

WINDOWS 7 - INSTALL, SET-UP, & CUSTOMIZE



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Windows7_Install.lwp

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Name _____ PC Model: _____

Users: _____ Date/s: _____

1. **IF WINDOWS 7 IS INSTALLED ALREADY OR THIS IS A NEW PC, SKIP TO STEP 3b.**
2. **DISCONNECT:** Unplug the Network cable and all USB Printer cables.
3. **INSTALL WINDOWS 7** using your Recovery DVD's or your Windows 7 Install DVD.
 - a. At the "Where do you want to install Windows" screen:
 - 1) If you want to format the drive, click "Drive Options (Advanced)". If not, Windows 7 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.
 - b. If asked, select the language = English.
 - c. User Account Name: The Account you create during the install will be an "Administrator Account". Name it with a user name like "Admin - Jim" (and a password if desired). (You will add your Main "Standard User" Account later). Also, enter a Computer Name (something like DELL8400-PC). (Note: You will add a "Computer Description" down in step 6a)
 - d. If asked, enter the Product Key, then un-check the box that says: " Automatically activate Windows when I'm online". (You should wait until all hardware is recognized and running under Windows 7 before activating. You have 30 days.).
 - e. At the Windows Update Options Window, click "Ask me later".
 - f. If asked for your Location; For a Laptop, select "Public Location". For a Desktop PC, select "Home".
4. **DRIVERS:** If you have a set of drivers saved from an old Vista or Win 7 install, restore them now.
5. **SERVICE PACK 1 CD:** (Not yet..... This space is reserved for SP1 info)
6. **SYSTEM PROPERTIES** optimizations:
 - a. **COMPUTER NAME:** (Control Panel < System and Security > System).
 - 1) Verify the Computer Name is what you want: (ie: DELL8400-PC). Verify the Computer Description is correct: (ie: Jim's Dell PC), and the Workgroup is correct: ie: JIMHOME . Note: All Workgroup Names on a home network should be exactly the same for a mixed group of PC's (XP & Win7). To change them, click the "Advanced system settings" button. Also, do not join a "Homegroup" if you have any "XP" PC's connected to your network.
 - b. **STARTUP & RECOVERY:** (Control Panel > System and Security > System > Advanced system settings > Advanced Tab > under Startup and Recovery, click the "Settings" button). Under "System Failure", un-check "Automatically Restart".
7. **DEVICE MANAGER:** (Control Panel > System and Security > 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 7 can re-detect & re-install the devices OK. Fix these issues before continuing.
8. **REMOVE ANY UNNECESSARY PROGRAMS & FEATURES:**
 - a. (Control Panel > Programs > Programs and Features): 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.*
 - b. Optional: On the left side of the "Programs and features" windows, click "Turn Windows features on or off". You'll get a list of Windows built-in software, much of which you'll never use. If you are knowledgeable, you can uncheck whatever you don't need. See www.blackviper.com for a list.

9. **VIRTUAL MEMORY:** (Control Panel > System and Security > System > Advanced system settings > Advanced tab > Performance "Settings" button > Advanced tab > Under "Virtual Memory", click <Change>.
 - a. If you only have one hard drive, make sure the box is checked for: " Automatically manage paging file size for all drives". (This is the default).
 - b. If you have a second physical hard-drive, see my "Speed Up Windows 7 checklist" for tips.
10. **WINDOWS FIREWALL:** Make sure the Windows Firewall is turned on. (Control Panel > System and Security > Windows Firewall).
11. **AUTOMATIC UPDATES, TURN OFF:** (Control Panel > System and Security > under "Windows Update", click "Turn Automatic updating on or off"). For now, select "Never check for updates".
12. **CREATE A RESTORE POINT:** Now is the time to create a Restore Point: (Control Panel > System and Security > System > Advanced system settings > System Protection tab > Create).
13. **CONNECT TO THE NETWORK NOW. (To continue, you must be on the internet.)**
14. **WINDOWS UPDATE.** Run Windows Update (Control Panel > System and Security > Windows Update).
 - a. Windows Update Settings:
 - 1) Under "Get updates for Microsoft Products", click "Find out more". Then check "I agree" and click "Install".
 - 2) Click "Change Settings" (on the left). Make sure all boxes are checked, then click <OK> to save and exit.
 - b. Run "Check for updates" and keep re-running until no more "Important" Updates are found. *Warning: Be sure to do a "Restart" after each batch of updates to make sure the downloaded ones have installed correctly and completely before downloading more.*
 - c. Look at the "Recommended" and "Optional" updates by clicking "View available updates". Double-click each update to see more information about it. Click to check the box for each one you want to install, then click the <Install> button. "Recommended" updates are usually suggested software updates to fix bugs and improve reliability of Windows 7. "Optional" updates are usually hardware driver updates of some sort.
15. **ACTIVATE WINDOWS 7:** (Control Panel > System and Security > System). Scroll to the bottom of the window. It will tell you if Windows has been Activated or not. Activate now if necessary.
16. **WEI ASSESSMENT:** Get the WEI values of the PC, (Control Panel > System & security > System > Performance Information & tools). Click "Rate this computer" or Re-run the assessment. Base Score = _____.
17. **NINITE.COM:**
 - a. Go to www.ninite.com and select the following programs for automatic download and install:

| | | | | | |
|--|--|--|---|-------------------------------------|---|
| <input type="checkbox"/> -Firefox, | <input type="checkbox"/> -Thunderbird, | <input type="checkbox"/> -Open Office, | <input type="checkbox"/> -Adobe Reader, | <input type="checkbox"/> -MSE, | <input type="checkbox"/> -Malwarebytes, |
| <input type="checkbox"/> -Flash IE, | <input type="checkbox"/> -Flash FF, | <input type="checkbox"/> -JAVA, | <input type="checkbox"/> -Skype, | <input type="checkbox"/> -CCleaner, | |
| <input type="checkbox"/> -Revo Uninstaller | <input type="checkbox"/> -CDBurnerXP. | | | | |
 - b. Download then run the custom installer. You can close the browser while Ninite is running. *NOTE: The Ninite Program Installer window says "Finished" when it is done installing. Do not minimize the window or disturb or shutdown the PC until you are sure Ninite is done.*
18. **POWER PLAN** (Control Panel > System and Security > Power Options). Click "Show additional Plans", then "Power Plan".
 - a. **CHOOSE A POWER PLAN.** Set it to "⊕ High Performance" (unless you run a lot on batteries), then customize settings as desired.
 - b. **BUTTON FUNCTION:** On the left, click and choose the "Power Button" action, the "Close Lid" action, the "When to turn off the display" action, and the "When the computer sleeps" action. Some settings are found by clicking: "Change plan settings".
19. **MIGRATE YOUR DATA & SETTINGS FROM AN XP SYSTEM.** If moving from XP, I recommend the "Windows 7 Easy Transfer" Utility. See details under *MIGRATING FROM XP* in my "WINDOWS 7 TIPS" sheet.

20. **LOG-IN TO THE DESIRED USER ACCOUNT:** If this is the first time through this sheet, skip this step and continue setting up the "Admin" Account. NOTE: Do all the following steps each User Account.
21. **DISPLAY/DESKTOP Set-up:** (*Control Panel > Appearance and Personalization > Personalization*)
 - a. **MISC SETTINGS:**
 - 1) **OPTIMIZE DISPLAY SETTINGS** (*Control Panel > Appearance and Personalization > Personalization > Display > Adjust resolution > Advanced Settings*).
 - a) Adapter tab: Make sure the Adapter Type matches your video hardware. If it is only identified as "Generic", "Default", or "Standard", you will not get the best results. You should try to install the correct Video Adapter driver either from the Manufacturer or from Microsoft updates.
 - b) Monitor Tab: Make sure the Monitor Type matches your Display. If it is only identified as "Generic", "Default", or "Standard", you will not get the best results. You should try to install the correct monitor driver using the CD that came with your Monitor or from the Manufacturer or from Microsoft updates.
 1. Make sure to check the box " Hide modes that this monitor cannot display"(If possible)
 2. Select the highest available refresh rate for your Monitor (*at least 75 Hz, if possible. Except LCD's*) and click <OK>.
 3. Set Colors: True Color (32 bit), click <OK>.
 4. On the Display Settings Window, select the best Resolution for your Monitor. *Higher is better.* For LCD's always pick the native Resolution.
 5. Click <OK> to exit
 - 2) **THEME:** (*Control Panel > Appearance and Personalization > Personalization > Theme*). If your video card is "AERO" capable, you will see several Aero Theme options listed. Change the Theme setting as desired. NOTE: Themes affect visuals, sounds, buttons, mouse pointer, screen saver, and other system elements. When done, click "Save changes". (See my "SPEED UP WINDOWS 7" for a guide on how the Themes, and visual effects affect Windows 7 speed on older PC's.)
 - 3) **COLOR SCHEME:** (*Control Panel > Appearance and Personalization > Personalization > Window Color*). If Aero is on, you will be at the "Window color and appearance" palette window. Customize the Color Scheme and Transparency level here, *as desired*. Next, click "Advanced appearance settings...". Note: If Aero is off, you will already be at the "Advanced appearance settings" window. (See the "WINDOWS 7 IMPROVE YOUR DISPLAY READABILITY for details on Schemes & Advanced appearance settings.")
 - 4) **TRANSPARENCY** (Windows 7 Aero only): (*Control Panel > Appearance and Personalization > Personalization > Window color*). If running Windows 7 Aero, you can turn off Transparency at this time if desired: (uncheck " Enable transparency". Click <OK> to exit). Note: If you are not running an "Aero" theme, the Transparency option will not be presented.
 - 5) **CLEARTYPE:** If you are using an LCD monitor, you should turn on ClearType. (*Control Panel > Appearance and Personalization > Personalization > Display > Adjust ClearType text*). Check the box: " Turn on ClearType". click "Next", then follow the instructions for "ClearType Tuning".
 - 6) **IMPROVE DISPLAY READABILITY:** (*Right-click on Desktop > Personalize > Window Color*): If you want to customize various visual items to improve the readability of the display, this is the time to do it. For detailed instructions, see the "WINDOWS 7 IMPROVE YOUR DISPLAY READABILITY" Sheet.
 - 7) **DESKTOP BACKGROUND IMAGE:** (*Control Panel > Appearance and Personalization > Personalization > Desktop Background*). Browse and choose a background. Click <OK> to exit.
 - 8) **SCREEN SAVER:** (*Control Panel > Appearance and Personalization > Personalization > Screen Saver*). Set up your Screen Saver settings. All newer Monitors have a "Power Saver" feature, making a "Screen Saver" unnecessary. I suggest that you set the Screen Saver to "None" and in the Power Plan (*Control Panel > System and Security > Power Options*). Select "Choose when to turn off the display" and choose the desired minutes.

b. ADD/REMOVE ICONS ON THE DESKTOP:

- 1) **System Icons:** To show System Icons on the desktop (*Right-click Desktop > Personalize > Change Desktop Icons*). Check boxes for all desired System Icons.
- 2) **Regular Icons:** Right-click and drag any desired Shortcuts or folders to the Desktop.
- 3) **Special Icons:** Such as the "Devices and Printers" Icon, can be found in the Control Panel's "Classic View" (*ie: Control Panel > click Large Icons > Devices and Printers*). Right-click and drag all desired Icons to the Desktop.. When done, you may want to restore the Control Panel to its default "Category" view (*Control Panel > View by: Category*).
- 4) **Custom Folders:** For a cleaner Desktop, you can create your own custom folders for storing similar Program Shortcuts (*Right-click Desktop > New > Folder*). *For example, I create a Desktop Folder called "UTILITY Programs" for all my Utility, Anti-virus, and Anti-spy program Icons. I also customize the icon for the "UTILITY Programs" folder by: (Right-clicking Icon > properties > Customize Tab > Change Icon button). Select an Icon graphic and click <OK>, <OK>. The new Icon image should be there.*
- 5) **Unwanted Icons:** Delete any unwanted Icons from the Desktop.

c. REBOOT: Be sure to Reboot at this point and then make sure all the new settings took correctly.

22. **LCD BRIGHTNESS:** *Control Panel > System and Security > Power Options*). Click "Show additional Plans", then "Power Plan". At the bottom of this screen where you set the default LCD brightness if you are on a laptop. NOTE: This must be done for each user.
23. **SOUNDS:** If you do not like the sounds connected with your Chosen Visual theme, you can change them: (*Control Panel > Appearance and Personalization > under "Personalization", click Change sound effects > Sounds tab*). Select a Sound Scheme or you can customize each sound individually. Click <OK> to save and exit.
24. **AUTOPLAY:** Turn off AutoPlay for all devices. (*Control Panel > Hardware and sound > AutoPlay*). Un-check the box: " Use AutoPlay for all media & devices". Then select for Audio CD's and DVD's, "Play with Windows Media Player" (or as desired), and click "Save".
25. **MOUSE POINTER optimizations:** (*Control Panel > Hardware and Sound > under Devices and Printers, click Mouse*)
 - 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 find a "Normal Select" custom pointer with the <Browse> button.
 - 2) Disable the Pointer Shadow by un-checking the box for " Enable Pointer Shadow"
 - 3) Disable Pointer changes by un-checking the box for " Allow Themes to change pointers".
 - 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. Wheel Tab: Set Wheel to "3 lines at a time"
 - e. Device Settings: If on a Laptop, I suggest you find and DISABLE "Tap to Click" for the touchpad. (*The name varies with the hardware. It could also be called "Tap" or "Tapping".*).
 - f. Click <Apply> & <OK> to exit.

26. FOLDER OPTIONS SET-UP

- a. Default Folder View: This sets the preferred Default view for ALL folders. First go to any Standard Folder and choose your preferred view, then click; (*Organize > "Folder and Search Options" > View tab. Click <Apply to Folders>*). *NOTE: Later you can change the view on each individual folder and Windows 7 will remember.*
- b. Folder View Options: (*Control Panel > Appearance and Personalization > Folder Options > View Tab*). 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.
 - Hidden files and folders
 - Show Hidden files, folders, and drives.
 - Hide protected operating system files.
 - Show Drive Letters.
 - Show encrypted or compressed NTFS Folders & files in color.
 - 2) Uncheck the following box:
 - Hide extensions for known file types. Hide empty drives in the Computer Folder???
 - 3) Click <Apply>

27. START MENU:

- a. WINDOWS UPDATE ICON: Find the "Windows Update" Icon (*Start>All Programs>Accessories*). Right-click on the Icon & select "Pin to Start Menu".
- b. COMMAND PROMPT ICON:
 - 1) Find the "Command Prompt" Icon in (*Start > All Programs > Accessories*). Right-click on the Icon & select "Pin to Start Menu".
 - 2) Right-click on the new "Command Prompt" Icon in the Main Start Menu, then click (*Properties > Shortcut tab > "Advanced" button*) and check the box for " Run as Administrator", <OK>, <OK> to exit.
- c. RUN BOX: Add the "Run" box to the Start Menu: (*Right-click Start button > Properties > Start Menu tab > Customize button*). Scroll down the list and check the box for "Run command".
- d. Remove any unwanted Icons from the Start Menu. (Use right-click).

28. TASKBAR:

- a. Right-click any blank area of the Taskbar. Click Toolbars, then click (to uncheck) any undesired Toolbars like "Yahoo or Google Search". If not already checked, click: " Lock the Taskbar".
- b. 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".

29. INTERNET EXPLORER 8 Secure and customize IE:

- a. SECURE IE: (Tools > Internet Options > General Tab).
 - 1) Under browsing History; Click the delete button and make sure all desired items are checked.
 - 2) Now click the Delete button to exit the "Delete browsing History" Window.
 - 3) Wait a little, then click the box "Delete browsing history on exit". This should leave a check in the box. Click OK to exit.
- b. MENU BAR: Right-click in any empty space a little below the top of the IE window until a context menu box opens up offering the "option "Menu Bar". Click it & the Menu bar will appear" (File View Favorites Tools Help)
- c. SET HOME PAGE: (The default Home Page is www.msn.com). To change it to www.google.com , www.yahoo.com or some other desired page: First go to the desired website. Then (*click Tools > Internet Options > General tab*). Click the "Use current" button, then OK to exit.
- d. CACHE SIZE: Tools > Internet Options > General Tab. Under Browsing History, click Settings & select 50MB.
- e. Install the IE add-on called WOT. (*Just Google WOT or go to WWW.MYWOT.COM*).

30. **FIREFOX** Verify Firefox is installed, then open and customize it:
- Restore the Bookmarks and Add-on's:
 - If available, run MOZBACKUP to restore all settings (or import your back-up Bookmarks exported from your old system).
 - Verify that MOZBACKUP restored all FIREFOX Extensions OK. If not, then manually reinstall them.
 - Make sure the "Download Options" setting is: "☉ Always ask me where to save files". (*Firefox: Tools > Options > Main > Downloads*).
 - Set up all Firefox Options. See "Firefox Configuration" on my FIREFOX TIPS Sheet.
 - Install the Firefox add-on called "WOT". (*Just Google WOT or go to WWW.MYWOT.COM*).
 - Be sure to do the Adobe reader fix for Firefox PDF's. See my FIREFOX TIPS Sheet.
31. **THUNDERBIRD** Verify Thunderbird is installed. If desired by the user continue setting it up for mail:
- Restore mail Settings, Address books and Mail Messages.
 - If available, run MOZBACKUP to restore each Thunderbird profile's data including all Settings, Address Books, Mail Folders, and E-mail.
 - If MOZBACKUP is not available, import your previously "exported" Address Books from your old system (and say "so long" to your old email).
 - Manually restore the "backed up" and saved Signature file from your old system to your User "Documents folder.
 - If no backups, manually configure the e-mail setup for Thunderbird. *See my Thunderbird Configuration Sheet for full instructions..*
 - If you are trying to import an Outlook.pst file to Thunderbird, you will need to import it into the Outlook 2007 program first so the Thunderbird Import Wizard can find it. *If Outlook 2007 is not installed, you may be able to get the Trial version from www.ninite.com to use just for the conversion (Outlook 2003 may also work)*
32. **ADOBE READER** (or Adobe Acrobat)
- Verify Adobe Reader is installed. (Fox-it Reader is an OK Substitute)
 - Initialize the program.
 - Verify that the latest on-line updates are on.
 - To configure Reader or Acrobat to properly display PDF's from a browser, click (*Edit > Preferences > Internet*) and UN-CHECK the box: " Display PDF in Browser".
33. **WINDOWS MAIL or OUTLOOK 2007** (Windows mail replaces Outlook Express) If not using Thunderbird, configure one of these Mail clients. For Windows Mail, hopefully you have a backed up copy of your exported "Outlook.pst" file from your old Outlook or Outlook Express. See microsoft article KB #196492.). If you plan to use Windows Mail, you will need to import your Outlook.pst file into Outlook2007 first, then import that into Windows Mail. *My understanding is that Outlook 2003 will not do the job.*
34. **MULTIMEDIA UTILITIES:** From an Administrator Account, verify the latest versions are installed:
- JAVA
 - Adobe FLASH (for Firefox)
 - Adobe FLASH (for IE)
 - QUICKTIME
 - Verify DirectX is version 11 or higher is on the PC (*Start, run: DXDIAG*).
 - If desired, install: WINAMP LogMeIn Free iTUNES, etc.

35. **MAJOR APPLICATION PROGRAM INSTALLS:** *(From an Administrator Account)*
- MICROSOFT OFFICE 2007 from CD/DVD. Run Windows Update several times to get all Office Updates. Be sure to ACTIVATE Microsoft Office. If Powerpoint is not included, you need to either download and install the POWERPOINT VIEWER from support.microsoft.com or install Open Office.
 - OPEN OFFICE
 - DEFAULTS: Set up Open Office to be the default program for all kinds of Office files. *(Control Panel > Programs > Default Programs > Set your default Programs)*. Click "Open Office". Click "Set this Program as default".
 - WRITER: (After installing Open Office, be sure to set the default "Save" format to .DOC. *(Open the Open Office Writer Program. Go to Tools > Options > Load/Save)*. Select a save format of "Microsoft Word 97/2000/XP".
 - SKYPE (Also setup the Video and test Skype video and sound).
 - PHOTO PROGRAMS: Be sure to install Photoshop Elements and any other photo programs before doing the printer driver installs (because of PIM II), then do the Web updates
 - OTHER PROGRAMS: Video programs, Audio programs, etc.
36. **UTILITY PROGRAMS:** Make sure the following utilities are installed and move all their Program start Icons into the new "UTILITY Programs" folder on the Desktop. Do this for each user. *(If any are not installed, do any installs from an Administrator Account)*.
- | | | | |
|---|--------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> BELARC ADVISOR | <input type="checkbox"/> CCLEANER | <input type="checkbox"/> CodeSTUFF STARTER | <input type="checkbox"/> SPEEDFAN |
| <input type="checkbox"/> REVO UNINSTALLER | <input type="checkbox"/> SECUNIA PSI | <input type="checkbox"/> CRYSTAL DISK INFO | <input type="checkbox"/> HD TUNE |
37. **USER PROGRAM INSTALLS:** From an Administrator Account, install all desired user programs.
38. **PROGRAM UPDATES:** Do a "Check for updates" on every program.
39. **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!!**
- Be sure to download and install all the latest Software and drivers from your Printer mfg's website. **Do not use the software CD shipped with the printer!**
 - If you have multiple printers, be sure to select which printer is to be the Default printer.
 - From each printer's Properties Window, send a Test Page to the printer.
40. **EVENT VIEWER:** Review the Event Viewer logs and resolve any errors found. *(Right-click Computer > Manage > Event Viewer > Windows Logs)*. Check both the "System" logs and "Application" logs for errors & resolve them
41. **SECURITY & ANTI-MALWARE PROTECTION:**
- ANTI-MALWARE PROGRAMS:**
 - Verify the following programs are all installed. If not, download, install, and configure them.
 - MICROSOFT SECURITY ESSENTIALS
 - MALWAREBYTES ANTI-MALWARE
 - SECUNIA PSI SOFTWARE INSPECTOR
 - If desired, additional Anti-Malware Suites can be installed. *Be aware that multiple programs all running "Full-time protection" can conflict with each other.*
 - UPDATES: Check & re-check all these programs for online updates until no more show up. Verify that it is set up for automatic updates.
 - MSE: SET UP SCHEDULED SCANS: *(See the MSE writeup in my "VIRUS-MALWARE TOOLS & TIPS")*
 - START ICONS: Make sure the Start Icon for each of the above programs is set up to run as "Administrator". Click *(Properties > Shortcut tab > "Advanced" button)* and check the box for " Run as Administrator", <OK>, <OK> to exit.
 - ACTION CENTER:** Go to the Windows 7 ACTION CENTER and make sure is OK. *(Control Panel > System and Security > Action Center)*. Nothing should be **RED**. Drag Icons for all the above programs into the new "Anti-Malware Programs" folder created on the Desktop in an earlier step.

42. TESTING:

- a. Do the following three checks for every Application Program:
 - 1) Make sure that each Program opens OK.
 - 2) If you have restored User data to this PC, verify that all user data files are accessible from their Program.
 - 3) If on-site, try a test-print from each Program to each Printer on the system.
- b. Check that the system "Sounds" are working OK. (*Control Panel > Sounds & Audio Devices > Sounds*)
- c. Test the Front Panel Headphone Jack that you hear sound and that it cuts off the speaker sound.
- d. 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".
 - 2) MENUS: Right-click in the menu area and select View. If "Show Menu bar" is not already checked, check it.
 - 3) FILETYPES: To change any multimedia filetype associations, go to (*Control Panel > Programs > Default Programs*).
- e. MUSIC CD: Load & play a Music CD. The default music player is: _____
- f. DVD MOVIE: Load & play a DVD Movie. The default Video player is: _____
- g. .JPG WINDOWS PHOTO VIEWER TEST: Open a .jpg file. The default Viewer is: _____
- h. WINDOWS MEDIA PLAYER TESTS: Play the following file types: .
 AU AVI MID MP3 MPG WAV WMA WMV and www.mp3.com/video.
If problems occur trying to playing these, install the "K-Lite codec pack Full".
- i. .DOC: Set the default application to open .doc files. Open Office, Word, Wordperfect etc. Prog: _____
- j. POWERPOINT Default: Play a ".ppt" or ".pps" Powerpoint file (*PC must have, Office powerpoint, ppviewer, or Open Office*). Make sure the desired default program opens properly. The default PPS Viewer is: _____
- k. QUICKTIME TESTS: Play a video file: .MOV (Use either a "regular" .mov file or an "h.264" .mov file). The default .MOV file player is (usually WMP12 or QUICKTIME): _____
- l. FIREFOX TESTS:
 - 1) JAVA TEST: Google: Java test and select the java.com test site to verify latest version works.
 - 2) FLASH TEST: Play a www.youtube.com video
 - 3) Play a QUICKTIME video to test the Quicktime plugin. www.apple.com/trailers
 - 4) WMP PLUGIN: Play a video from: www.windowsmedia.com
- m. INTERNET EXPLORER TESTS:
 - 1) JAVA TEST: Google: Java test and select the java.com test site to verify latest version works.
 - 2) FLASH TEST: Play a www.youtube.com video
 - 3) Play a QUICKTIME video to test the Quicktime plugin. www.apple.com/trailers
 - 4) WMP PLUGIN: Play a video from: www.windowsmedia.com
- n. REALPLAYER/REAL ALTERNATIVE: Play a REAL video file: Try .ram file or .ra file (guide.real.com)
- o. CD/DVD BURNING: Try burning a data CD & DVD. The Default CD/DVD burning program is: _____
- p. WIRELESS: If wireless is installed, make sure it will connect to a network and access the internet.
- q. WEBCAM: If the PC has a built-in webcam, open the program for it and test it.

43. CREATE YOUR "STANDARD" USER ACCOUNT.

- a. This is the account you plan to use all the time and should be named your preferred Account name. (Make sure this main account is a Standard user Account, not an Administrator Account). (*Control Panel > under User Accounts and Family Safety, click "Add or remove user accounts" > Create a new account.*)
- b. WARNING: Plan to never change the Account Name. If you do, the C:\Users\<<Your Username> Folder name will not change and will not match your new username.
- c. Repeat steps 20 through 41 for all items that apply to multiple Users. Make sure to set the Power Plan > LCD brightness, AutoPlay, Visual properties, Mouse, and all of the "Testing" section for this user.

44. ADDITIONAL STANDARD USERS.

- a. From the Administrator Account, create any additional desired User Accounts (All should be Standard)
- b. Repeat steps 20 through 41 for all items that apply to multiple Users. Make sure to set the Power Plan > LCD brightness, AutoPlay, Visual properties, Mouse, and all of the "Testing" section for each user.
- c. Configure Windows Mail or Thunderbird email for each User. (*For Thunderbird, see my Thunderbird Configuration Checklist*).
- d. Select the default Printer for each user.

45. CLEANING & SCANS:

- a. **DELETE "TEMP" FILES:** Do a (*Start > Run > %temp%*), for each User. Delete all files that are found,
- b. **CCLEANER SCAN:** Verify the latest version of CCleaner is installed, then for each User, run the "file clean" scan. FILES cleaned: _____MB.
- c. **HD-TUNE SCAN:** Scan the Hard Drive/s and make sure all look OK.
- d. **SECUNIA PSI SCAN:** Run a full scan http://secunia.com/software_inspector/. **Resolve all insecure and end-of-life issues before continuing.** See the Secunia Overview in my "VIRUS-MALWARE TOOLS & TIPS" sheet.
- e. **MSE SCAN:** Verify Automatic Updates and Real time protection are on. Do updates, then run a Full Scan.
- f. **MALWAREBYTES ANTI-MALWARE SCAN:** Do updates, then run a full scan.
- g. **SPYWAREBLASTER:** Do online updates then activate all protections.
- h. **SPYBOT SEARCH & DESTROY SCAN:** Do updates, then run a Full Scan. (*Leave Immunizations off!*)
Resolve all issues before continuing!

46. DEFRAG:

- a. Go to (*Control Panel > System & security > System > Performance Information & tools > Advanced tools > Open Disk Defragmenter*). If you want a full report, you must run defrag from a "Command Prompt" window. First, make sure your "Command Prompt" Icon is set to "Run as Administrator" or it will fail to run (*or you can right-click the "Command Prompt" Icon, then click "Run as Administrator"*):
defrag c: -a -v gives you an analysis and a report BEFORE _____%, AFTER _____%
defrag c: -w -v gives you a full defrag and a report defrag c: - ? gives you a list of all available options.
- b. Defrag Schedule: *Note: By default, Windows 7 defrags the C Drive on a weekly schedule. Wednesdays at 0100 AM*). Set the Automatic Defrag schedule as desired: both the day & time and which drives.

47. **HIBERNATE & STANDBY/SLEEP:** First, unplug any USB devices, especially an external Keyboard and Mouse. Verify that "Hibernate" and "Standby" function OK. If the Hibernate option is not there, Open a Command prompt in (Run Administrator mode), type: powercfg -h on <enter>, then: exit.

48. **BACKGROUND PROGRAMS:** If desired, turn off any unnecessary background programs or services using the "STARTER" Utility Program. (See www.blackviper.com for Windows 7 services that may not be needed.)

49. **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.

50. **IMAGE BACKUP:** Do a Windows 7 full image back-up of your new install to an external Hard-drive as well as User data backup to CD or DVD to save off-site for safe keeping. To create a Windows 7 backup image, click (Control Panel > System and security > Backup and restore center > "Create a system image").

51. **BURN RECOVERY DVD's:** For new PC's, burn a set of Recovery DVD's per the PC's User Manual.

52. **AUTOMATIC UPDATES, CONFIGURE PER USER:** (*Control Panel > System and Security > under "Windows Update", click "Turn Automatic updating on or off"*). For most users, the best setting is "Automatic". Be sure to check the boxes for : " Give me recommended updates.....", and " Allow all users to install updates.
53. **SYSTEM PROTECTION (SYSTEM RESTORE):**(*Control Panel > System and security > System > System Protection*)
- CLEAR THE SYSTEM RESTORE HISTORY:** Highlight Drive C, then click "Configure", then "Delete".
 - MONITOR DRIVE C ONLY:** Make sure System Restore is only monitoring Drive C.
 - SET A RESTORE POINT:** This a good time to create a Windows Restore Point. Click "Create".
54. **Make sure the CD/DVD Drive is empty before powering down the PC !**

NOTE: For an on-line Tutorial of a WINDOWS 7 Install, see:

<http://windows.microsoft.com/en-gb/windows/help/install-reinstall-uninstall> and
<http://www.blackviper.com/Articles/OS/InstallXPHome/installxphome1.htm>