



## Traverse des Sioux Library System

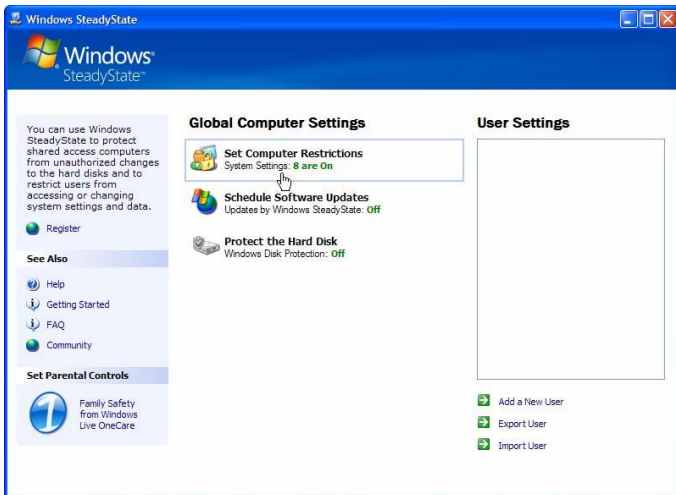
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## How to Use Windows *SteadyState*

Launch *SteadyState* from the icon on your desktop



### *Global Computer Settings*

#### **Set Computer Restrictions**

The **Set Computer Restrictions** link in the center column of the main *SteadyState* window gives you access to settings that affect **all** the user accounts on your machine.

These should already be set up for you, but here are the proper settings

Uncheck *Remove the administrator account from the menu of user names on the Windows XP Welcome screen.*

Uncheck *Prevent users from creating folders and files on drive C*

Uncheck the next two boxes under *Security Settings*

Uncheck *Turn on the Welcome Screen*

Click OK to return to the main screen

#### **Schedule Software Updates**

This should already be configured for you. If it isn't Call TdS

#### **How to Use Windows Disk Protection**

Instructions for this component are at the end of the document

## *User Settings*

### **Unlocking the All User Profile**

The *Default TdS SteadyState* configuration locks the All profile and applies a very high security configuration on the *Windows Restrictions* and the *Features Restrictions* tabs. In order to perform updates, you may need to temporarily turn these restrictions off.

Under **User Settings** click the *All* profile link

Click on the *Windows Restrictions* tab and then choose **No restrictions**. Click OK when you see the warning window. Click on the *Features* tab and then choose **No restrictions**. Click OK when you see the warning window. Click the *General* tab and then remove the check mark in **Lock User Profile**. Click OK. Close *SteadyState*. You can now perform any updates & maintenance.

### **Locking Down a Public User Profile**

As a rule of thumb, if a box in *SteadyState* is checked, that means that the corresponding feature is locked and restricted.

Log into the Exec profile

Open *SteadyState*, then under **User Settings** on the right-hand side, click on the *All* profile.

There are four tabs on this screen.

### **The Feature Restrictions Tab**

This tab controls *Internet Explorer* and *Microsoft Office*.

Choose **High Restrictions**, and then uncheck a few of the restrictions:

#### Uncheck these boxes

- **Prevent Internet Access**
- **Prevent right-click in Internet Explorer**
- **Prevent Printing**
- **Remove View Source:** Under Menu Options
- **Size:-** Under Toolbar options
- **Full Screen:** Under Toolbar options
- **Print:** Under Toolbar options - this actually enables the printing menu
- **Third Party Extension Buttons:** Under Toolbar options.

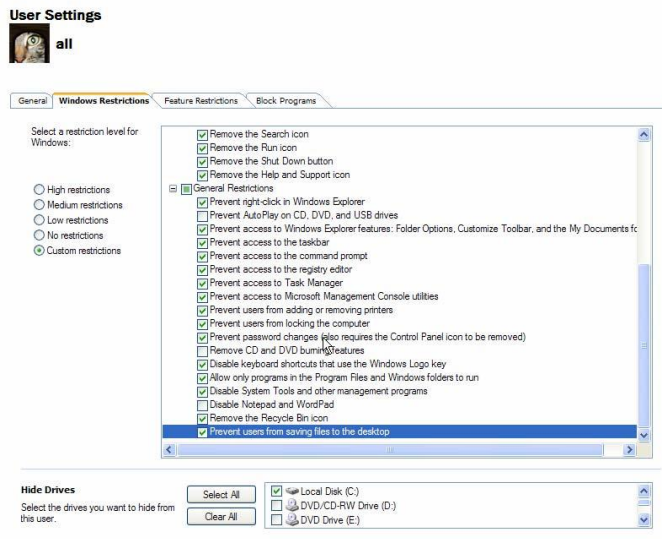
**IMPORTANT:** If you leave this setting checked, it will block Flash and Shockwave animations, webmail messages, and a variety of other pages that rely on browser add-ins—you'll soon hear about it from your patrons.

## The Windows Restrictions Tab

Click on **High restrictions** - all settings will be turned on. However, after you've done this, there are a few settings that will need to be unchecked.

### Uncheck these boxes

- **Prevent programs in the All Users folder from appearing:** Almost every program places a shortcut into the All Users folder.
- **Remove the Shut Down Button** – Allows easy computer shut-down from the All profile
- **Prevent AutoPlay on CD, DVD, and USB drives:** patrons bring in CDs and USB drives, they may expect them to open automatically.
- **Remove CD and DVD burning features.**
- Under **Hide Drives** at the bottom of the tab, all drives are unchecked (visible) by default. Check off your hard drives. (C:\ and possibly D:\). Give your patrons all other drives.



## The General Tab

Check the **Lock Profile** setting, which prevents users from making permanent changes to the computer.

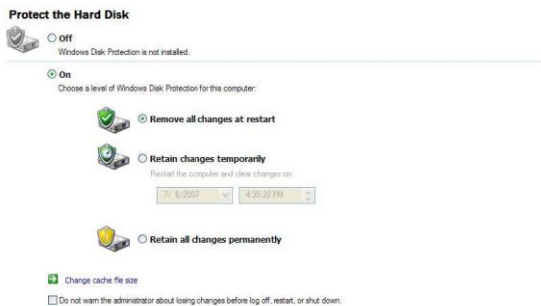
Finally, log back into the *All* patron profile to make sure it looks and behaves the way you want it to

### *How to Use Windows Disk Protection*

The user settings and restrictions mentioned above are only the first layer of *Steady State's* security. Windows Disk Protection ensures that even if the user settings fail to completely protect the computer you will still be able to recover from any damage. This part of WSS also clears all personal info from the drive – Any patrons concerned about ID theft need only restart the PC.

When Windows Disk Protection is enabled, all changes to the hard drive are saved in a cache file, which is emptied with each reboot.

To enable WDP, launch *SteadyState* and click on **Protect the Hard Disk**. On the next screen, click *On*. A warning window appears. Click *Yes*. You may have to wait several minutes as WDP creates the cache file. You may get an error at this point telling you to defragment the hard drive – if so you will need to defragment before you can continue. When the cache file has been created, you will be prompted to restart the computer.



Once Disk protection is turned on the default setting is to: **Remove all changes at restart**. Simply leave this setting as is. When you plan to make a permanent change, restart the computer **before** you make your change so that you erase any changes your patrons might have made since the last restart. Then install your new software, perform updates or other changes. WDP will ask if you want to save changes every time you log off, shut down, or restart from the administrative account. Make sure you shut down or restart from the administrator account and then select “Save all changes”. If you choose to **Save changes and restart the computer** from the prompt WDP will automatically revert to the **Remove all changes at restart** setting *after* the reboot.

If you are doing multiple updates or anything more complicated than changing or adding an icon it may be best to turn WDP completely off.

The fact that WDP will ask if you want to save changes whenever you log off can be confusing, because you may log in and out of your administrator account several times as you’re making changes to a profile or installing software. The best policy is to ignore the prompts (leave the box as-is) until you are completely finished with your changes and are ready to shut down the machine. Then make sure you shut down or restart from the administrator account and only then select “Save all changes”. It seems logical to select “Save all changes” every time you log off of the admin account, but doing this will force the machine to restart and can take 5 to 10 minutes, and your routine maintenance will be unreasonably long if it takes 10 minutes every time you log off of admin and into one of your other profiles.

## Additional Features and Restrictions

### The Block Programs Tab

Selectively prevent access to programs. If you want to add another layer of security to your computer, you may choose to block sensitive or powerful programs from this screen. Or, you can block all of the programs to start with, and then selectively unblock programs your patrons need access to.

You might want an account for children with just games and no Internet access. In this case, follow the directions above then go to the **Feature Restrictions Tab** and check the first setting, **Prevent Internet access (except Web sites below)**.