



# Tech Info Library

## At Ease 2.0: Setting Up For Users (8/95)

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TOPIC -----

This article describes how to configure At Ease 2.0 for users, including how to turn it on, how to set an administrator password, and how to register users.

DISCUSSION -----

The At Ease Administrator sets up the At Ease 2.0 system for users and establishes the access privileges each will have. The administrator should follow these directions to get At Ease 2.0 ready for use (it is important to follow the steps in order):

TURNING ON AT EASE 2.0

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When you first turn on your computer, At Ease is turned off. (This is true even if your copy of At Ease was factory-installed.) To turn it on:

Step 1

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Double-click the hard drive icon on the upper-right side of the screen.

Step 2

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Double-click the At Ease Setup icon.

Step 3

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Click the On button in the At Ease Setup window.

SETTING AN ADMINISTRATOR PASSWORD

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The administrator should set his or her own password so that no one else can access the At Ease Setup program to change access privileges.

Step 1

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Choose Administrator Password from the Options menu.

Step 2

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Type the password of your choice in the top box. The password can be up to 15 characters. Dots will appear in place of the letters you type to keep the password confidential from people who might be within reading distance of your screen.

Step 3

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Retype the password in the second box to confirm it.

Step 4

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Type a clue in the large text box. This is optional, but may help you remember your password in the future. It will always be shown when you are asked for the administrator password. Your clue may be up to 63 characters.

Step 5

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Click OK.

REGISTERING USERS

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Each person who will use the Macintosh should be registered in the At Ease Setup program. You can register up to ten users, each with different access privileges.

Adding a User

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Step 1

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Click the New button in the At Ease Setup window. The New User window will appear.

Step 2

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Type the user's name in the uppermost box.

Adding A Password

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Type a password in the second box (optional). Be sure to inform the user of his or her password. All users can change their passwords later if they want to.

Choosing At Ease or the Finder

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Step 1

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Determine the user's needs and choose whether the user will use At Ease or the Finder. If you choose "Stay in At Ease," skip to step 6.

Step 2

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If you chose "Switch to Finder," that user will not be able to use At Ease. Click Done and you will be returned to the At Ease setup screen.

Step 3

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Click the Next button to continue registering the user.

Establishing Access Privileges to Programs and Documents

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Step 1

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Click the Add Applications button. At Ease will search for all application programs on your hard drive on the left, and all of the applications listed for access by this user on the right. (If this is the first time you have set access privileges for this user, the right window will be empty.)

Step 2

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In the Add Applications window, select any programs you want this user to have access to. Click Add.

Step 3

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When you are done, click OK.

Step 4

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To give the user access to other items, such as documents, click the Find Items button.

Step 5

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Type all or part of the item's name.

Step 6

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Click Finder. The item will show up in the right window.

Step 7

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Click Add to add the item to the users list of accessible items.

Step 8

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Click OK, then Click Next.

### Customizing At Ease Menus =====

#### Step 1

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If you want the user to see limited, basic menus, leave the Minimal button selected. Minimal limits the commands available to things like Open, Close, Quit and Restart.

Note: Minimal users will not be able to see the Chooser in the Apple menu.

#### Step 2

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If you want the user to have access to all At Ease commands, click the All button. This allows users to perform such tasks as renaming and deleting files, copying files to and from floppy disks and changing Views.

### Activating Text-To-Speech =====

You can have At Ease speak the names of buttons when the pointer passes over them. This is a handy feature for non-readers or people with vision difficulties.

#### Step 1

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To activate text-to-speech, click the "Speak button names" button under Speech.

#### Step 2

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Click Next.

### Assigning a Location for Opening and Saving =====

- Anywhere -- The user can use his or her discretion and save files anywhere on the computer. This limits the administrator's ability to control file management and limits other users' privacy.
- Only in user's folder -- Keeps all the user's documents in one place and limits disk clutter elsewhere.
- Only on floppy -- A good idea if many people are saving many items and could quickly fill up disk space. This gives the administrator complete control over the arrangement and content of the hard disk. However, users will miss the convenience of keeping items stored in one place.

## Access to the Finder

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Some users who are more familiar with the Macintosh might want access to the Finder. Such access can be made available through At Ease.

### Step 1

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Click "Allow access to Finder." This is different from choosing the Finder as a startup environment. In this case, the user will start in At Ease but be free to switch to the Finder when he or she wants.

Note: The administrator should always check this if he or she chose At Ease as a startup environment while registering himself or herself.

### Step 2

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Click Done.

### Step 3

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Select Quit from the File menu when you finish registering users.

## Removing Users

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If you decide to remove users from At Ease, follow these steps:

### Step 1

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Open At Ease Setup. You will be asked for your administrator password.

### Step 2

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Select the name of the user you want to remove.

### Step 3

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Click Remove.

## Changing Access Privileges

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If you decide to adjust the privileges of any of the At Ease users:

### Step 1

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Open At Ease Setup.

### Step 2

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Click the name of the user whose privileges you want to change.

Step 3

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Click Open.

Step 4

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Click Add Applications.

Step 5

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Click the Applications you want to remove or add.

Step 6

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Click Add or Remove.

Step 7

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Click Find Items if you want to change privileges on certain documents.

Step 8

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Click the items you want to add or remove.

Step 9

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Click Add or Remove.

Step 10

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Click OK.

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