

"WINDOWS VISTA" - INSTALL, SET-UP, & CUSTOMIZE ©

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WindowsVista_Install.lwp

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Name _____ PC Model: _____

Users: _____ Date/s: _____

1. **PC & HARD-DRIVE HEALTH:** It is a good idea to check out the hard-drive with SpinRite, HDTUNE, and CrystalDiskInfo before installing VISTA. Also clean dust from PC before starting install. Check Battery voltage, and if possible, check PC temps with Speedfan.
2. **IF VISTA IS INSTALLED ALREADY, SKIP TO STEP 4b.**
3. **DISCONNECT:** Unplug the Network cable and all USB Printer cables.
4. **Install WINDOWS VISTA** from your Restore or Windows Install DVD)
 - a. See www.blackviper.com/ for step-by-step install.
 - b. If asked, uncheck the box that says: "" Automatically activate Windows when I'm online". (*You should wait until all hardware is recognized and running under Vista before activating. You have 30 days.*).
 - c. User Accounts: The Account you create during install, will be an Administrator Account. Use a User Name like Admin - Jim (and a password if desired). (*You will add your Standard User Account later from the Control Panel.*)
 - d. Enter a Computer Name (something like DELL-XPS8100) and choose a Desktop background for the Administrator User Account. (*A Computer Description (ie: Jim's Dell PC) will be added after install.*)
 - e. Windows Update Options: Click "Ask me later".
 - f. If asked for your Location; For a Laptop, select "Public Location". For a Desktop PC, select "Home".
 - g. When Vista is done with all the "Install" reboots, you will end up at the Welcome Center of your Admin Account.
 - h. If Norton Internet Security is on your computer, I suggest you uninstall it now.
5. **DRIVERS:** If you have a set of drivers saved from an old Vista install, restore them now.
6. **SYSTEM PROPERTIES optimizations:** .
 - a. **COMPUTER NAME:** (Control Panel < System and Maintenance > System).
 - 1) Verify the Computer Name is what you want: (*ie: DELL8400-PC*), the 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. To change, click the Advanced system settings button.
 - 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. **VIRTUAL MEMORY:** (*Control Panel > System and Maintenance > 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.
8. **WINDOWS FIREWALL:** Make sure the Windows Firewall is turned on. (*Control Panel> Security > Windows Firewall*).
9. **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".
10. **REMOVE ANY UNNECESSARY PROGRAMS & FEATURES:** .
 - a. (*Control Panel > Programs > Programs and Features*): Remove all unwanted programs including any Trial programs like Norton or AOL. **NOTE: Be sure to RESTART after each program removal.**

- b. Optional: Click "Turn Windows features on or off" on the left side panel. 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.
11. **POWER PLAN:** (*Control Panel > System and Maintenance > Power Options*)
- a. CHOOSE A PRELIMINARY POWER PLAN FOR THE INSTALL: Set the "Power Plan" to "⊙ High Performance". Customize the detailed settings by clicking "Change Plan settings" so that the PC never Sleeps or Hibernates during the install.
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. **ACTIVATE VISTA:** (*Control Panel > System and maintenance > System*) or (*search: slui*).
15. **INITIALIZE IE8:** Open IE8 and go through the first use questions. Answer the questions as desired.
16. **WINDOWS UPDATE.**
- a. First see if Vista SP2 is installed (*right-click Computer > Properties > Windows Edition*). If below SP2, see the "Vista SP1/SP2 Install Checklist" for instructions. Once SP2 is installed, continue here.
- b. Run Windows Update (*Control Panel > Security > Windows Update > Check for updates*).
- c. Keep re-running "Check for updates" until no more "Important" Updates are found. *Warning: Be sure to do a "Shutdown/Power Down" after each batch of updates to make sure the downloaded ones have installed before downloading more. A "Restart" may NOT do the trick.*
- d. Look at the "Recommended" and "Optional" updates by clicking "view available updates". Double-click each update to see more information about it. Click 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 Vista. "Optional" updates are usually hardware driver updates of some sort. (*Neither of these are mandatory.*) *To see if features (like .net Framework 3.0) are installed, go to Control Panel > Programs > Programs and Features > "Turn Windows features on or off" and look at the list of installed features.*
- e. Make sure the Windows Security Center is happy. (*Control Panel > Security > Security Center*).
17. **DEVICE MANAGER & HARDWARE DRIVERS:** (*Control Panel > System and Maintenance > 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 VISTA can re-detect & re-install the devices OK. Fix these issues before continuing
18. **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 = _____.
19. **UTILITY & MISC PROGRAMS INSTALL: (WWW.NINITE.COM)**
- a. From an Administrator Account, 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"/> -OpenOffice/LibreOffice | <input type="checkbox"/> -Adobe Reader |
| <input type="checkbox"/> -JAVA | <input type="checkbox"/> -Flash IE | <input type="checkbox"/> -Flash FF | <input type="checkbox"/> -CCleaner |
| <input type="checkbox"/> -Revo Uninstaller | <input type="checkbox"/> -CDBurnerXP | <input type="checkbox"/> -Skype (optional) | |
| <input type="checkbox"/> -MalwareBytes AntiMalware | <input type="checkbox"/> -SuperAntiSpyware | <input type="checkbox"/> -SpyBot S & D | <input type="checkbox"/> -MSE |
- b. Download then run the custom installer. You can close the browser while Ninite is running.
- c. When done, Verify the Results before closing Ninite. Fix any problems before continuing.
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.
- d. Manually install these, as desired:
- | | | |
|--|--|--|
| <input type="checkbox"/> SECUNIA PSI | <input type="checkbox"/> SPEEDFAN | <input type="checkbox"/> CRYSTAL DISK INFO |
| <input type="checkbox"/> Codestuff STARTER | <input type="checkbox"/> Temp File Cleaner | <input type="checkbox"/> SpywareBlaster |
| <input type="checkbox"/> HD TUNE | <input type="checkbox"/> BELARC ADVISOR | |

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20. **MULTIMEDIA UTILITIES:** Verify the latest versions are installed:
- Verify DirectX is version 11 or higher is on the PC (*Start, run: DXDIAG*). Version found _____
 - If desired, install: WINAMP LogMeIn Free iTUNES QUICKTIME, etc.
21. **OFFICE SUITE INSTALL:** (*Do this from an Administrator Account*)
- MICROSOFT OFFICE from CD/DVD.
 - If you are installing Office 2003, you need to download and install the Office Compatibility Pack.
 - After installing Office, 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 2007 from support.microsoft.com or install Open Office in order to view PowerPoint files.
 - OPEN OFFICE or LIBRE OFFICE are good free alternatives to Microsoft Office.
22. ***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" User Account. NOTE: Do all the following steps each User Account.
23. **DISPLAY/DESKTOP Set-up:** (*Control Panel > Appearance and Personalization > Personalization*)
- MISC SETTINGS:**
 - DISPLAY SETTINGS:** (*Control Panel > Appearance and Personalization > Personalization > Display settings*).
 - Click the Advanced Settings button, and on the "Monitor" Tab, make sure the Monitor Type matches your Display. If it is only identified as "Generic" or "Default", you need to install the correct monitor driver using the CD that came with your Monitor. (*Insert CD, click Properties > Driver Tab > Update Driver*).
 - Monitor Tab, make sure to check the box "b Hide modes that this monitor cannot display"
 - Monitor Tab, select the highest available refresh rate for your display (*at least 75 Hz, if possible*)
 - When done, click <OK>.
 - Select the best Resolution for your Monitor. Higher is better. For LCD's, select the "Native" Resolution. Set Colors: Highest (32-bit). Click <OK> to exit
 - THEME:** (*Control Panel > Appearance and Personalization > Personalization > Theme*). If desired, change the Theme setting. Themes affect visuals, sounds, and other elements. Click OK to exit. (*See my Vista Tips for a guide on how the Themes and Color Schemes affect Vista speed.*)
 - COLOR SCHEME:** (*Control Panel > Appearance and Personalization > Personalization > Windows color and appearance*). If Aero is on, you will be at the "Windows color and appearance" window. If Aero is off, you will be at the "Appearance Settings" window. If desired, change the Color Scheme here. (*See the "IMPROVE YOUR DISPLAY READABILITY" section of my Vista Tips for details on Schemes & advanced settings.*)
 - TRANSPARENCY** (Vista Aero only): (*Control Panel > Appearance and Personalization > Personalization > Windows color and appearance*). If running Vista Aero, you can turn off Transparency at this time if desired: (uncheck "" Enable transparency". Click <OK> to exit).
 - CLEARTYPE:** If you are using an LCD or Plasma Monitor, you should turn on ClearType. (*Control Panel > Appearance and Personalization > Personalization > "Open classic appearance properties for more color options (Aero only)" > Effects*). Check the box: " Use the following method to smooth edges of screen fonts", and select "ClearType".
 - 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. For detailed instructions, see the "IMPROVE YOUR DISPLAY READABILITY" section of my "VISTA TIPS" Sheet.
 - DESKTOP BACKGROUND:** (*Control Panel > Appearance and Personalization > Personalization > Desktop Background*). Browse and choose a background. Click <OK> to exit.
 - 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. If you want, just set the Screen Saver to "None" and in the Power Plan (*Control Panel > System and Maintenance > Power Options > "Choose when to turn off the display", choose: xx minutes.*)

b. ADD/REMOVE ICONS ON THE DESKTOP:

- 1) System Icons: Show System Icons onto the Desktop by (*Right-click Desktop > Personalize > Change Desktop Icons*). Check boxes for all desired System Icons.
- 2) Regular Icons: Create Shortcuts on the Desktop for any favorite Icons or Folders with a right-click and drag.
- 3) Special Icons: Such as the "Printers" Icon, can be found in the Control Panel's "Classic View" (ie: Control Panel > Classic View > Printers). Right-click and drag all desired Icons to the Desktop.. When done, you will want to restore the Control Panel to its "Vista Home" view (*Control Panel > Control Panel Home*).
- 4) Custom Folders: For a cleaner Desktop, you can create Custom Folders for storing similar Program Shortcuts (Right-click Desktop > New > Folder). *For example, I usually create a Desktop Folder called "UTILITY Programs" for all my Utility, Anti-virus, and Anti-spy program Icons. I also customize this UTILITY Programs Icon by (Right-click Icon > properties > Customize Tab > Change Icon button). Select an Icon and click <OK>, <OK>. The new Icon image should be there.*
- 5) 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.

24. **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.
25. **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.
26. **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".
27. **MOUSE optimizations:** (*Control Panel > Hardware and Sound > Mouse*)
 - a. Buttons Tab: Set "double click" = slowest.
 - b. Pointers Tab: Select the LARGE or EXTRA LARGE Scheme or load and select a custom Pointer by browsing for it. For better visibility, check the box "p Enable pointer shadow".
 - c. Pointer Options Tab: Set "pointer speed" = medium to fast. Under "Snap To", check the box "p Automatically move pointer to default". For better visibility: Check the box "p Display pointer trails" and set as desired.
 - d. Wheel Tab: Set Wheel to "3 lines at a time"
 - e. Device Settings Tab: If on a Laptop, I suggest you disable the "Tap to Click" setting. (*The name varies with the hardware*).
 - f. Click <Apply> & <OK> to exit.
28. **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 Vista will remember.
 - b. Folder View Options: (*Control Panel > Appearance and Personalization > Folder Options > View Tab*). In the "Advanced settings" box, make sure the boxes below are checked as follows:
Check the following boxes:
 - Display simple folder view in Navigation Pane.
 - Show Hidden files and Folders.Uncheck the following box:
 - Hide extensions for known file typesCheck the following boxes:
 - Hide protected operating system files.
 - Remember each folder's view settings.
 - Show Drive Letters.

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Show encrypted or compressed NTFS Folders & files in color.

29. **WELCOME CENTER:** (*Control Panel > System and Maintenance > Welcome Center*). After a 2nd boot, you can stop the Welcome center from opening on each bootup by un-checking the box: "" Run at startup" in the lower left of the Welcome center window.
30. **START MENU:**
- a. **WINDOWS UPDATE ICON:** Find the "Windows Update" Icon (*Start > All Programs*). Right-click on the Icon and select "Pin to Start Menu".
 - b. **COMMAND PROMPT ICON:**
 - 1) Find the "Command Prompt" Icon (*Start > All Programs > Accessories*). Right-click on the Icon & select "Pin to Start Menu".
 - 2) Right-click on the new "Command" Icon in the Start Menu and click (*Properties > Shortcut tab > Advanced button*) and select " Run as Administrator".
 - c. **CUSTOMIZE START MENU:** (*Right-click the Start button > Properties > Start Menu tab > Customize button*).
 - 1) **DISABLE "HIGHLIGHT NEWLY INSTALLED PROGRAMS":** Scroll down the list and uncheck the box for " Highlight newly installed programs".
 - 2) **ADD "RUN..." BOX:** Add the "Run" command box to the Start Menu: Scroll down the list and check the box for " Run command".
 - d. Remove any unwanted Icons from the Start Menu.
31. **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 Bar:** Add any desired Icons to the Quick Launch Bar by right-clicking the desired Icon on the Start Menu or Desktop and clicking "Add to Quick Launch". If you cannot see the new Icons in the Quick Launch, unlock the Taskbar, drag the Separator to the right until they are all visible, then relock the Taskbar.
 - d. "Notification" area: (*Right-click Taskbar > Properties*). Under Notification area, click "Customize", then click to check "Always show all icons.....". Click OK OK to exit).
32. **INTERNET EXPLORER 8** Secure and customize IE:
- 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" as: (*File View Favorites Tools Help*)
 - b. **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.
 - c. **SET THE HOME PAGE:** (The default Home Page is www.msn.com... Yuchhh). 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 and test it. (*go to WWW.MYWOT.COM*). During WOT install, be sure to answer "I DECLINE" when offered the Microsoft (Bing) BAR.

33. **FIREFOX:** Verify Firefox is installed, then open and customize it:
- Customize the Bookmarks and Add-on's:
 - 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" and test it. (*go to WWW.MYWOT.COM*).
 - Be sure to do the Adobe reader fix for Firefox PDF's. See my **FIREFOX TIPS Sheet**.
34. **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".
35. **OFFICE SUITE INITIALIZATION** (*Customize for each User Account*)
- MICROSOFT OFFICE:** Make sure you have run Windows Update several times to get all Office Updates. Be sure to "ACTIVATE" Microsoft Office on-line.
 - OPEN OFFICE or LIBRE OFFICE**
 - DEFAULTS:** Set up Open Office to be the default program for all kinds of Office files. (*Control Panel > Default Programs > Set your default Programs*). Click "Open Office". Click "Set this Program as default".
 - DEFAULT SAVE FORMAT:** (After installing, be sure to set the default "Save" format to Microsoft Word 97/2000/XP. (*Open any Open Office Program. Go to Tools > Options > Load/Save*). Select a save format of "Microsoft Word 97/2000/XP".
36. **E-MAIL SET-UP:**
- ADMIN ACCOUNT NOTE:** Never set up e-mail for an Admin User Account. E-mail should be run only in a "Standard" User Account for security:
 - WINDOWS MAIL or OUTLOOK 2007** (*Windows Mail replaces Outlook Express*). Thunderbird is better, but if you must use Windows Mail or Outlook, see these tips from Microsoft:
 - For instructions on exporting and saving from the old mail client and importing into Windows Mail, see this article:
<http://windows.microsoft.com/en-US/windows7/importing-your-e-mail-contacts-and-calendar-into-windows-live-mail>
 - Also see this knowledge base article on exporting and saving contacts, mail, and settings from Outlook: Microsoft article KB 196492. <http://support.microsoft.com/kb/196492> .
 - THUNDERBIRD** Verify Thunderbird is installed. If desired by the user, set it up for e-mail. **NOTE: Do NOT set up e-mail for the Admin User. E-mail should be run only in a Standard User Account:**
 - Restore mail Settings, Address books, and Mail Messages if backups are available.
 - If MOZBACKUP was used to save mail and settings from the old system, use it to restore each Thunderbird profile's data including all Address Books, Mail Folders, and E-mail.
 - If MOZBACKUP is not available, replace the entire folder from the old system:
C:\DocumentsandSettings\\AppData\Thunderbird (*Note: The backup folder and new install should have the same version of Thunderbird*)
 - If no backups from a previous system, manually configure the e-mail setup for Thunderbird. See my **THUNDERBIRD SETUP STEP-BY-STEP** 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)*

37. OTHER PROGRAMS:

- a. SKYPE (Optional): Set up the log-in. Be sure to set up the Video and then test Skype video and sound if the hardware is available).
- b. PHOTO PROGRAMS: Be sure to install Photoshop Elements and any other photo programs before doing the Printer Driver installs (because of PIM II), then check for any Web updates.

38. **PROGRAM UPDATES:** Do a "Check for updates" on every program.

39. **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.

40. SECURITY & ANTI-MALWARE PROTECTION:

a. ANTI-MALWARE PROGRAMS:

- 1) Verify the following programs are all installed. If not, download, install, and configure them.

<input type="checkbox"/> MICROSOFT SECURITY ESSENTIALS	<input type="checkbox"/> SPYBOT S&D
<input type="checkbox"/> MALWAREBYTES ANTI-MALWARE	<input type="checkbox"/> SUPERANTISPYWARE
<input type="checkbox"/> WOT for all BROWSERS	<input type="checkbox"/> SPYWAREBLASTER
- 2) If desired, additional Anti-Malware Suites can be installed. *Be aware that multiple programs all running "Full-time protection" can conflict with each other.*
- 3) UPDATES: Check & re-check all these programs for online updates until no more show up. Verify that it is set up for automatic updates.
- 4) MSE: Set up scheduled scans: (*See the MSE writeup in my "ANTI-MALWARE TOOLS & TIPS")*
- 5) 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.
- 6) Drag Icons for all the above programs into the new "Anti-Malware Programs" folder created on the Desktop in an earlier step

b. **SECURITY CENTER:** Go to the Vista SECURITY CENTER and make sure is OK. (*Control Panel > System and Maintenance > Security Center*). Nothing should be **RED**.

41. **TESTING:** *(Do these for EACH User Account)*
- 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. SOUNDS
 - 1) Check that the system "Sounds" are working OK. *(Control Panel > Sounds & Audio Devices > Sounds)*
 - 2) Test the Front Panel Headphone Jack that you hear sound and that is cuts off the speaker sound.
 - c. Windows Media Player 11:
 - 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 UN-CHECKED.
 - 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 > Default Programs)*.
 - d. MUSIC CD: Load & play a Music CD. Default music player is: _____
 - e. DVD MOVIE: Load & play a DVD Movie FULL SCREEN. Default Video player is: _____
 - f. .JPG WINDOWS PHOTO VIEWER TEST: Open a .jpg file. The default Viewer is: _____
 - g. WINDOWS MEDIA PLAYER TESTS: Play the following file types: .
 - AU AVI MID MP3 MPG WAV WMA WMV .*If problems occur trying to playing these, install the "K-Lite codec pack Full".*
 - h. .DOC & .DOCX: Set the default application to open these files. Default Office Program is: _____
 - i. POWERPOINT TEST: Play .ppt, .pps, .pptx, & .ppsx files. Default PPTx/PPSx viewer is: _____
(PC must have one of these installed: Office powerpoint, ppviewer, OpenOffice or LibreOffice). Make sure the desired default program opens properly.
 - j. 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 VLC or QUICKTIME): _____
 - k. FIREFOX TESTS: (FF 32-bit)
 - 1) FLASH TEST. Play a youtube video FULL SCREEN: www.youtube.com/trailers
 - 2) JAVA TEST. Go to: www.java.com/en/download/installed.jsp
 - 3) QUICKTIME PLUG-IN TEST. Play a QUICKTIME video: www.apple.com/trailers
 - 4) WMP PLUGIN. Play a video from: www.windowsmedia.com
 - l. INTERNET EXPLORER TESTS:(IE8 32-bit and IE8 64-bit)
 - 1) FLASH TEST. Play a youtube video FULL SCREEN: www.youtube.com/trailers
 - 2) JAVA TEST. Go to: www.java.com/en/download/installed.jsp
 - 3) QUICKTIME PLUG-IN TEST. Play a QUICKTIME video: www.apple.com/trailers
 - 4) SILVERLIGHT TEST. Play a video from: www.silverlight.net/learn/videos/all/
 - 5) WMP PLUGIN. Play a video from: www.windowsmedia.com
 - m. REALPLAYER/REAL ALTERNATIVE: Play a REAL video file: Try .ram file or .ra file
(guide.real.com)
 - n. CD/DVD BURNING: Try burning a data CD & DVD. The Default CD/DVD burning program is: _____
 - o. WIRELESS: If wireless is installed, make sure it will connect to a network and access the internet.
 - p. WEBCAM: If the PC has a built-in webcam, open the program for it and test it.

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42. **FILE CLEANING: (Do this for each User Account)**
- DELETE "TEMP" FILES:** Do a (Start > Run > %temp%) for each User. Delete all files that are found,
 - CCLEANER SCAN:** Verify the latest version of CCleaner is installed, then for each User, run the "file clean" scan. FILES cleaned: _____ MB. Also do this from the Admin Account.
43. **CREATE YOUR "STANDARD" USER ACCOUNT.**
- 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. (From the Administrator Account, go to Control Panel > under User Accounts and Family Safety, click "Add or remove user accounts" > Create the new account.).
 - 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.
 - Repeat steps 23 through 42 for all items that apply to multiple Users. Make sure to set the Power Plan > LCD brightness, AutoPlay, Visual properties, Mouse, & all of the "Testing" section for this user.
 - Be sure to set up Windows Mail or Thunderbird email for this User
44. **ADDITIONAL STANDARD USERS.**
- From the Administrator Account, create any additional desired User Accounts (All should be Standard)
 - Repeat steps 23 through 42 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.
 - Be sure to set up Windows Mail or Thunderbird email for each User.
45. **SCANS: (Do this from the Admin Account)**
- HARD-DRIVE TESTS:**
 - Run the HD-TUNE "slow" error scan and make sure all hard-drives look OK.
 - Run the HD-TUNE drive benchmark speed test on all hard-drives. _____ MB/sec
 - Run CRYSTAL DISK INFO and make sure all hard-drive status show as "Good".
 - 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 "UTILITY PROGRAMS" sheet.
Issues found: _____
 - MSE SCAN:** Verify Real time protection is on. Do updates, then run a Full Scan.
 - MALWAREBYTES ANTI-MALWARE SCAN:** Do updates, then run a full scan.
 - SPYWAREBLASTER:** Do online updates, then activate all protections.
 - SPEEDFAN:** Benchmark PC Temperatures. If high find out why. Temps = _____
Resolve all issues before continuing!
46. **DEFRAG:** I recommend using "Piriform Defraggler" to Analyze and Defrag Vista. The "Vista" Defrag sucks.
47. **POWER PLAN: (Control Panel > System and Maintenance > Power Options)**
- CHOOSE A FINAL POWER PLAN:** For Desktops, set "Power Plan" to "© High Performance". (I recommend choosing High Performance for Laptops as well, unless you run a lot on batteries). Customize the detailed settings by clicking "Change Plan settings".
 - BUTTON FUNCTION:** Verify the "Power Button" action, the "Close Lid" action, "When to turn off the display" action, "When the computer sleeps" action, "Adjust the display brightness" and etc.
48. **HIBERNATE & SLEEP (Standby):**(Note: These functions may not work on laptops if any USB devices are plugged in and active; especially an external Keyboard and Mouse. Verify that "Hibernate" and "Sleep" function OK. If the Hibernate option is not visible in the Start menu, open a Command

Prompt window (must be run in Administrator mode), type: `powercfg -h on` <enter>, then: exit.

NOTE: You may have to turn off "Hybrid Sleep" in the Advanced Power settings for Hibernate to work.

49. **BACKGROUND PROGRAMS:** If desired, turn off any unnecessary background programs or services using the "STARTER" Utility Program. Be careful.
50. **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.
51. **IMAGE BACKUP:** Do a Vista 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 Vista backup image, click (Control Panel > System and security > Backup and restore center > "Create a system image").
52. **BURN RECOVERY DVD's:** For new PC's, burn a set of Recovery DVD's per the PC's User Manual.
53. **AUTOMATIC UPDATES, CONFIGURE PER USER:** (Control Panel > System and Maintenance > 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.
54. **SYSTEM RESTORE** (Control Panel > System and maintenance > Backup and restore center > "Create a restore point or change settings")
 - a. CLEAR THE SYSTEM RESTORE HISTORY: Uncheck the boxes for all drives.
 - b. MONITOR DRIVE C ONLY: Recheck the box for Drive C only.
 - c. SET A RESTORE POINT: This a good time to create a Windows Restore Point. Click "Create".
55. **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!!
 - a. 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!**
 - b. If you have multiple printers, be sure to select which printer is to be the Default printer.
 - c. From each printer's Properties Window, send a Test Page to the printer.
56. **Make sure the CD/DVD Drive is empty before powering down the PC !**