



PhonePad Instruction Sheet

Centralized Preferences

Setting Up Centralized Preferences

If you want all users to use the same preferences in PhonePad, it is now possible to “centralize” the settings. Normally, these settings are stored in each workstation’s Windows registry. You can now store the settings in a central configuration file.

1. Using Windows Explorer, navigate to the **PhonePad** directory on your workstation or server. This is the directory the PhonePad executable (PhonePad3.exe) is installed in.
2. With the **PhonePad** folder selected in the left pane, select **New/Text Document** from the Windows Explorer **File** menu.
3. Rename the text document to **Options.ini**.
4. Run **PhonePad**.
5. Select **Preferences** from the **Tools** menu.
6. Set all the options to your preferred settings.
7. Click **OK**.
8. Exit **PhonePad**.

PhonePad will have written all the settings to the **Options.ini** you created.

If you created the Options file on a server and are running PhonePad from the server, all PhonePad users will now have the same settings under Preferences. If PhonePad is installed on each workstation, you will need to copy the Options file to the PhonePad directory on each workstation.

Locking the Centralized Preferences

Although the preferences are now centralized, users can change them. If you don’t want users changing them from the values you have set, PhonePad provides a facility for locking the settings.

1. Open the **Options.ini** file with Notepad or another text editor.
2. The first line in the file should read **[Options]**.
3. Insert a line under this line and type **OptionsLocked=1**.

4. Save the file.

If you now run PhonePad and open the **Preferences** window, you will find that the settings are all disabled and can't be changed.

If you need to change the settings at any time, change the line you added to **OptionsLocked=0**.