

Procedure – Setting a Screen Saver with Password Protection

February 2007

<http://www.ict.schools.nt.gov.au/>

Scope: Microsoft Office 2003

Description: Setting a Screen Saver with Password Protection

This information sheet is designed to assist with setting up a screen saver that automatically turns on after a nominated number of minutes and requires a password to be entered to return back to the computers desktop.

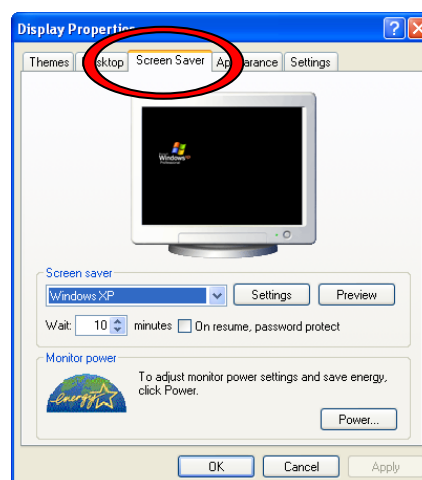
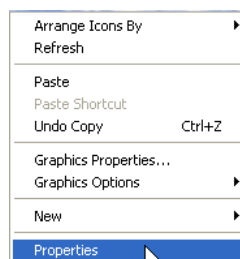
The details in this information sheet are based on a Windows XP computer.

The sections in this document are:

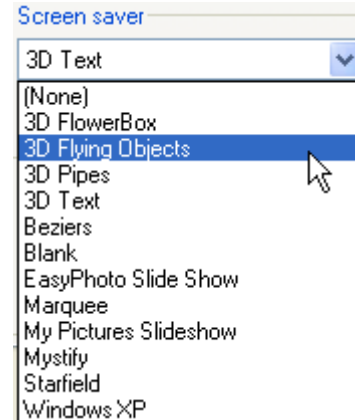
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Selecting a Screen Saver

- Once Windows has started, right click anywhere on the desktop
 - Select Properties from the shortcut menu
- Once the Display Properties dialogue box opens, click on the Screen Saver tab

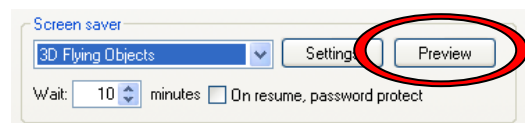


3.
 - Open the Screen Saver drop down list and select one of the screen savers listed

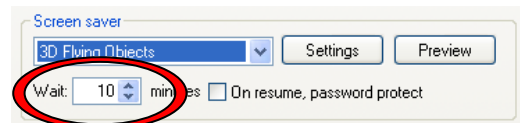


- To see what the screen saver will look like, click the Preview button

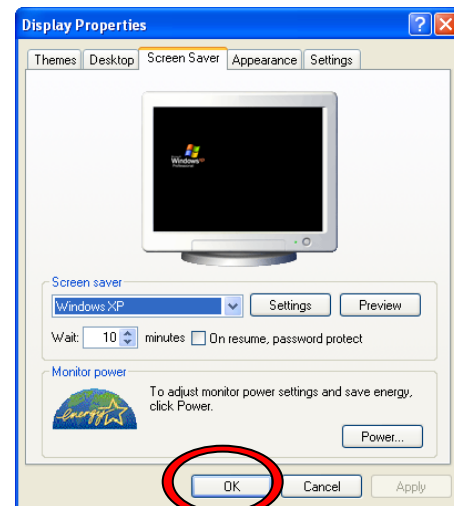
(the whole screen will change to show the selected screen saver. When the screen saver is on the screen, moving the mouse will stop the preview and return to the Display Properties dialogue box)



4.
 - To make the screen saver automatically appear after a certain number of minutes (of the computer not being used), enter the required number of minutes in the Wait field



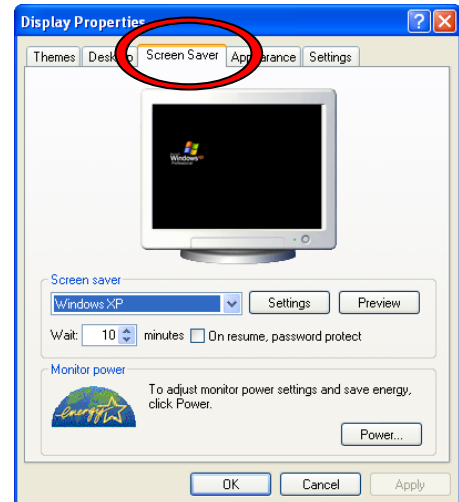
5.
 - Click the OK button in the Display Properties dialogue box



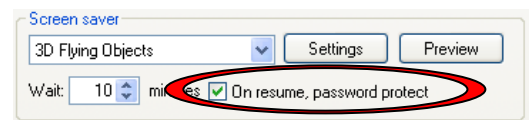
Setting Password Protection for the Screen Saver

- In the Display Properties dialogue box, click on the Screen Saver tab

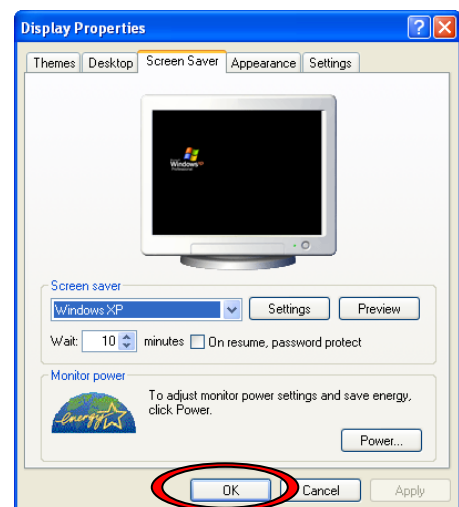
(to open Display Properties, right click on the desktop and select Properties from the shortcut menu)



- Tick the option "On resume, password protect"



- Click the OK button in the Display Properties dialogue box



By selecting "On resume, password protect", a 'valid' password will be required to stop the screen saver once it is activated.