

LESSON 107

USER PROFILES - ALL YOU NEED TO KNOW

If several people use your computer, each user can maintain their preferences with settings like wallpaper, desktop shortcuts, color schemes and the like. With user profiles enabled, every user can log on with their very own user name and password. The users personal settings are set to go.

Here's how to set up user profiles. Double-click on My Computer and then on Control Panel. Double-click Users and click New User. Follow the wizard to select a user name, password and the items you may want to customize. Click on Finish so that Windows can set up your new user name and password. Click on Yes to re-start your computer so that the changes you made will take effect. You can set up as many users as you need.

Now, when you start Windows, you'll get a Welcome To Windows dialog box that will ask for your user name and password. Enter the information and click OK. Now you can customize your desktop and your changes will not affect any other user.

To switch users during a computer session, click Start and then Log Off (user name). Confirm with a Yes, and the Welcome To Windows dialog box will display, asking for a user name and password. This way it's easy to log off and then on again without restarting the computer.

Should you decide to discontinue user profiles, you can disable them. Here's how. Double-click on My Computer and then on Control Panel. Double-click on Passwords and then select the User Profiles tab. Select All Users Of This Computer Use The Same Preferences and Desktop Settings, then click OK. Click on Yes to restart the computer. User profiles are now disabled.

