

## User's folder

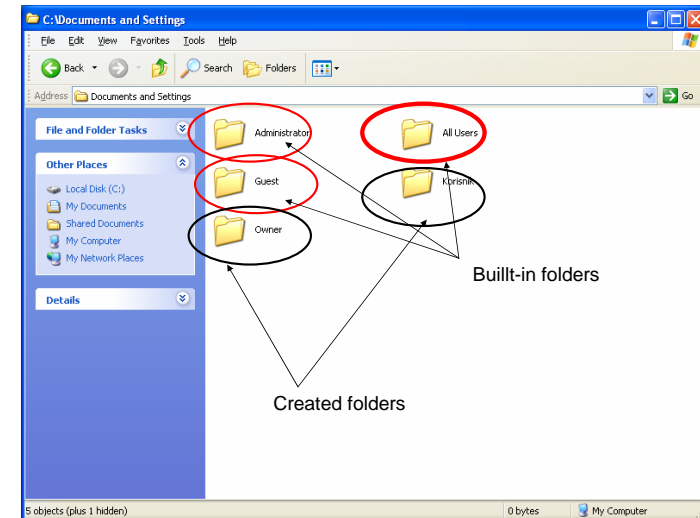
Each user account has **profiles folder** which contains subfolders:

- *Desktop*,
- *Favorites*,
- *Users Documents*,
- *Start Menu* and
- *Cookies*

Files, programs, and shortcuts contained in these folders are available just for that users

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## Folders in Documents and settings



## Folder All Users

The **All Users** folder contains four subfolders:

- *Desktop*,
- *Favorites*,
- *Shared Documents*,and
- *Start Menu*.

Files, programs, and shortcuts contained in these folders are available for everyone using this computer.

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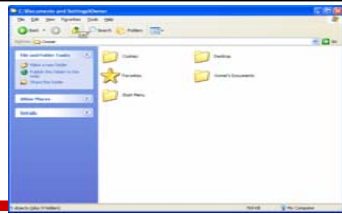
## Profile subfolder

Within each profile subfolder in the Documents and Settings folder, Windows XP creates at least three folders:

- *My Documents*. This folder is a convenient place to store documents, spreadsheets, and other files you want to access quickly.
- *My Pictures*. This subfolder of My Documents has special capabilities for handling picture files.
- *My Music*. This subfolder of My Documents has special capabilities for handling music files.

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## Profile subfolder



Within each profile subfolder XP creates folders:

- *Desktop*. This folder consists content of owner Desktop without items in All Users desktops
- *Start Menu*. This subfolder consists menus and commands created for this user.
- *Cookies and Favorites*. This subfolder consists data which is use for surf via Internet.

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## Check ...

- Compare content of your desktop and your folder Desktop
- Which items you don't see in folder Desktop, but they exist in Desktop?
- Which items you may find in folder Desktop in *All Users* profile folder?
- Compare content of your Start Menu and your folder Start Menu
- Which items you don't see in folder Start Menu, but they exist in Start Menu?
- Which items you may find in folder Start Menu of *All Users* profile folder?

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## Example 2

- How can we make that all users on your computer can see contents of yours "**My Documents**"?
- How can we make that all users on your computer see on desktop file "**Welcome**". Make that file as a picture in Paint.
- How can we make that just the user named **os2004** and yourself see file "**Welcome**" on the desktop .
- Protect your folder **My Pictures** such that only you can see the pictures.

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## Start Menu settings

We may customize our Start Menu

There is many ways

1. Start Menu properties
2. Settings\Taskbar and Start Menus
3. Control Panel\Task bar and Start Menus
4. In profile subfolder Start Menu

Recognize above ways

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## Start Menu settings

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Each **subfolder** in Start Menu folder reflects as **submenu** in Start Menu.

Each **shortcut or file** in Start Menu folder reflects as **command** in Start Menu.

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## Example 3

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- ❑ Create Submenu **MyMenu** in your submenu **Programs**
- ❑ In submenu **MyMenu** create command **Plus** which starts file **calc.exe** from your computer
- ❑ Change the icon of **Plus** command

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## Start Menu submenus (classic style)

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- ❑ **Programs** (Installed programs)
- ❑ **Documents** (Recently used documents)
- ❑ **Settings** (Control Panel, Network Connections, ...)
- ❑ **Search** (Find files and folders in your PC or somewhere else)
  - **Help** (for help)
  - **Run** (for manual start some programs, for example *cmd – Command Prompt*)

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## Example 4

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- ❑ Can you change **Documents** submenu
- ❑ Can you change **Settings** submenu
- ❑ Can you change **Search** submenu
- ❑ Clear **Documents** submenu content.
- ❑ Change Start Menu style

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## Starting Programs Automatically

If you use some programs every day, you can easily have Windows start them for you whenever you log on to Windows.

To specify that a particular program should start automatically, you place a shortcut to the program in the **Startup** folder.

Each user has his own **Startup** folder, and there is also a Startup folder that applies to all users.

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## Example 5

- ❑ Arrange that **Microsoft Paint** be started automatically when anyone logs on to your computer.
- ❑ Arrange that **Windows Update** be started automatically when you logs on to your computer.

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## Run as ... option

If you want to start some program as a different user.

Right click on menu command and choose **Run as as**

Type username and password

... and start command

