

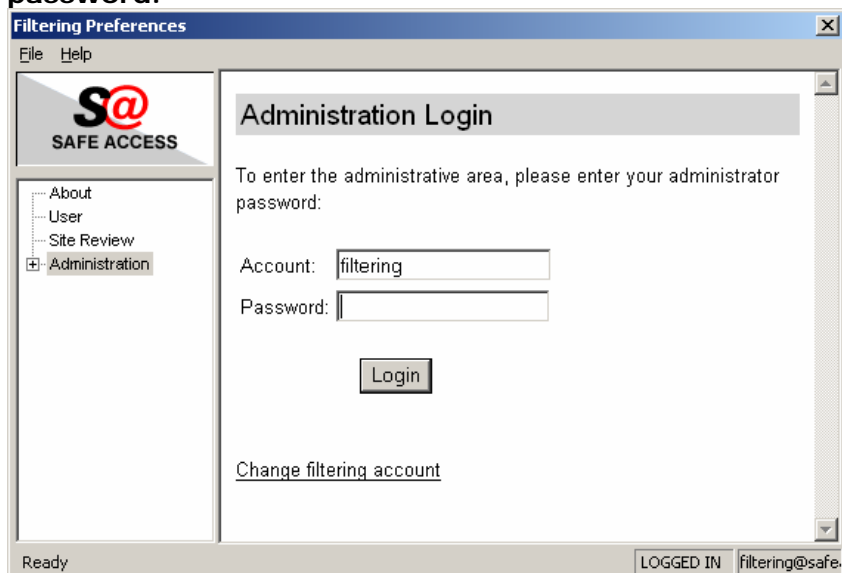
CUSTOMIZING FILTER CATEGORIES

This document is setup to walk you through the customization of your Safe Access filtering categories. You turn any category on or off except for the “pornography” category.

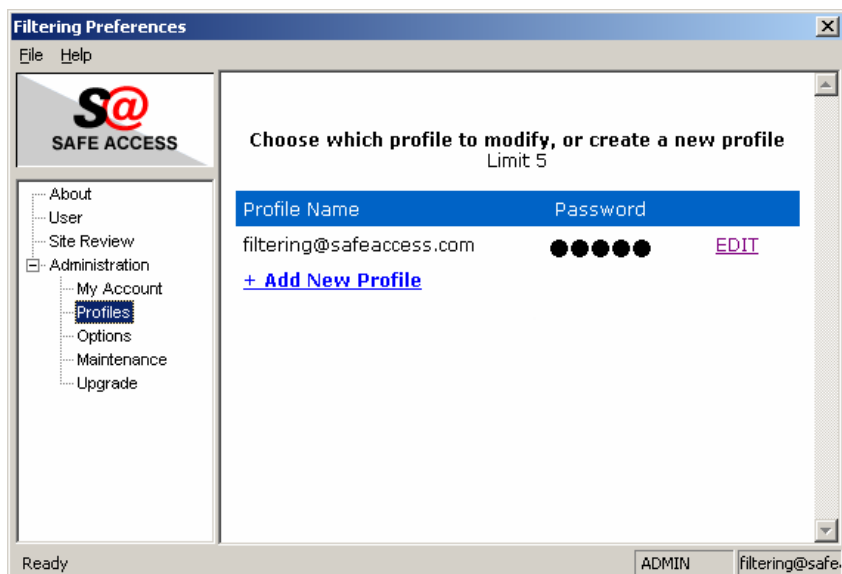
1. Login to the Administrative area of the Safe Access preferences. Click on the Safe Access icon in the system tray (icons in the lower right-hand corner of your screen) and choose preferences. The icon looks like this: 

If for some reason, the Safe Access icon is not system tray, click Start > (All) Programs > Safe Access for Windows > Preferences.

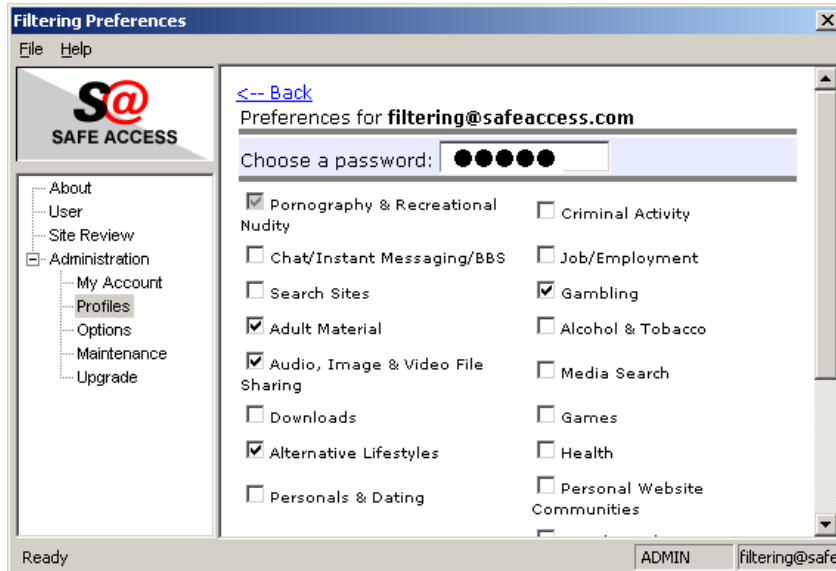
2. Click on Administration and login with your administrator username and password.



3. Click on Profiles to view your current profiles. From here you can edit your profiles, and even create new ones (up to 5). Multiple profiles are useful if you want to further restrict a child’s access to the Internet. Click on “Edit” to edit a profile.



4. Editing a profile. Editing a profile is as easy as checking the categories you want filtered and hitting the “submit” button.



Congratulations you are finished.

- It may take up to 15 minutes for the changes to take affect, and
- you may need to Click on “User” in the preferences menu and logout and log back in again.
- On some computers, it may even require a reboot of the computer to refresh the settings stored in memory.