

Difficulty level

Medium

SET WINDOWS 95 FOR MULTIPLE USERS

If there's one thing everyone likes about Windows 95, it's the way in which almost every aspect of its appearance can be altered. Such customisability can be a mixed blessing though, particularly when there are several people using a PC, each with a different idea of what the Desktop should look like.

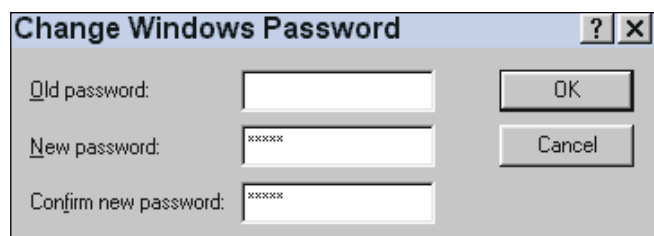
Fortunately, Windows 95 is able to support several users, with different Desktop settings for each. Among other things, this means that you can have one refined colour scheme for yourself and let everyone else demonstrate their appalling taste too...

1

The first step is to turn on the Password feature of Windows 95. With this enabled, every person using the PC must type in a username and password before they can get to the Windows 95 Desktop. Go to Control Panel and double-click the Passwords icon.

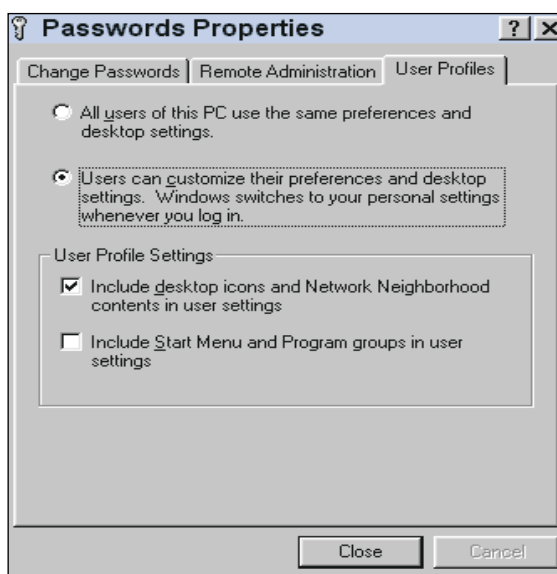
**2**

When the Password Properties dialog box appears, click the button marked 'Change Windows Password'. If you haven't used a Windows password before, leave the 'Old password' box empty and enter a password into the 'New password' box and 'Confirm new password' boxes (type in the same word for each). When choosing a password, try to choose a word that is reasonably short and easy to remember, as you'll be typing it in every time you use the PC.

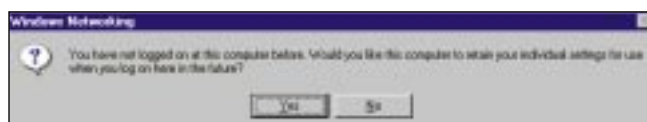
**3**

Each time you start Windows 95, you'll now have to enter a password. The next step is to make everyone else who uses the PC use a password too. Click the 'User Profiles' tab and there are two choices – either everyone who uses the PC has the same settings (which means they can't have their own Desktop settings) or they can have different customised settings. Select the 'customize' option.

You must also set the 'User Profile Settings' by ticking the boxes at the bottom of the dialog box. The default setting is to allow each user to customise the Windows 95 Desktop but there is also a check box to allow the Start menu to be customised too. Tick both boxes, click the 'Close' button and restart your PC.

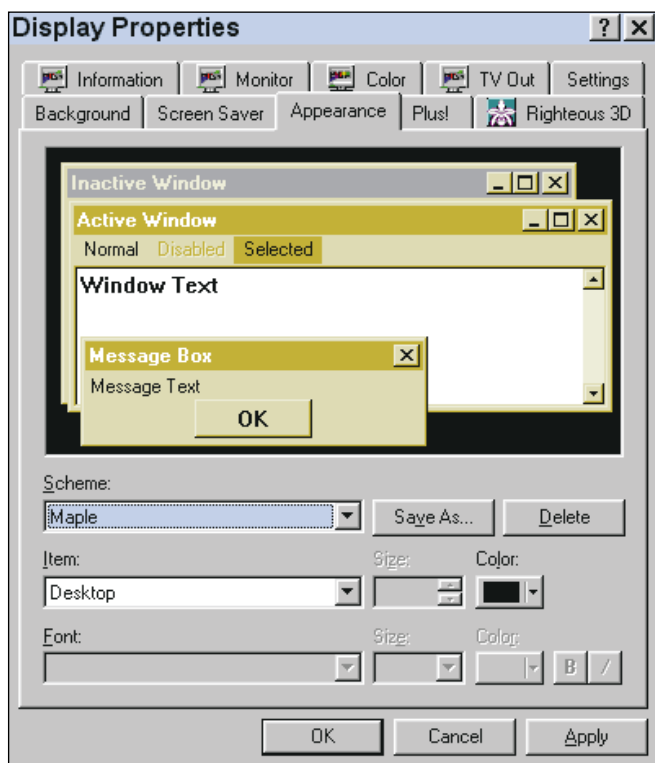
**4**

When Windows 95 restarts, you will be prompted for a username and password. Type in a name you want to be known by and the password you created earlier. If you haven't used a password before, Windows will ask you if you want to retain any changes you make for future use. Click the 'Yes' button'.



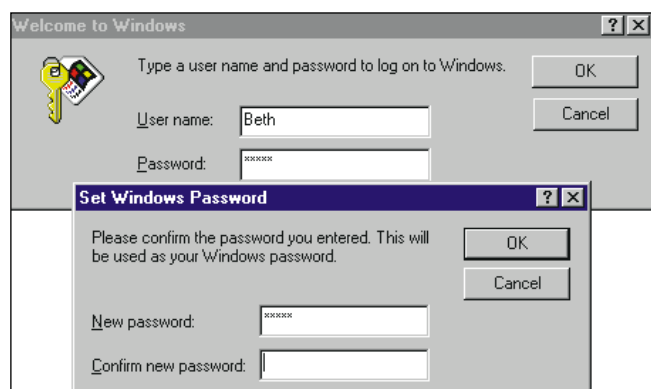
5

Once you've 'logged in', you can use Windows 95 as normal. You can customise the Desktop to use any colour scheme or theme, change system sounds, change the icons and alter the contents of the Start menu. Any changes you make will only be shown when you log in with your username and password.

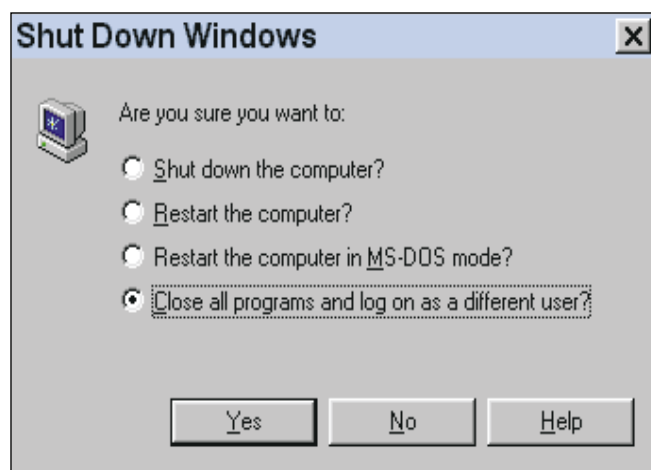
**6**

To add another user, choose 'Shutdown' from the Start menu and select the 'Close all programs and log on as a different user' option. Windows will quickly restart and prompt for a username and password. For a new user, enter a new username and password. Windows 95 will then ask whether you want to retain this user's settings – click 'Yes'.

Once logged in, this user can make any changes they like to the Desktop and they will only take effect when they log in using their own username.

**7**

Repeat step 6 to add as many users as you wish but remember, everyone using the PC must log in with their own username and password. If you want to leave the PC switched on so that someone else can use it, always choose the 'Close all programs and log on as a different user' option from the Shutdown screen as the last thing you do. Then, every user is forced to enter their username and password before they can continue.



Advanced security

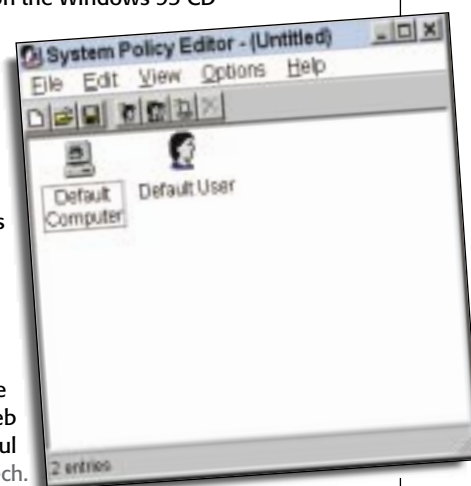
Windows 95's password system is not secure – anyone can create a username for themselves and the password dialog box can be bypassed simply by pressing the Esc key. Similarly, the Windows 95 Desktop configuration for any user can be altered by looking in the Windows/Profiles folder.

It is possible to tighten up Windows 95's security measures but this isn't an easy procedure. There is a program called Policy Editor supplied on the Windows 95 CD-ROM, in the

Admin\Apptools\Poledit folder. Install it using Control Panel's 'Add/Remove Programs' option and click the 'Have Disk' button on the Windows Setup tab. Poledit will then be in Start/Accessories/System Tools.

Unfortunately, Policy Editor is far from simple to use but there is a Web site that has some useful guidance – www.conitech.com/windows/secure.html.

Alternatively, there are several shareware utilities to beef up Windows 95 security and www.windows95.com is a good source for these.



Difficulty level

Beginner

MANAGE YOUR START MENU

When Windows 95 was first introduced by Microsoft, one of the friendlier parts of its interface was the Start button. This provides single-click access to your most commonly used programs and documents – you don't

need to remember in which folder each piece of software lives.

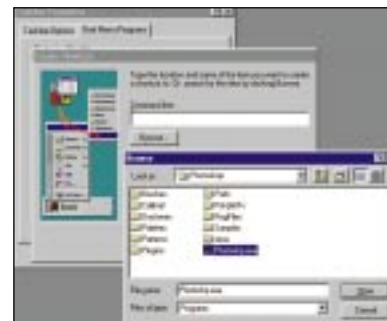
The Start Menu is often changed by program installers and uninstallers, and can become a confusing mess of files and folders. However, there is a way to restore order to your desktop.

1

If you want to change your Start menu to make it simpler to follow, the place to begin is the Start button itself. Click on it, then go to Settings/Taskbar. This brings up a dialog box with two tabs: click on Start Menu Programs.



Now, you can decide which folder your shortcut should go in: if you want it to appear at the top of your Start menu, choose the Start Menu folder and click on Next. Finally, choose a name for your shortcut and click on Finish.

**2**

Easily the most common irritation with the Start Menu is the presence of empty folders or 'broken' shortcuts – ones that are no longer linked to the program that installed them. The main culprits here are uninstallers. Although they do a pretty good job of removing the program they are associated with and freeing up hard disk space, they don't always pick up all the shortcuts that have been created.



To get rid of these, click on the Remove button. This leads you to a window which displays your Start menu as a 'tree', with all the folders branching off from it. Simply select any of them and click on Remove to delete it.

Paradoxically, the shortcuts at the top of your Start menu are displayed at the bottom of the window. Once you've scrolled down to find them, you can delete them as you would any other folder.

3

Perhaps, though, you have the opposite problem. If you install software designed for Windows 3.1 or, even worse, for MS-DOS, its installer won't know about the Start menu. If you want a shortcut to your software, you will have to create it yourself.

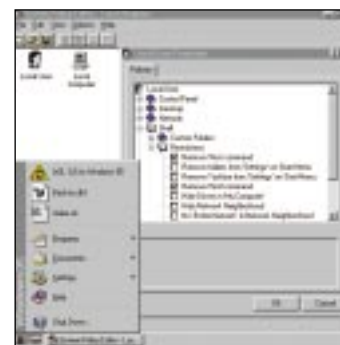
Unsurprisingly, the first step here is to click on the Add button, back on the Start Menu Programs tab. Next, unless you know its exact path, click on the Browse button and find the software package you want to make a shortcut to. Select it and click Open.

4

It's also simple to clear the Run box or the Documents folder. This is covered in this month's PC Doctor. Perhaps, though, you'd like to remove the Run or the Find boxes altogether, or even disable the Shut Down command.

To do this, you'll need to install Policy Editor from your Windows 95 CD as described in the box on the previous page. Open Policy Editor, select Open Registry from the Start Menu and click on Local User.

Now, the Shell/Restrictions setting allows you to remove some of the default items on the Start Menu. Remember though that Windows 95 isn't secure: even if you remove Find from the Start Menu, pressing F3 will bring up the dialog box anyway.



Advanced options

The Advanced button on the Start Menu Programs tab, next to Add and Remove, isn't as sophisticated as it pretends to be. Click on it, and it'll take you straight to your Start Menu folder within Windows Explorer. You can add, delete or move folders and shortcuts here, making it a powerful tool for managing your Start menu.

Provided that your Programs folder is also displayed, you can reorganise it too, and nest folders inside each other. However, if your programs folder is in another directory – this is rare but can happen – you'll have to open a full Windows Explorer session and find it manually. We'd suggest looking in your Systems folder as a first try.