



ANANGU EDUCATION SERVICES
(Ernabella Office)

WINDOWS XP Professional

FS 3-XP

COPYING A USER'S PROFILE TO THE DEFAULT PROFILE - 26/7/03

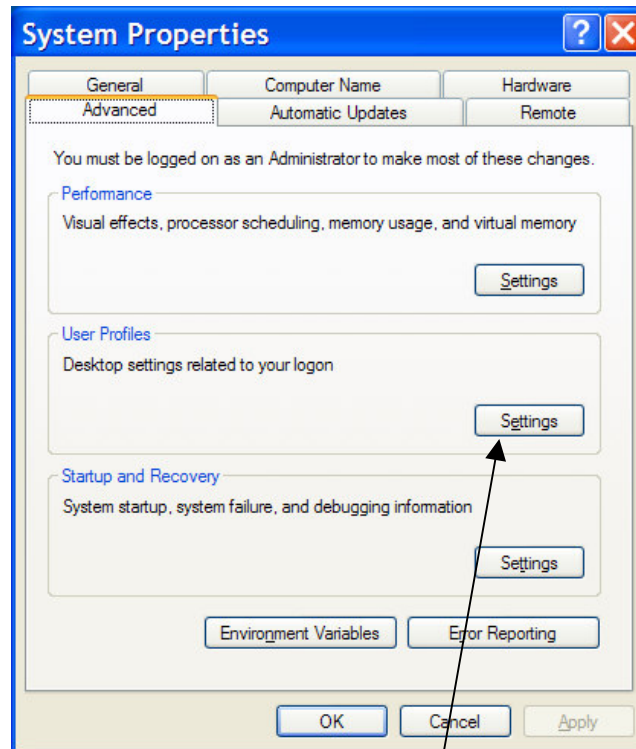
Windows XP, Windows 2000 and Windows NT are profile specific Operating Systems. The user's settings are saved in C:\Documents and Settings*username* folder.

At a new user log on, Windows will pick up the basic settings from the *default* folder, create a user's folder and save those settings into it. Any changes made will be saved to that user's folder. This includes Internet settings, printer settings, desktop settings, document save settings.

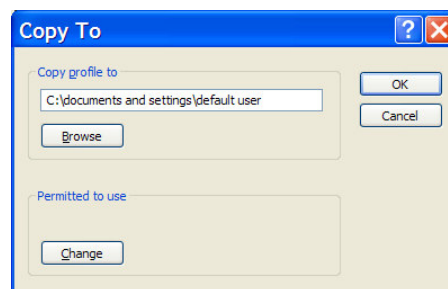
As all schools want a number of standard settings for all users it is possible to make those changes and copy them to the default profile so that subsequent users can pick up standard school settings.

After setting up your XP machine including printers, internet settings, My documents settings, copy your profile to the Default User Profile. Subsequent new users will then pick up the settings already configured.

1. Log on locally to the workstation (administrator – local username and password)
2. Right click **My Computer**
3. Click **Properties**



4. Click on the **Advanced** tab
5. Click on Settings button under User Profiles
6. Highlight the **domain administrator** profile (eg \servername\administrator)
7. Click on **Copy To** button
8. Type in **C:\documents and settings\default user** (do not Browse to this profile as it is a hidden profile)



9. Click **OK**
10. A message will display that this profile already exists and do you want to overwrite.
11. Click on **YES** to overwrite
12. Click **OK** to exit
13. Log off