

Exercise #1

Create a User Account and Configure the “Public” Profile

In this exercise you will create an account called Public, customize the Public profile and customize the few things that are handled out side the Shared Computer Toolkit.

A. Create an account called “Public”

1. Click **Start**, and then click **Control Panel**.
2. Double-click **User Accounts**.
3. Click **Create a new account**.
4. Type in the name **Public** and click **Next**.
5. Under “Pick an account type,” choose the **Computer administrator** radio button; then click **Create Account**.

*NOTE: We have just set up the Public account with **administrative** rights; we will leave Public this way until the end of Exercise 5, at which time we will change Public to have only **limited** rights.*

B. Log out as Administrator and log in as Public (initial profile will be created)

1. Click **Start**, then click **Log Off**.
2. When asked, “are you sure,” click **Log Off**.
3. Click on **Public**.

Note: Do Steps C-G while logged in as “Public” to customize the profile’s settings.

C. Add Internet Explorer and My Computer to the Desktop

1. *NOTE: If you get a balloon asking if you want to take the XP tour, go ahead and start the tour; then, as soon as you can exit the tour. This offer appears because the computer assumes Public is a new user.*
2. Right-click on the **Desktop** in blank space and click **Properties**.
3. Click on the **Desktop** tab and then click **Customize Desktop**.
4. In the **General** tab click in the boxes next to **My Computer** and **Internet Explorer** all the rest should be clear.
5. Make sure the checkbox by **Run Desktop Cleanup Wizard every 60 days** is clear.
6. Click **OK**, and then **OK** again.

D. Pick a Background

1. Right-click any blank spot on the desktop and click on **Properties**.
2. Click the **Desktop** tab.
3. In the **Background** box select a background.
4. Click **Apply** to see on full screen.
5. When satisfied with your choice click **OK**.

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E. Configure Windows Media Player

1. Click **Start, All Programs**, then **Windows Media Player**.
2. If asked to validate your copy of Windows, click **Validate**.
3. On the Welcome screen, click **Next**.
4. On the Select Privacy Options screen, in the **Enhanced Playback Experience** section, *remove* the checks from the three checkboxes; then click **Next**.
5. On the next screen, click **Finish**.
6. Close **Windows Media Player**.

F. Customize Desktop for PAC Shortcuts

1. To add Adobe Acrobat Reader to desktop, click **Start**.
2. Hover over **All Programs** until the list opens.
3. Right-click **Adobe Reader 8.0**.
4. Roll mouse over **Send to**, then select **Desktop (create shortcut)**.
5. If you want to rename the new desktop shortcut, right-click on it and click **Rename**.

G. Add the Accessibility Wizard to Your Start Menu

1. Select **Start, All Programs, Accessories, Accessibility**
2. Right-click on the **Accessibility Wizard**.
3. Select **Pin to Start menu**.
4. Click **Start** to see if the Accessibility Wizard is now on the Start Menu.

H. Test Your Changes

1. Log off as Public and log back in as Administrator; notice the differences.
2. Log off as Administrator and log in as Public again; are your changes still there?