

WINDOWS 10 - INSTALL, SET-UP, & CUSTOMIZE



Jim McKnight www.jimopi.net Windows10_Install.lwp (Re: Win10 build 22H2 or later) revised 5-10-2024

Owner Name _____ PC & Model: _____

1. **MAKE SURE THE INTERNET IS DISCONNECTED BEFORE STARTING THE INSTALL.**
Microsoft wants you to Sign-in using a **live.com** User Account. Unless you plan to use the Microsoft Cloud services, I recommend creating your User Account as a "Local" Account
2. **If Windows 10 IS ALREADY INSTALLED, OR THIS IS A NEW PC SKIP TO STEP 8c.**
3. **UPGRADING FROM WIN 7 or 8.1?** Use my "Windows 10 UPGRADE" checklist.
4. **PRODUCT KEY:** If this is a fresh Install, you will need a Product Key (*unless this is a new PC or you are re-installing Win 10*). Normally the Key will be with original Install DVD.
5. **UEFI / BIOS:** If you are upgrading this PC to Windows 10 or installing Windows 10 on an older PC, first make sure the BIOS will support Windows 10. Also make sure the Manufacturer says the PC's hardware and drivers support Windows 10.
6. **PC HEALTH & HARD-DRIVE HEALTH:** If you are installing Windows 10 on an older PC, be sure to do the following before shutting down the PC:
 - a. Check PC temps with the SPEEDFAN Utility. Inspect the MOBO Capacitors for swelling.
 - b. Check out the hard-drive health with CRYSTAL DISK INFO.
 - c. Then: Clean dust from PC and Check Battery voltage > 3.05 vdc.
7. **DISCONNECT DEVICES:** Unplug all USB Printer and Device cables from the PC.
8. **INSTALL WINDOWS 10:**
 - a. If asked, select the language = English.
 - b. If asked "Where do you want to install Windows" screen:
 - 1) If you want to format the drive, click "Drive Options (Advanced)". *If not, Windows 10 will save your old installation in a folder called "Windows.old". This folder wastes space, but can be deleted later.*
 - 2) If you have a "Chipset Drivers" CD, click "Load driver" and specify the drive where it is located.
 - c. User Account Name: Although the Account you create during the install will be an "Administrator" authority account at first, be sure to name this first User Account with the user name you want for daily use. (*NOTE: Later you can change this account to a "Standard User" Account, after you have created an "Admin-User" User Account*). **WARNING:** Never name a User Account "Administrator", since there is already a hidden user account with that name as part of Windows 10.
 - d. Privacy Settings are all **No**. If offered, un-check "Accept McAfee terms".
9. **SSD:** If the PC has an M.2 (NVME) SSD, make sure that both the "Crystal Disk Info" Utility and an Acronis Bootable Recovery CD can recognize the Drive. If not, Try the Addendum at the end of this checklist. *If that does not work, I recommend that you return the PC to the store.*
10. **TIME/DATE VERIFY:** Double verify these ALL are correct: Time, AM/PM, Date, Year, & Time Zone.
11. **PRIVACY SETTINGS:** If you have not already done so, go to (*Start > Settings > Privacy*) and carefully review all the Privacy options. Then I recommend going to Activity History and disabling it.
12. **SYSTEM ICONS TO THE DESKTOP:** (*Right-click on the Desktop > Personalize > Themes > Desktop Icon settings*). Click to check to add all desired System Icons including the Control Panel to the Desktop.
13. **CONTROL PANEL VIEW:** . Verify that it is set to "View by: Large Icons or Small Icons.
14. **USER ACCOUNT CONTROL:** Make sure UAC is turned on and set to "Always Notify". (*Control Panel > User Accounts > Change User Account Control settings*)
15. **SYSTEM PROPERTIES OPTIMIZATIONS:**
 - a. **COMPUTER NAME:** (*Control Panel < System*).
 - Verify the Computer Name and Computer Description are exactly what you want.
 - b. **STARTUP & RECOVERY:** (*Control Panel > System > Advanced system settings (Advanced Tab) > under Startup & Recovery, click "Settings" button*). Under "System Failure", un-check the box for " Automatically Restart"
 - c. **VISUAL EFFECTS:** (*Control Panel > System Icon > Advanced Tab, Performance, click <Settings>*).
 - If desired, un-check " Use Drop Shadows for icon labels on the desktop"

16. **VIRTUAL MEMORY:** (*Control Panel > System > Advanced system settings > Advanced tab > Performance "Settings" button > Advanced tab*). Under "Virtual Memory", click <Change>. Make sure the box is checked for: "Automatically manage paging file size for all drives". (This is the default).
17. **REMOVE ANY UNNECESSARY PROGRAMS, TRIALS, & FEATURES:** (*Start > Settings > Apps > App & features*): or with Revo Uninstaller. Remove all unwanted programs including all Trial versions of MICROSOFT OFFICE, McAfee, Norton, AOL, etc. *NOTE: If you are going to migrate to Thunderbird Mail from Outlook from an old PC, do not remove the Microsoft Office Trial until Thunderbird has been set up.*
18. **POWER PLAN:** (*Control Panel > Power Options*) CHOOSE A PRELIMINARY POWER PLAN FOR THE INSTALL: Set the "Power Plan" to "⊙ High Performance". Customize the settings (*by clicking "Change Plan settings"*) so that the PC never Sleeps or Hibernates during the install. Make sure the Power Button is set to **Shutdown** the PC. (*Control Panel > Power Options > Choose what the power buttons do*).
19. **SYSTEM PROTECTION - CREATE A RESTORE POINT: (NOTE: In Windows 10, System Protection may NOT be on by default.) Turn on System Protection now!** Then create a Restore Point: (*Control Panel > System > Advanced system settings > System Protection tab > Create*).
20. **NETWORK:** If not already connected, connect to the Network now (*You must be on the internet to continue.*)
21. **ACTIVATE Windows 10:** (*Start > Settings > Update & Security > Activation*). It will tell you if Windows has been Activated or not. Activate now if the install looks good.
22. **UEFI / BIOS UPDATE:** Go to the Manufacturers website and see if any important/recommended UEFI/BIOS updates are available. **WARNING:** *Be aware there always is a risk of permanently damaging the motherboard while doing a BIOS flash.*
23. **SSD:**
 - a. If the PC has an SSD, especially an M.2 (NVME) SSD, make sure that both "Crystal Disk Info" and an "Acronis Bootable CD" can recognize it. If not, see the ADDENDUM at the end of this document.
 - b. Run AS-SSD BENCHMARK and verify that SECTOR SIZE ALIGNMENT is good. If not Fix it.
 - c. **SSD:** If the main drive is an **SSD**, turn off Indexing. (*Right-click C-drive > Properties*). Uncheck allow drive to be indexed. Choose: Ignore all errors.
24. **DEVICE ENCRYPTION (BitLocker)**
 - a. Win 10 Pro: If desired, disable Bitlocker. (*Control Panel > Bitlocker Drive Encryption*). It should say "BitLocker is off" and NOT say "Bitlocker waiting for activation". *Waiting for activation messes up Acronis backups because Bitlocker is not On or Off, it is in limbo. Admin cmd prompt: manage-bde c: -off*
 - b. Win 10 Home: Disable Device Encryption if avail:(*Start > Settings > Update & Security > Device Encryption*)
25. **FIREFOX/CHROME:**
 - a. Download and install Firefox or Chrome and make it the Default browser.
 - b. Go to (*Start > Settings > Apps > Default Apps*) and make Firefox or Chrome the Default Browser for now.
26. **WINDOWS UPDATE:**
 - a. Go to Windows Update (*Start > Settings > Update & Security > Advanced options*). Make sure the switch is ON for:"Receive updates for other Microsoft products when you update Windows"
 - b. Stop WU's from loading to/from other PC's: Go to Windows Update (*Start > Settings > Update & Security > Advanced options > Delivery Optimization*). TURN-OFF "Allow downloads from other PC's"
 - c. Run "Check for updates" and keep re-running until no more updates are found.
 - d. Run: WINVER and make sure the Windows 10 is at the latest version. (*currently ver 20H2*).
27. **DELL / LENOVO / HP SUPPORT ASSISTANT:** If any apply, run and install all updates.
28. **DEVICE MANAGER & HARDWARE DRIVERS:** (*Control Panel > System > Device Manager*). Look to make sure there are no devices with exclamation marks, question marks, or X's. If so, delete the bad entries and reboot to see if Windows 10 can re-detect & re-install the devices OK.
Fix all these issues before continuing.

- 29. 29. OFFICE SUITE - INSTALLATION:**
- MICROSOFT OFFICE from DVD or online download. (**Do this from an Administrator Account!**)
 - Verify that Office is ACTIVATED. (*Open WORD > File > Help*).
 - Put the Office Start Folder on the Desktop. ("*Program Data*" folder is hidden) It can be found at :
C:\ProgramData\Microsoft\Windows\Start Menu\Programs\Startup
 - LIBRE OFFICE is the best free alternative to Microsoft Office.
- 30. CREATE YOUR "ADMINISTRATOR" USER ACCOUNT.** *This is the account you will use only for Program installs and other administrator tasks. This account should be an "Administrator" authority LOCAL user Account, not a "Standard" User Account and you should give it a password.*
- FROM AN ADMINISTRATOR AUTHORITY ACCOUNT (*Go to Start > Settings > Accounts > Family and other users > Add someone else to this PC > I don't have this person's sign in information > Add user without a Microsoft account*). Name it something like "Admin-User". Select the new user and click on "Change Account type". Choose Account type = "Administrator".
 - Now sign in to the new Admin user account and let it initialize.
- 31. WINDOWS UPDATE AGAIN:** Manually run to ensure all Office Updates get installed.
- 32. UTILITY & MISC PROGRAMS INSTALL:**
- NINITE Installer:** From an Administrator Account, go to www.ninite.com and select the following programs, then download and run the custom installer.

<input type="checkbox"/> -ADOBE READER DC	<input type="checkbox"/> -FIREFOX	<input type="checkbox"/> -CDBurnerXP	<input type="checkbox"/> -CHROME
<input type="checkbox"/> -iTunes (<i>optional</i>)	<input type="checkbox"/> -JAVA ALT	<input type="checkbox"/> -LIBRE OFFICE (<i>optional</i>)	
<input type="checkbox"/> -MalwareBytes AntiMalware	<input type="checkbox"/> -SuperAntiSpyware	<input type="checkbox"/> -Thunderbird	<input type="checkbox"/> -ZOOM .
 - Manually install these utilities:**

<input type="checkbox"/> -CrystalDiskINFO	<input type="checkbox"/> -CrystalDiskMARK	<input type="checkbox"/> -BELARC ADVISOR	<input type="checkbox"/> -CCLEANER
<input type="checkbox"/> -ULTRA FILE SEARCH <u>LITE</u>	<input type="checkbox"/> -WINAERO TWEAKER	<input type="checkbox"/> -SPEEDFAN	
 - CCLEANER SETUP:**
 - Go to (*Options > Smart Cleaning*), and DISABLE all check boxes.
 - Go to (*Options > Updates*), Uncheck all boxes until further notice. (annoying Avast Ads)
- 33. IMAGE BACKUP:** Do a full image back-up of your new install to an external Hard-drive. A third party program like ACRONIS or EASEUS is required
- 34. RESTORE USER DATA AND SETTINGS WITH FAB'S AUTOBACKUP:** Hopefully you have already saved the data and settings from the old PC with FAB'S AUTOBACKUP.
- WARNING 1:** Make sure you have first created all necessary new User Accounts before running "Fab's Autobackup" Restore, and initialize the User Accounts by signing in.
 - WARNING 2:** *Be sure to do an image backup of the new install before running this tool*
 - WARNING 3:** *Be sure to choose "Copy newest" when restoring.*
- 35. LID OPEN:** On laptops, make sure the PC does NOT power on when the LID is raised.
NOTE: Dell uses BIOS access to this setting
- 36. LCD BRIGHTNESS (Laptops only):** (*Click on Action Center (lower Right hand Icon on Task bar)*). At the bottom of this screen where you set the default LCD brightness. This should only need to be done once.
- 37. *LOG-IN TO THE DESIRED USER ACCOUNT:** * If this is the first time through this sheet, skip this step and continue setting up the main User Account. NOTE: Do all the following steps EACH User Account. .
- 38. ACCESSABILITY SETTINGS. MAKE ALL TEXT, APPS, AND OTHER ITEMS LARGER:**
- MAKE TEXT BIGGER:** (*Start > Settings > Ease of access.*) Move Slider to the right to make text larger. (I recommend set scaling to: 110-125%). CLICK APPLY.
 - MAKE EVERYTHING BIGGER:** (*Start > Settings > Accessibility*) Move Slider to the right to make text larger. (I recommend set scaling to: 110-125%)
 - DISABLE SCROLLBAR AUTOHIDE:** (*Settings > Ease of access > Display*). Turn off "Automatically hide scroll bars"
 - MOUSE POINTER SIZE:** Select "Mouse pointer" and set slider to 3 or 4.
 - TEXT CURSOR THICKNESS:** Select "Text cursor" and set slider to 3 or 4.
 - SIGN-OUT and Back in to save the settings.**

39. DISPLAY and DESKTOP SET-UP:

a. ADD/REMOVE & CUSTOMIZE ICONS.

- 1) **System Icons:** (*Start > Settings > Personalization > Themes > Desktop Icon settings*). If not already done, add the System Icons on the desktop: "This PC" (Computer), User's Files, Recycle Bin, Control Panel.
- 2) **Start Menu Icons:** LEFT-CLICK and drag any desired Shortcuts to the Desktop *NOTE: Windows 10 no longer allows you to drag start icon **Folders** to the desktop, just Icons.*
- 3) **Special Icons:** Such as the "Devices and Printers" Icon, can be found in the Control Panel's "Classic View". Right-click and drag all desired Icons to the Desktop.
- 4) **Custom Folders:** For a cleaner Desktop, you can create your own custom folders for storing similar Program Shortcuts (*Right-click Desktop > New > Folder*).
- 5) **Unwanted Icons:** Delete any unwanted Icons from the Desktop

b. WINAERO TWEAKER UTILITY: Use this to finish tuning up the readability of the text:

- 1) CUSTOMIZE ICON SPACING, ICON text size, "MENU" text size, "MESSAGE" text size, "TITLE BAR: text size, INCLUDING BOLDNESS and SCROLLBAR WIDTH:
- 2) DISABLE **BLUR** DURING LOG IN.
- 3) INSTALL "WINDOWS PHOTO VIEWER" AS THE DEFAULT PHOTO VIEWER.
- 4) **NOTE: After making a font change, make sure you click the "Apply Changes" button after each change or nothing will happen. Also, you must log out and back in to see any changes.** [Http://winaero.com/download.php?view.1796](http://winaero.com/download.php?view.1796)

c. DESKTOP ICONS: Drag any desired "Program Start" Icons to the Desktop. Note: To drag Program Start Icons from the Start Menu to the Desktop, use a LEFT-CLICK and drag (*Not a right-click and drag as in Windows 7*).

d. THEME SETTINGS: (*Start > Settings > Personalization > Themes*). Change the Theme settings as desired. *NOTE: Themes affect visuals, sounds, buttons, mouse pointer, screen saver, and other elements.*

e. BACKGROUND IMAGE (WALLPAPER): (*Start > Settings > Personalization > Background*). Choose "Picture", then Browse and choose a background image. *Note: You can also download images to the Pictures folder or create a folder for a slide show and select Slideshow.*

f. ACCENT COLORS: Window Accent Colors: (*Start > Settings > Personalization > Colors*) By default, the Taskbar and other backgrounds are BLACK. I suggest you make the following changes:

- 1) Turn OFF "Transparency effects".
- 2) Choose a desired accent color.
- 3) Turn ON "Start, taskbar, and action center".
- 4) Turn ON "Title Bars".

g. LOCK SCREEN (and Sign-in Screen): (*Start > Settings > Personalization > Lock Screen*).

- 1) Choose an image for the Lock Screen. If you prefer "Windows spotlight" you will need to change the Background setting to "Picture" and then back to "Windows spotlight to trigger the event.
- 2) Leave the "Show Lock Screen background picture on the sign-in screen" turned on.

h. SCREEN SAVER: (*Start > Settings > Personalization > Lock Screen > Screen saver settings*). Set as desired.

i. START MENU: (*Start > Settings > Personalization > Start*). Turn off "Show recently added apps".

j. CLARITY TUNE: You should turn on ClearType. (*Search Clarity or Run: CTTUNE*). Check the box: Turn on ClearType". click "Next". Follow the instructions for "ClearType Tuning".

k. DISPLAY BRIGHTNESS (LAPTOPS ONLY): (*Start > Settings > System > Display*). Adjust Brightness.

40. SOUNDS: Go to: (*Start > Settings > Personalization > Themes > Sounds*).

- a. Click to check the box for Play Windows Startup sound".
- b. Make sure the Sound Scheme is set to: "**Windows Default**" and check that you can hear the system "Sounds" OK. (*Control Panel > Sound > Sounds tab*).
- c. Make sure any "AUDIO ENHANCEMENTS" are DISABLED. (*ie: MAXX AUDIO, DTS AUDIO, etc.*)
- d. Make sure "Spacial Sounds" is set to **OFF**. (*Start > Settings > System > Sound > Device properties.*)

- 41. 41. MOUSE SETTINGS:**
- a. **BUTTONS Tab:** (*Start > Settings > Devices > Mouse > Additional Mouse Options*) . Set the double-click speed as slow as possible (*Slider to the left*).
 - b. **POINTER - Basic Options:** (*Start > Settings > Devices > Mouse > Additional Mouse Options*). Disable the Pointer Shadow by un-checking the box for " Enable Pointer Shadow".
 - c. **POINTER OPTIONS Tab:** (*Start > Settings > Devices > Mouse > Additional Mouse Options*). Check the box for " Automatically move the pointer to the default button" and check the box for " Show location of Pointer when I press the <Ctrl> key".
- 42. TOUCHPAD SETTINGS - (LAPTOPS ONLY):** (*Start > Settings > Devices > Touchpad*). I suggest you DISABLE all "TAP" and other "Gestures". This includes all Scroll & Zoom gestures. Set all "three-finger" gestures to do "Nothing".
- 43. TOUCHSCREEN: TEST it to make sure it works.**
- 44. SAVE THE THEME:** (*Start > Settings > Personalization > Themes*). Click "Save Theme". Name the new Theme, then click "Save".
- 45. SNAP:** Disable SNAP. Unless you do multitasking, be sure to disable Snap. Go to (*Start > Settings > System > Multitasking*) and turn off "Snap Windows" (*I find SNAP very annoying*).
- 46. "TABLET MODE" DISABLE:** If desired, Disable "TABLET MODE" buttons:
- a. **Turn off "Auto Tablet" modes:** (*Start > Settings > System > Tablet*). Set the "When I sign in" box to: "Never use tablet mode" & "When I use this device as a tablet": "Don't switch to tablet mode".
- 47. FILE EXPLORER OPTIONS SET-UP (Folder Options)**
- a. Folder View Options: (*Control Panel > File Explorer Options > View Tab > Advanced settings:*). The default settings are mostly OK. In the "Advanced settings" box, make sure these boxes are set as follows:
 - 1) Check or uncheck the following boxes as shown (*the Default is OK for the other items*) :
 - Always show menus.
 - Decrease space between items (**compact mode**). **CHECK THIS!**
 - Display full path in the title bar
 - Hidden files and folders
 - Show Hidden files, folders, and drives.
 - Hide empty drives.
 - Hide extensions for known file types **UN-CHECK THIS!**
 - Hide protected operating system files.
 - Show Drive Letters.
 - Show encrypted or compressed NTFS Folders & files in color.
 - Show sync provider notifications **UN-CHECK THIS!**
 - 2) Click <Apply> " .
- 48. TASKBAR:**
- a. TASKBAR COLOR: This was set in Step 38e "Windows Accent Color".
 - b. LOCK THE TASKBAR: Right-click any blank area of the Taskbar. If not already checked, click to check: "✓ Lock the Taskbar".
 - c. "QUICK LAUNCH" area: Add any desired Icons to the Taskbar by right-clicking the desired Icon on the Start Menu or the Desktop, then click "Pin to taskbar" (*Note: It is no longer called Quick Launch*).
 - d. NOTIFICATION AREA ICONS: (*Right-click Taskbar > Settings > Taskbar > Select which Icons appear in the Taskbar*). Click to turn on "Always show all icons....." or if you are short on space, choose the Icons.
 - e. NEWS AND INTERESTS: Right-click any blank area of the Taskbar and turn off News and Interests
 - f. TOOLBARS: Right-click any blank area of the Taskbar. Click Toolbars, then click (to uncheck) any undesired Toolbars like "Yahoo or Google Search".
- 49. FIREFOX Browser SETUP (for each user)**
- a. SET UP TO VIEW MENUS & TOOLBARS: Right-click in the area to the right of any Tab and click (to check) Menu Bar. Then click VIEW and check each toolbar desired so it shows up.
 - b. IF THE BOOKMARKS ARE MISSING: Go to Run: firefox.exe -p and change to the correct profile.
 - c. TITLE BAR: Activate the Title Bar (*Click on the Hamburger > More Tools > Customize toolbar*) Click to check the box for "Title Bar" > Done.
 - d. HOMEPAGE: (*Tools > Settings > Home tab*) Set Default Homepage/s as desired.
 - e. BOOKMARKS TOOLBAR: Drag any desired Icons to the Bookmarks Toolbar.

- f. SECURE FIREFOX: (*Tools > Settings > Privacy & Security tab*)
 - 1) Tracking Protection". Choose "Standard" or "Strict".
 - 2) "History": Choose: Firefox will "Use custom settings for history". Check the box for: Clear history when Firefox closes". Click <Settings> and choose the desired items.
- g. SEARCH ENGINE SETTINGS: (*Tools > Settings > Search tab*).
 - 1) Search Bar: Select "Add Search bar in toolbar"
 - 2) Default Search Engine. Select GOOGLE as default.
 - 3) One-Click Search Engines: Uncheck and then delete BING.
- h. WOT ADD-ON (*Web Of Trust*): Install the add-on and **test it**.
- i. NEW TAB OVERRIDE: Install Add-On and set it up to open the "Current Home Page". Be sure to check the box called: Set Focus to the Web Page instead of the address bar.

50. CHROME Browser SETUP (for each user)

- a. BOOKMARKS TOOLBAR: If the Bookmarks Toolbar is not visible, click (Ctrl-Shft-B), then drag or import any desired Icons to the Bookmarks Toolbar.
- b. HOMEPAGE: Go to {3 Dots} > Settings > Settings > On Startup). Set Default Homepage/s as desired.
- c. HOME BUTTON: To show Home button: Go to {3 Dots} > Settings > Settings > Appearance) Turn on "Show home button"
- d. WOT ADD-ON (*Web Of Trust*): Install the add-on and **test it**. If WOT Icon is not visible, "**PIN**" it.

51. EDGE Browser SETUP (for each user)

- a. YOU MUST FIRST COMPLETE THE "FIRST-RUN" WELCOME TO EDGE SEQUENCE.
- b. UPDATE EDGE: Go to {3 Dots} > Settings > Help & Feedback > About Microsoft Edge.
- c. FAVORITES TOOLBAR:
 - 1) Add the Favorites Toolbar. (*Click the {3 Dots} > Favorites > 3 Dots > Show Favorites Bar > Always > Done.*) (*Ctrl-Shft-B*). You can import Bookmarks/Favorites from other browsers if desired: (*Click the {3 Dots} > Favorites > 3 Dots > Import favorites*).
 - 2) Add custom Links to the Favorites Bar: "www.google.com", "www.jimopi.net", "fast.com", etc
- d. WHEN EDGE STARTS: Click ({3 Dots} > Settings > Settings > "Start, Home, and new tab").
 - 1) HOME PAGE: Choose the pages you want as Home Page/s Choose "Open these pages". Then Click on "Use all open tabs".
 - 2) HOME BUTTON: To show Home button: Turn on "Show home button". Select action desired: Type or paste the website preferred for Home button site.
 - 3) NEW TAB PAGE: To customize: See the NEW TAB REDIRECT ADD-ON below. .
- e. SECURE EDGE: (Go to {3 Dots} > Settings > Settings > Privacy and services). Set Tracking prevention and other privacy settings as desired.
- f. DEFAULT SEARCH ENGINE: To change from BING to your preferred search enging: Go to {3 Dots} > Settings > Settings > Privacy search and services). Scroll down to "Services" and click on the arrow to the right of "Address bar". Change the search engine to the one desired. If your desired engine is not listed, click on "Manage search engines" and add it.
- g. WOT ADD-ON (*Web Of Trust*): Search for CHROME WOT, and select it. Click on "Allow extensions from other stores". Click on "Add to chrome".After a small wait, click on "Agree and Continue". Close all the WOT windows WITHOUT clicking on "Fix all issues". **TEST WOT**.
- h. NEW TAB CHANGER Install this Extension: NOTE: By Default the "New Tab" button opens to the Microsoft BING page. Once this extension is installed, it must be manually turned on (*Settings > Extensions*), then click "Extension options" and "Set Options". Set the Redirect URL to: <https://www.google.com> , then click SAVE.

- 52. CHOOSE DEFAULT APPS:** (*Start > Settings > Apps > Default Apps.*) MUSIC = WMP12, PHOTOS = Windows Photo Viewer, BROWSER = Firefox or Chrome. Choose your preferred Apps, If Windows Photo Viewer is missing, activate it using WINAERO TWEAKER. (*Bottom of the list.*)
- 53. ONE DRIVE: STOP MICROSOFT “ONE DRIVE” POPUPS:** (*If you do not use it*)
- Right-click the OneDrive Icon in the Notification area, (*Click Settings > Settings tab*). Uncheck the box for “Automatically start OneDrive with Windows. Click OK. Right click OneDrive Icon again and click Exit
 - Turn off OneDrive Notifications: (*Settings > System > Notifications*) Turn off Notifications for Microsoft OneDrive. **WARNING:** *Any updates to OneDrive usually resets these settings.*
- 54. ADOBE READER DC (or Foxit Reader)**
- Install Reader or Acrobat, not both, and check for updates until no more show up. (*If downloading the free Acrobat Reader, be sure to **UN-CHECK** " Add Google Toolbar" every time it asks*)
 - Open the program to initialize it and click “Yes” to accept the EULA.
 - Set it as the Default Reader. Click on “Select As Default PDF Handler”.
- 55. OFFICE SUITE - INITIALIZATION** (*It must be customized for each User Account*)
- For MICROSOFT OFFICE:** Open Office Word and make sure it opens OK and is ACTIVATED.
 - For LIBRE OFFICE**
 - DEFAULT SAVE FORMAT: (Set the default "Save" format. (*Open any LIBRE Office Program. Go to Tools > Options > Load/Save > General*). Select a save format of "Microsoft Word 2007-2013 XML". Do similar for Spreadsheets and Presentations.
- 56. NOTIFICATIONS:**
- Under (*Settings > System > Notifications & actions*) You must leave ON: “Get notifications from apps and other senders”. Also leave ON; “Show mw the Windows welcome Experience...” If desired, you can then turn off all individual items under “Get notifications from these senders”..
 - Be sure to at least turn OFF “Get Tips, tricks and suggestions at you use Windows”..
- 57. SECURITY & ANTI-MALWARE PROTECTION:**
- BROWSER SECURITY**
 - WOT: Verify the WOT add-on is installed on all browsers and for all Users.
 - SANDBOXIE (IF INSTALLED)
 - Set up and test SANDBOXIE for all Users. See my Sandboxie writeup for details.
 - SET UP SANDBOXIE PRINT PERMISSIONS = (*Configure > Edit Configuration*), Scroll down to the “DefaultBox” settings. At the end of the DefaultBox settings, add the line: *AllowSpoolerPrintToFile=Y* and be sure it is followed by a blank line.
 - ANTI-MALWARE PROGRAM ICONS:** On each Program Icon, (*Click Properties > Shortcut tab > "Advanced" button*). Check the box for " Run as Administrator".
 - Drag the Start Icons for all the Anti-Malware programs into the new "Anti-Malware Programs" folder created on the Desktop in an earlier step.
 - ESET ON-LINE SCAN Icon: Download the ESET online scanner app: esetonlinescanner_enu.exe and drag it to the new Anti Malware Programs folder.
- 58. CAMERA TEST: Start > Camera. Make sure it works.**

- 59. CREATE & CUSTOMIZE AN ADMIN USER and any ADDITIONAL "STANDARD" USERS.**
- From the Administrator Account, manually create any additional desired "Standard" user accounts.
 - Repeat steps 37 through 57 for all items that apply to the ADMIN user and any other Users.
- 60. CLEAN TEMP FILES, COOKIES, ETC:**
- CCLEANER SCAN: Run "Analyze and Clean" scans **for each User**. FILES cleaned: _____ MB.
- 61. DEFRAG & OPTIMIZE:** (*Control Panel > Administrative Tools > Defragment and Optimize Drives*).
- If the hard-drive is **NOT** an **SSD**, do a "Defrag and Optimize": Before: _____%, After: _____%
 - If Drive is an **SSD**: Solid State Drives should **NEVER BE DEFRAGGED**. If your system properly recognizes an **SSD**, it will allow you to TRIM it by clicking "**Optimize**".
 - Defrag Schedule: *Note: By default, Windows 10 defrags the C Drive on a weekly schedule.* You can change the Automatic Defrag schedule Daily/Weekly/Monthly as desired and which drives.
- 62. SCANS:**
- MEMTEST86+:** Run a full scan while tapping on RAM sticks.
 - HARD-DRIVE TESTS:**
 - Run CRYSTAL DISK INFO and make sure all hard-drives show a status of "GOOD".
 - Run the CRYSTAL DISK MARK drive benchmark speed test on all SSD & hard-drives.
_____ MB/sec
 - CCLEANER: Software Update Scan:** (*TOOLS > SOFTWARE UPDATER*) Run a scan and fix any
. *Issues found:* _____
 - Make sure SUMo is configured to NOT auto-start on boot and to NOT autoupdate.
 - Resolve all insecure and end-of-life issues before continuing.
 - Drag a copy of the SUMo start Icon from the All apps menu to the Utility Programs folder.
 - ANTIMALWARE SCANS: *FIRST: UNPLUG ANY USB FLASH OR EXTERNAL DRIVES !***
 - ADW CLEANER SCAN
 - WINDOWS SECURITY or PREFERRED ADDITIONAL ANTI-VIRUS: Verify Real time protection is on and a scheduled scan is set up. Do updates, then run a Full Scan.
 - MBAM SCAN: MalwareBytes AntiMalware: Do updates, then run a full scan on all drives.
 - SAS SCAN: SuperAntiSpyware: Do updates, then run a full scan on all drives
 - ESET Online Scan. Run a full-scan including archives.
 - Resolve all issues before continuing!***
- 63. PASSWORD EXPIRATION: For Windows 10 PRO and ENTERPRISE only:** By default, all Log-in passwords expire every 42 days. To disable Password timeout, first log in to an Administrator User Account, then go to: (*Control Panel > Administrative Tools > Local Security Policy > Account Policies > Password Policy*). Change the maximum setting from 42 to 0
- 64. SPEEDFAN:** Benchmark PC Temperatures; _____
With Prime 95 or some other program running to push CPU near 100%.
- 65. EVENT VIEWER:** Review the Event Viewer logs & resolve any errors found. (*Right-click Computer > Manage > Event Viewer > Windows Logs*). Check both the "System" logs and "Application" logs for errors & fix them.
- 66. E-MAIL SET-UP: (Optional)**
- WARNING:** Only set up a Mail Client in the "Standard" user Account that the user uses every day. Never set up e-mail in an "Administrator" Authority User Account.
 - "MAIL" APP or OUTLOOK 2007/2010** (*The Windows 10 "MAIL" App replaces all previous Microsoft Mail clients except Microsoft Outlook.*). *NOTE: I think Mozilla Thunderbird is the best E-mail Client.* You will have to google for tips on moving your Mail and Contacts from previous clients.
 - THUNDERBIRD** If desired by the user, set it up for e-mail.
 - TOOLBARS:** Right-click on the lower part of the Title Bar and **click to check "✓ Menu Bar"**, then Right-click on the lower part of the Title Bar again and **click to check "✓ Mail Toolbar"**,
 - See my **THUNDERBIRD SETUP STEP-BY-STEP** for full instructions.

67. 67. TESTING: (Do these for EACH User Account)

- a. SYSTEM SOUNDS: Make sure that "System Sounds" work: You should hear a plunk when adjusting the volume up and down. If not, right-click on the speaker icon in the notification area and click "Volume Mixer". Make sure the System Sounds are not muted.
- b. WINDOWS MEDIA PLAYER 12:
 - 1) Open & "First time" configure it. Select "Custom Settings". During the set up wizard, be sure to UN-CHECK the box = " Download Usage rights automatically...." and check "Make Windows Media Player the default Music and Video Player". (If it was already configured, (click Tools > Options > "Privacy" tab), and make sure box for " Download usage rights automatically..." Is unchecked).
 - 2) MENUS: Right-click in the menu area and select View. Click "Show Menu bar".
 - 3) FILETYPES: To change any multimedia filetype associations, go to (Control Panel > Default Programs).
- c. MUSIC CD: Load & play a Music CD. Default music player is: _____
- d. DVD MOVIE: Load & play a DVD Movie FULL SCREEN. Default Video player is: _____
- e. .JPG WINDOWS PHOTO VIEWER TEST: Open a .jpg file. Default Viewer is: _____
- f. MULTIMEDIA TESTS: Play the following file types: (The default Player is different for each type.)
 AU AVI MID MP3 MP4 MPG WAV WMA WMV
- g. .DOC & .DOCX: Set the default application to open these files. Default Office Program is: _____
- h. POWERPOINT TEST: Play .pps, .ppsx, .ppt, & .pptx files. Default PowerPoint viewer is: _____
(PC must have one of these installed: Office PowerPoint, ppviewer, OpenOffice or LibreOffice). Make sure the desired default program opens properly.
- i. EXCEL FILE TEST: Load .XLS and .XLSX files. The Default EXCEL file program is: _____
- j. MOVIE FILE TEST: Play a video file: .MOV (Use either a "regular" .mov file or an "h.264" .mov file). The default .MOV file player (usually WMP12) is: _____
- k. PDF: Test Default PDF ReaderDefault Reader: _____
- l. TEST THE DEFAULT HTM/HTML READER IS THE DEFAULT BROWSER. _____
- m. BROWSER TESTS: (CHROME, FIREFOX, IE11) (FF 32 or 64-bit, IE11 64-bit only)
CH Edge FF
 - HTML5 TEST. Play a youtube video FULL SCREEN: www.youtube.com/trailers
 - PDF: Open a PDF in Browser TEST. www.samplepdf.com/sample.pdf
 - QUICKTIME VIDEO TEST: Play a QUICKTIME video: www.apple.com/trailers
 - WMP PLUGIN TEST. Play a video from: www.windowsmedia.com
- n. CD/DVD BURNING: Try burning a data CD & DVD. The Default CD/DVD program is: _____
- o. WIRELESS: If wireless is installed, make sure it will connect to a network and access the internet.
- p. ETHERNET: Test the wired connection to the internet.
- q. WEBCAM: If the PC has a built-in webcam, open the program for it and test it.
- r. ZOOM: Test Zoom video and audio.

68. HIBERNATE & SLEEP (Standby):

- a. **ADD HIBERNATE TO THE POWER MENU:** NOTE: Hibernates is not on in the Power Menu by default. Go to (Control Panel > Power Options > Choose what the power button does > Change settings that are currently unavailable). Scroll down and click to check "Hibernates - Show in Power Menu". Click on "Save"
- b. **Verify that "Hibernates" and "Sleep" function OK.**
- c. NOTE 1: Hibernates and Sleep may not work on some laptops if any USB devices are plugged in and active; especially an external Keyboard and Mouse.
- d. NOTE 2: If the Hibernates option is still not visible in the Power menu, the PC may be using "Hybrid Sleep". Turn OFF Hybrid Sleep in the Advanced Power settings.

- 69. POWER:** (*Control Panel > Power Options*)
- a. **CHOOSE A FINAL POWER PLAN:**
 - 1) For Desktops, set the "Power Plan" to "Ⓞ High Performance". (*I recommend choosing High Performance for Laptops as well, unless you frequently run long periods on batteries*).
 - 2) Customize detailed settings by clicking "Change Plan settings". Verify that the "When to turn off the display" actions, and "When the computer sleeps" actions are set as desired.
 - b. **CHOOSE BUTTON FUNCTIONS:** Verify the "Power Button" action is set to "Shutdown".
 - c. **LAPTOPS ONLY:**
 - 1) Make sure the Battery/Power Icon set to always display in the Taskbar Notification area (*Control Panel > Power Options*) and (*Right-click Taskbar > Properties > Taskbar Customize*).
 - 2) **BATTERY TEST:** Set the Power Plan to NEVER turn off the "Display" or "Put the PC to sleep" (*Control Panel > Power Options*). Then run it and see how long the battery lasts. Record the time on the Service History header sheet.
 - 3) Verify the "Close Lid" actions and "Adjust the display brightness" actions are set as desired.
- 70. BELARC ADVISOR.** Run a scan. Fix any RED X situations, and save the results. Create a subfolder in My Documents called Belarc_Files to save the scan results. Save a copy to Flash for archiving. .
- 71. IMAGE BACKUP - FINAL:** Do a full image back-up of your new install to an external Hard-drive. A third party program like ACRONIS or EASEUS is required.
- 72. PC USERS GUIDE:** If you can, download and put a PDF version of the PC's User Guide/Manual into "My Documents", and then put a shortcut to it on the Desktop
- 73. BURN RECOVERY DVD's:** For new PC's, burn a set of Recovery DVD's (or USB Drive). Use the PC's User Manual or (*go to Control Panel > Recovery > Create a Recovery Drive*).
- 74. SYSTEM PROTECTION (SYSTEM RESTORE):** (*Control Panel > System > System Protection*)
- a. **CLEAR THE SYSTEM RESTORE HISTORY:** Highlight Drive C, then click "Configure", then "Delete"
 - b. **MONITOR DRIVE C ONLY:** Make sure System Restore is only monitoring Drive C.
 - c. **MAX DISK SPACE USAGE:** Make sure the Drive C disk space usage "Max Usage" is set to 30 GB or so (*Larger if desired*). (*Control Panel > System > System Protection > Configure*).
 - d. **SET A RESTORE POINT:** This a good time to create a Windows Restore Point. Click "Create".
- 75. USER ACCOUNT CONTROL:** Make sure UAC is turned on and set to "**Always Notify**". (*Control Panel > User Accounts > Change User Account Control settings*).
- 76. USER ACCOUNT TYPES:**
- a. (*Control Panel > User Accounts < Manage another account*). Make sure that all user accounts are set to "**Standard**" authority except for the one ADMIN User Account which should be set to **Administrator**
- 77. USER PASSWORDS:** As necessary, add user passwords. Test all log-ins.
- 78. UEFI BOOT ORDER:** If necessary, restore the UEFI Boot order.
- 79. PRINTER SOFTWARE & DRIVERS:** (Only if you are on-site and the printers are available).
WARNING: Do not connect your printer until instructed by the install wizard!!
- 80. CLEAR ANY ACTION CENTER NOTIFICATIONS:** Re-enable any real-time Anti-Malware protection that was disabled, then go to the Action Center, Fix and clear all Notifications. (*Taskbar > click right end*).
- 81. *Make sure the CD/DVD Drive is empty before powering down the PC !***

ADDENDUM

IF SAVING DATA & SETTINGS FROM AN OLD SYSTEM:

- USER ACCOUNT NAMES:** If possible, write down the exact User Account names for each User.

- DESKTOP INFO:** If possible, write down the Theme, Wallpaper, Window Color for each User.

- SAVE PRODUCT KEYS AND “INSTALLED PROGRAMS” INFO:**
 - If the System boots OK:
 - BELARC ADVISOR: Install & run Belarc Advisor. This will collect some Product Keys and list the installed programs. Save to a Flash-drive.
 - Try also: PRODUKEY or NEOSMART PRODUCT KEY TOOL.
 - SIW: Run SIW > Licenses: Snip or copy all License and Product Keys. Save to flash drive.
 - If the System will NOT boot:
 - PRODUCT KEYS: (Run PRODUKEY): Boot HIREN’s BOOT CD. Run PRODUKEY and save to a flash-drive. (*Boot > choose Mini Windows XP > HBCD Menu > Passwords/keys > Product Keys > Produkey*). To get the keys: (*File > Select source > choose Load Product Keys from all disks currently plugged into System > OK*). To save the keys, plug in a flash-drive, then: (*Highlight all items > File > Save selected items > name the file as desired.txt > select the flash drive*)
- BACKUP DATA FILES, SYSTEM SETTINGS, EMAILS, FAVORITES, BOOKMARKS ETC.**
 - If system boots OK,
 - First run a full set of malware scans,
 - Then run FAB’s AUTOBACKUP. Save the data & settings for all User Accounts to an external hard-drive.
 - If system will NOT boot, install the hard-drive as a slave-drive in a bench PC.
 - Run malware scans on the drive.
 - Run FAB’s AUTOBACKUP: Select the slave-drive for backup, then save the data and settings for all User Accounts to a flash-drive or external hard-drive ***WARNING: The infected hard-drive can easily infect your bench PC! Scan your bench PC when done.***
- MALWARE SCANS:** Either boot a UBCD4WIN CD or mount drives on another PC and.....
 - Scan all hard-drives to be used on the new system for malware before re-installing Windows.
 - Scan the FAB’s AUTOBACKUP saved files and DOUBLE DRIVER saved files for malware thoroughly before restoring data to a new system.** This includes ANY saved data that is to be transferred to the new system.

SATA MODE: CHANGE FROM IDE/RAID TO AHCI Without reinstalling Win 10:

- See this tip: <https://www.dell.com/community/XPS-Desktops/XPS-8390-NVMe-SSD-install-issue/td-p/5765334>
From “Koeven” on the Dell.com Forums. DELL BIOS was set to RAID even though there was only one main drive.
 1. On an Administrator User Account, click the Windows Start Menu >
(*Windows system > right-click on Command prompt > More > Run as administrator*)
 2. Type this command and press ENTER: **bcdedit /set {current} safeboot minimal**
 3. Restart the computer and enter BIOS Setup by pressing F2 multiple times during the boot.
 4. Change the SATA Operation mode from RAID or IDE to **AHCI**.
 5. Save changes and exit Setup. Windows will automatically boot to Safe Mode.
 6. Click the Windows Start Menu >
(*Windows system > right-click on Command prompt > More > Run as administrator*)
 7. Type this command and press ENTER: **bcdedit /deletevalue {current} safeboot**
 8. Reboot once more and Windows will automatically start with AHCI drivers enabled.
- **If this does not fix it, I would consider returning the PC to the store.**