

## MAKING CHANGES TO A SECURED PUBLIC TERMINAL

### Tell the PC to Save Changes

When Windows Disk Protection is on, you must take special actions to make permanent changes to the disk. Such changes include installing a program, modifying the registry, adding a user account, or configuring system settings for users. *See the [Disk Protection Document](#)*

### Lock & Unlock a Local User Profile

You can use the User Restrictions tool to restrict and lock user profiles to prevent tampering with the computer.

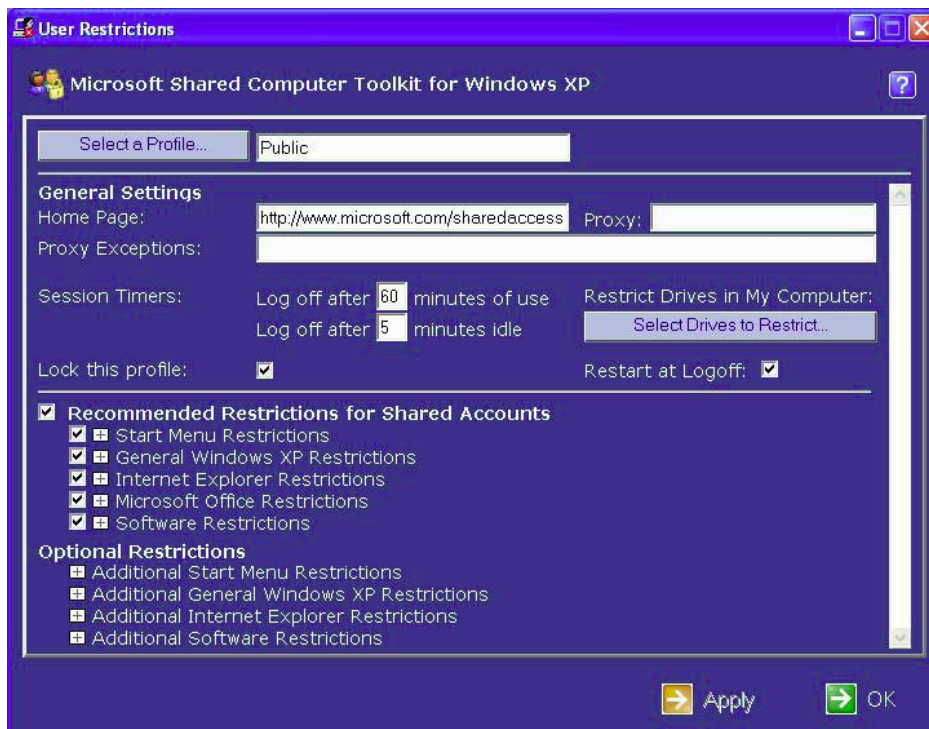
**Note:** The Select a Profile to Restrict dialog box shows all user accounts configured on the shared computer, including those that are disabled. It will only allow you to select accounts for which user profiles exist.

**Note:** Disabled = there is no check mark in the box and the users *are* allowed to perform this task

### To restrict a local user profile

1. Log on as Exec.
2. On the desktop open the Microsoft Shared Computer Toolkit folder, and then double-click *User Restrictions*.
3. Click Select a Profile.
4. In the Select a Profile to Restrict dialog box, click the user profile that you want to unlock or restrict.
5. Select the Lock this profile check box to prevent users from being able to change settings while logged on with the user account.

1. Select the Recommended Restrictions for Shared Accounts check box. This enables the most important restrictions.



## ***Recommended Restrictions for Shared Accounts***

**Note:** *The following is a list of what each restriction will do. Some restrictions may lock down the PC too far. These have been indicated with an asterisk.*

### **Start Menu Restrictions**

In the User Restrictions tool, click the Start Menu Restrictions heading to expand the entire list of restrictions that you can configure for the Start menu. The following list describes the Start Menu Restrictions:

- *Prevent right-click in the Start menu.* Prevents the user from accessing shortcut menus by right-clicking on items in the Start menu
- *Force the Classic Start Menu (better for shared accounts).* The Classic Start Menu makes it easier for you to configure the programs available to a user on the Start menu.
- *Remove Control Panel, Printer, and Network Settings.* Removes these icons from the Start menu to hide configuration tools from restricted users
- *Remove "My Documents".* Prevents users from accessing the My Documents folder through the icon on the Start menu to promote privacy between multiple users
- *Remove "My Recent Documents".* Prevents users from accessing recently opened programs through the icon on the Start menu which elps to ensure that users cannot access programs to which they are denied access and also protects the privacy of previous users.
- *Remove "My Pictures".* Prevents users from accessing the "My Pictures" folder through the icon on the Start menu
- *Remove "My Music".* Prevents users from accessing the "My Music" folder through the icon on the Start menu
- *Remove "Favorites".* Prevents users from accessing the Favorites folder through the icon on the Start menu which helps to streamline the users' experience
- *Remove "My Network Places".* Prevents users from accessing "My Network Places" through the icon on the Start menu, helping to prevent viewing shortcuts to other computers, printers, and network resources
- *Remove "Control Panel".* Prevents users from accessing the tools in Control Panel through the icon on the Start menu
- *Remove "Set Program Access and Defaults".* Removes the Set Program Access and Defaults icon
- *Remove "Connect To".* Prevents users from connecting to network resources through this icon on the Start menu
- *Remove "Printers and Faxes".* Prevents users from accessing "Printers and Faxes" on the Start menu (a customized shortcut **is** available to the All profile)
- *Remove "Search".* Prevents users from using Search on the Start menu to locate folders, files, and network resources to which they should not have access
- *Remove "Run".* Prevents users from using the Run dialog box to issue commands or start programs.
- *Remove "Frequently Used Programs" list.* Prevents the Start menu from displaying frequently-used programs

**Note:** Many of the Start Menu Restrictions remove the icon for a folder or program from the Start menu, but do not otherwise prevent access to the folder or program.

## General Windows XP Restrictions

- *Prevent right-click in Windows Explorer.* Disables the shortcut menu that appears when a user right-clicks an object in the Windows environment
- *Prevent AutoPlay on CD, DVD, and USB drives* \*\* Prevents Windows from automatically displaying options (or taking particular action) when a user inserts removable media. Digital entertainment media such as songs and movies will still auto play with this setting enabled. **Libraries way wish to disable this feature; however there are custom shortcuts to USB and CD media on the desktop**
- *Remove the Recycle Bin*\*\* (to help ensure privacy between users). Helps to ensure that when a user deletes a file, subsequent users cannot access the file **Disabled by default**
- *Prevent access to some Windows Explorer features (such as Search).* Disables searching and prevents the user from customizing toolbars and "Folder Options". In addition, the "My Documents" folder is hidden
- *Prevent access to the taskbar* \*\* Prevents access to the Windows taskbar. **Headphones with a volume control or a special shortcut are needed for users to change sound volume**
- *Prevent access to the command prompt.* Prevents users from accessing folders, files, and programs from the Windows command prompt
- *Prevent access to the Registry Editor.* Prevents users from accessing the built-in tools that allow them to modify the Registry
- *Prevent access to Task Manager.* Prevents users from accessing Task Manager, an administrative utility
- *Prevent access to Microsoft Management Console utilities.* Prevents users from using the MMC console to load snap-ins that can be used to alter the Windows environment
- *Prevent users from adding or removing printers.* Prevents users from adding or removing printers to preserve system configuration
- *Prevent users from locking the computer.* Prevents users from being able to lock the computer to deny access to other users
- *Prevent password changes* (requires Control Panel to be removed). Prevents users from changing the "All" password
- *Remove "Shut Down"*\*\* Prevents users from turning off or restarting the computer through the Start menu. **Disabled by default**

## Internet Explorer Restrictions

- *Prevent right-click in Internet Explorer.*\*\* Prevents users from being able to perform advanced activities on Web content in Internet Explorer by right-clicking items, some content can still be right-clicked, such as Macromedia Flash objects. **Disabling this feature allows saving images easily as well as creating shortcuts on any media the patron may have.**
- *Prevent access to some Internet Explorer menu choices* (such as Internet Options). Prevents users from accessing certain Internet Explorer menu commands, such as Internet Options, that can be used to modify Internet Explorer configuration

- *Prevent access to some Internet Explorer toolbar buttons* (such as Search). Prevents users from accessing some toolbar buttons, such as History, Search, and News

## Microsoft Office Restrictions

Restrictions apply to Microsoft Office XP, 2003 and 2007. Some of these restrictions also apply to Microsoft Office 2000.

- *Prevent use of Visual Basic for Applications (VBA) in Office XP/2003*. Prevents users from accessing VBA tools (Does not work on Office 2000)
- *Disable macro shortcut keys*. Prevents users from running macros using shortcut keys in Office
- *Disable Tools | Macro menu items*. Prevents users from accessing macro commands in Office
- *Disable Tools | Add-ins menu items*. Prevents users from changing add-in programs in Office
- *Disable the Web toolbar*. Prevents users from enabling the Web toolbar in Office to view files and folders on restricted drives
- *Disable "Detect and Repair" from Help menu*. Prevents users from running Detect and Repair on Office
- *Prevent changes to Clip Organizer contents in Office XP/2003*. Prevents users from importing or deleting clips in the Clip Organizer (Does not work on Office 2000)

## Software Restrictions

- *Only allow software in the Program Files and Windows folders to run\*\** Prevents users from being able to run programs that are not in the Program Files folder or the Windows path, such as downloaded programs or programs on USB Drives.

**Note:** Some games and programs do not work properly with Software Restrictions selected. If these games are installed, you cannot also enable Software Restrictions. Turning off Software Restrictions significantly weakens the security of your computer as it keeps system tools and downloaded software from running.

- *Prevent "System Tools" and some management tools from running*. Blocks system tools such as Disk Defragmenter from running.

## Optional Restrictions

### Additional Start Menu Restrictions

- *Prevent programs from the All Users folder from appearing on the Start menu\*\** This setting prevents any icons located in the All Users Start menu folder from displaying in the user's Start menu.

**Note:** Preventing All Users menu items from displaying will block any icons placed in All Users, either by the Toolkit or by other Windows programs, from displaying on limited users' Start menus. **Disabled by default**

- *Remove Help and Support icon*. Prevents users from accessing the Help and Support window through the icon on the Start menu

## Additional General Windows XP Restrictions

- *Remove Shared Documents from My Computer.* This setting prevents unauthorized sharing of documents between users and protects user privacy.
- *Remove CD and DVD burning features\*\** Prevents users from using the built-in features of Windows XP to copy information to a writable CD or DVD this feature is available **Disabled by default**
- *Disable keyboard shortcuts that use the Windows logo key.* Prevents users from using shortcuts to access unauthorized menus or programs (such as Windows logo key + E to start Windows Explorer)

## Additional Internet Explorer Restrictions

- *Prevent Internet access from Internet Explorer\*\** This setting prevents the user from accessing the Internet with any programs that use the Internet Explorer proxy settings. When you enable this restriction, the Proxy setting is automatically configured as *NoInternetAccess*. **Disabled by default**
- Prevent printing from Internet Explorer. This setting prevents users from printing from Internet Explorer. **Disabled by default**

## Additional Software Restrictions

- *Prevent Windows Messenger and MSN Messenger from running\*\** This setting prevents the user from being able to use Windows Messenger or MSN Messenger. Note that this setting prevents users from running Windows Messenger directly from its icon, but does not prevent users from running Messenger from a Web-based interface like MSN Web Messenger. To prevent access to a Web based service, you will need to add the URL of the service to the blocked URL list in Internet Explorer. **Note: This feature must be disabled for chat.**
- *Restrict Notepad and WordPad* (recommended for Restricted Administrators) \*\* this setting restricts the two major text-editing tools used to edit batch files and scripts in Windows XP.
- *Prevent Microsoft Office programs from running\*\** this setting prevents the user from running any Microsoft Office programs **Disabled by default**