WINDOWS 11 QUICK SET-UP FOR A NEW SYSTEM ©

USER ACCOUNT OVERVIEW:

- The User Account created during the Windows 11 installation or a new PC setup is always an "Administrator" authority account *(ie: "User1")*. Name it as desired for daily use as this will become your main user account. ***I DO NOT RECOMMEND CREATING A MICROSOFT "LIVE" USER ACCOUNT. RATHER, YOU SHOULD CREATE A "LOCAL" USER ACCOUNT.***

- To create a LOCAL Account instead, follow the Windows 11 install process until you get to the "choose a country" screen. Press <Shift-F10>, key in: OOBE\BYPASSNRO, the PC will reboot. Then key in: IPCONFIG /RELEASE to disable the Internet. When the install says you must Sign In to a Microsoft Account, Click on: I have no internet, click on "Continue with limited setup". This will allow you to create a LOCAL Account. ***DO NOT CREATE A NEW MICROSOFT ACCOUNT UNLESS YOU ARE SURE YOU WANT IT***.

- Near the end of this Guide, you will create a second User Account *(called for example: "Admin-User1")*. This second User Account should be "Administrator" authority and should be password protected. This new "Administrator" Account is only for PC security and is not normally used for anything except program installations. Once this new account is in place and tested, you will then change your original "User1" Account to "Standard" user authority. This is good protection against malware infections.

- *Warning: If the original User Account was already set up by a store and you do not like the User name, NEVER RENAME the account. Always create a NEW User Account with a name you like and when it is tested and working, you can remove the original undesired User Account.*

- *Note: Many of the settings below must be done for every User Account on the PC.*

INSTALL STEPS:

1. **TIME/DATE VERIFY:** Verify <u>ALL</u> these items are correct: Time, AM/PM, Date, Year, and Time Zone. **.**

2. **START ICON:** To move it to the left: Right-click on the Taskbar, Find "Taskbar behaviors". Change Taskbar alignment from Center to Left**.**

3. **DESKTOP SET-UP:**
    a. **ICONS THAT SHOULD BE ON THE DESKTOP:**
        1) **System Icons:** *(From Start > settings > Personalization) > Themes)* , click "Change Desktop Icons", and check the boxes for: COMPUTER, USER'S FILES, CONTROL PANEL, aand RECYCLE BIN.

        2) **Regular Icons:** Such as: MICROSOFT OFFICE 2021: <u>Left-click</u> & drag from the Start Menu,

4. **DISPLAY SET-UP:**
    a. **MISC SETTINGS:**
        1) **THEME:** *(Right-click Start > Settings > Personalization > Themes)*. If desired, choose a different Theme. *(WARNING: Changing the "Theme" resets all other visual settings to default.)*

        2) **DESKTOP BACKGROUND IMAGE:** *(Right-click Start > Settings > Personalization > Background)*. Choose an Image you like from that Theme's Wallpapers or select a personal photo or a folder of photos of your own. If you choose a personal folder, the desktop will be a slideshow will be of all photos in that folder. *NOTE: By default, all the photos in the chosen Theme will play in a slideshow.*

        3) **COLORS: WINDOW ACCENT COLOR:** (Color of Window borders, Start Menu, Taskbar) *(Right-click Start > Settings > Personalization > Colors)*. Pick a Color, then turn off "Transparency effects" *(for ease of viewing)*. Under "Show accent color on the following surfaces", Click to check ☑ Start, taskbar, and action center, then click to check ☑ Title bars.

        4) **IMPROVE DISPLAY READABILITY:** If you want to customize various visual items to improve the readability of the display, this is the time to do it. Install and run the WINAERO TWEAKER utility for this.

5) **SCREEN SAVER:** *(Right-click Start > Settings > Personalization > Lock screen > Screen saver settings).* Set up your Screen Saver settings to "None", "3D", or as desired. None is preferable as it allows the display to go into "Power Saver" mode.

6) **SAVE THE CUSTOM THEME:** *(Right-click Start > Settings > Personalization > Themes).* Click "Save Theme": Name your custom theme ("BLUE 1" for example) and click "Save".

b. **CLEARTYPE:** Adjust settings for ClearType *(Start)* Search for CTTUNE. Check the box: "☑ Turn on ClearType". click "Next", then follow the instructions for "ClearType Tuning".

c. **REBOOT:** Be sure to Reboot at this point and then make sure all of the new settings still took correct.

5. **CONTROL PANEL VIEW:** *(Go to Control Panel).* In the upper right-hand area of the window where it says "View by: Category", click the down arrow and select "Large Icons" or "Small Icons".

6. **TASKBAR:**

   a. "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)*

7. **MOUSE Optimizations:** *(Start > Settings > Devices > Mouse > Additional mouse options)*

   a. Buttons Tab: Set the double-click speed as slow as possible *(to the left).*

   b. Pointers Tab.
      1) Choose the "Magnified (system scheme) Pointer Scheme or or select a preferred pointer.
      2) Disable the Pointer Shadow by un-checking the box for "☐ Enable Pointer Shadow"

   c. Pointer Options Tab: 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".

   d. Click <Apply> & <OK> to exit.

8. **START MENU, DISABLE**: "HIGHLIGHT NEWLY INSTALLED PROGRAMS": *(Right-click the Taskbar > Taskbar settings > Start).* Turn off "Show recently added Apps".

9. **ENABLE SYSTEM PROTECTION FOR DRIVE C.** *(Control Panel > System > System Protection).* Make sure System Protection is ON for Drive C.

10. **FIREFOX Browser:**
    a. SETUP MENUS & TOOLBARS:Right-click to the right of any tab and click Menu Bar. Then click VIEW and check each toolbar desired so it shows up.

    b. HOMEPAGE: Set Homepage/s as desire: *(Tools > Options > General tab)* .

    c. SECURE FIREFOX*: (Tools > Options > Privacy tab > Use custom settings for history)*
       1) UN-CHECK the box "Accept third-party cookies".
       2) Check the box for "Clear history when Firefox closes", then click "Settings". Choose the items you wish to be deleted each time you close Firefox. *I check everything but the "Browsing History".*

    d. WOT: Install the Firefox add-on called "**WOT**" *(Web Of Trust)* and test it. *(Find it at: WWW.MYWOT.COM).*

    e. BOOKMARKS TOOLBAR: Drag any desired Icons to the Bookmarks Toolbar.

11. **CHROME Browser:**
    a. SETUP MENUS & TOOLBARS: Click on the 3 dots on upper RH corner and click Bookmarks. Then click to check: "Show Bookmarks Bar".

    b. HOMEPAGE: Set Homepage/s as desired: Click on the 3 dots on upper RH corner and click Settings. Then Under "On startup", click "Open a specific set of pages > Add a new page > and enter: https://www.google.com

    c. WOT: Install the Firefox add-on called "**WOT**" *(Web Of Trust)* and test it. *(Find it at: WWW.MYWOT.COM).*

    d. BOOKMARKS TOOLBAR: Drag any desired Icons to the Bookmarks Toolbar.

12. **EDGE Browser** *(for each user)*

   a. Make sure EDGE is up to date.

   b. BOOKMARKS TOOLBAR:
      1) Add the Bookmarks Toolbar *(Ctrl-Shft-B)*.
      2) You can import Bookmarks/Favorites from other browsers if desired: *(Click the {3 Dots} > Favorites > import)*. Pick a browser to import from and click import. Manage them if necessary *(Ctrl-Shft-O)*
      3) Add custom Links for Bookmarks bar: "www.google.com", "www.jimopi.net", "fast.com", etc

   c. HOME PAGE: Choose the webpage or pages you want as Home Page/s, then click *({3 Dots} > Settings > Settings > "On startup")* Choose "Open a specific page or pages". Then Click on "Use all open tabs".

   d. HOME BUTTON: To show Home button: Go to *{3 Dots} > Settings > Settings > Appearance)* Turn on "Show home button". Select action desired: Type or paste the website preferred for Home button site.

   e. NEW TAB PAGE: To customize *({3 Dots} > Settings > Settings > New tab page > Customize)*. Turn off quick links and images of the day. Custom Content = Content off. *No way to add Google to new Tab.*

   f. SECURE EDGE*: (Go to {3 Dots} > Settings > Settings > Privacy and services)*. Set Tracking prevention and other privacy settings as desired.

   g. DEFAULT SEARCH ENGINE: To change from BING to your preferred search enging: Go to *{3 Dots} > Settings > Settings > Privacy 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.

   h. WOT ADD-ON *(Web Of Trust)*: *(Click the ellipsis button {3 Dots} > Extensions)*. Click on "Get extensions from Microsoft Store". Search for WOT. *(Click on WOT Logo > Get > Add extension > close Edge)*.

13. **REMOVE ANY ANTIMALWARE PROGRAM OR JUNK APPS INSTALLED BY THE MFG.**
   NOTE: Windows Security comes with Windows 11 and that is all the protection you need as long as you install and use Sandboxie.

14. **UTILITY & MISC PROGRAMS INSTALL:** I recommend the following utility programs be installed:

   ☐-**ADOBE READER** ☐-**CCLEANER**   ☐ **CRYSTAL DISK INFO** ☐ **HDTUNE**   ☐-**FIREFOX**

   ☐-**CHROME**   ☐ **JAVA ALT**   ☐ **SPEEDFAN**   ☐ **WINAERO TWEAKER**

15. **CCLEANER**: Go to *(Options > Smart Cleaning)*, and DISABLE all check boxes**.**

16. **FILE EXPLORER OPTIONS SET-UP**
   a. Default Folder View: I recommend setting the Default view for ALL folders to DETAILS. First go to any Standard Folder and choose the DETAILS view, then click; *(View > Options > Change Folder and Search Options > View tab. Click "Apply to Folders")*.

   b. Folder View Options: Go to any Standard Folder and click*. (View > Options > Change Folder and Search 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 the following boxes:
         ☑ Always show menus.
         ☑ **Decrease space between items** (**compact mode**).   *CHECK THIS!*
         ☑ Display the full path in the title bar.

         -- Hidden files and folders
            ⦿ Show Hidden files, folders, and drives.
         ☑ Hide protected operating system files.

      2) Uncheck the following boxes:
         ☐ Hide extensions for known file types, then click <Apply>
         ☐ Show sync provider notificatons.

17. **CLEAN TEMP FILES, COOKIES, ETC:**
    a. RUN CCLEANER FOR EVERY USER ACCOUNT. _____MB

18. **DISABLE PASSWORD EXPIRATION**: **Windows 11 Pro and possibly Home:** *WARNING: All Log-in passwords expire every 42 days by default! (Password timeout).* To prevent this:
    a. Log onto the Administrator User Account and go to:*(Start > Windows Tools > Local Security Policy > Account Policies > Password Policy).*

    b. Double-click "maximum password age" and set it to 0   *(zero).*

19. **SCANS:**
    a. **SCAN FOR OUT OF DATE APPS:** *(OPEN **CCLEANER** > Tools > Software updater): See my "UTILITY.PROGRAMS" sheet.* ISSUES FIXED: _____

    b. **SPEEDFAN:** Benchmark PC Temperatures; _____

20. **POWER PLAN**: *(Control Panel > Power options > Additional Power settings)*
    a. **CHOOSE A FINAL POWER PLAN:** Set "Power Plan" to "⊙ High Performance". Choose your preferred sleep options.

    b. **BUTTON FUNCTION**: Verify the "Power Button" action is set to SHUTDOWN.

    c. **HIBERNATE:** *NOTE: Hibernate is not on in the Power Menu by default.* Go to *(Settings > System > Power and sleep > Additional Power settings > Choose what the power buttons do > Change settings that are currently unavailable).* Scroll down & click to check "Hibernate - Show in Power Menu". Click on "Save changes"

21. **DISABLE AUTO-RESTART AFTER AN ERROR**: *(Control Panel > System > Advanced system settings > Advanced Tab > under Startup and Recovery, click the "Settings" button).* Under "System Failure", un-check the box for "☐ Automatically Restart".

22. **CREATE YOUR "ADMIN" USER ACCOUNT**: This is the account you will use only for Program installs and other administrator tasks and should be named something like "Admin-yourname". AS an administrator: *(Right-click Start > Settings > Accounts > Family and other people > 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-User1" and enter a password. Select the new Admin user and click on "Change Account type". Choose Account type = "Administrator". Go through this entire setup again for this new Admin User.

23. **USER ACCOUNT CONTROL:** From an Administrator authority user account, make sure that all user accounts are "Standard" except for the one "Admin-xxxx" User account which should be "Administrator" *(Control Panel > User Accounts < Manage another account*)

NEED MORE DETAILS?
   For detailed info on upgrading, installing, or customizing Windows 11, see the following WINDOWS 11 TOPICS sheets at www.jimopi.net :
   - ✓ "UPGRADE CHECKLIST WINDOWS 11"
   - ✓ "INSTALL & CUSTOMIZE WINDOWS 11" *(10 pages)*
   - ✓ USE "WINAERO TWEAKER" TO IMPROVE DISPLAY READABILITY
   - ✓ "SANDBOXIE - Browse the Internet Safely"