

# QUICK SET-UP FOR A NEW WINDOWS 7 SYSTEM <sup>©</sup>

Jim McKnight    www.jimopi.net    Windows7\_QuickCustomize.lwp    revised 3-22-2012

## USER ACCOUNT OVERVIEW:

- The User Account created during the Windows 7 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.
- At 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 simply 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 each and every User Account on the PC.*

1. **TIME/DATE VERIFY:** Verify ALL these items are correct: Time, AM/PM, Date, Year, and Time Zone.
2. **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”. *This makes the Control Panel look like the familiar XP Control Panel.*
3. **CREATE A USER ACCOUNT:** Only if the current user account name is NOT as desired for daily use. (Go to Control Panel > User Accounts > Manage another account, > Create a new account). Create the new user account, then Log into it. *Be sure to create the new account as an “Administrator” authority account.*
4. **WINDOWS UPDATE SETTINGS:** (Go to Control Panel > System > Windows update).
  - a. Under "Get updates for Microsoft Products", click "Find out more". "I agree", then click “Install”
  - b. Click "Change Settings" (on the left).
    - 1) **AUTOMATIC UPDATES:** Make sure “Important updates” is set to “Install Updates automatically”.
    - 2) **CHECK BOXES:** Make sure all boxes are checked.
5. **DISPLAY and DESKTOP SET-UP:**
  - a. **ICONS THAT SHOULD BE ON THE DESKTOP:**
    - 1) **System Icons:** (From Control Panel > Personalization), click “Change Desktop Icons”, and check the boxes for: COMPUTER, USER’S FILES, and RECYCLE BIN.
    - 2) **Regular Icons:** Such as: MICROSOFT OFFICE 2010,
    - 3) **Special Icons:** Such as the "Devices and Printers" Icon, can be found in the Control Panel (ie: Control Panel > Devices and Printers). Right-click and drag to copy all desired Icons to the Desktop.
  - b. **MISC SETTINGS:**
    - 1) **THEME:** (Control Panel > Personalization > Theme). If desired, choose a different Theme. (**WARNING:** Changing the “Theme” resets all other visual settings to default.)
    - 2) **DESKTOP BACKGROUND IMAGE:** (Control Panel > Personalization > Desktop 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) **WINDOW COLOR:** (Color of Window borders, Start Menu, Taskbar) (Control Panel > Personalization > Window Color). My preferences are: I uncheck the box " Enable transparency" (for ease of viewing). Then I click the top left-hand color called (Sky), then I run the slider all the way to the right. Click “Save Changes”.
    - 4) **IMPROVE DISPLAY READABILITY:** (Control Panel > Personalization > Window Color > Advanced Appearance settings): If you want to customize various visual items to improve the readability of the display, this is the time to do it. For details, see my "IMPROVE DISPLAY READABILITY" sheet for Windows 7.
    - 5) **SCREEN SAVER:** (Control Panel > Personalization > Screen Saver). 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”.

- 6) **SAVE THE CUSTOM THEME:** (*Control Panel > Personalization*). Click "Save Theme": Name your custom theme ("BLUE" for example) and click "Save".
- c. **CLEAR TYPE:** Adjust settings for ClearType (*Control Panel > Personalization > Display > Adjust ClearType text*). Check the box: " Turn on ClearType". click "Next", then follow the instructions for "ClearType Tuning".
- d. **REBOOT:** Be sure to Reboot at this point and then make sure all the new settings still took correct.
6. **TASKBAR:**
  - a. **TOOLBARS:** Right-click any blank area of the Taskbar. Click Toolbars, then click (to uncheck) any undesired Toolbars like "Yahoo or Google Search".
  - b. **LOCK THE TASKBAR:** If not already checked, click: " 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*)
7. **MOUSE 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. Click <Apply> & <OK> to exit.
8. **START MENU: DISABLE "HIGHLIGHT NEWLY INSTALLED PROGRAMS":** (*Right-click the Start button > Properties > Start Menu tab > Customize button*). Scroll down the list and uncheck the box for " Highlight newly installed programs".
9. **INTERNET EXPLORER 9:** Set-up and secure IE9:
  - a. **MENU BAR:** Right-click in any empty space just below the top of the IE window until a context menu box opens up offering the option; "Menu Bar". Click it and the Menu bar will appear.
  - b. **TOOLBARS:** Now click "View" and click to check all desired Toolbars. "Favorites, Command, etc."
  - c. **TAB BAR ON ITS OWN ROW:** (*Right-click in the Toolbar area, then select "Show tabs on a separate row"*)
  - d. **SECURE IE9:** (*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 on that window to exit the "Delete browsing History" Window.
    - 3) Wait a little, then click to check the box for "Delete browsing history on exit", then click Apply.
  - e. **HOME PAGE:** Set Homepages as desired (*Tools > Internet Options > General tab*).
  - f. **DEFAULT SEARCH ENGINE:** (*Tools > Internet Options > General Tab*). Under Search, click Settings and select Google as default. If it is not listed, click "Find more search providers".
  - g. **WOT:** Install the IE add-on called "**WOT**" (*Web Of Trust*) and test it. (*Find it at: WWW.MYWOT.COM*).
10. **FIREFOX:**
  - a. **SETUP MENUS & TOOLBARS:** Click the "Firefox" button (*Upper Left Hand Corner*) > Options > Menu Bar. Then click VIEW and check each toolbar desired so it shows up. Un-check "Tabs on Top".
  - b. **HOME PAGE:** 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. **TOOLBARS:** Drag any desired Icons to the Bookmarks Toolbar.

11. **UTILITY & MISC PROGRAMS INSTALL:** I recommend the following utility programs be installed:
- |                                      |  |                                     |   |
|--------------------------------------|--|-------------------------------------|---|
| <input type="checkbox"/> -MSE        | <input type="checkbox"/> -ADOBE READER     | <input type="checkbox"/> SANDBOXIE  | <input type="checkbox"/> HDTUNE                                       |
| <input type="checkbox"/> -FIREFOX    | <input type="checkbox"/> -FLASH -FF        | <input type="checkbox"/> FLASH - IE | <input type="checkbox"/> JAVA   |
| <input type="checkbox"/> SECUNIA PSI | <input type="checkbox"/> CRYSTAL DISK INFO | <input type="checkbox"/> SPEEDFAN   | <input type="checkbox"/> TFC ( <i>Temp File Cleaner</i> ) or CCleaner |
12. **SANDBOXIE:** Set it up per my Sandboxie writeup and make sure it opens you default browser OK.
13. **FOLDER OPTIONS SET-UP**
- 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; (*Organize > "Folder and Search Options"> View tab. Click "Apply to Folders"*).
  - Folder View Options: (*Control Panel > Folder Options > View Tab > Advanced settings:* ). The default settings are mostly OK. In the "Advanced settings" box, make sure these boxes are set as follows:
    - Check the following boxes:
      - Always show menus.
      - Hidden files and folders
        - Show Hidden files, folders, and drives.
        - Hide protected operating system files.
    - Uncheck the following box:
      - Hide extensions for known file types, then click <Apply>
14. **CLEAN TEMP FILES, COOKIES, ETC:**
- TFC: Close all programs and run the Temp File Cleaner utility (*This will auto-reboot*). \_\_\_\_\_MB
15. **DISABLE PASSWORD EXPIRATION:** *WARNING to Windows 7 Pro/Enterprise/Ultimate users: All Log-in passwords expire every 42 days by default! ( Password timeout ). To prevent this:*
- Log onto the Administrator User Account and go to: (*Control Panel > Administrative Tools > Local Security Policy > Account Policy > Password Policy*).
  - Double-click "maximum password age" and set it to 0 (*zero*).
16. **SCANS:**
- SECUNIA PSI SCAN:**
    - Make sure Secunia is configured to auto-start on boot and to auto-install updates.
    - Run a full scan [http://secunia.com/software\\_inspector/](http://secunia.com/software_inspector/) See the "Secunia PSI Overview" in my "UTILITY PROGRAMS" sheet. Issues found : \_\_\_\_\_
  - SPEEDFAN:** Benchmark PC Temperatures; \_\_\_\_\_
17. **POWER PLAN:** (*Control Panel > Power Options*)
- CHOOSE A FINAL POWER PLAN: Set "Power Plan" to " High Performance".
  - BUTTON FUNCTION: Verify the "Power Button" action is set to SHUTDOWN.
18. **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".
19. **CREATE YOUR "ADMIN" USER ACCOUNT:** (*Go to Control Panel > User Accounts > Manage another account, > Create a new account*). Name it something like "Admin-User1" and select Account type = "Administrator". It is best to create a password for this User Account. Now, go through this entire setup again for this new Admin User.
20. **CHANGE YOUR MAIN ACCOUNT TO "STANDARD":** Once the new Admin Account is tested and running, go to (*Control Panel > User Accounts*) & change your main User Account to "Standard User" authority

## NEED MORE DETAILS?

For detailed info on upgrading, installing, or customizing Windows 7, see the following WINDOWS 7 TOPICS sheets at [www.jimopi.net](http://www.jimopi.net) :

- ✓ "UPGRADE/MIGRATE FROM VISTA OR XP TO WINDOWS 7"
- ✓ "INSTALL & CUSTOMIZE WINDOWS 7"
- ✓ "IMPROVE DISPLAY READABILITY"
- ✓ "START MENU CUSTOMIZATIONS - Win7"
- ✓ "SANDBOXIE - Browse the Internet Safely"