

# The Villages Computer Club

User Accounts  
Event Viewer  
System Restore



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# User Accounts

- Why set up user accounts?
  - Increased security
  - Helps preserve system settings
  - Improved organization for multiple users
  - Helps to prevent mal-ware attacks

# Types of accounts

- Administrative
  - Full access to all operations
  - Create/delete accounts and passwords
  - There must always be one Admin account
- Limited
  - Prevents changing most setting
  - Can install some software
  - Can only change their own password
- Guest
  - Cannot install software
  - Cannot change account setting

# Guest account password

- By default you cannot set a password
- You should set one even if you don't enable the guest account
- The guest account is a part of network file and folder sharing. When you turn on sharing, anyone can see your computer.
- To set a password, go to Start/Run and enter CMD, then click OK
- At the command prompt type
  - Net user guest <password>
  - Type EXIT to close the command prompt box

# Creating accounts

- Open Control Panel and select User Accounts
- Select Create a new account, give it a name, then select either Administrative or limited and click Create Account
- To set a password and other options, double click the account picture, then choose the item to change, eg. Create a Password.
- To Enable the Guest account (disabled by default) you must select it and click Turn On The Guest Account

# Creating Secure Passwords

- Passwords should be at least 8 characters long and have a mix of letters and numbers.
- One way to create a good password that's easy to remember is to use a phrase and convert it into a password.
- I Like to go Fishing on the Weekend becomes IL2GFOTW

# System Restore

- Restore points are snapshots of your registry and system condition at a specific time. They are NOT disk images.
- Restore points are created automatically when you make any changes to your system.
- To create a restore point manually, Go to:  
Start/all programs/accessories/system tools/system restore.  
Click Create a Restore Point and then give it a name.
- To restore your system to a previous state, go to system restore and select 'restore my system to an earlier time'
- You will be presented with a calendar of restore points. Select a date and then Click next/next.

# Tweaking System Restore

- By default, system restore will consume up to 12% of your disk space with unnecessary restore points.
- To change this go to:
  - Start, right click on My Computer and select properties
  - Select the System restore tab
  - Select setting and move the slider to the right
  - 1 GB is plenty of space for about 25 restore points.



# Event Viewer

- The event logs contain information about hardware, software and system problems.
  - The Application Log records events created by running programs
  - The System Log records events create by the operating system such as driver failures, etc.
  - The Security Log records events such as invalid logon attempts and resource use.

# Event Types

- Error
  - Significant problems such as loss of data or functionality. EG. A service fails to start.
- Warning
  - An event that may indicate a possible future problem like when disk space is low.
- Information
  - Records the successful operations of the system and software.

# Using Event Viewer

- Click Start, right click My Computer, click on Manage. Select Event Log and select a log to view.
- Double click any event to get details.
- Note the Source and Event ID
- Clicking on the link in the description pane will take you to the Microsoft site which will give you additional information.
- You can also go to [WWW.EventID.net](http://WWW.EventID.net), enter the source and Event ID number to get additional information.