User Manager version 2.40

User Manager is part of Local Access ™ for Windows.

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User's Manual

M2W Software
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Introduction to Local Access

Local Access Logon

Local Access Logon consists of four applications and some helper libraries:

- Local Access Logon (LALOGON.EXE). This program asks for a username and password before access to Windows is allowed.
- User Manager. This application allows the System Administrator to view and modify all user accounts and several logon options (like automatic logon).
- Screen Saver (LASAVE.EXE). This program asks for the password before a sleeping Windows session is reactivated.
- The DOS device driver LADOS.SYS. This driver ensures that AUTOEXEC.BAT cannot be terminated with Ctrl+Break, and that a user cannot enter the DOS prompt after irregular termination of Windows (for instance because of a protection fault). If such a termination occurs, LADOS.SYS will first flush all disk caches and then reboot the computer with a message.

Introduction to User Manager

User Accounts: users ( ) and groups ( )

With User Manager all System Administrators can view and modify all user accounts. Every user account consists of a user name and password, and several other attributes. Every user is a member of a user group.
All users and groups are managed with the Edit menu.

User Files

These user accounts (users and groups) are present in a user file. This file may be stored in any directory, even on a network drive.
User Manager is able to work with several user files at a time. Only one of these user files is used by Local Access Logon. This file is called the Default User File. The default user file is opened automatically by User Manager.
User files are managed with the File menu.

Options

Furthermore there are some options that may be edited by the System Administrator(s), like the minimum password length.
The Options menu contains the possible commands.

See also: Introduction to Users and Groups

Introduction to Users and Groups

What are Users?

Every user is defined by the following main elements (see the User dialog box for more details):
- a (public) logon name, to be used at logon time.
- a (secret) password
- the membership of one or   more user groups.

As soon as Windows starts up, Local Access Logon asks for a logon name and password. Only valid pairs have access to Windows.

What are Groups?

If a user typed a valid logon name and password pair, Local Access Logon uses the group membership:
- to start the correct application: Program Manager or any other (DOS or Windows) application.
- to allow access to the Program Manager File Menu, to Program Manager Groups,   and to User Manager. In other words: every group defines the access rights of all member users.

See the Group dialog box for more details.

Managing groups and users

This hierarchy makes it very simple to manage the access rights of all users. Instead of managing all users individually, only the groups have to be managed.

Because a user may be a member of more than one group, it is very easy to expand or shrink the access rights of one user. Simply add or delete groups in the membership list of that user (see the Membership Groups dialog box for more details) .

File menu commands

The File menu offers the following commands:

Open Default	Opens the default user file, used by Local Access Logon.
Mark as Default	Marks the active user file as the default user file.
New	Creates a new user file.
Open	Opens an existing user file.
Close	Closes an opened user file.
Save	Saves an opened user file using the same file name.
Save As	Saves an opened user file to a specified file name.
Exit	Exits User Manager.

Edit menu commands

The Edit menu offers the following commands:

New User	Creates a new user.
Copy User	Copies the attributes of the selected user to a new user.
Modify User	Modifies the selected user.
Delete User	Deletes the selected user.
Change Password	Changes the password of the selected user.
New Group	Creates a new group of users.
Modify Group	Modifies the selected user group.
Delete Group	Deletes the selected user group.

View menu commands

The View menu offers the following commands:

Toolbar   Shows or hides the toolbar.
Status Bar   Shows or hides the status bar.

Options menu commands

The Options menu offers the following commands:

Auto Save Files   Enables or disables automatic saving of user files.
Account Policy   Modifies the account policy of the active user file.
Automatic Logon   Modifies the automatic logon user settings of Logon.
Protect Files   Displays the Protect Files dialog box.

Window menu commands

The Window menu offers the following commands, which enable you to arrange multiple views of multiple documents in the application window:

New Window   Creates a new window that views the same document.
Cascade   Arranges windows in an overlapped fashion.
Tile   Arranges windows in non-overlapped tiles.
Arrange Icons   Arranges icons of closed windows.
Window 1,   Goes to specified window.
2, ...

Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

Index	Offers you an index to topics on which you can get help.
Using Help	Provides general instructions on using help.
About	Displays the version number of this application.

Open Default command

Use this command to open the user file that is being used by Local Access Logon on your computer. As soon as User Manager is started, the default user file is opened automatically.

Shortcuts:

Toolbar:

Keys: CTRL+D

Mark as Default command (File menu)

Use this command to mark the active user file as the default user file. User Manager will display the Mark File as Default dialog box, where you should enter a valid username/password pair from a system administrator in this file. (This is a security check).
The default user file is the .LAU file that is being used by Local Access Logon if Windows is started.
If this menu item is disabled (gray characters), the active user file is already the default user file.

You can open the default user file with the Open Default command.

See also: Introduction to User Manager

Mark File as Default dialog box

This dialog box asks for a valid username/password pair for a system administrator in the user file that should be marked as default. This is te ensure that you still have access to Windows as a system administrator.
If this check fails, then you should create a new system administrator account, or change the password of an existing system administrator.

You can open the default user file with the Open Default command.

See also: Introduction to User Manager

New command

Use this command to create a new user file in User Manager.

You can open an existing user file with the Open command.

Shortcuts

Keys: CTRL+N

Open command

Use this command to open an existing user file in a new window.   You can open multiple files at once.
Use the Window menu to switch among the multiple open documents.   See Window 1, 2, ... command.

You can create new user files with the New command.

Shortcuts

Toolbar:

Keys: CTRL+O

File Open dialog box

The following options allow you to specify which file to open:

File Name
Type or select the filename you want to open.   This box lists files with the extension you select in the List Files of Type box.

List Files of Type
Select the type of file you want to open:

Local Access User files (.LAU)

All files. If you select a file other than .LAU, the file type is checked as its being   opened.

Drives
Select the drive in which User Manager stores the file that you want to open.

Directories
Select the directory in which User Manager stores the file that you want to open.

Network...
Choose this button to connect to a network location, assigning it a new drive letter. This button is only present if a network is available.

Close command

Use this command to close all windows containing the active user file.   User Manager suggests that you save changes to your user file before you close it.   If you close a user file without saving, you lose all changes made since the last time you saved it.   Before closing an untitled user file, User Manager displays the Save As dialog box and suggests that you name and save the file.

You can also close a user file by using the Close icon on the document's window, as shown below:

Save command

Use this command to save the active user file to its current name and directory.   When you save a user file for the first time, User Manager displays the Save As dialog box so you can name your user file.   If you want to change the name and directory of an existing user file before you save it, choose the Save As command.

Shortcuts

Toolbar:

Keys: CTRL+S

Save As command

Use this command to save and name the active user file.   User Manager displays the <u>Save As dialog box</u> so you can name your user file.

To save a user file with its existing name and directory, use the <u>Save command</u>.

File Save As dialog box

The following options allow you to specify the name and location of the file you're about to save:

 File Name

Type a new filename to save a document with a different name.   A filename can contain up to eight characters and an extension of up to three characters.   User Manager adds the extension you specify in the Save File As Type box.

 Drives

Select the drive in which you want to store the document.

 Directories

Select the directory in which you want to store the document.

 Network...

Choose this button to connect to a network location, assigning it a new drive letter.

1, 2, 3, 4 command

Use the numbers and filenames listed at the bottom of the File menu to open the last four user files you closed.   Choose the number that corresponds with the user file you want to open.

Exit command

Use this command to end your User Manager session.   You can also use the Close command on the application Control menu.   User Manager prompts you to save documents with unsaved changes.

Shortcuts

Mouse: Double-click the application's Control menu button.

Keys: ALT+F4

New User command

Use this command to create a new user. User Manager displays the New User dialog box where you may edit the attributes of the new user.

Use the Copy User command to copy the attributes of an existing user to a new user.

Shortcuts

Toolbar:

Keys: CTRL+U

Copy User command

Use this command to copy the attributes of the selected user to a new user. User Manager displays the Copy User dialog box where you may edit the attributes of the new user.

Use the New User command to create a new user from scratch.

Shortcuts

Toolbar:

Keys: CTRL+C

Modify User command
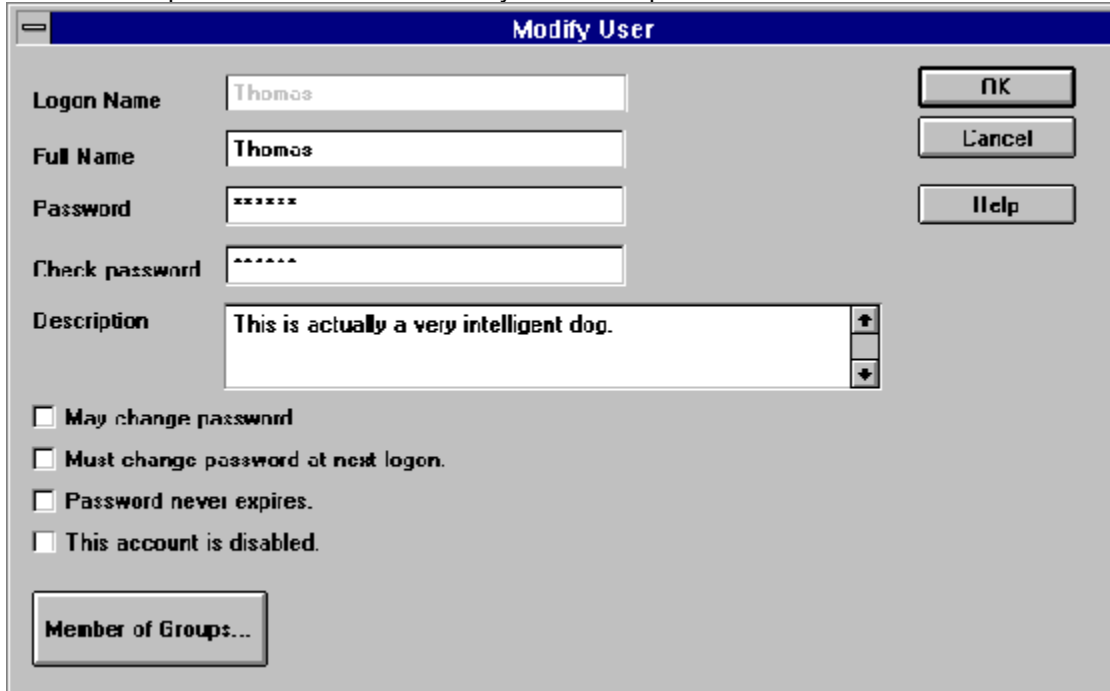
Use this command to modify the selected user. User Manager displays the Modify User dialog box where you may edit the attributes of the selected user.

Use the Change Password command to change the password only of the user.

User dialog box

Click on the part of this screen on which you want help:

Modify User

Logon Name	Thomas
Full Name	Thomas
Password	xxxxxx
Check password	******
Description	This is actually a very intelligent dog.

☐ May change password
☐ Must change password at next logon.
☐ Password never expires.
☐ This account is disabled.

[Member of Groups...]

OK
Cancel
Help

See also: Introduction to Users and Groups

Member of Groups...

This button allows you to change the group membership of this user. User Manager will display the Group Membership dialog box. Every user should at least be a member of one group.

This account is disabled

If checked, this user is (temporarily) disabled from logging on.

Password never expires

If checked, this user is never alerted or forced to change the password.

See also: Account Policy dialog box

Must change password at next logon

If checked, this user must change the password at the next logon.

May change password

If checked, this user may change his or her password at logon time.

Description

The description may contain any text that describes this user.

Check password

Here you should enter the same text as in Password, to prevent typo's.

Password

The password need not be unique to each user, and is supposed to be secret.   A password may contain 32 characters, and is case sensitive.
On creation of a new user this password may be left empty.

Full Name

The full user name is free text, and could be used to enter the true name of this user.

Logon Name

This name is used by Local Access Logon.
The logon name:

is unique to each user,

cannot be changed afterwards,

is not case sensitive,

may consist of 16 characters.

Membership Groups dialog box

Click on the part of the screen on which you want help:

Membership Groups

Logon Name: Thomas

Member of Group(s):
- Thomas

<< Add

Remove >>

NOT a member of Group(s):
- Administrators
- DTP&TEKST
- Full Users
- MS Access
- MS Word
- Super Users
- test
- Users

OK

Cancel

Help

Remarks

Every user should be a member of one group at least.

If a user is a member of more than one group, the most powerful characteristics of each group will be added up. For instance, if one of these groups defines the System Administrator option, this user will automatically be a system administrator. See the Group Dialog box for a description of all group characteristics.

If a user is a member of more user groups, and one or more of these user groups defines a single application as the start-up program, then Local Access will create a **temporary Program Manager group** with these applications in it.

See also: Introduction to Users and Groups

Remove >>

Press this button to remove groups from the membership of this user. This button is only available if you first selected group(s) under Member of Groups.

<< Add

Press this button to add groups to the membership of this user. This button is only available if you first selected group(s) under NOT a member of Groups.

NOT a member of Groups

The user is NOT a member of the groups listed here. Select one or more groups and press the Add button to add these groups to the membership.

Member of Groups

The user is a member of all groups that are listed here. Select one or more groups and press the Remove button to remove this membership.

Logon name

This is the logon name of the user that is about to be modified. You cannot change the logon name.

Delete User command

Use this command to delete the selected user permanently. User Manager first asks whether you are sure you want to delete this user.

Use the Modify User command to disable the user account temporarily.

Warning: a deleted user cannot be recovered, even if a new user is created afterwards with the same logon name all rights of this user should be redefined.

Change Password command

Use this command to change the password of the selected user. User Manager displays the Change Password dialog box, where you can enter a new password.

Use the Modify User command to change other attributes of the selected user.
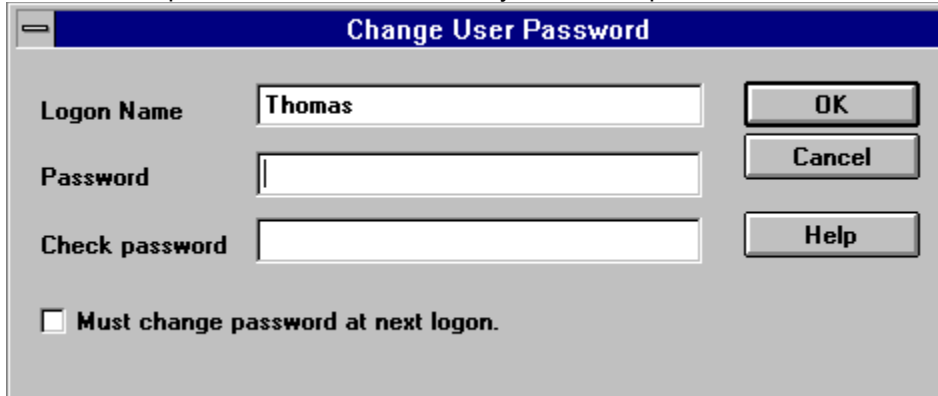
Shortcuts:

Toolbar:

Keys: CTRL+W

Change Password dialog box

Click on the part of this screen on which you want help:

Change User Password

Logon Name	Thomas	OK
Password		Cancel
Check password		Help

☐ Must change password at next logon.

Remarks

User Manager never decrypts passwords, but compares only passwords after encryption for security reasons   (all system administrators could have knowledge about the passwords that some users prefer). Therefore you cannot modify a password. You can only enter a new password.

See also: Introduction to Users and Groups

Must change password at next logon

Check this control to force the user to enter a new password at the next logon session. This option prevents that the system administrator knows the password of this user.

Check password

Enter the same password here. User Manager checks for typo's.

Password

Enter the new password here. A maximum of 32 characters is allowed.. Passwords are case-sensitive.

Logon Name

This is the logon name of the user that is about to be modified. You cannot change the logon name.

New Group command

Use this command to create a new user group. User Manager displays the New Group dialog box where you can enter the name and characteristics of this group.

Use the Modify Group command to change the characteristics of an existing group.

Shortcuts:

Toolbar:
Keys: CTRL+G

Modify Group command

Use this command to modify (or view) the selected group. User Manager displays the Modify Group dialog box where you can enter new characteristics for this group.

Use the New Group command to create a new group.

Delete Group command (Edit menu)

Use this command to delete a group permanently. User Manager will first prompt you for confirmation.

You cannot delete:

Groups with member users. First delete the users in this group.

System groups. These are groups that have been created by User Manager itself.
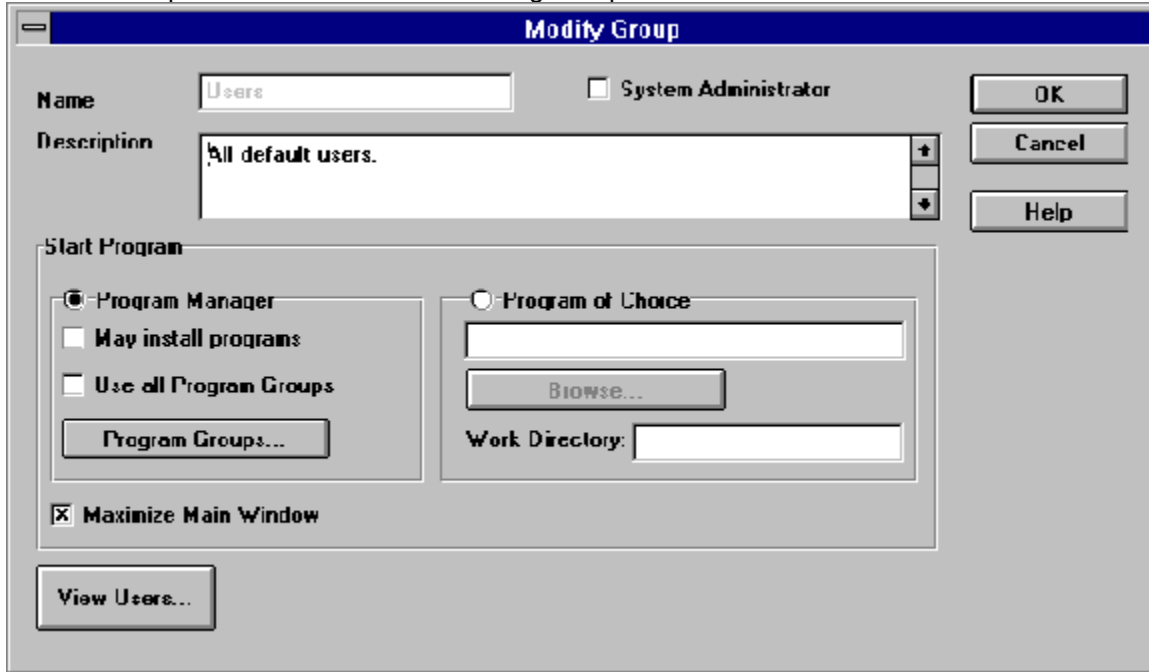
Remark

This action is irreversible! All characteristics and rights of a deleted group are lost, even if you create a new group with the same name afterwards.

Group dialog box

Click on the part of this screen on which to get help:

Remarks

All these characteristics are shared by all members of this group. Be especially careful with the assignment of System Administrator rights to a group, because all member users will have full access to applications and files!

See also: Introduction to Users and Groups

View users

Click this button to view the users who are currently a member of this group. User Manager will display the Users Per Group dialog box.

Work directory

Here you may enter the work directory that should be used by the program of your choice. By default, the application directory is used.

Browse...

Click this button for a dialog box with all available program files on the disks.

Program Name

Here you should enter the full pathname of the program of your choice.
Click the button Browse... for a dialog box with program names.

Program of Choice

Click this radio button if you want all members of this group to start with a single application, like Word for Windows or Paintbrush. Program Manager will not be used.
These users will not be able to start other applications.

Maximize Main Window

Check this box to let the members of this group start with a maximized main application window after a successful logon. Otherwise the application window will be displayed at default size.
This option affects the start program only (either Programn Manager or a program of your choice).

Program Groups...

Click this button to choose program groups manually. All members of this group will have access to the selected program groups only. User Manager will display the Program Manager Groups dialog box.

Use all Program Groups

Check this option if you want all members of this group to have access to all program groups and icons in Program Manager. These users will have access automatically to all program groups, even if these program groups have been added later on.

May install programs

If checked, all members of this group are allowed to install applications. These users are therefore able to modify Program Manager.
If NOT checked, the members of this group don't have access to the File Menu of Program, Manager.
These users will not be able to modify the characteristics of Program Manager.

Program Manager

Click this radio button if you want all members of this group to start with Windows Program Manager after a successful logon. If you define Program Manager as the start program for this group, three other options may be modified:

 [May install applications](#)

 [Use all program groups](#)

 [Program Groups](#)

Start Program

This is the application with which all members will start after successfully logging on. You must make a choice out of two alternatives:

 Program Manager: Program Manager will be started.

 Other Application: an application of your choice will be started.

Description

Here you may enter a description of this group.

System Administrator

Check this item if all members of this group should be recognized as system administrators by Local Access. A system administrator has full access rights to all resources.

Name

This is the name of the group. Every group must have a unique name with a maximum of 16 characters.
Group names are not case sensitive.
Group names cannot be modified afterwards.

Program Manager Groups dialog box

Click on the part of this screen on which you want help:
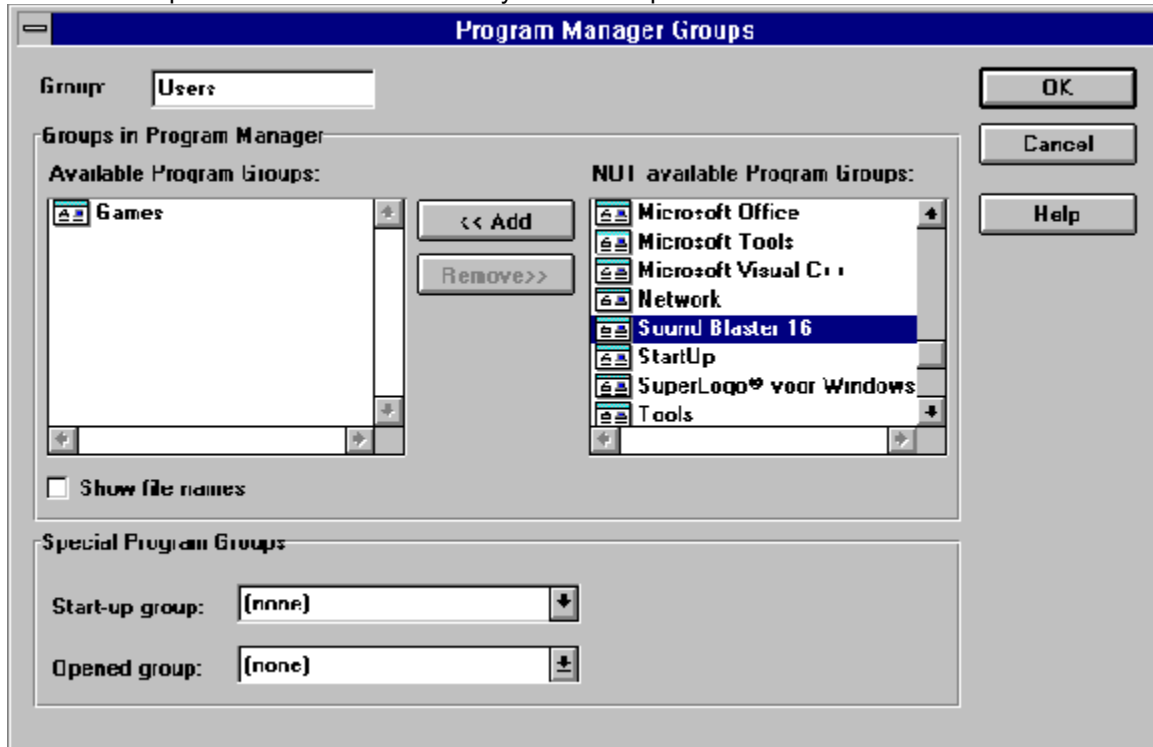
Remarks

If a user is a member of more than one user group, the Program Manager groups of all user groups will all be available to this user.

If you want to customize the way Program Manager shows the groups, for example what groups should be displayed opened, please see Appendix Keys in LALOGON.INI in the the Manual.

See also: Introduction to Users and Groups

Opened group

Here you may choose a Program Manager group that will be opened if a member-user logs on. All other Program Manager groups will be iconized.

Start-up group

Here you may choose a Program Manager group that is available to this user. All applications in this group will be executed automatically after a member user logged on. If a user is a member of more than one group, all start-up groups per user group are added up.

Show file names

If checked, the names of the Program Group files will be displayed instead of the titles of each program group.

Remove

Click this button to remove previously selected program groups from the list of available groups.

Add

Click this button to add previously selected program groups to the list of available groups.

NOT available program groups

All Program Manager groups that are NOT available to the members of this group are listed here. Select one or more groups and press the Add button to make these groups available to all users in this group.

Available program groups

All Program Manager groups that are available to the members of this group are listed here. Click on one or more groups and press the Remove button to remove groups from this list.

Name

This is the name of the group. You cannot modify this name.

Users per Group dialog box

This dialog box shows all users who are currently a member of this group.

Use the Modify User command to change the membership of groups for each user.

Toolbar command

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in User Manager, such as File Open.   A check mark appears next to the menu item when the Toolbar is displayed.

See Toolbar for help on using the toolbar.

Toolbar

The toolbar is displayed across the top of the application window, below the menu bar.   The toolbar provides quick mouse access to many tools used in User Manager,

To hide or display the Toolbar, choose Toolbar from the View menu (ALT, V, T).

Click	To
	Open the default user file.
	Open an existing document. User Manager displays the Open dialog box, in which you can locate and open the desired file.
	Save the active document or template with its current name. If you have not named the document, User Manager displays the Save As dialog box.
	Create a new user.
	Copy the selected user to a new user.
	Change the password of the selected user.
	Create a new group.
	Display the Help Contents.
	Obtain help about a selectable object.

Status bar command

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See Status Bar for help on using the status bar.

Status bar

	CAP		

The status bar is displayed at the bottom of the User Manager window.   To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus.   This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them.   If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

Indicator	Description
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

Auto Save Files command

Use this command in the Options menu to enable or disable automatic saving of user files. If this option is disabled, User Manager will ask you whether or not to save modified user files upon termination.

Protect Files command

Use this command to view or modify the files that are to be protected for users with restricted access. User Manager displays the [Protect Files dialog box](), where you may enable or disable the protection for each file.

Protect Files dialog box

Click on the part of the screen on which to get help:
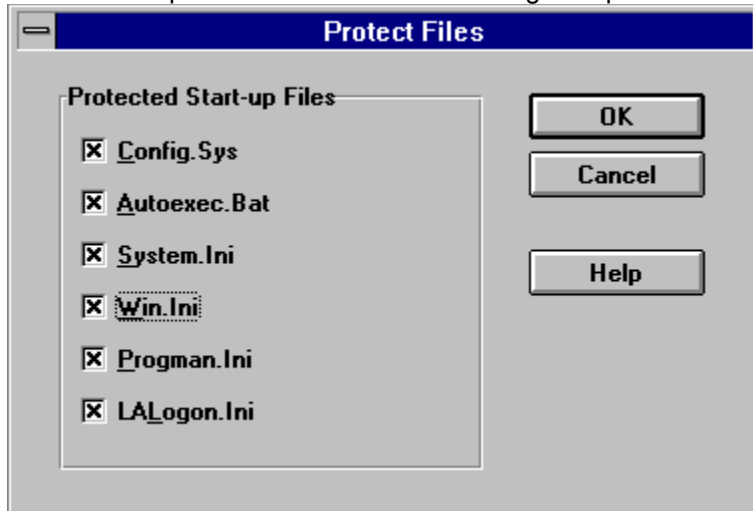
Remarks

   This dialog box allows you to enable the protection of start-up files that are used by MS-DOS, Windows and Local Access. Local Access marks these files as "read only" for all users with restricted access. That is: all users who may not edit Program Manager groups. Users who are allowed to install applications (including System Administrators) may change these files with an editor.

   File protection prevents that users edit the start-up files manually with an editor like Write or Notepad.

Protect LALOGON.INI

This file is used by Local Access to determine the user file and other LA options. See the User's Manual for more information (Press the button "Manual" at the top of this window).

Protect PROGMAN.INI

This file is used by Program Manager. Allthoug editing of this file by users is not a security risk, it may change the look and feel of Program Manager for other users.

Protect WIN.INI

This file is used for miscellaneous Windows configuration data. It is not needed for proper operation of Local Access

Protect SYSTEM.INI

This file contains important configuration data for Windows. LALOGON.EXE is started here, together with the Local Access screen saver.

Protect AUTOEXEC.BAT

Windows is started in AUTOEXEC.BAT, and many MS-DOS helper programs are started here.

Protect CONFIG.SYS

This file is used by MS-DOS to obtain the system configuration if the computer is turned on. The Local Access DOS driver LADOS.SYS is started here too.
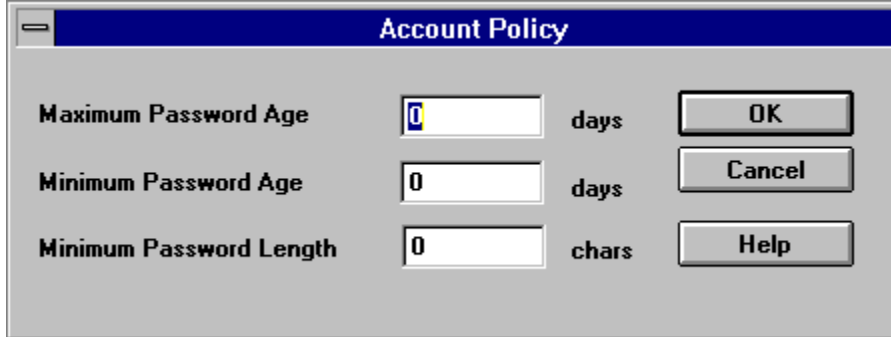
Account Policy command

Use this command in the Options menu to view or modify the account policy of the active user file. User Manager displays the Account Policy dialog box, where you may edit several options, especially password security options.

Account Policy dialog box

Click on the part of this screen on which you want help:

```
┌─────────────────────────────────────────────────────┐
│ ▬                  Account Policy                     │
├─────────────────────────────────────────────────────┤
│                                                       │
│ Maximum Password Age      │0        │  days   ┌────────┐│
│                                               │  OK    ││
│                                               └────────┘│
│ Minimum Password Age      │0        │  days   ┌────────┐│
│                                               │ Cancel ││
│                                               └────────┘│
│ Minimum Password Length   │0        │  chars  ┌────────┐│
│                                               │  Help  ││
│                                               └────────┘│
│                                                       │
└─────────────────────────────────────────────────────┘
```

Use the Modify User command to change the password options of each user individually.

Minimum password length

Here you may specify the minimum password length in characters for all users who may modify their password. The maximum password length is always 32 characters.

Minimum password age

Here you may specify the minimum password age in days for all users. This prevents users to change their password twice immediately: once to a new password and the second time back to the original one. Only users who may change their password will be affected by this option.

Maximum password age

Here you may specify the maximum age of all user passwords in days. Users are prompted to enter a new password after expiration of the password.
Only users who may change their password will be affected by this option.
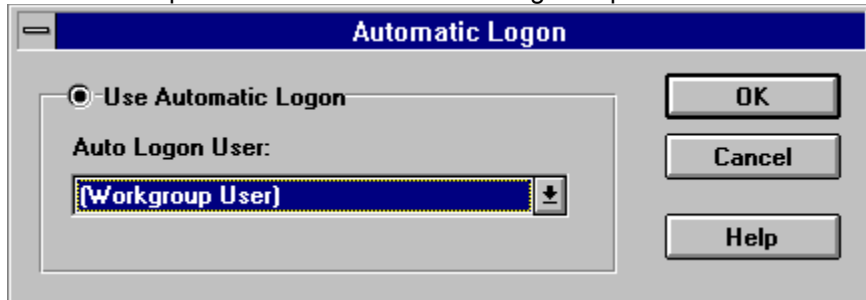
Automatic Logon command

Use this command to view or modify the auto logon user. User Manager displays the Automatic Logon dialog box, where you may change this option.

This command is only available if the active user file is marked as the Default user file.

Automatic Logon dialog box

Click on the part of this screen on which to get help:

Automatic Logon

◉ Use Automatic Logon

Auto Logon User:

[Workgroup User] ▼

OK

Cancel

Help

Remarks

The Automatic Logon option is stored in LALOGON.INI. It is therefore not possible to change these options for each user file.

If Automatic Logon is used, that is: Local Access did not display a logon dialog box, other users must log on by clicking on the Local Access Logon icon. This icon is displayed automatically on the desktop window if automatic logon is enabled. A user may press Ctrl+ESC at any time for the Windows Task List, in order to activate the Local Access Logon dialog box.

Automatic Logon is only possible if the MS-DOS driver LADOS.SYS has been started in CONFIG.SYS. Please see the User's Manual for more information on this topic (Press the button "Manual" on top of this Window).

See also: Introduction to User Manager

Auto Logon User

Here you may specify the type of automatic logon. A list of possible entries is available.

Windows for Workgroups User: If Windows for Workgroups or a compatible network is present, you may specify the Workgroup User. In this case, Local Access checks at logon time if a Workgroup User has logged on already. If so,   this logon name will be used by Local Access too if this logon name locally exists. Password integrity is still valid, because Local Access uses the Workgroup Password Cache file to store the Local Access password. If a network user logs on for the first time, Local Access will therefore still ask for a valid password.

Logon Name of a user account. If you specify a logon name, Local Access will use this account for public access directly. In that case, the password of this user is ignored completely. All users who have access to the computer, have access to Windows according to this user account.

Warning: if the automatic logon is enabled for a user who may install applications, then your computer may be affected by viruses! Please check the membership of this user carefully!

Use Automatic Logon

Check this radio button te enable or disable the automatic logon at start-up of Windows. This automatic logon enables public access to all users who do not have a valid username and password combination. No logon dialog box will be displayed at start-up.

New command (Window menu)

Use this command to open a new window with the same contents as the active window.   You can open multiple document windows to display different parts or views of a document at the same time.   If you change the contents in one window, all other windows containing the same document reflect those changes.   When you open a new window, it becomes the active window and is displayed on top of all other open windows.

Cascade command

Use this command to arrange multiple opened windows in an overlapped fashion.

Tile command

Use this command to arrange multiple opened windows in a non-overlapped fashion.

Tile Horizontal command

Use this command to vertically arrange multiple opened windows in a non-overlapped fashion.

Tile Vertical command (Window menu)

Use this command to arrange multiple opened windows side by side.

Window Arrange Icons command

Use this command to arrange the icons for minimized windows at the bottom of the main window.   If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

1, 2, ... command (Window menu)

User Manager displays a list of currently open document windows at the bottom of the Window menu. A check mark appears in front of the document name of the active window.   Choose a document from this list to make its window active.

Index command

Use this command to display the opening screen of Help.   From the opening screen, you can jump to step-by-step instructions for using User Manager and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

Shortcuts:

Toolbar:

Keys: F1

Using help command

Use this command for instructions about using Help.

About command

Use this command to display the copyright notice and version number of your copy of Local Acces User Manager.

Context Help command

Use the Context Help command to obtain help on some portion of User Manager.   When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark.   Then click somewhere in the User Manager window, such as another Toolbar button.   The Help topic will be shown for the item you clicked.

Shortcut

Keys: SHIFT+F1

Title bar

The title bar is located along the top of a window.   It contains the name of the application and document.

To move the window, drag the title bar.   Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

Application Control-menu button

Document Control-menu button

Maximize button

Minimize button

Name of the application

Name of the document

Restore button

Scroll bars

Displayed at the right and bottom edges of the window.   The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document.   You can use the mouse to scroll to other parts of the document.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.

After the pointer changes to the four-headed arrow:
1.   Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2.   Press a DIRECTION key to move the border.
3.   Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut
Mouse: Drag the size bars at the corners or edges of the window.

Move command

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.

Note: This command is unavailable if you maximize the window.

Shortcut

Keys: CTRL+F7

Minimize command (System menu)

Use this command to reduce the User Manager window to an icon.

Shortcut

Mouse: Click the minimize icon on the title bar.
Keys: ALT+F9

Maximize command

Use this command to enlarge the active window to fill the available space.

Shortcut

Mouse: Click the maximize icon   on the title bar; or double-click the title bar.
Keys: CTRL+F10 enlarges a document window.

Next Window command

Use this command to switch to the next open document window.   User Manager determines which window is next according to the order in which you opened the windows.

Shortcut

Keys: CTRL+F6

Previous Window command

Use this command to switch to the previous open document window.   User Manager determines which window is previous according to the order in which you opened the windows.

Shortcut

Keys: SHIFT+CTRL+F6

Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.

Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time.   You can close all windows at once with the Close command on the File menu.

Shortcuts

Keys: CTRL+F4 closes a document window
                   ALT+F4 closes the User Manager window or dialog box

Restore command

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

Switch to command

Use this command to display a list of all open applications.   Use this "Task List" to switch to or close an application on the list.

Shortcut

Keys:　　　　　CTRL+ESC

Dialog box Options

When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List
　　　Select the application you want to switch to or close.

Switch To
　　　Makes the selected application active.

End Task
　　　Closes the selected application.

Cancel
　　　Closes the Task List box.

Cascade
　　　Arranges open applications so they overlap and you can see each title bar.   This option does not affect applications reduced to icons.

Tile
　　　Arranges open applications into windows that do not overlap.   This option does not affect applications reduced to icons.

Arrange Icons
　　　Arranges the icons of all minimized applications across the bottom of the screen.

Modifying the User File

Each window contains two panes with separate views on the user file it represents:

 A pane with all users, alphabetically listed. System administrators are marked   with a note of exclamation.

 A pane with all groups alphabetically listed.

The bar that separates these panes may be dragged up or down with the mouse.

You may select a user or group by clicking on it. Use the Edit Menu commands to edit the selected user or group.
Double click on a user or group to view or modify that user or group in a dialog box.

See also: Introduction to User Manager

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

OK Button

Click this button to save changes and close the dialog box.

Cancel Button

Click this button to ignore changes and close the dialog box.

Help Button

Click on this button for Help on the dialog box, or press F1.