

Exit The Program: This menu item provides a way to exit from WinU. By default, WinU is set up so that the administration password is required to exit. In *Super Security* mode, exiting from WinU shuts down the computer.

The Desktops Menu

This menu lists the names of all available desktops. Click on one to switch to that desktop. Desktops can be password-protected if desired.

There's also a **Logoff Current Desktop** menu item. Click this to exit from the current desktop and set to the default desktop, or to <No Desk> if there is no default.

In a *Security* mode, exiting from a desktop automatically terminates all applications launched from that desktop.

The Help Menu

The **Help** menu has three items: **Help**, **Getting Started With WinU**, and **About WinU**. The **Help** and **Getting Started** items can be password-protected if you'd prefer that users didn't have access to this information.

Help: Use the Help item (or press F1) to get full on-line help about setting up and running WinU.

Getting Started With WinU: This displays the "quick start" Help page, with step by step instructions on configuring WinU quickly.

About WinU: Gives the WinU version number and copyright information.

Notices

TECHNICAL SUPPORT: For technical support contact the publisher, Data Outlet, through CompuServe email (102676,667), Internet email (102676.667@compuserve.com) U. S. Mail (P. O. Box 37278, Richmond, VA 23234), or phone (804-768-0424 noon to 8:00 Mon-Thu).

VERSION: WinU version 2.0

SYSTEM REQUIREMENTS: Requires Microsoft Windows 95

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CONTACTING THE AUTHOR: Barry Smiler, the author of WinU, can be contacted through the Bardon Data Systems homepage (<http://ourworld.compuserve.com/homepages/Bardon>), U.S. mail (Bardon Data Systems, 1023 Key Route Blvd., Albany CA 94706), or phone (510-526-8470). **For technical support or similar questions, contact the publisher, Data Outlet.**

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phone (804-768-0424 noon to 8:00 Mon-Thu).

Uninstalling WinU

WinU includes an "uninstall" component. When you install WinU, the uninstaller is added to WinU's icons on the Start menu as well as to the usual "Add/Remove Programs" list. To uninstall, run the uninstaller.

Installing WinU

To install WinU, run the program **install.exe** that comes with WinU. It will ask you the folder you would like to install into, the Start button group name you prefer, and whether you'd like WinU to run at startup. WinU will not install anything to any other folder, other than the one you specify. It will not change any system files. If you choose to uninstall, simply run the uninstaller program.

WinU installs the following files to the folder you choose:

winu.exe	the WinU program, file 1
winu2.exe	the WinU program, file 2
winu3.exe	the WinU program, file 3
uninwinu.exe	the WinU uninstaller
winu.hlp	the documentation, in Windows helpfile format
winu.cnt	another part of the Windows helpfile
readme.txt	overview and installation instructions
orderfrm.wri	how to order WinU

The first time you run WinU, or anytime you start when there are no other desktops, WinU creates a "Sample" desktop with a few buttons. This lets you use WinU and get a feel for what it can do.

When first installed, WinU will run in Casual Security mode. This can be changed by using the **Administration** menu item **Administration Settings** to display the **Administration Properties** screen.

WinU Setup Quick Start

How To Use WinU, In A Nutshell: Use the keyboard or mouse to press any button and run its program. If the program has a time limit, it will be terminated when it runs out of time. With the administration password, you can right-click on a button to change that button's settings, or right-click on the desktop to modify desktop settings, or use the Administration menu to select one of WinU's three security levels or change systemwide settings. Whenever you use the administration password, WinU goes into Administration Maintenance Mode, in which it's easier to drag-and-drop files from Explorer to add new buttons.

Here's how to quickly set up WinU:

- 1) Configure systemwide settings by selecting the **Administration** menu item **Administration Settings**. This will display the [Administration Properties](#) screen. Here you can select one of WinU's three security levels, change the administration password, set up logging to file, and change other systemwide options.
- 2) Create new desktops by selecting the **Administration** menu item **Add New Desktop**. This will then display the [Desktop Properties](#) screen which lets you configure the new desktop to your liking. Later, you can change a desktop's properties at any time by right-clicking on the desktop. Desktop options include password, timeout settings, program management options, and background image.
- 3) Add program buttons to the desktop. The easiest way is to "drag and drop" files from Explorer onto the WinU desktop. Or add them by selecting the **Administration** menu item **Current Desktop Applications**. Later, you can modify a button's settings at any time by right-clicking on it, which will display the [Application Properties](#) screen for that button.

Hints And Tricks

Here are some thoughts to consider when setting up WinU.

- [The three security modes](#) each have different capabilities. In *Casual Security* or *Super Security* mode, WinU will cover the entire screen, will not allow any previously-running programs to be displayed to the user, and (if the current desktop is in Single-Program Mode) will close the previous WinU-launched program when the user launches a new one. In *No Security* ("Convenience") mode, WinU can run smaller than fullscreen, the current desktop's Single-Program Mode switch has no effect, and WinU does not take steps to avoid being abnormally shut down. That is, it's simply a convenient menu-style program launcher with no security features.
- By giving the administration password in response to any password screen, WinU goes into its [Administration Maintenance Mode](#) in which security checks are temporarily suspended. This makes it more convenient for the administrator to configure the system. To return the system to its previous security mode, log off the current desktop.
- The easiest way to [create a new desktop button](#) is to "drag and drop" a file from Explorer to the WinU desktop. You can "drag and drop" an executable program, or a file with a registered File Association type. The new button appears when you drop the file onto WinU. Configure the new button by right-clicking on it to change its Properties.
- If a WinU [application](#) has a time limit, there will be a countdown timer in WinU's menu bar when running that program. The user always knows how much time is left before this program will terminate. If the desktop has its own time limit, WinU's *cumulative timing* option keeps track of the total amount of time that any program actually runs from this desktop. If the current desktop uses this option, a second menu bar timer displays the remaining desktop time. The desktop timer can optionally reset itself to the maximum allowed time every day, or every week.
- Other than with WinU's own password-protected "Shutdown" menu item, the user cannot shut down the computer when WinU is running. Yes, the power switch still works... but that's the only way. And if you've set up WinU to start when Windows starts, it comes right back up again. To set up WinU to do this in *Casual Security* mode, put a shortcut to WinU in your Startup folder. Or use *Super Security* mode, in which no such shortcut is needed since WinU tracks this by itself.
- Other than with WinU's own password-protected "Exit" menu item, users can't exit from WinU improperly. If they try, WinU restarts. And in *Super Security* mode, starting the computer will automatically start WinU, and exiting WinU shuts down the computer.

- In either of the *Security* modes, WinU won't run smaller than fullscreen, and when set up properly the user cannot access the Start button, Taskbar, desktop, Explorer, or any other tools other than those you have provided on WinU buttons. There's also a *No Security ("Convenience")* mode in which you can run WinU as a normal resizable window (see below). This is handy for setting up the system.
- If you enable *Single-Program Mode* for a desktop, only one program will run at a time. When you click on a new button, the previous program closes.
- WinU won't restart a program sooner than the "restart time" you've set up for that program.
- You can use the usual motion keys (arrows, Tab, Home, End, PageUp, PageDown) to select a button. The current button is highlighted. Press Enter to run the current button's program.
- If you minimize an application run from the WinU desktop, WinU reopens it.
- If there are enough buttons so the desktop needs a scroll bar, WinU adds one to the right side of the window.
- If enabled for this desktop, WinU always tries to run programs fullscreen.
- Programs started from WinU cannot get buried under the WinU window; WinU keeps them on top. Programs running before WinU started won't be displayed; if the user tries to switch to one, WinU hides it again.
- WinU's big-font popup message boxes time out after two minutes.
- In a *Security* mode, exiting from a desktop automatically terminates all applications launched from that desktop.

The Administration Password

Administration Password: The first time you start WinU, it asks you for an administration password. This password is saved permanently so you never need to enter one again if you don't want to. However, you can change the password at any time with the **Administration** menu item **Administration Settings**. Like all WinU passwords, the administration password is case sensitive.

The administration password can be used whenever any WinU password is required. For example, if a desktop is password-protected, the administration password can be entered instead of the desktop password. Similarly, a password-protected application can be run by giving the administration password rather than the application password.

Administration Maintenance Mode: Any time the administration password is used, WinU switches into its Administration Maintenance Mode, in which security checks are temporarily suspended. This special password tells WinU that the current user is the system administrator, someone who already has access to the entire system. For such a user, further security testing serves no useful purpose.

Therefore, in Administration Maintenance Mode, passwords are not required or requested, and WinU won't interfere when programs such as Explorer or the Taskbar are accessed. This makes it easy for the system administrator to modify WinU settings, "drag and drop" programs onto the desktop and create new buttons, or use other software tools that a normal user would not have access to.

Administration Maintenance Mode remains in effect until you log off the current desktop. WinU will then reset to the previous *Security* mode.

WinU provides three visible cues that Administration Maintenance Mode is in effect:

- the WinU window shrinks to less than fullscreen
- the title bar blinks "ADMINISTRATION MAINTENANCE MODE"
- the WinU window's background color changes to a distinctive red and blue pattern (this is visible only if the bitmap is restricted to the top half of the WinU window)

Configuring The System

Use the **Administration** menu item **Administration Settings** to display the **Administration Properties** screen. There are four sections to this screen.

Administration Password: Set and change the administration password. Like all WinU passwords, the administration password is case sensitive. The administration password can be required to change any of the settings on the **Administration** menu. Using the administration password will set the current desktop into [Administration Maintenance Mode](#) until the user (that is, the system administrator) logs off from that desktop.

Indicate here whether the administration password is required to:

- shut down the computer
- exit from WinU
- change WinU's systemwide and desktop settings
- use the Help system
- change a desktop's settings

Each of these can be set individually, but before you make them available, consider that allowing unprotected access to these functions may provide a way around WinU's security features.

Log To File: WinU provides three file-logging options. If **Log As Text** is checked, WinU records all actions to a log file in a "human-readable" format. If **Log As CSVs** is checked, WinU logs all actions in "comma separated values" format suitable for importing into a database or spreadsheet. If **No Logging** is checked, WinU does not log actions to a file. See [WinU Log File Formats](#) for more information.

There are three ways to indicate the log filename to use. You can type in its name, of course. Or you can use the Browse button, or "drag and drop" any file from Explorer onto this dialog. It will appear as the log file name. If you don't specify a full path to the logfile, your named file will be created in the same directory as the WinU program.

When logging in *No Security* ("Convenience") mode, application start times are logged, but end times are not. For the most comprehensive tracking, use one of the two *Security* mode. If you do this, WinU will add lines to your chosen log file noting the start and end times of each application run from WinU. It also adds lines noting the start and end times for this desktop, and for the WinU session itself.

Security Level: What level of security do you want to use? Choose from *No Security* ("Convenience") mode, *Casual Security* mode, or *Super Security* mode. (see [The Three Security Modes](#)).

This section also has a button that lets you control whether the keyboard is disabled when the computer starts. At boot time, pressing F4 starts the previous version of DOS, and F8 brings up a menu of options including bare DOS, "safe mode," and various other ways to continue. To enhance security, disable these and other boot-time keys by clicking this button. To re-activate, click it again. The button title tells you what it will do when you click it.

Default Desktop: This section has two buttons labeled *Set* and *Clear*. Click *Set* to set the current desktop as the default. Click *Clear* to remove an existing default-desk setting. You can also use *Set* to remove any existing default, by clicking it when the current desktop is *<No Desk>*. The default desk is displayed at startup and when users log off other desks. It's an automated process. Even if the default desktop is password-protected, the user won't be asked for that password when logging off another desktop, or at startup when the system first sets to that desk.

Configuring A Desktop

This page contains information on changing the desktop itself. For information on modifying the buttons on a desktop, see the page [Adding Or Changing Programs](#).

To configure the desktop itself, click the right mouse button on the desktop to display the **Desktop Properties** screen. The **Administration** menu item **Current Desktop Properties** will also display this screen.

The **Desktop Properties** screen has six sections, each controlling a different desktop option:

Desktop Name: This is the name listed on the **Desktops** menu and displayed in the title bar when the desk is active. The log file uses this name when programs are launched from this desktop. You can change the name to anything you want, but it can't be blank.

Background Image: WinU has its own "built-in" background image, or you can set this desktop to display any other Windows bitmap as the background image by giving its filename here. You can type in the bitmap filename, or use the Browse button, or "drag and drop" the image file from Explorer onto this dialog. It will appear as the bitmap file name. If you leave this blank, WinU's built-in background image will be used.

Whether you use an external bitmap image or WinU's built-in bitmap, the picture can be displayed **fullscreen** behind this desktop's buttons, or unobstructed in the **top half** of the WinU screen. If you prefer, you can select the third option, and display **no bitmap image** on the screen, just a plain colored background.

The color behind and around the bitmap can be customized. Click in the **color box** to set the background to any color you like. There's also a box to check if you want the bitmap image displayed in a **framed border**. Some pictures look better in a frame, others don't. It's up to you.

Image Display Mode: This sets the display mode for the background bitmap image. Windows has three bitmap display modes. The best mode for color images is usually Mode 2. However, on some systems Mode 1 or Mode 3 may work better. Try it and see.

Desktop Password: If you'd like this desktop to be password-protected, give the password here. Like all WinU passwords, this one is case sensitive.

Cumulative Time On This Desktop: In addition to each program's individual time limit (if any has been set), the desktop itself can have a time limit. If desired, specify this here as the maximum number of minutes allowed before forced termination. You can

also change the number of minutes currently used up, if you like. When the desktop time runs out, the currently-active program is terminated.

The desktop cumulative timer counts time only when a program on this desktop is running. If no program is currently running, the desktop timer does not lose time. You can also set this as cumulative time per day or per week, in which case the maximum time is again available whenever the time period restarts. Time per day restarts at midnight; time per week restarts on Sunday at midnight.

Program Management: These two settings let you further customize the way in which WinU runs programs. In *Single-Program Mode*, when the user clicks a button to launch a program, any other currently-running program is forcibly terminated.

Check the second box to force programs to run in a maximized window. This can help discourage the temptation to launch other programs without first exiting normally from this one. Of course, when launching a program fullscreen, WinU's menubar timeout counters are not visible.

Adding Or Changing Applications

WinU displays each application's name on its button. To run that program, click the button with the mouse or keyboard.

The easiest way to create a new desktop button is to "drag and drop" a file from Explorer to the WinU desktop. You can "drag and drop" an executable program, or a file with a registered File Association type. The new button appears when you drop the file onto WinU. Configure the new button by right-clicking on it to change its Properties.

You can also use the **Administration** menu item **Current Desktop Applications** to add, change, or delete a button.

Either method brings up the same screen. Its fields are described below. The fields **File To Run** and **Button Text** are required; the others are optional.

Applications: The list at the top shows all applications on this desktop. If you right-clicked on an application's button, the screen starts with that application's settings displayed. However, you can select any application to see and change its properties.

Move Up or **Move Down:** These buttons change the order of the applications in the list, and on the desktop.

File to run: This is the full path and file name of the program (for example C:\GAMES\SOMEGAME.EXE). You can type it in, or use the **Browse** button, or "drag and drop" any filename from Explorer onto this dialog. If it's not an icon file (see below) it will appear as the file to run.

Command parameters: Give any command-line parameters or switches needed by the program.

Initial directory: This is the starting directory for this program. If you leave this blank, the program's directory is used as the initial directory (C:\GAMES in our example).

Icon File: If you'd prefer an icon other than the usual one, give its name here. You can type it in, or use the Browse button, or "drag and drop" an icon file from Explorer onto this dialog. It will appear as the icon file. You can also list almost any Windows program, and even some DLLs. Whatever you list, the first icon in the file will be used on this application's button.

Button Text: This is the text to be displayed on the button. All buttons on a desktop are the same width. This width is determined by the length of the longest button text on the desktop.

Warning Message: This is your customized warning message to be displayed for this program. If you don't provide a message, a generic warning message is used. It's helpful to indicate in your warning message just how much time remains before termination. Your message can be up to 300 characters long.

Password: Will a password be required to run this program? If so, list it here. Like all WinU passwords, this one is case sensitive.

Kill Companion App (Title): When this program runs, does it launch another application? If so, you may want WinU to also terminate that "companion" application when this program runs out of time. To do so, list that "companion" application by typing its title bar name here. When this program terminates, WinU will also terminate the "companion" application by searching for any other program whose title bar matches what you've typed here. The text you type here must be *exactly* as it will appear in the "companion" application's title bar.

Minutes Until Warning: This is the number of minutes from the start of the application until the warning message is displayed. Set this to zero if you don't want any time limits for this program.

Minutes Until Termination: This is the number of minutes from the start of the application until the program is terminated. It must be a larger number than the Minutes Until Warning. For example, you might set 10 Minutes Until Warning, and 14 Minutes Until Termination. Set this to zero if you don't want any time limits for this program.

Minutes Before Application Restart Allowed: It's sometimes useful to be able to set a "waiting period" before an application can be restarted after termination. For example, if a parent sets up Junior's game with 30 Minutes Until Termination, what's to prevent Junior from simply restarting the game right away? To take care of this, set 60 Minutes Before Application Restart Allowed and Junior will have to do something else for an hour. Maybe even homework...

Application Requires MS-DOS Mode: Check this box if the program has been configured to run in "MS-DOS Mode." You'll hardly ever need to do this. Almost all DOS programs run just fine under a normal Windows 95 DOS session. But a few older or ill-behaved DOS programs need to run in what's called "MS-DOS Mode." In this mode, Windows 95 starts the program and then shuts itself down almost entirely. The DOS program has the use of the entire machine. When the DOS program exits, Windows 95 reboots. This creates some security considerations that deserve careful thought before you include such a program in a security-oriented environment like WinU.

Application Uses A Modem: Check this box if this is a communications application that uses a modem, so WinU knows to reset the modem and hang up the phone when this program must be forcibly terminated. Note that this feature is both hardware- and

software-dependent. Test your computer system to ensure that it will support this feature.

After you give the above information, click the **Add App** button to create a new listing. It will be added to the list at the top of the screen. To delete an application, select one from the list and click the **Delete App** button. To change an application's settings, select an app from the list, change its information, and click the **Change App** button.

To get you started, there's also a **Find All Apps** button. This will list every exe, com, bat, and pif file in your system. You can scroll through this list, and when you find an app you want to add, select it from the list and click on the **Add This App** button. It will be added with default parameters (which you'll probably want to customize with the **Change App** button). Click the **Done** button when you're finished with this list.

Security Considerations

WinU provides very thorough security control for your computer. Here are some things you can do to help WinU, and provide further protection.

Use Super Security Whenever Possible: *Super Security* mode is more secure than *Casual Security* mode. In *Casual Security* mode, WinU is just another program running on your system. It can (and does) watch for certain kinds of events, and vigorously resists being shut down abnormally, but it is no more privileged than any other program running at that time. For example, in *Casual Security* mode, Start menu programs that have been set up with "hotkeys" can be launched by typing the "hotkey" from the keyboard, even though WinU hides the Start menu itself.

But in *Super Security* mode WinU integrates much more closely with your system. It is always launched whenever Windows 95 starts, it tracks all programs you launch at startup, and exiting from WinU shuts down the computer. In *Super Security* mode, WinU completely replaces the Taskbar and Start Button, making it virtually impossible to use a program not allowed by WinU ... which is exactly what you want.

Use Single-Program Mode: For the tightest security, when you set up each desktop check the box that enables Single-Program Mode. In this mode, when the user clicks a button to launch a program, any other currently-running program is forcibly terminated, so only one program can be run at a time.

Put A Shortcut To WinU In Startup: WinU can do this automatically when you first install it. If you did not do so at that time and are using *Casual Security*, consider placing a shortcut to WinU in the Startup folder, to activate WinU when Windows 95 starts its GUI desktop. You don't need this shortcut in *Super Security* mode, because in that mode WinU always starts when the Windows 95 desktop comes up.

The shortcut in *Casual Security* mode ensures that WinU will become active instantly when the Windows 95 desktop boots next time. If you are comfortable using Explorer to put a shortcut to winu.exe in the Startup folder, that's a fine way to do it. If not, here are step by step directions:

- a) Click the Start button
- b) Select the Settings menu item. A sub-menu appears.
- c) In the sub-menu, select Taskbar
- d) The Taskbar Properties dialog comes up
- e) Select the tab labeled "Start Menu Programs"
- f) Under Start Menu Programs, click the Add button
- g) If you know the full directory path to the winu.exe program, type it into the command line. Otherwise, click on the Browse button to find it and select it. Either way, the full path to winu.exe winds up in the command line. When it's there, press Next.

- h) When you press Next, the Start menu's directory structure appears.
- i) Scroll down until you see the Startup folder, and select it.
- j) Now you'll be asked to give a name for this new shortcut. Pick your favorite name, and click on the Finish button.
- k) Back at the Taskbar Properties dialog, click OK.

Close Unnecessary Programs: WinU doesn't mind when other programs run at the same time it is active, but before you start WinU in *Casual Security* mode, you should still exit from all unnecessary programs. WinU keeps hidden any programs it didn't start itself. However, the most secure situation is to not run them in the first place.

Consider What Is Run At Startup: Whether you use *Casual Security* or *Super Security*, the programs listed in your Startup folder are launched whenever Windows 95 starts. So it's a good idea to think about your Startup programs, and ensure that none allow access to areas you'd rather keep hidden.

Un-Topmost The Task Bar: The Taskbar is sometimes set as a "topmost" window. That is, it is always on top of all other windows. In *Casual Security* mode, WinU makes it very difficult to use the Taskbar even when it is "topmost" and visible (in *Super Security* mode there is no Taskbar to worry about). Still, the best thing is to keep the Taskbar entirely out of sight. Fortunately, it's easy to "un-topmost" the Taskbar and Start button.

- a) Click the Start button
- b) Select the Settings menu item. A sub-menu appears.
- c) In the sub-menu, select Taskbar. The Taskbar Properties dialog appears.
- d) Make sure that "Always on top" is NOT checked
- e) Click OK to close the Properties dialog

Don't Use MS-DOS Mode: A few older or ill-behaved DOS programs need to run in what's called "MS-DOS Mode." (This is set in the DOS program's Properties, on the Program tab, under Advanced.) In this mode, Windows 95 starts the program and then shuts itself down almost entirely. The DOS program has the use of the entire machine. When the DOS program exits, Windows 95 reboots.

If you use *Super Security* mode, or you use *Casual Security* and put a shortcut to WinU in your Startup folder, it handles this situation easily. WinU restarts smoothly when Windows 95 reboots, and again covers the entire screen. However, while the MS-DOS mode program is running, nothing else is. Not Windows, not WinU, nothing. So there's no way to enforce time limits or other security considerations. Windows restarts when the MS-DOS program exits. It's a complete reboot. Nothing is carried over from the previous Windows session before the MS-DOS program ran. At that reboot time, WinU restarts too. But the new WinU doesn't know what happened "before," so it doesn't log the MS-DOS app's exit, it doesn't know to enforce restart control on that app, it doesn't know if that app went over its time limit, nothing.

As you can see, MS-DOS Mode creates a large security hole. Fortunately it's really a very small problem, because very few DOS applications require MS-DOS Mode. Most run just fine under a normal Windows 95 DOS session. For those few apps that require it, WinU will run the "MS-DOS Mode" apps easily. All you need to do is check the "MS-DOS Mode" box in the Apps dialog if you decide to use one of these few problem programs. But before you put one on the menu, consider the security tradeoffs involved.

Don't Use Programs That Give Access To Your File System: Some programs have their own built-in file management functions. They let the user access the underlying directory structure, change or delete files, start other programs, etc. If security is your goal, this is not a good idea. Sometimes such programs have the ability to disable these features.

Change Your Passwords Regularly: An easy way to enhance security is to change the administration, desktop, and application passwords on a regular basis. Change them to something that isn't obvious, so as to make it difficult to guess.

The Three Security Modes

Here are the differences between *No Security* ("Convenience") mode, *Casual Security* mode, and *Super Security* mode.

When you first install it, WinU is in *Casual Security* mode. In *Casual Security*, WinU has the same access and usage controls as *Super Security*, and the same resistance to being shut down abnormally. However, in *Casual Security* mode WinU is "just another program" on your system. For the most safety, use *Super Security* mode. In *Super Security* mode there is no Taskbar, no desktop icons, and no Task Manager. WinU is the sole access channel to your computer, so if you haven't set up a program to be launched from WinU, there is no system-provided way to run it. (However, note that some programs provide their own internal "application launch" facility. If you allow such a program to be run from WinU, make sure that you disable this kind of internal "application launcher.")

In *Casual Security* mode, Start menu programs that have been set up with "hotkeys" can be launched by typing the "hotkey" from the keyboard, even though WinU hides the Start menu itself. However, in *Super Security* mode there is no Start menu and no Taskbar, so these "hotkey" shortcuts don't work.

In *Casual Security* mode, if you want to run WinU at startup, you need to place a shortcut to WinU in the *Start Menu\Programs\Startup* folder. In *Super Security* mode, this shortcut is unnecessary, because WinU will run at startup whether or not this shortcut is in the Startup folder.

When running at startup in *Casual Security* mode, WinU will keep hidden from the user only those programs launched at startup before WinU was launched. For example, let's say that programs A and B are launched at startup before WinU, and programs D and E are launched at startup after WinU. In this case, WinU will keep A and B hidden from the user. But because D and E were not running when WinU was launched, they are not tracked, and the user can switch to them if desired, because they are invisible to WinU.

However, in *Super Security* mode, WinU knows about all programs launched at startup. All your startup programs will be run, but in *Super Security* mode they are all tracked by WinU and are kept hidden from the user.

WinU also has a *No Security* "Convenience" mode, in which it functions simply as a convenient "application launch" menu.

In either *Security* mode, WinU covers the entire screen all the time. In Convenience mode, WinU can run smaller than fullscreen. This simple fact drives almost all the other differences.

Since the rest of the system is "available" in Convenience mode, WinU makes no attempt to enforce timeout, warning, or restart restrictions, even if these are set up for the current program or desktop. The menu does not show the remaining time for a program or desktop, as it does in a *Security* mode. If file logging is turned on, application start time is logged but not ending time. (Session start and end times are logged in any mode.) WinU doesn't vigorously resist being shut down abnormally, as in a *Security* mode.

In a *Security* mode, if this desktop's Single-Program Mode box is checked WinU will run only one program at a time. If you start a new application, the old one is terminated. In Convenience mode, or if this desktop's Single-Program Mode box isn't checked, you can run as many programs simultaneously as you like.

In a *Security* mode, when and if WinU closes, it will terminate the currently-running applications. In *Super Security*, exiting WinU will shut down the computer. In Convenience mode, when WinU closes, any programs it launched continue to run.

By giving the administration password in response to any password screen, WinU goes into its [Administration Maintenance Mode](#) in which security checks are temporarily suspended. This makes it easier for the administrator to configure the system. To return the system to its previous security mode, log off the current desktop.

WinU Order Form



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WinU (3½" disk unless otherwise noted)	\$29.95
Bonus software, free gifts, etc.	FREE
Shipping & Handling (Outside North America add an additional \$6.00 for shipping, total \$11.00)	\$5.00

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Where did you obtain WinU 2.0?

Comments or suggestions?

WinU Log File Formats

WinU provides file-logging options that can be set in the [Administration Settings](#) screen. If **Log As Text** is checked, WinU records all actions to a log file in a "human-readable" format. If **Log As CSVs** is checked, WinU logs all actions in comma separated values format suitable for importing into a database or spreadsheet.

The "human readable" records are of this form:

```
dd Mon YYYY HH:MM:SS nnn: fffff, app, desk, msg
```

The comma-separated values records are of this form:

```
"dd","mm","YYYY","HH","MM","SS","nnn","ffffff","app","desk","msg"
```

The codes used in the above description forms are:

dd	two digit day (ex: 17)
mm	two digit month (ex: 07)
Mon	three letter month (ex: Jul)
YYYY	four digit year (ex: 1995)
HH	two digit hour in 24 hour time (00-23)
MM	two digit minute (00-59)
SS	two digit second (00-59)
nnn	three digit current desktop number (1-400)
ffffff	five-character "action flag" (see below)
app	the button title of this application
desk	text current desktop name
msg	explanatory message

The "action flag" is five characters long, and will be one of the following:

*****	star: start of WinU session
+++++	plus: user started an application
-----	minus: application terminated (msg says if by user or WinU)
>>>>>	angle: switched to another desktop
^^^ ^^	caret: end of WinU session

Here are some examples of the "human readable" form:

```
12 Oct 1995 14:12:30    0: ***** <No Desk>, Start Of WinU Session
12 Oct 1995 14:15:05    5: ++++++ Word, Don's Desk, Application
Started
```

```
12 Oct 1995 14:41:12    5: ----- Word, Don's Desk, Application
Terminated By User
12 Oct 1995 14:42:04    5: >>>> Don's Desk, Leaving desk 5,
entering desk 13
12 Oct 1995 14:50:10   13: ^^^^^^ Barry's Desk, End Of WinU
Session: exiting program
```

Here are the same examples as comma-separated values:

```
"12","10","1995","14","12","30","0","*****","","<No
Desk>","Start Of WinU Session"
"12","10","1995","14","15","05","5","+++++", "Word", "Don's
Desk", "Application Started"
"12","10","1995","14","41","12","5","-----", "Word", "Don's
Desk", "Application Terminated By User"
"12","10","1995","14","42","04","5",">>>>>", "", "Don's
Desk", "Leaving Desk 5, Entering Desk 13"
"12","10","1995","14","50","10","13","^^^^^^", "", "Barry's
Desk", "End Of WinU Session: exiting program"
```

The "msg" can be any one of the following:

```
Start Of WinU Session
Leaving Desk X, Entering Desk Y
Application Started
Application Terminated By User
Application Terminated By WinU
End Of WinU Session: exiting program
End Of WinU Session: exiting Win95, computer requests WinU
shutdown
End Of WinU Session: exiting program and shutting down computer
```

When logging in *No Security* ("Convenience") mode, application start times are logged, but end times are not. For the most comprehensive tracking, use one of the two *Security* mode.

WinU Dealers

There are WinU distributors around the world.

ENGLAND: The Thompson Partnership

GERMANY: Vogel Datentechnik

JAPAN: P & A Co., Ltd.

In **ENGLAND**, WinU is distributed by The Thompson Partnership. Price is £23.49 + £3.00 P&P + VAT (17.5%, EC customers only; or provide Non UK VAT Number if you are VAT-registered outside UK). Payment may be made by cheque, Eurocheque, money order, or credit card. VAT is applicable to orders from any European Union country.

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£ _____ Copies of WinU @ £23.49

£ _____ VAT @ 17.5% EC customers only
Or provide Non UK VAT Number

if VAT-registered outside UK

£__3.00_____ Shipping and Handling

£ _____

TOTAL

(Please make cheques payable to "The Thompson Partnership", and ensure your cheque card number is written on the reverse of the cheque.)

In **GERMANY**, WinU is distributed by Vogel Datentechnik. Contact them for current pricing information.

Vogel Datentechnik
Edition Zensor
Masurenweg 1
D-85521 Ottobrunn
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