Folder Access, Security, and Memories Builder

Introduction

This document is for computer system administrators and applies specifically to computers running Windows 2000 and Windows XP Professional (or computers running Windows XP Home where the folder permissions have been set by a machine running XP Pro or 2000).

In order for Memories Builder to function properly, each user will need access to certain folders. The Memories Builder program reads, writes, modifies, and deletes files and folders, as well as creating some subfolders.

Many computer system administrators are concerned about giving students access control to any part of the system or network. Memories Builder only requires access to non-critical folders on the computer (and possibly network). Specifically, users will need access to the program folder and possibly a folder somewhere else on the computer or network in which they plan to save the project.

Basic Program Information

Here is some information that will help you decide how to accommodate Memories Builder:

- By default Memories Builder installs to C:\Program Files\Memories Builder 7 (custom installation is available).
- By default Memories Builder creates and saves projects to C:\Program Files\Memories Builder 7\MBProj. Users can choose to save projects anywhere on the local machine and on any mapped network drive.
- Some computer administrators have installed Memories Builder to the All Users folder in Documents and Settings or saved projects to that same location to allow all users to use the program and access the files. Even if you decide to do that, you will still need to set access control for those folders.

Recommendations

The fastest and simplest way to get Memories Builder to work for all computers is to use Memories Builder's default options. To set up a computer to use Memories Builder:

1. Log in to the computer as an administrator.
2. Insert the Memories Builder disc into the computer's CD-ROM drive.
3. The CD should automatically launch a menu. If not, locate the CD from **My Computer**. Click with the right mouse button on the CD drive, and select *Explore* from the menu that pops up. In the new browse window, double-click on *Menu.exe*.
4. Choose *Install Memories Builder* from the CD menu. Follow the steps to install Memories Builder, using the default locations and settings.
5. After installation, browse to the **Program Files** folder.
6. Right-click on the **Memories Builder 7** folder and choose **Properties**.
7. Click on the **Security** tab. If the tab is not visible, follow the instructions in the Enable Security section below.

8. In the top box, choose the user or user group for the student(s) who will be using Memories Builder. You may need to add the user or user group with using the **Add** button.

9. Choose **Full Control** for this folder. This will only affect the Memories Builder 6 folder. Click **OK** or **Apply**.

10. If students will be saving their projects to a location other than the default location, you will also need to set access control for that folder. If this is how you would like the students to operate, we suggest that you create a folder for Memories Builder projects and give students full access to the folder.

Other Options

Some computer system administrators have experimented with setting the students' permissions to *Modify* (rather than *Full Control*). This may cause a problem with a file that Memories Builder uses to ensure that students don't try to access project files at the same time. You can check for this problem by creating a new project in a student's account, closing the project, and reopening it. If the project opens without error messages, then the folder access should be fine.

Enable Security

If the Security tab doesn't show up in Windows 2000 or XP Pro in the Properties window for a folder, do the following:

- Open Folder Options in Control Panel. (Click **Start**, click **Control Panel**, click **Appearance and Themes**, and then click **Folder Options**.)
- On the **View** tab, under *Advanced* settings, clear *Use simple file sharing*.

Further information about Windows XP Professional and folder access:
http://www.microsoft.com/windowsxp/pro/using/howto/security/accesscontrol.asp