

*****IMPORTANT*****

The files threed.vbx and vbrun300.dll are required by Family Program Manager™ in order to run (shareware authors are not allowed to include these files in their shareware programs). If these files are already on your computer, make sure they are in the Windows\System directory. If you do not have them, they can be downloaded from Compuserve.

Copyright Innovative Scientific Concepts Incorporated (ISC); 1994-1995. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language in any form by any means without the written permission of Innovative Scientific Concepts, Inc. (ISC).

IBM is a registered trademark of International Business Machines Corporation. Microsoft and MS-DOS are registered trademarks and Windows is a trademark of Microsoft Corporation.

Innovative Scientific Concepts Inc. 2356 Winter Woods Blvd. Winter Park, FL 32792 (407) 657-7558 or (800) 606-0137.

Contents

Chapter 1 - Introduction

- Family Program Manager™ (FPM)...What is it?
- Highlights of Family Program Manager™
- Family Program Manager™...Overview

Chapter 2 - Installation

- System Requirements
- Installation

Chapter 3 - Operating The Family Program Manager™

- Quick Start Tutorial
 - Enabling Family Program Manager™
 - Edit Supervisor Account
 - Add A User
 - Add Programs To User Account
 - Enable Modem
 - Set Modem Privilege
 - Changing Passwords
 - Creating A User Account

Chapter 1 - Introduction

Family Program Manager™...What Is It?

Thank you for purchasing Family Program Manager™ version 1.0. Family Program Manager™ is a family oriented desktop security and configurable user session manager for the Microsoft Windows operating system. Family Program Manager™ is especially effective in home and school environments where adults and children are sharing a common computer.

Family Program Manager™ was designed to address many of the problems parents have while sharing a household computer with their children.

First, the idea of having multiple people share one computer is certainly economical, the reality of allowing parents and children to share common files, programs and resources is not always a practical concept. Separating each user from one another is a key feature of Family Program Manager™. In addition, the makers of Family Program Manager™ felt that children are smart, especially when it comes to navigating their way around on a computer. Children seem to grasp the "point and click" concepts of the Windows graphical operating system very well. We felt it would be more challenging to let them learn the computer as it was meant to be used instead of replacing the thing with a simplistic "click and see the dog bark" interface that they not only master but get bored with quickly. We merged the "multiple-person" and "kids interface" concepts together by providing an opening Windows screen that has large icons on it. Each large icon belongs to a particular family member and can contain a picture of that respective family member on its face. The owner of the icon enters into a personalized Windows environment by double clicking their individual password protected icon. Once into their environment the Windows interface appears as it normally does (Windows Program Manager) allowing the user to navigate through the computer as usual. Only program icons that are personalized for that respective user appear on the display. When a user is finished with their computing session, they simply exit and the Family Program Manager™ main screen with the large icons on it re-appears for use by another user.

Second, many parents have important files on their computers that they wish to protect from accidental erasure, modification, reading of confidential information or, in the case of programs on the disk, launching and using programs without permission. Family Program Manager™ provides a complete File Security System that parents can use to guard their important data or programs from the previously mentioned problems.

Third, with the popular age of computer on-line services many problems have arisen that concern parents regarding a child's curiosity to play with modems. Computer modems can lead to huge telephone bills, the viewing/downloading of pornographic materials and programs, electronic conversations with child-type sex offenders, downloading of explosive making techniques, etc. Family Program Manager™ provides a Modem Security feature that blocks modem usage unless a parent authorizes it.

Fourth, many people who own computers have no desire to be a technical expert on how they work. Often children launch many of the system configuration utility programs that come with Windows and accidentally or unknowingly change important settings that cause something on the computer to not work. Family Program Manager™ automatically removes the ability for a child to change these settings so a parent doesn't have an undesired surprise the next time they use the computer. However, settings that are unique to an individual's computing session, such as the colors on the desktop or the style of screen saver, are left fully adjustable and automatically switched for a respective

user each time a new user launches their computing session.

See the "Highlights of Family Program Manager™" section for more detail regarding Family Program Manager's™ features.

Highlights of Family Program Manager™

Family Desktop Security and Configurable User Session Manager

Family Program Manager™ is a unique "parent controlled" graphical shell program for the Windows operating system. Family Program Manager™ replaces the Windows Program Manager shell with an opening screen of enlarged icons where each icon represents a User's personal area (user session/user-account) on the computer. A user must double-click on their picture and enter their personal password to gain access to their area. A scanned photograph of the user, or any desired photograph, can be placed on the enlarged icon face.

Configures The Computer For That Persons Desktop Settings

Desktop attributes can be custom set for each individual user. When a user is finished computing and leaves their session, Family Program Manager™ reconfigures the system settings to what they were prior to the user entering their session. All attributes available when a user runs Control Panel's "Color" and "Desktop" applets are settable for each individual user session. Some examples of settable desktop attributes are:

- Color Schemes
- Screen Savers
- Wallpaper
- Patterns
- etc.

Provides A Tamper-Proof File Security System

A robust security system runs in the background providing protection for any files or directories as designated by anyone with Supervisor level authority. Initially, all files and directories are available to any user. For sensitive files or programs, the Supervisor can restrict individual users access to them by changing the protection attributes. The security system operates whenever **Enabled** and using a Windows application or working in a DOS session (or MS-DOS application) launched from Windows. Child users are blocked from exiting Windows into the system-level DOS prompt as file protection must have Windows running. A parent may exit Windows (with the proper password) into system-level DOS and execute any commands. Children can still use DOS commands however, the DOS session must be launched from within Windows.

Provides A Modem-Security System

The Supervisor has the ability to deny any user modem-access. This is particularly useful for controlling access to major networks (i.e. CompuServe, America On-Line, etc.), excessive "connect" charges and down-loading of inappropriate material (pornography, explosive making techniques, etc.). This means that the modem will simply not operate regardless of the application program that may try to access it.

Prevents Children From Changing Computer's Settings

When the Supervisor sets up a new user-account, they can designate the new user as a

CHILD type of user. If so, then Family Program Manager™ will automatically install a "CLDMN" group icon and replace the normal "MAIN" group icon for the child's desktop. The replacement "CLDMN" group icon limits the original Windows configuration/setup utilities and applets to only those that allow a child to customize their own desktop colors, screen savers, wallpaper, password, etc. All utility programs and applets that the Windows operating system uses to configure system parameters such as memory, printer setup and ports, hardware features, etc. are not only eliminated from the child's usable program icon selection, but are also automatically protected against usage by the child through the file security system. This feature effectively prevents children from altering the computer configuration parameters.

Parents Have Complete Control

Any parent (or any user) can be given Supervisor level authority. The supervisor controls any aspect of the Family Program Manager™ including installing or deleting family member user-accounts, or controlling file and modem security characteristics for any user. New programs are installed into the existing "master" desktop configuration using a Family Program Manager™ utility, selectable from Family Program Manager's™ main screen, and then distributed to individual users as the parents see fit. If Family Program Manager™ is disabled, the computer defaults back to the normal Windows' Program Manager desktop ("master desktop") at Windows start-up and all program icons appear for use by anyone.

Family Program Manager™... Overview

This section gives an overview on the Family Program Manager™ and how it fits into your computer's Windows environment. The remaining sections of this document describe each feature, procedure, or menu item in detail. Read this section before or after installing (see "Installation") Family Program Manager™ but before delving into the section on "Operating the Family Program Manager™". If you are confused by anything don't worry, you will understand the concepts when you get to the "Quick Start Tutorial" located in the "Operating the Family Program Manager™" section.

Family Program Manager™ Is A Shell Program

As previously mentioned Family Program Manager™ is a "shell" type of application that **replaces** the Windows main screen each time Windows is started. Therefore, Family Program Manager™ is either Enabled or Disabled. When Enabled, the previously mentioned "large icon screen", or Family Program Manager's™ main screen, will appear on the computer display whenever the Windows operating system starts. When disabled the original Windows Program Manager screen appears each time Windows starts. Whenever Family Program Manager™ is disabled many of it's features are also disabled; however, Family Program Manager™ can still be invoked by double-clicking on it's program icon found within the "Family Program Manager™" group located on the Windows' main screen.

Many IBM PC's are setup to automatically start the Windows operating system whenever the PC is turned ON . Likewise, if the Windows operating system does not automatically start-up when the computer is turned ON it can be started by manually typing "WIN" at the DOS prompt after the PC has booted. In order for the Family Program Manager™ to

invoke immediately (and operate properly) when the computer is started, Family Program Manager's™ Setup program provides an option to force the Windows operating system to automatically start whenever the computer is turned ON. Be aware of this if your PC did not automatically start Windows when the computer was turned ON prior to installing Family Program Manager™. If you choose not to have the Setup program automatically force Windows to start when the computer is turned ON you will have to manually type "Win" at the DOS prompt. However, if File and Modem Security are enabled they will not operate unless the computer is currently running the Windows operating system. If you not an experienced computer user or you have no reason to not have Windows automatically start when the computer is turned on or re-booted, be sure to select the option to "Automatically force Windows to Start" when requested by the Setup program.

Note: Family Program Manager™ is NOT automatically Enabled by the Setup program at installation time. The Supervisor must do this manually. The section on "Operating the Family Program Manager™" will go over this in more detail.

Definitions

Before we talk about Family Program Manager™, it is important that you understand the meaning of the following definitions; they are used throughout this manual.

"User-Account"

Each person that uses the computer (only when operating Family Program Manager™) is assigned to one of the large icons that appear on Family Program Manager's™ (first, or main, Family Program Manager™ screen) start-up screen. Each of these large icons symbolize a user-account. Mainly, when a person double-clicks on their large icon, and enters their password, Family Program Manager™ changes the Windows environment into that respective user's personal configuration. This personalized configuration is called a "user-account". User-accounts are installed and configured by the original designated Supervisor. This is explained in proceeding sections.

"User-Session"

Once a person has double-clicked on their respective large icon and entered their password, that person may begin working on the computer. When the person is finished working on the computer that person will exit. When the user exits, the large icon screen of Family Program Manager™ re-appears. The user-session is simply the time period that the person was working on the computer, or the "session" between when the user double-clicked their respective large icon and when the user exited their "session".

"Program Group Icon"

The icons that appear on Windows "Program Manager's" main screen that, when doubled-clicked on, increase in size to show additional icons that represent individual application programs are called "Program Group Icons". These icons are referred to as program group icons because each icon that appears on Program Manager's main screen represents a set, or "group", of related "programs" that are contained within the representation of the program group icon. For example, there is a Family Program Manager™ Group Icon located on Program Manager's main screen. To launch the Family Program Manager™ from Program Manager's main screen a user first expands (unless already expanded) the group (to view the group's contents) by double-clicking on the Family Program Manager™ Group Icon. To launch Family Program Manager™ the user then double-clicks on the Family Program Manager™ Icon located within the expanded

Family Program Manager™ Group.

"Large Icons"

The large squares with pictures shown on their face that appear on Family Program Manager's™ main screen are referred to as the "large icons". When referring to "large icons", it should be noted that the documentation is NOT referring to icons or program group icons.

Again if you don't fully understand these definitions you will soon, so proceed with the remainder of the overview.

A Special User-Account is Automatically Created by the Setup Program

One user-account will automatically be installed by the Setup program. This user-account is the original "Supervisor" account. Whoever is responsible for controlling the Family Program Manager™ and the computer should be designated the Supervisor. The Supervisor should be one of the parents. A default name of "Supervisor" and a default picture is shown on the face of the Supervisor's large icon located on the Family Program Manager's™ main screen. This designated Supervisor has a default password of "Super" and is case sensitive (as all passwords are). Remember this default password because you will have to use it to gain access to the options that require "Supervisor Level Authority" while setting up Family Program Manager™. The default "name" and "password" parameters of the designated Supervisor should be changed to reflect a name and password that the person who is the actual supervisor desires. For instance, if Dad is the designated Supervisor then he may want to change the default "name" to "Dad" and change the default "password" to something only Dad knows. Once the default password for the designated Supervisor has been changed, the new password is required to access any options that request "Supervisor Level Authority". All other user-accounts must be installed by the designated Supervisor using the "Edit User Accounts" option. This option can be found on the Family Program Manager's™ main screen under the Option's menu item. The previous procedure is described in the "Operating the Family Program Manager™" section. The original Supervisor (the only user-account that was automatically installed by the Setup program) is the only user-account that Family Program Manager™ will not allow to be deleted from the system.

Installing Additional Family Member User-Accounts

When installing new user-accounts into the Family Program Manager™, the designated Supervisor will use Family Program Manager's™ "Options - Edit User Accounts" menu item. The "Edit User Accounts" option not only creates new user-accounts, it also provides a mechanism for the designated Supervisor to input user-specific information. Data such as the user's basic age group (Adult/Child), user-name and large icon picture are specified here. Restrictions can also be imposed which will prohibit modem use, file manipulation (file security), etc. All information specific to the individual user is then stored in Family Program Manager's™ database.

Three different user-types of user-accounts can be installed by the designated Supervisor ... SUPERVISOR, ADULT, and CHILD. Family Program Manager™ limits various activities of any users that are assigned ADULT or CHILD user-types. Any person with a SUPERVISOR user-type has no restrictions. Any child family member should be given a CHILD user-type by the Supervisor when installing the child's user-account into Family Program Manager™. Any adult or older child that has no purpose to change attributes of user-accounts, file or modem security parameters, or configuration

parameters of the Family Program Manager™ itself should be given an ADULT user-type when that person's user-account is installed into Family Program Manager™ by the designated Supervisor. The limitations of users assigned one of the user-types are described in proceeding sections. Except for the original designated Supervisor, the user-type of any installed user-account may be changed to any one of the three user-types by anyone with a Supervisor user-type at any time. For instance, this feature could be used to up-grade a user with a CHILD user-type to an ADULT user-type if necessary.

Prior to adding any user-accounts, perform the steps in the "Quick Start Tutorial" located in the "Operating the Family Program Manager™" section.

The User-Session

Once the user-accounts are installed, any user can enter into their own "user-session" by double-clicking on the their respective large icon, located on Family Program Manager's™ main screen, and entering their password.

At this point Family Program Manager™ hides it's large icon screen and opens the family member's user-session. Once the family member enters into their user-session, the user-session's main screen appears as a customized version of Windows Program Manager. The user-account's customized version only contains program groups (program group icons) that have been installed for that respective user, regardless of how many program group icons there are on the Windows Program Manager main screen (the opening when Family Program Manager™ is not operating as Windows start-up program). Ordinarily Windows Program Manager has many program group icons displayed on it's main screen.

When a user-account is first added to Family Program Manager™, only two program group icons are placed into the new user's account. If the user-account being added is of SUPERVISOR or ADULT user-type the two program group icons are MAIN and ACCESSORIES. These two program group icons contain the same programs as the corresponding MAIN and ACCESSORIES groups found on the Windows Program Manager Screen. The MAIN group contains all Windows Utility and Setup programs, in addition to other items (such as the icon to launch a DOS prompt from Windows) that are used to configure the Windows operating system and many of the computer's hardware settings. When a CHILD user-type account is added, two program group icons are also placed into the new user-account by Family Program Manager™; CLDMN and ACCESSORIES. The CLDMN, or "Child Main", program group icon replaces the MAIN program group icon. This program group is a limited version of the MAIN program group in which any Windows Utility or Setup program icons have been removed or limited in functionality (such as the Control Panel utility). Limiting the Windows Setup and Utility programs from children is one method Family Program Manager™ uses to preserve the important settings of the Windows operating system and the computer's hardware.

NOTE: If you are not familiar with the MAIN and ACCESSORIES program groups, find them on the Program Manager's (not Family Program Manager™, and be sure Family Program Manager™ is Disabled) main screen and examine the functionality of the program items within the program groups by double-clicking on the various items.

NOTE: Even if a user does not have a launchable software program represented on a group item icon on their user-session main screen, it DOES NOT mean that that user does not have access to a specific program. For example, there is an icon to launch the

Windows "Write" program that appears within the "ACCESSORIES" group. Double-clicking this icon launches the "Write" program. If there is a word processing program located on the computer that does not have a launching icon appearing on a particular user's main screen, the user could still launch the program by typing the PATH and program's executable file name using the "File - Run" option. If there are specific programs that must be restricted from specific users, place them under security using the File Security system. A user could type the path and program name into the dialog box using the "File - Run" option and launch any program that is not restricted from them. This also holds true for any DOS application program launched from Windows or from within a Windows launched DOS session.

More on adding program groups and icons to individual user-accounts later.

The features of the Windows Program Manager "like" main screen of each user-session function exactly as they do when the normal Windows Program Manager is the "shell" program. There are additional features and limitations incorporated into a user-session depending on the installed family member's user-type. These are discussed in the following paragraphs.

Any user can change **their own** password by selecting the "Change Password" menu item located on the "Options" menu of the user-session's main screen. However, even if an individual user changes their own password, any user with a SUPERVISOR user-type will still be able to view or modify the altered password by using the "Edit User Accounts" (as mentioned in proceeding paragraphs) option.

Ordinarily when using Windows Program Manager any user can create, modify or delete the program group icons, or the items (program icons) within the program groups, that appear on Program Manager's main screen. Family Program Manager™ has options that the designated Supervisor can set on a per-user basis that will prohibit the owner of the user-account from creating, modifying, or deleting program group icons or items within the program group icons while the user is within their user-session. This option is automatically set to "Not-Allow" CHILD users to modify program icon groups when a CHILD user-type user-account is added to Family Program Manager™. The menu items and dialog box functions provided on the user-session's main screen such as "File - Delete", "File - Copy", "File - New", and "File - Properties" (the functionality of these menu items operate on program groups) are disabled (grayed) from any user that does not have the privilege to edit program group items. It is important to prohibit inexperienced users from creating their own program groups. The reasons for this are described in the paragraph regarding "Adding Additional Program Groups To User Accounts".

Exiting from a user-session is a little different than exiting from normal Windows Program Manager. The normal "Exit Windows" menu item located on the "File" menu is replaced by "Exit This User Session" which, when selected, closes the current user-session and returns to the Family Program Manager's™ main large icon screen.

An additional user-session exit feature is provided for any ADULT or SUPERVISOR user-type user-accounts. This is the "Exit To System Level DOS" menu item, which is also available on the "File" menu of any ADULT or SUPERVISOR's user-session . This feature provides a quick method for an Adult or Supervisor to close their user session and exit Windows all the way back to the original system-level DOS prompt in one single

step. This is almost the same as the "Exit To System Level DOS" feature described in proceeding paragraphs except that this menu item is always present when inside an Adult or Supervisor user session. When file security is Enabled this feature should be used with caution. See the proceeding paragraphs regarding File and Modem Security for more information.

Always exit a user-session and exit Family Program Manager™ before turning OFF the computer. If for any reason the computer crashes or turns OFF during a user-session, Family Program Manager™ will automatically recover the computer from of the "last user-session" configuration into the "default" configuration before displaying Family Program Manager's™ main screen at next start-up of Windows .

Adding Additional Program Groups To User-Accounts

If a newly added user were to enter a user-session they would only have the two program group icons available to them; MAIN/CLDMN and ACCESSORIES. This is probably not very desirable because the user would not have icons to launch the various software applications that are stored on the computer except for those that are available under the MAIN/CLDMN and ACCESSORIES program icon groups. Additional program group icons are added to user-accounts by utilizing the "Add Group Icon(s) to User Accounts" option which is a sub-menu item of the "Options - Install/Edit Master Program Items" menu item located on Family Program Manager's™ main screen. This is a password protected utility that quickly adds designated program groups to selected user accounts. Once the new program groups have been added to the selected user-accounts, those program group icons will appear on a user-session's main screen once a user enters their user-session. Likewise, there is a Family Program Manager™ utility called "Delete Group Icon(s) from User Accounts" that deletes specified program group icons from selected user-accounts. This utility is also available as a sub-menu item of the "Options - Install/Edit Master Program Items" menu item located on Family Program Manager's™ main screen.

The "Edit User Accounts" option has many features within it, such as tools that make "adding a new user" fast and simple. One valuable tool lets the Supervisor avoid having to manually add program group icons (the program group icons that are additional to the previously mentioned MAIN/CLDMN and ACCESSORIES program group icons that Family Program Manager™ adds automatically) to each user-account installed. This feature copies all the program groups that have been added for a previously installed user-account (of the same user-type) to the new user-account being installed. The Supervisor would only have to add the program group icons to the first user-account and then use that user-account as the "template" to add other new user-accounts. This feature is handy, especially in school environments where there are many users that all need similar personal user-account configurations.

All user program group icons are separate between all user-accounts. Modifying, or deleting any program group icons in one user-account will have no effect on similar program group icons contained in other user-accounts. For example; the MAIN program group in User-A's user-account is completely separate from the same MAIN program group icon in User-B's user-account. Each Windows program group that is represented by a program group has a corresponding file called a Windows Group file that describes the program group and the items within the program group. These files have a ".GRP" extension on them and, although not necessary, are normally stored in the Windows directory. Each user-account installed into Family Program Manager™ has their own

user-directory. The user-directories are located as sub-directories of Family Program Manager's™, previously mentioned, "main directory". The name of the user-directory is exactly the same as the "User System Name" assigned to the user-account the first time the user account was added using the "Edit User Accounts" option. When adding groups to user-accounts, the "Add Group Icon(s) to User Accounts" option copies the selected program groups into the selected user-accounts, and copies the actual group (.GRP) files associated with each selected program group into each selected user-account's user-directory. Therefore, Family Program Manager™ maintains separate program groups by keeping the Windows ".GRP" files that describe each program group for an individual user in the respective user-directory. If individual users create new groups from within their user-session (providing that user has the "User Can Edit PM Program Groups" option SET) they should set the PATH of the new group file, that is automatically created, to point to the respective user's user-directory and not the Windows directory (or any other directory). This is done by typing the full path of their user-directory and appending a desired ".GRP" filename to the path when prompted by the "Program Items Properties" dialog box that proceeds the "New Program Object" dialog box displayed when the "File - New" menu item is selected from a user-session's main screen. This keeps individual user's groups files organized. Only experienced Windows users should create/modify/delete program items from a user-session's main screen. If the user is not experienced, the Supervisor should NOT allow the user to edit Program Manager (PM) group items by un-checking the "User Can Edit PM Program Groups" box for the respective user utilizing the "Edit User Accounts" option.

NOTE: It is best to create and/or modify program groups from the "master icon screen" and then distribute those groups to the desired user-accounts using the "Add Group Icon(s) to User Accounts" option. When creating new program groups on the "master icon screen" it is easier to let Windows automatically create group file names unless the desired group file that is to be created for a respective program group is to have a custom name. Likewise it is best to delete program groups from individual user-accounts by using the "Delete Group Icon(s) from User Accounts" option. See the following paragraphs for information on "master" icons and the "master" icon screen.

Installing New Programs and Editing Master Program Items

Within Family Program Manager™ there is something called a "Master" program group icon screen. This screen contains all program group icons that normally appear for use by everyone when the computer is set to use the Windows Program Manager (this means Family Program Manager™ is Disabled) AND this screen also appears if the sub-menu item "Install Program(s)/Edit Master Icons" is selected from the "Options - Install/Edit Master Program Items" menu item located on Family Program Manager's™ main screen (only when Family Program Manager™ is Enabled). When Family Program Manager™ is Disabled, and not operating as the Windows start-up shell, this "Master" icon screen is shown by the normal Windows Program Manager so that any program that is stored on the computer can be accessed by everyone who uses the computer. Remember that when Family Program Manager™ is Enabled, or operating as the Windows start-up shell, users are only allowed to use those programs that are assigned to them by the designated Supervisor and only when they have left Family Program Manager's™ main large icon screen and entered into a user-session. Any program group icon that appears on the master screen is available for distribution to any user-account through the "Add Group Icon(s) to User Accounts" option previously mentioned.

When the "Install Program(s)/Edit Master Icons" is selected Family Program Manager™

brings up a copy of the Windows Program Manager main screen. The title at the top will read "**** Install/Edit Master Program Icon Items Mode ****". On this screen the Supervisor can create, modify or delete any of the program groups, OR the Supervisor can install new programs onto the computer. As previously mentioned, any new or modified program groups can be distributed to individual user-accounts using the "Add Group Icon(s) to User Accounts" option. When installing new programs, go into "Install Program(s)/Edit Master Icons" option ... then follow the directions on the new program to complete the program's installation. When finished installing new programs, or editing program groups, select the "File - Return To The Family Program Manager™..." menu item to return to Family Program Manager's™ main screen. Do not attempt to execute programs from this main screen unless necessary. The program icons within the program groups cannot be launched unless the "Additional Options - Allow Launching of Program Icons" menu item is checked. This blocking feature was added so that the Supervisor would launch programs from within their user-session and not during the "Install Program(s)/Edit Master Icons" mode. Programs should only be launched while in the "Install Program(s)/Edit Master Icons" mode for setup purposes, such as special screen drivers or sound cards, etc. These are usually programs that do not get distributed to individual users but are mainly used to configure hardware or software. In the case where it is necessary to launch programs while in "Install Program(s)/Edit Master Icons" mode, the Supervisor must check the "Additional Options - Allow Launching of Program Icons" menu item prior to attempting to launch the program. The "Additional Options - Allow Launching of Program Icons" menu item is NOT checked by default.

IMPORTANT: Any new software programs that are purchased for use on the computer must be installed using the "Install Program(s)/Edit Master Icons" option whenever Family Program Manager™ is Enabled (Family Program Manager™ is the Windows start-up shell program). Once a new program group icon for the new program, or even if a program icon is installed into an existing program group, the new or modified program group can be copied to the desired user-accounts with the "Add Group Icon(s) to User Accounts" option. If Family Program Manager™ is not Enabled then any newly purchased program can be installed onto the computer in the normal fashion by using Windows Program Manager.

Example:

The Supervisor has just installed a new sound card into the computer and Family Program Manager™ is Enabled. At this point the sound card software must be installed. Instead of Disabling Family Program Manager™ and installing the new software, the Supervisor selects the "Install Program(s)/Edit Master Icons" option from Family Program Manager's™ main menu. Family Program Manager™ then brings up the "**** Install/Edit Master Program Icon Items Mode ****" screen. The Supervisor puts the sound card's diskettes into the floppy disk drive and types the commands that cause the sound card installation software to install the software onto the computer. When the sound card's installation software is complete, there is a new program group icon for the sound card displayed on the master icon screen. Within the new sound card group there are several program icons; a sound card configuration program, a sound card application program and a sound card studio program. The sound card only needs to be configured once, so the Supervisor checks the "Additional Options - Allow Launching of Program Icons" menu item and then double clicks on the sound card configuration icon to launch the configuration program. The Supervisor uses the configuration program to get the sound card set-up and operating. At this point the sound card's program group could be

distributed to individual user-accounts (from the master icon screen) for usage by the individual users, however, each user would have the icon that launches the sound card's configuration program available to them. This is not desirable because the sound card configuration program should only be used by the Supervisor and probably only used once to get the sound card working. It would be more beneficial to distribute a customized sound card group to the individual user-accounts that contained only sound card application programs and not the sound card's hardware configuration program. To accomplish this the Supervisor can copy the original sound card program group to a new program group (using the "File - Copy" menu item) and then delete the sound card configuration program **item** from the new program group (using the "File - Delete" menu item). Once the new sound card program group has been created, and the sound card configuration program item removed, it can be distributed to individual user accounts using the "Add Group Icon(s) to User Accounts" option.

NOTE: Use the method outlined in the previous example to create or modify special program groups for specific users. The special program groups will always remain on the "master icon screen" for distribution to desired user-accounts.

The Large Icon Pictures of the Main Family Program Manager™ Screen

Any picture can be placed on the face of any large icon as long as the source for the picture is in a .BMP (Windows Bitmap) file format. See your Windows documentation for details regarding .BMP files. The size of the pictures contained in the .BMP files does not have to be the same as the size of the large icon. However, pictures that are close in size to that of the large icon (128 pixels wide x 128 pixels high) will display with better quality. Family Program Manager™ will automatically scale the image when it places it onto the icon face. Any user with a Supervisor user-type can change the picture on any user-account's large icon by using the "Edit User Accounts" option which can be launched from the "Options - Edit User Accounts" menu item located on Family Program Manager's™ main screen. Although not necessary, but good for organizational purposes, the source .BMP picture file should be stored in the Family Program Manager's™ Main Directory. This directory is listed in the "About" dialog box which can be invoked by selecting the "Options - About" menu item from Family Program Manager's™ main screen. Custom pictures, such as pictures of your family can be created using a scanner or scanning services. In addition, image editing application programs (such as Windows "Paintbrush", "Illustrator", "Photoshop", etc.) can be used to create new and/or modify existing bitmap pictures. When scanning bitmap pictures, the best quality can be achieved by using scanner resolutions that are at least (or up to double) that of your computer monitor's pixel resolution. This value is usually measured in dots-per-inch (pixels-per-inch on the monitor) and can vary depending on the type and mode of your monitor. The following chart will give an approximate scanning resolution that should work fine for the type of monitor your computer may have. Use picture files that look just as good when scanned at a lower resolutions as they do at higher resolutions in order to have smaller file sizes.

<u>Monitor Mode</u>	<u>Scanning Dots-Per-Inch to Use</u>
640 x 480	65 - 95
1024 x 768	95 - 180
1024 x 1280	125 - 220

Family Program Manager™ offers a scanning service to create custom bitmap pictures of your family members or other desired artwork. See "Chapter 2" or the "Reference"

sections of this document for more information on Family Program Manager's™ Scanning Services.

More On Passwords

User account passwords can be changed by the person who owns the user-account (as previously mentioned) once they enter their user-session OR any password of any user can be viewed or changed by anyone who is of SUPERVISOR user-type from the "Edit User Accounts" option.

What If The Supervisor Forgets Their Password

In the event that all the Supervisors forget their passwords, a "List Passwords" utility has been provided **that will list everyone's** password. The utility requires an external diskette. The diskette has a special code on it, that when read, will allow the "List Passwords" utility to list everyone's password. IMPORTANT: Anyone with this diskette will be able to view everyone's password. If you have purchased a retail version of Family Program Manager™ the special code is already on the original program diskette. If you own a REGISTERED Shareware version of Family Program Manager™, the "Special Diskette" SHOULD be created by the Supervisor (using the Create Special Diskette button located in the List Passwords dialog) as soon as the Family Program Manager™ is installed (and registered). This diskette, regardless of the version, should be hidden from anyone who is not a Supervisor.

The File Security System

Family Program Manager's™ tamper-proof security system runs in the background keeping designated files, directories or programs away from selected users. Anyone with a Supervisor user-type can add and delete files/directories to and from the file security system in addition to changing security attributes of any files within the security system.

Family Program Manager's™ security system operates with any Windows application or a DOS command (or DOS application program) as long as the DOS environment was launched from Windows. The Supervisor can disable the security system at any time. The security system is arranged as follows: all files and directories on the computer are not restricted from any user unless a Supervisor has specifically denied access of a file, directory or program from a user or users. All file security operations are performed using the appropriate features from within the "Edit User Accounts" option. The file security mechanism allows the Supervisor to quickly protect or un-protect files, directories or programs from one user, several users, or by a specific user-type simultaneously. Protecting files is quick and simple. Two methods of imposing restrictions on files and directories are provided; "No Access" and "Limited Access". These two methods allow flexibility in how the restrictions are placed on the users that are protected against access to the files or programs. The No Access method is the default restriction-type that is applied each time a file, directory or program is added to the file security list for the individual user(s). This method of file security restriction provides an automatic, "no brainer", security restriction attribute. Any user who is restricted from a file, directory or program that has the No Access restriction attribute assigned cannot view, edit, copy, delete, rename (or run if file is a program) the respective file, directory or program. Files that have Limited Access restriction-types assigned to them can have various attributes such as "User Not Allowed to View or Copy" or "View But Cannot Save Over" assigned to files while capabilities such as "No Run" can be imposed on executable programs. In addition to protecting files, entire

directories may be given protection attributes. This protects all files, as well as application programs, contained in the directory. With directory protection, the owner of the directory can create and modify any files within the protected directory as they wish without ever having to protect individual files. Family Program Manager™ automatically restricts users from certain important computer system files in addition to important Family Program Manager™ files each time a new user-account is created. CHILD type users are given additional restrictions to system files and programs at the time the child's user-account is created.

IMPORTANT: While File Security is Enabled, Family Program Manager™ will automatically set the computer to start the Windows operating system whenever the computer is turned on or re-booted. This is important because the security system only operates when the computer is operating under the Windows operating system. This sequence cannot be disabled by anyone who does not have a SUPERVISOR level user-type. However, the Security System CAN be OVERRIDDEN if the computer is powered-up or re-booted from a DOS System Floppy Disk. To avoid this problem be sure to keep all DOS system disks from any user that does not have SUPERVISOR level authority.

DISCLOSURE: Innovative Scientific Concepts (ISC, Inc.) IS NOT responsible, in any way shape or form for any resulting losses or modifications of data, files, materials, or any implications resulting from a breach in the file or modem security system.

The Modem Security System

Another valuable aspect of Family Program Manager's™ security system is the modem lock-out feature. The designated Supervisor, or any user with a Supervisor user-type, can grant or deny usage of the modem to any user. This feature is set on a per-user basis. The modem security feature can be enabled or disabled at any time; however, File Security must be enabled in order for Modem Security to operate. The Supervisor must set the "Com Port Number" (ie: Com1, Com2, Com3 or Com4) that the computer's modem is currently operating on to enable modem security. When modem security is Enabled, the modem will not operate even if an application program tries to access it. Ordinarily the application program will simply time-out and indicate some type of error. The modem will be protected regardless of whether accessed from Windows, a Windows application program, DOS, or a DOS application program (as long as the DOS environment was launched from Windows). See the "Reference" section of this document for more information regarding Modem Security.

Exiting Family Program Manager™ While Security Is Enabled

As mentioned, to maintain file and modem security when they are Enabled, it is necessary to operate the computer under the control of the Windows operating system. This means that any DOS prompt or DOS program must be launched from within the Windows operating system. The system-level DOS that is resident when you normally exit Windows does not provide a method for Family Program Manager™ to maintain file and modem security. Therefore, when file and modem security is Enabled, Family Program Manager™ will not allow users to work with system-level DOS when a user exits Windows from Family Program Manager's™ "File - Exit" menu item. Instead, Windows is closed and the user will be left in a "inactive-state" of system-level DOS. At this point there are only two things a user can do; safely turn OFF the computer, or type "Exit", followed by a "Return" to re-start the Windows operating system which will in-turn invoke

Family Program Manager™. When the security system is Enabled a special menu item, "Exit To System Level DOS", is added to Program Manager's™ main screen "File" menu. This is automatic and is available as a convenience to experienced users that wish to actually exit Windows and return to the computer's resident DOS operating system prompt (the same prompt the user sees if when they normally exit from Windows using Program Manager). Once at the DOS prompt Windows is not operating and neither is Family Program Manager's™ security system. The user is free to type any DOS commands they wish or they can turn OFF the computer. This feature is password protected and only users with an ADULT or SUPERVISOR user-type can implement this menu item. If this feature is used and the user wishes to re-invoke the security system and/or Family Program Manager™, they must type "Win" at the system-level DOS prompt which will re-start Windows and in-turn automatically re-start Family Program Manager™ (and the security system). The "Exit To System Level DOS" menu item is not present if file security is Disabled. When the File Security system is Disabled, the "Exit" menu item that is present will simply exit Windows into the system-level DOS operating system and any user would be able to type any DOS command, turn OFF the computer, or type "Win" to re-start Windows and in-turn the Family Program Manager™. When file security is Disabled there is no reason to guard the system-level DOS environment against security system violations.

Disabling Family Program Manager™

Family Program Manager™ can be disabled by the Supervisor at any time. If disabled, both the file and modem security systems are disabled. Disabling Family Program Manager™ will result in the original Program Manager becoming the controlling shell program. If Family Program Manager™ is disabled by the Supervisor the computer will default back to the normal Program Manager Desktop ("Master" screen) and all program icons will reappear and be available to any user.

Chapter 2 - Installation

IMPORTANT...Please read the following information before installing Family Program Manager™

The first time Family Program Manager™ is installed on the system, it must be done by the parent or person who will be the system Supervisor!

This is because the Family Program Manager's™ setup program automatically creates the Supervisors user session. Since the parent/Supervisor is the person responsible for the computer, then this person should be the one who installs the software for the first time.

Also, please be advised of the differences between the **shareware** and **registered** versions of Family Program Manager™. Users will still be able to use the file and directory protection as well as the modem settings, but they will not function in an unregistered version of Family Program Manager™. An information box will appear informing the user that they must register the program to enable the functions.

Shareware

- No file security
- No Modem security
- Limited to -4- users

Registered

- File and directory protection
- Full modem security
- 20+ users

**There are no other differences between the programs*

System Requirements

IBM (386 or 486) compatible computer running Windows 3.1 operating system

- Microsoft compatible mouse
- VGA monitor
- 1.2 Mb of Hard Disk Space

Installation

- From Windows Program Manager, click on **File** and Select **Run**.
- Type "**Setup**" (make sure you are in the directory where Family Program Manager's setup program resides).
- Family Program Manager™ will now run an automatic installation procedure.
- The Family Program Manager's™ setup program will display a message asking if this is the initial installation. If this is the first time, click on yes and answer the questions as they are displayed on the screen. The setup program will continue to execute and create the required files and directories.
- During the installation process, a user-account called "**Supervisor**" was created. This user-account should be edited the first time Family Program Manager™ is run so that the default password "**Super**" can be changed along with the user name and picture (the system name is permanent and cannot be changed).
- The setup program will create two program group icons as part of the install process. They are:
 - 1.) CldMn
 - 2.) Family Program Manager™
- The "**CldMn**" represents a modified version of the normal Program Managers "**Main**" program group to be used for Child users. This was done so as to minimize the risk of a child causing damage to the computer setup configuration.
- The "**Family Program Manager**™" group contains the icons necessary to launch the program and display information concerning program help.

Chapter 3 - Operating The Family Program Manager™

Quick Start Tutorial For The Supervisor

The following action items are covered briefly in order to provide the Supervisor with a quick-start tutorial for setting up the Family Program Manager™.

The following steps are covered briefly in this chapter to provide a method of quickly setting up and running the Family Program Manager™. Please refer to the reference section of this manual for more detailed information on the features and running of Family Program Manager™. It should be noted that all of these procedures are "Supervisor Only" except for the changing passwords option.

I. Enabling Family Program Manager™

II. Edit Supervisor Account

III. Add a user

IV. Add programs to user-account

V. Enable modem

VI. Set Supervisor modem privilege

VII. Changing passwords

VIII. Starting an account

IX. Scanned Photographs...A Service

I. Enabling Family Program Manager™

Once the Family Program Manager™ software is loaded onto your computer, the Supervisor must start the Family Program Manager™ so the main screen will appear. To start the program, double-click on the Family Program Manager™ program group icon.

- Under **Options**, choose **Setup**.

- Family Program Manager™ will then ask if you have "Super Level Authority" to enter this feature. Answer **yes**, and enter your supervisor password (The default password is "Super". After configuring Family Program Manager™ be sure to change your password to prevent unauthorized access. (All passwords are case-sensitive.))

- Edit the Family Program Manager™ title box and type in the name you would like to appear at the top of the main Family Program Manager™ screen. (This is optional. Default title = "Family Program Manager™").

- Select **Family Program Manager™** (Enables Family Program Manager™).
- Choose **File Protection Enabled**.
- Select OK.
- Tell Windows to restart. The normal Windows Program Manager will be replaced by Family Program Manager™.

II. **Edit Supervisor Account**

After Family Program Manager™ has been enabled and is running the Supervisor should edit their user-account and change the password.

Select **Edit User Accounts** under **Options**. Type in the Supervisor password.

When the "Edit Users Account" dialog box appears, single-click on the Supervisor's picture. (Please note the title area of the dialog box displays "Edit User Account For Supervisor", these titles will change according to the action that is being performed.)

- Click in the "User's Password" section and enter a new password. This can be up to 8- alphanumeric characters.
- Change the "User's Name" if desired. (This will change the name caption on the bottom of the picture.)
- The "User's System Name" is created by Family Program Manager™ and is used by Family Program Manager's™ database. Also, Program Manager™ will create a sub-directory utilizing this name, so try and choose something similar to the User's Name. (This name cannot be edited after the user is added.)
- When finished, select "OK".

III. **Add A User**

To add a user to your system, the Supervisor must go to Family Program Manager's™ main screen and select **Edit User Accounts** from under the **Options** item.

- Enter the Supervisor password.
"Edit User Accounts" dialog box appears
- Under **File**, select **Add New User Account**.
- Type a name into the User's Name box.
- Click in the User's Password box.
- Type in a password.
- Click in the User's System Name box.

- Type in a System name.
- Click the "Select Picture" button to place a picture on the button face.
- The setup program will place the picture files into the install directory (these will be files ending in .bmp).

Included User Pictures

Included in your copy of Family Program Manager™ are bitmap (.BMP files) artwork files which can be used to represent individual users (shown below). A unique feature of Family Program Manager™ is the ability to use scanned photographs of the actual users. To have your family members' photographs scanned and made into files that Family Program Manager™ can display on the large icons, refer to the reference section(7) which provides detailed shipping and payment instructions.

- Selecting a .BMP file and clicking on OK will result in the bitmap file being placed on the face of the large icon.
- If you choose to not have a picture on the large icon face, select the "No Picture" button.
- Click on Add User Account.
- Select the group (Supervisor, Adult or Child) which is appropriate. (**NOTE:** It is possible to have more than one Supervisor but is not suggested.)
- A message box will appear asking if you want to copy program icons (programs) from an existing user account.
 - If you answer "No", the users' account will contain only the "Accessories" and "Main" group (The "Main" group will be "CldMn" if the user is type "Child").
- If you answer Yes, Family Program Manager™ will display the "Copy From User ..." dialog box. The users displayed will be similar user types (Supervisor, Adult or Child). All programs that existed in the account that was copied from will now appear in the new user's account.
- Highlight a user by clicking on them.
- Click on the Select button.
- Click on OK.
- Select OK from the main dialog box to add the user.
- When finished adding users, select **Return To Family Program Manager's™ Main Screen** under **File**.

IV. Add Programs To User Account

To add additional programs to an existing user account, the Supervisor must choose from the available programs on the system and decide which users will have access to them. From the main screen, choose **Options - Add Group Icon(s) To User Accounts**. After entering the Supervisor password, a dialog box entitled "Add Group Icons To User Accounts" will appear. The Group Icon Name's listed are the available programs. Choose the program(s) and the user(s) whom you want to receive the program.

V. Enable The Modem

If your computer has a modem you must "tell" Family Program Manager™ which communications port it is using.

- From the main screen, select **Options** and **Edit User Accounts**.

- Enter the Supervisor password.

- Select **Modem Security** under **Options**.

- Choose the appropriate communications port that the modem is using.

- A message box will appear telling you to restart Windows for the Modem protection to be active. Answer Yes. Windows will restart.

VI. Set Supervisor Modem Privilege

From the main screen, select **Edit User Accounts** from under **Options**. Once in the **Edit User Accounts** area, click on the Supervisor and select the "User Can Use Modem" choice and click on OK. Other users can also be given modem privileges in this way.

VII. Starting An Account

Once all the users have been entered into Family Program Manager™, a user can start their own session by double-clicking their large icon from the main screen. A message box will appear while their user-session is being configured to their individual settings. The next screen will be their own Program Manager and will appear just like the normal Windows operating system. When finished, the user will exit their user-session and return back to the main screen so another user may log on or the computer may be turned off.

VIII. Changing Passwords

To change a password, users must enter their user account by clicking on their large icon and entering their password. Wait for Family Program Manager™ to configure the users-account and select **Options** and **Change Password**. A dialog box will appear which will ask you to enter your new password and then re-enter it to verify. Once you have done this, the new password is in effect.

IX. Scanned Photographs...A Service

Family Program Manager™ contains artwork of various people which can be placed on

the large icons by the Supervisor. However, registered users may send in photographs of themselves and family members to be scanned. The scanned photograph is then edited and digitally corrected so that it will display optimally on the large icon face.

Send your Color or Black & White photograph to:

Innovative Scientific Concepts Inc.
 2356 Winter Woods Blvd.
 Winter Park, FL 32792

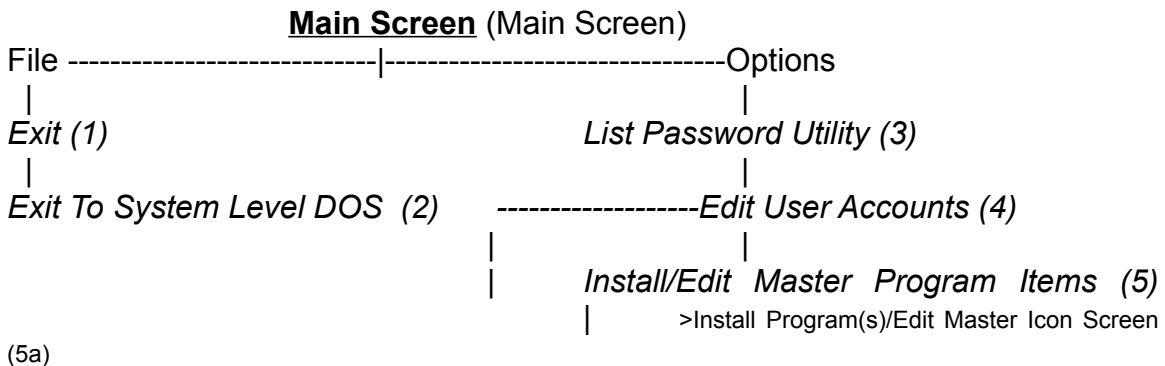
Cost is \$15.00 per family (up to -4- photographs, add \$5.00 per additional photos) and may be paid with AMEX, Visa, MasterCard or Discover. Wallet sized facial shots display the best.

Reference

The following pages are the reference section of the Family Program Manager™ user guide. This section provides detailed explanations and examples of the Options available to the Family Program Manager™ user. This reference guide has been laid out in order of the menu item screen selections. However, without a graphical representation of each menu item and screen, it becomes important to utilize the accompanying Family Manager Program™ menu tree. The Supervisor should have already performed the installation and quick-start procedures sections of the Family Program Manager™.

The majority of the menu selections available are for the Supervisors' use. These options are necessary for setting up the initial user-accounts and for account maintenance. As depicted, selecting Edit User Accounts from the main menu will invoke another screen which contains options available to the Supervisor only. It is from these menu items that the Supervisor will add new users, their file protection, etc., therefore, it is important to remember to exit back to the main menu when done with these options. Failure to do so could result in any user changing parameters, reading passwords, etc. If you become confused as to where you are in Family Program Manager™ please refer to the following menu tree.

MENU TREE



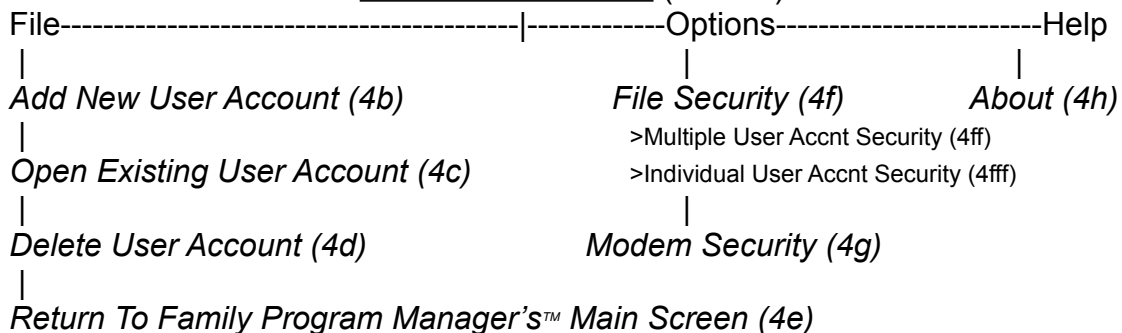
>Add Group Icon(s) To User Accounts (5b)
 >Delete Group Icon(s) From User Accounts (5c)

Setup (6)

Scanning Svcs Info. (7)

About (8)

Edit User Accounts (Screen)



(1) File - Exit (Main Screen)

The *File-Exit* menu option closes the Family Program Manager™. The resulting action depends on whether Family Program Manager's™ File Protection is Enabled or Disabled.

If Family Program Manager's™ File Protection is Disabled, selecting *File-Exit* will cause Family Program Manager™ to Exit and return to the computer's DOS prompt (i.e. C:\). To re-start Family Program Manager™, type Win at the C:\ prompt.

If File Protection is Enabled, selecting *File-Exit* will cause Family Program Manager™ to exit and display the message: "System Level DOS Blocked From User... User Can Turn Off Computer or Return To Family Program Manager By Typing Exit. If you would like to work in DOS, return to Family Program Manager™ and open a DOS Box".

No DOS commands will be accepted except **Exit** which will cause Family Program Manager™ to re-start (Windows will be running in the background). Since File Protection can only be maintained when Windows is running, this feature maintains the File Protection at the DOS level by not allowing the user to type DOS commands that could breach the integrity of the file security system.

NOTE: If Family Program Manager™ is disabled, File Protection will automatically be

disabled.

(2) File - Exit To System Level DOS (Main Screen)

The "File-Exit To System Level DOS" menu item is only present when Family Program Manager's™ File Protection is enabled. This option will close Windows and allow the user to bypass the in-active DOS state (as described in the File-Exit section) in order to enter the computer's DOS screen (and provide the user with complete DOS command ability). This is a password protected option. Only users with Adult and Supervisor access levels can make use of this feature when it is available.

(3) Options - List Passwords Utility (Main Screen)

This feature allows the Supervisor to list all passwords of all users installed in Family Program Manager™ (this feature was provided in the event a Supervisor forgets their own password). This utility will allow the Supervisor to create a disk that can be used to list all user's passwords (it is the responsibility of the Supervisor to keep the Program Manager's™ password disk away from users). To create the disk, select the "Create Special Diskette button". This will then ask for the Supervisor password (after this step, just follow the directions to create the disk). If the disk has already been created, just follow the -2- step directions listed in the dialog box that appear when this feature is selected from Family Program Manager's™ main menu.

(4) Options - Edit User Accounts (Main Screen)

Use the "Edit User Accounts" option to perform all setup operations of the user-accounts. Note that when selected, a wait box will appear while the "Edit Users Account Screen" configures. The menu item is password protected to allow ONLY users with Supervisor level authority to use the feature. When finished (Exit is selected from Edit User Account's main menu) the original Family Program Manager™ (Main) screen re-appears.

The following actions can be performed under the Edit User Accounts Screen:

Add New User-Accounts

Delete Existing User-Accounts

Change Options of Existing User-Accounts

Control File, Directory and Program Security

**Add non-protected files, directories and programs to a user(s) protection list
(A user protection list contains files and directories which that individual has limited access to.)**

Delete currently protected files, directories and programs from protection list

Change protection attributes (limited access / no-access) of currently protected files, directories and programs

Control Modem Security

Adding and Editing User-Accounts

(4b) Add New User-Account

To Add Users, select the "File - Add New User Account" menu item from the Edit User Accounts main menu. An "Add New User Account" dialog box will appear containing information boxes which must be filled out. Note that the title in the dialog box indicates "Add New User Account" and the button just above the "Cancel" button indicates "Add User Account". You as the Supervisor will now be required to enter information pertaining to the new user. The following describes the information boxes and what should be entered into them.

User-Account Information

User's Name Box

The name of the user is typed into this box. The name that is typed here will appear on the bottom of the user's icon on the main Family Program Manager™ main screen. This name can be changed at any time.

User's Password Box

The current user's password is displayed in this field and can be edited at any time. Use of a password is not mandatory but is suggested as without it, anyone will have access to the users account. In addition, any user can modify this password once into their own "unique" Program Manager Session. The modified password will display in this box (the password can be up to -16- numbers or characters).

User's System Name Box

This is a special box that can be entered only at the time a new user is created. It is a required entry whose length can be up to eight (8) characters. The characters may be numbers or letters. Once a user is added to Family Program Manager™ this box is displayed in the dialog box; however, it cannot be edited (deleting the user-account is the only way to remove this name). The user's system name provides a reference that Family Program Manager™ uses to create a sub-directory. For reference purposes it is suggested to pick a system name that provides an abbreviated method of identifying the new user being added. If a new user's system name is selected that matches an existing system name, Family Program Manager™ will automatically append an ascending number onto the end of the name. No two Users System Names can be identical, however User's Names can.

Select Picture

Photographs of family members can be scanned and converted into picture files that can be placed on the user large icons. This feature is used to select the picture to be placed on the large icon. Single-clicking on this button launches a dialog box that assists in locating any standard windows bitmap files (.bmp extensions) to display on the face of the large icon. Family Program Manager™ comes with -8- picture files which can be used to represent family members. (These files are placed into the specified install directory by Family Program Manager's™ setup program.) For information on ISC's picture scanning service, select Options - Scanning Svcs Info. from the main screen.

If no picture is desired for the large icon face, select the "No Picture" button.

User Type

The User Type setting classifies an individual into one of three categories; Child, Adult or Supervisor. The Family Program Manager™ relies upon the User Type assigned in order to grant access to the various setup and control features of Family Program Manager™. The following information describes the differences between each.

Child User Type

Indicates that the respective user-account belongs to a child. Children have limited access to the computers resources. When their initial accounts are created, their Main Program Group Icon is replaced by a modified Main Program Group Icon called "CldMn". This will allow the children to change their own user session desktop settings (colors, screensavers etc.) but will not allow them to alter the main computer settings.

Note: If a Child User Type is changed to any other User Type (Adult or Supervisor) AND the MAIN program group icon is used to replace the CLDMN program group icon, the Supervisor performing the tasks should also delete the instance (not the file) of C:\WINDOWS\CONTROL.EXE from the former Child Type user's restricted file/program list. This program was automatically protected from the Child Type user when the child was added to the system. In order to run any programs indicated by icons that lie under the new MAIN program group icon the user must be able to run the CONTROL.EXE program. See "View Restricted Files - Delete Button" section for directions on removing a protected file from being protected from a user.

Adult User Type

This user type should be assigned to older teenagers and adults who do not require as many restrictions on their computer activities. The adult user is restricted from assigning file/directory protection, modem protection, adding new users, etc. (These setup and administrative tasks are handled by the Supervisor.)

Supervisor User Type

The Supervisor type should be assigned to a parent or other responsible adult who will oversee the setup and security of the computer system and associated users. The Supervisor will also install all new users and new programs and also decide which users will have permission to use these programs. The Supervisor has no restrictions on their actions.

File/Directory Restrictions

(Buttons not selectable until a user has been added.)

The File Security feature allows the Supervisor to View, Delete, Add and Change Restriction Attributes of any files or directories of any users. Some of the restriction actions that a Supervisor can perform in this section are also available in the general file protection feature accessed by selecting the Options - File Security menu item from the Edit User Accounts screen.

View Restricted Files

Single-Clicking this button invokes a dialog box which lists the files and level of security assigned to each. Family Program Manager™ automatically protects certain system files to prevent any unauthorized access.

View Restricted Files - Add A File Button

(This becomes selectable after clicking on the View Restricted Files button)

Single-Clicking this button brings up a dialog box that allows the Supervisor to add a file to the list of files already restricted from the user. Selecting a file from the dialog box will cause the Restrictions dialog box to appear. To grant limited access to the file or directory, click on the "Limited User Access to File/Dir" button and then click on the "Extended Security Options". Selectable functions will be highlighted. Clicking on them enables the privilege and will also enable the other functions to become selectable. Set the access restrictions for the selected file being protected. The default is NO-ACCESS. Once added, the new file will appear on the list of restricted files.

View Restricted Files - Edit File Attributes

(This becomes selectable after clicking on the View Restricted Files button)

Highlight a desired file within the list of restricted files by single-clicking on a list box item. Next, single-click the Edit File Attributes button to bring up the Security Attributes. The dialog box initially displays two standard access types; NO-ACCESS and LIMITED-ACCESS. NO-ACCESS is the default.

View Restricted Files - Extended Security Options

(This button becomes available after selecting "Edit File Attributes")

Extended security features allow the supervisor to assign different types of access attributes to restricted files. The features listed on the dialog box are self explanatory. Single-clicking on the "Extended Security" button will. If NO-ACCESS was selected on the Standard Security Attributes display all check boxes, except the "User Not Allowed To Execute The Program" check box, will have check marks in them. If the file being edited or added is a .exe, .com, .bat or .pif executable file, then the "User Not Allowed to Execute The Program" check box will also be checked. In NO-ACCESS (Standard Security Attributes) mode all check boxes are disabled, regardless of the type of file being protected. Check boxes can be enabled by setting the Standard Security Attributes to LIMITED-ACCESS, then switching to Extended Security Attributes mode. In Standard Security Attributes LIMITED-ACCESS mode, the Supervisor is free to select different types of access that a user has.

View Restricted Files - Delete A File

(This becomes selectable after clicking on the View Restricted Files button)

To delete a restricted file from the list of currently restricted files, highlight your choice and select the "Delete A File" button.

View Restricted Directories

This feature is the same as the View Restricted Files feature except it is used to view, add, delete and modify protected directories instead of files. When directories are protected from a user, all files that exist within the specified directory are also protected. This feature is very convenient for a user that needs to protect specific application programs from other users. When an entire directory is restricted from users, the owner of the directory can create, edit and delete as many files as they wish and place them inside the protected directory. This eliminates the time consuming process of assigning any security attributes to individual files.

User Options

Two user options are currently available; "User Can Edit PM Program Groups" and "User Can Use Modem".

User Can Edit PM Program Groups Check Box

Checking this box allows the user to be able to edit the Program Group Icons and Program Groups when the user is in his or her "unique" Windows Session. For example, when the user double-clicks on their large icon from the main Family Program Manager™ screen, and launches their user-session, this option allows them to be able to create, delete, or modify Program Manager Group Icons (and the corresponding .grp files that are created by Windows Progman.exe). This includes all properties of the program group icons in addition to the actual program item icons and their properties. (program item icons are the icons that a user clicks on to launch the desired program from Windows Program Manager. They are found inside each program group icon.) Children are automatically prevented from editing their program group icon properties. If they were allowed to modify Program Group Icons they could create group files that may reside in the wrong place, or they may edit someone else's group files without knowing they did so. This could potentially disrupt other users desktop program group icons. If you wish to add new program groups to users it is best to have the Supervisor create the new program group on the master program icon screen (use "Options - Install/Edit Program Items" located on Family Program Manager's™ main menu) and then use Family Program Manager's™ "Options - Add Group Icons To User Accounts" main menu item feature to copy the icons from the master icon screen to the individual user-account.

User Can Use Modem Check Box

Checking this box ALLOWS the user to use the modem. Un-checking this box removes the privilege to use the modem (this box will be disabled if modem security is disabled). If modem security is disabled, the user WILL be able to access the modem (provided a modem exists) regardless of the checked/un-checked status of this box. See section on Modem Settings to enable or disable modem security.

(4c) Open Existing User Account (Edit User Accounts Screen)

User-accounts can be opened by using the "File - Open User Accounts" menu item located on the main menu of the Edit Users Account feature. This feature will invoke a list box containing all the users in Family Program Manager™. Selecting a user will display their user-account dialog box which was filled by the Supervisor when the account was added.

(4d) Delete User Account (Edit User Accounts Screen)

User-accounts can be deleted from the system by using the "File - Delete User Accounts" menu item located on the main menu of the Edit User Accounts Screen. When the menu item is selected, a list box of all current Family Program Manager™ users is displayed. To delete a user-account either double-click on the desired name OR select the name and click on the Delete User button. At the prompt, confirm the deletion of the user-account. Note that once a user-account is deleted, it is erased from the computer including the user's security database and any files that reside within the user's system directory (sub-directory of Family Program Manager's™ main directory). The only way to get the user-account back onto the system is to add it using the "File - Add New User Account" feature on the Edit User Accounts main menu.

(4e) Return To Family Program Manager™ (Edit User Accounts Screen)

When finished with the "Edit User Accounts" section, select "File - Return To Family Program Manager's™ Main Screen" option. This will return program control back to Family Program Manager's™ main screen.

(4f) File Security (Edit User Accounts Screen)

File and Directory security can be assigned after selecting the "Options - File Security" menu item. Selecting this feature will invoke the general file security feature where a Supervisor can add, remove or change protection attributes of files or directories. Note the file security features of this option are similar to those available when viewing protected files and directories while editing a user-account. The difference here is that there are options to provide security on MULTIPLE or SINGLE user-accounts at one time. This option automatically sequences a Supervisor through the steps necessary to provide security on files and directories. The following steps indicate the sequence of events that are required to protect files. Note: A program is a file with a special extension of .exe, .com, .bat or .pif. To protect a program follow the steps for protecting a file.

Protecting Files, Directories or Programs

Single-click on one of the desired options, (4ff) "Multiple User Acct Security" or (4ff) "Individual User Acct Security". If using the multiple option (the security actions performed by the Supervisor will apply to all users) the following choices will be displayed; "Select File to Protect/UnProtect" OR "Select Directory to Protect/UnProtect". When the file/directory selection dialog box appears select the appropriate item for protection/un-protection. Single-click on the "Protect File/Directory" button for the desired action. When the restrictions dialog box appears set the type of restrictions that the file should have.

If using the individual option, select the appropriate user from the displayed list and then choose either files or directories. Setting restrictions is then the same as for the multiple section.

Select from which user(s) the file should be protected against when the "Protect From ..." dialog box appears. There are -3- options to choose from:

All Users ... protects file/directory from all users.

Child Users ... protects file/directory from just the users that are of User Type Child.

Selected Users ... brings up a list box that allows the Supervisor to select the desired user or users to protect the file or directory from. Either double-click on a desired user OR highlight a user by single-clicking on the list name and then single-clicking the Select button to protect file or directory from that user. Each time a user is selected, the user's name will disappear from the list of names to indicate that the user has already had file/directory protection placed on them.

Un-Protecting Files, Directories or Programs That Are Currently Protected

Single-click on one of the desired buttons; "Select File to Protect/UnProtect" OR "Select Directory to Protect/UnProtect". When the file/directory selection dialog box appears select the appropriate item. Single-click on the "Un-Protect File/Directory" button for the desired action. Select from which user or users the file should be un-protected from when the "Un-Protect From ..." dialog box appears by selecting one of the three options:

All Users ... un-protects file/directory from all users that the specified file or directory is currently protected against.

Child Users ... un-protects file/directory from just the child users loaded onto Family Program Manager™ that the specified file or directory is currently protected against.

Selected Users ... brings up a list box that allows the Supervisor to select the desired

user or users to un-protect the file or directory from. A list of users that currently have the specified file or directory listed in their database will be displayed. If no users have the file or directory, the list of selectable names will be empty. Either double-click on a desired user OR highlight a user by single-clicking on the list name and then single-click the Select button to un-protect file or directory from that user. Each time a user is selected, the user's name will disappear from the list of names to indicate that the user has already had file/directory protection removed from them.

(4g) Options - Modem Security

Use this option to enable or disable modem security. When modem security is enabled a user will not be allowed to access the modem if that user does not have the "User Can Use Modem" option set in their user-account. Disabling modem security disables modem security for all users (anyone will be able to use the modem provided one is installed). Modem security is a hardware based check. When modem security is enabled a user who does not have modem access can run an application program that uses the modem, however, once the application program tries to dial the modem, nothing will occur. Most often an error message is displayed by the application program that indicates it could not initialize the modem. To enable modem protection set one of the corresponding "COM" port numbers to the communication port number that matches the setting of your computer's modem. To disable modem security, click the radio button labeled "No Modem/Disable modem protection". If your computer does not have a modem then simply leave this option's setting on "No Modem/Disable modem protection".

NOTE: File security must also be enabled to allow modem security to work (file security can be enabled from Family Program Manager's™ main screen by selecting the "Options - Setup" menu item).

(4h) About

Selecting Help - About will display programmer and company information.

(5) Install/Edit Master Program Items (Main Screen)

This feature is used to load new application programs onto the computer whenever the Family Program Manager™ is enabled. In addition, this option is used by the Supervisor to manage all aspects of the Program Group Icons that reside on the Master Icon Screen.

Use this option for the following:

- Installing new programs onto the computer when Family Program Manager™ is enabled
- Adding, editing and deleting program group icons when Family Program Manager™ is enabled
- Distributing new or existing program group icons to selected users.

If Family Program Manager™ is disabled, install new programs from the normal Windows Program Manager screen. When this is the case the newly installed program group still has to be added to desired user-accounts once Family Program Manager™ is re-enabled. This is necessary so the desired users of the program can run the new program from within their "unique" user sessions.

(5a) Install Program(s)/Edit Master Icon Screen

Use this option to install new programs onto a Master Screen when Family Program Manager™ is enabled. In addition, use this option to add, delete and change master program group icons and their corresponding program items prior to adding the program group icons to user-accounts. This option is only available when Family Program Manager™ is enabled. Program group icons (new and existing) are always added to the master screen and then added to individual user-accounts. Placing Program Group Icons on one master screen allows all program icons to be accessible to any user of Windows when Family Program Manager™ is disabled. The master screen allows a Supervisor to simply "pick" the desired program group icons that they want specific users to have. Adding the program group icons to individual user-accounts from the master screen is discussed in the next session "Add Group Icon(s) to User Accounts".

When the "Install Program(s)/Edit Master Icon Screen" sub-menu item is selected, a Master Screen of program group icons will appear. (It is important to note that Family Program Manager™ actually launches the original Windows Program Manager). While in this mode, the Supervisor can install new programs onto the computer. Follow the directions in the new program's documentation to install the software. Once the new program is installed DO NOT ATTEMPT TO RUN the new program from this screen. Instead, go to the sub-menu item "Add Group Icon(s) to User(s) Accounts", add the new program's group icon to desired users, then go into the respective user-account to run the new program. In addition to installing new programs' Program Group Icons, and their program items, can be created, deleted and modified using this option. Note that changing any aspects of program group icons on the master screen does not automatically change existing identical program group icons that may reside in any of the individual user-accounts. Changes to program group icons on the master screen can be duplicated on any IDENTICAL program group icons that reside in the individual user-accounts by using the "Add Group Icon(s) to User Accounts" option. When this is performed, and the exact same program group icon currently exists in any selected individual user-account, the Supervisor will be prompted with a selectable option to overwrite the existing group Icon. In addition to changing program group icons on the master screen, the supervisor can add new program group icons, and delete existing program group icons from the master screen. Again, any newly created program group icons that reside on the master screen must be added to any desired individual user-accounts with the "Add Group Icon(s) to User Accounts" option.

(5b) Add Group Large icon(s) to User Accounts

Program group icons that reside on the master screen are copied into individual user-accounts with this option. When selected, a dialog box like the one shown below provides the mechanism of adding the program group icons.

The dialog box has two list boxes; one list box of Group Icon Names and one list box of User Name(s) To Add Group Icons To. The Group Icon Names list box lists all the program group icons that are currently installed on the master screen. The User Name(s) list box lists the names of all the individual users currently installed on the system.

To add a program group icon(s) that resides on the master screen to an individual user-account(s) simply select one or more programs group icons listed in the Group Icon

Names list, then select one or more User Names to add the selected program group icons using the User Names list box. When all group names and user names have been selected, single-click on the "Add Group Items to Selected User(s)" button. In the event that any individual user-account already contains one or more of the selected groups to add, a message box prompt will appear that will provide an overwrite or skip feature.

To change list box selections, simply single-click the mouse on the desired selection to highlight or un-highlight.

To select multiple list box items from either list, hold the CTRL key down and single click on each list box item to add to the selection.

Once program group items are added to individual user-accounts they can only be removed from within the individuals user-session. However, prior to doing so be sure that the individual user, for who's account the program group icons are being deleted, has the "User Can Edit PM Program Groups" option checked (see Edit User Accounts).

The next time any individual starts their "unique" Windows Program Manager session the newly added program group icon will appear on their screen.

Each user has their own copy of the program group icons. If a user edits one of their program group icons, it will not effect any other users program group icons.

(6) Option - Setup

The Setup feature is used to Enable/Disable the Family Program Manager™, Enable/Disable the File Security System (file protection) and also to change Family Program Manager's™ main screen title (optional).

Changing Family Program Manager's™ Title

To change the main screen title, click in the title box and enter a new name.

Enabling/Disabling Family Program Manager™

Family Program Manager™ is Enabled by selecting the "Family Program Manager™" button located within the "Start Windows With..." group. When Family Program Manager™ is Enabled, Windows will open with the Family Program Manager™ operating as the "shell" program on Windows opening screen. The original Windows Program Manager WILL NOT be present. The installed user icons will be visible on Family Program Manager's™ main screen. Since Family Program Manager™ is now the shell program users will exit Windows through Family Program Manager™ and not Program Manager. This is transparent to the user. All Family Program Manager™ options will be available for use when Family Program Manager™ is enabled. To disable Family Program Manager™ simply select the "Windows Program Manager" button from within the "Start Windows With..." group. When Family Program Manager™ is disabled Windows operates as it normally does. The Program Manager is present on the opening screen as are all program group icons that are contained on the Master Icon Screen (as described in previous paragraphs). Any user can simply double-click on any program group icon to launch any program. When Family Program Manager™ is disabled, Windows Program Manager will run normally. In addition, none of the individual accounts will be operational. NOTE: No file or modem security is present, regardless of the "File

Protection Setting", when Family Program Manager™ is disabled.

Enabling/Disabling File Security

Select the "Enabled" button located within the "File Protection" group. Family Program Manager™ MUST be enabled before any security buttons can be used. When file protection is enabled and Family Program Manager™ is the shell program, complete security is provided for all protected files during each user- session. In addition, if the Modem Security is also enabled (see Edit User Accounts - Options - Modem Security) no unauthorized users will be granted access to use the modem. If Family Program Manager™ is Disabled all security will also be disabled regardless of any security settings. To Disable file (and modem) security simply select the "Disabled" button from within the "File Protection" group.

NOTE: Enabling and Disabling certain options in this dialog box may result in Windows having to re-start. If this is the case, the Supervisor will be prompted. The Supervisor can choose to abandon the new setup configuration if a re-start is not desired at this time.

(7) Options - Scanning Svcs Info.

Selecting this option will display an information box which describes ISC's picture scanning service. This service will allow families to have their pictures scanned and converted to files which Family Program Manager™ can then display on the respective user Large Icon. For best display results, choose a photograph of a single family member (preferably wallet-sized) showing a facial shot. Price is \$15.00 (up to -4- photographs) per family and \$5.00 per additional photograph. Original photos will be returned with the picture files. Payment may be made with MC/VISA, AMEX, Discover or Money Order. Send pictures to:

**ISC Inc.
2356 Winter Woods Blvd.
Winter Park, FL 32792
(800) 606-0137**