

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



Jim McKnight

WindowsVista_Install.lwp

revised 6-1-2010

Name _____ PC Model: _____

Users: _____ Date/s: _____

1. **IF VISTA IS INSTALLED ALREADY, SKIP TO STEP 3b.**
2. **DISCONNECT:** Unplug the Network cable and all USB Printer cables.
3. **Install WINDOWS VISTA** from your Restore or Windows 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 DELL8400-PC) 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.
 - i. Create your main User Account (**Standard user**, not Administrator). (Control Panel > Add or remove user accounts > Create a new account.). Pick your preferred Account Name at this time. This is for the Account that you plan to use all the time. *Warning: Plan to never change the account name. If you do, the C:\Users\<Your Username> Folder name will not change.*
4. **DRIVERS:** If you have a set of drivers saved from an old Vista install, restore them now.
5. **SERVICE PACK 1:** If you have an SP1 or SP2 CD/DVD, install it now then reboot.
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 & RECOVERYS.....????
7. **DEVICE MANAGER:** (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.
8. **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.
9. **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.

10. **WINDOWS FIREWALL:** Make sure the Windows Firewall is turned on. (Control Panel> 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 from (Control Panel > Security > Check for updates).
 - a. 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.*
 - b. 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.*
 - c. Make sure the Windows Security Center is happy. (Control Panel > Security > Security Center).
15. **ACTIVATE VISTA:** (Control Panel > System and maintenance > System) or (search: slui).
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"/> -SpyBot S&D,	<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 Maintenance > Power Options)
 - a. Set "Power Plan" to High Performance (unless you run a lot on batteries), then customize settings as desired: The "Power Button" action, the "Close Lid" action, "When to turn off the display" action, "When the computer sleeps" action, and "Adjust the display brightness".
 - b. Close the Power Options window with Red X or the Back button ç.
19. **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.*

20. **DISPLAY/DESKTOP Set-up:** (*Control Panel > Appearance and Personalization > Personalization*)

a. **MISC SETTINGS:**

- 1) **DISPLAY SETTINGS:** (*Control Panel > Appearance and Personalization > Personalization > Display settings*).
 - i. 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*).
 - ii. Monitor Tab, make sure to check the box "Hide modes that this monitor cannot display"
 - iii. Monitor Tab, select the highest available refresh rate for your display (*at least 75 Hz, if possible*)
 - iv. When done, click <OK>.
 - v. 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
- 2) **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.*)
- 3) **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.*)
- 4) **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).
- 5) **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".
- 6) **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.
- 7) **DESKTOP BACKGROUND:** (*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. 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.

21. **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.
22. **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.
23. **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".
24. **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 " Enable pointer shadow".
 - c. Pointer Options Tab: Set "pointer speed" = medium to fast. Under "Snap To", check the box " Automatically move pointer to default". For better visibility: Check the box " 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.
25. **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 types
 - Check the following boxes:
 - Hide protected operating system files.
 - Remember each folder's view settings.
 - Show Drive Letters.
 - Show encrypted or compressed NTFS Folders & files in color.
26. **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.

27. **START MENU:**

- a. Find the "Windows Explorer" Icon (Start>All Programs>Accessories). Right-click on the Icon & select "Pin to Start Menu".
- b. Find the "Command Prompt" Icon (Start>All Programs>Accessories). Right-click on the Icon & select "Pin to Start Menu". Right-click on the new "Command" Icon in the Start Menu and click (Properties > Shortcut tab > Advanced button) and select "Run as Administrator".
- c. Remove any unwanted Icons from the Start Menu.

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: "PLock the Taskbar".
- b. 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

29. **FIREFOX:** If desired, from the Administrator Account, install Firefox, then:

- a. Restore the Bookmarks and Add-on's:
 - 1) If available, run MOZBACKUP to restore all settings (or import your back-up Bookmarks exported from your old system).
 - 2) Verify that MOZBACKUP restored all FIREFOX Extensions OK. If not, then manually reinstall them.
- b. Make sure the "Download Options" setting is: "Always ask me where to save files". (*Firefox: Tools > Options > Main > Downloads*).
- c. Set up all Firefox Options. See "Firefox Configuration" on my FIREFOX TIPS Sheet.
- d. Be sure to do the Adobe reader fix for Firefox PDF's. See my FIREFOX TIPS Sheet.

30. **THUNDERBIRD:** From the Administrator Account, install Thunderbird, then:

- a. Restore mail Settings, Address books and Mail Messages.
 - 1) If available, run MOZBACKUP to restore each Thunderbird profile's data including all Settings, Address Books, Mail Folders, and E-mail.
 - 2) If MOZBACKUP is not available, import your previously "exported" Address Books from your old system (and say "so long" to your old email).
- b. Manually restore the "backed up" and saved Signature file from your old system to c:\Users\<UserName>\AppData\Roaming\Thunderbird\Signaturexxx.html or put in your Documents folder.
- c. If no backups, manually configure the email setup for Thunderbird. See my *Thunderbird Configuration Sheet for full instructions*.
- d. 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 stuck. (*Outlook 2003 may work*)

31. **ADOBE READER** (or Adobe Acrobat)

- a. Verify Adobe Reader is installed. (Fox-it Reader is an OK Substitute)
- b. Initialize the program.
- c. Verify that the latest on-line updates are on.
- d. 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".

32. **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 will 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.*
33. **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.
34. **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.
35. **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 |
36. **USER PROGRAM INSTALLS:** From an Administrator Account, install all desired user programs.
37. **PROGRAM UPDATES:** Do a "Check for updates" on every program.
38. **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.
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.
 - MICROSOFT SECURITY ESSENTIALS
 - MALWAREBYTES ANTI-MALWARE
 - SPYWARE BLASTER
 - SECUNIA PSI SOFTWARE INSPECTOR
 - SPYBOT S&D *(Leave Immunization off. It conflicts with IE8. Also disable "TeaTimer" and "IE Helper")*
- 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 "VIRUS-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.

- b. **SECURITY CENTER:** Go to the Vista ACTION CENTER and make sure is OK. *(Control Panel > System and Maintenance > Security 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

41. 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 is 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 .
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.

42. 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.

43. 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.

44. 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!

45. **DEFRAG:** Note: Vista continuously defrags the C Drive. If you want to do a manual defrag , use the Command prompt. This is the only way can get a Report: *Be sure to right-click the "Command Prompt" Icon, then click "Run as Administrator" or it will fail to run.*

defrag c: -a -v gives you an analysis and a report
defrag c: -w -v gives you a full defrag and a report
defrag c: - ? gives you a list of all available options.

46. **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.
47. **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.)
48. **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.
49. **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").
50. **BURN RECOVERY DVD's:** For new PC's, burn a set of Recovery DVD's per the PC's User Manual.
51. **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.

52. **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".
53. **Make sure the CD/DVD Drive is empty before powering down the PC !**