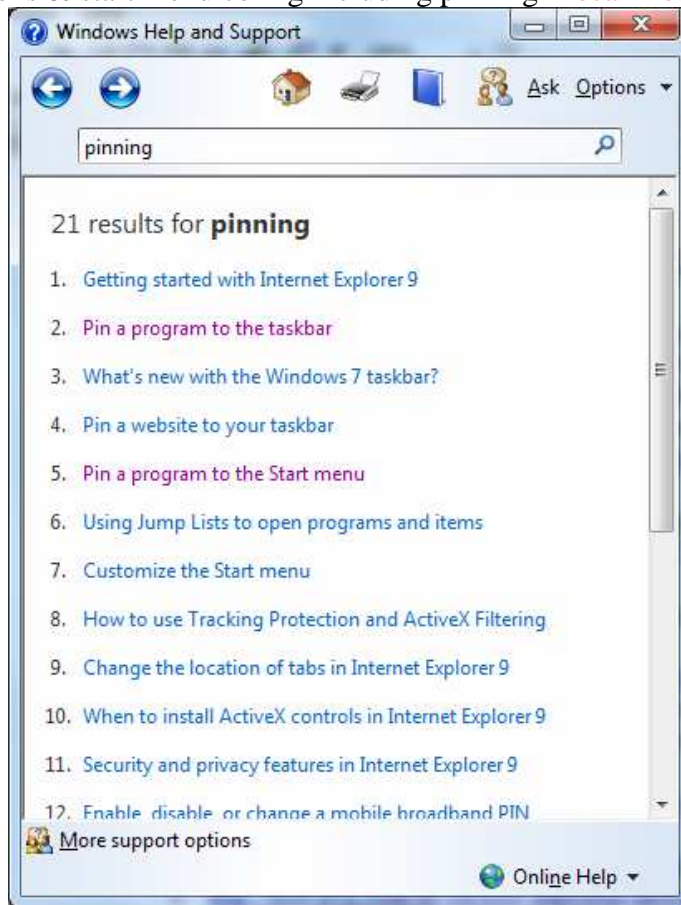


# MLCUG - NEW WIN7 COMPUTER SETUP

- Why - to explore issues of privacy, security, reliability, ease of use & troubleshooting
- **NOTE:** some of the info below is specific to the HP Pavilion Slimline s5-1110 Desktop PC and the HP Photosmart C5180 All-in-One Printer or Comcast (ISP) which were used or referenced during the presentation. You should find the manufacturers equivalent support page(s) for your computer & printer make & model and the specifics for your ISP.
- early boot key press to recovery partition is on early boot splash screen
  - <http://h10025.www1.hp.com/ewfrf/wc/product?product=5157054&lc=en&cc=us&dlc=en&lang=en&cc=us>
  - <http://h10025.www1.hp.com/ewfrf/wc/document?docname=bph07143&cc=us&dlc=en&lang=en&lc=en&product=5157054>
- don't enable auto update during setup - will enable later
- desktop icons & start menu config including pinning - recall February mtg



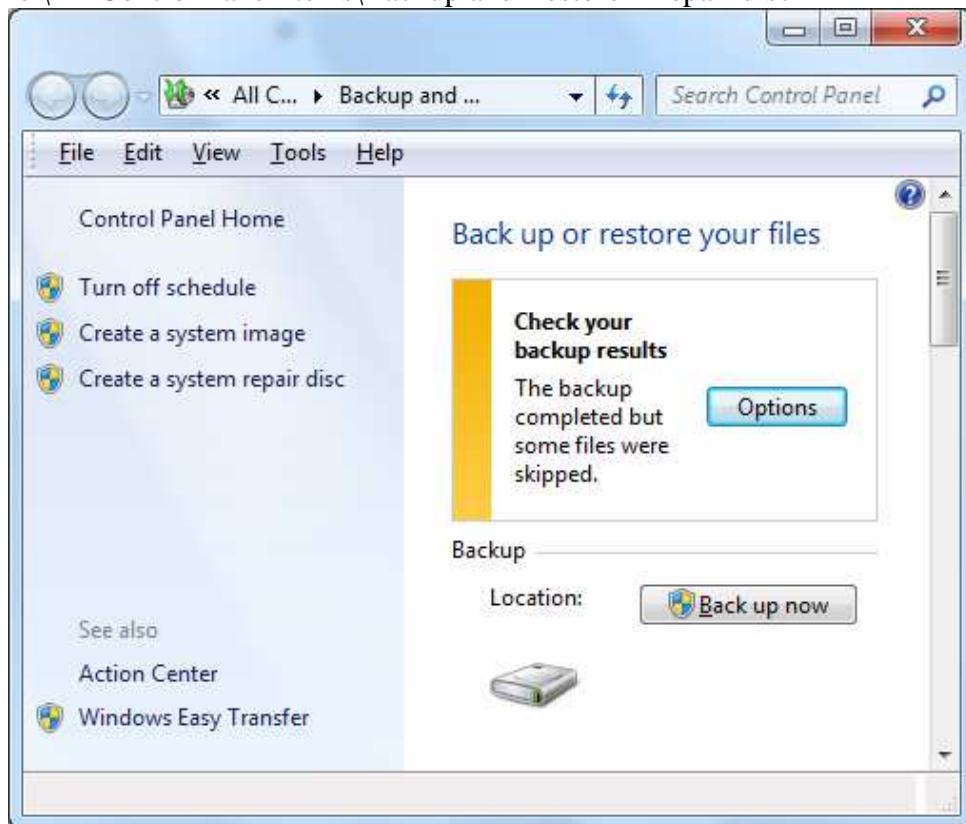
- security anti-virus
  - <http://windows.microsoft.com/en-US/windows/products/security-essentials>
  - <http://www.avast.com/en-us/free-antivirus-download>
  - <http://free.avg.com/us-en/free-antivirus-download>

- user account types
  - if more than one person will be using computer, setup additional user accts
  - default is user w/administrative privilege
    - UAC (User Access Control) will prompt when making changes that affect the system or ALL users; UAC nagging can be modified in User Accounts CP, but recommend no modification of setting for security of system
    - programs run with standard user privileges unless either started or setup to run as administrator or authorized via UAC prompt
    - <http://windows.microsoft.com/en-US/windows-vista/What-is-an-administrator-account>
      - **we recommend that you use a standard user account for your day-to-day computing. It's more secure to use a standard user account instead of an administrator account.**
  - standard user
    - UAC will request administrator PWD to run some programs
    - <http://windows.microsoft.com/en-US/windows-vista/What-is-a-standard-user-account>
    - guest mode - different than guest account
      - <http://www.winsupersite.com/article/windows-7/windows-7-feature-focus-guest-mode>
  - guest account for temporary users / visitors
    - <http://windows.microsoft.com/en-US/windows-vista/What-is-a-guest-account>
    - **NOTE:** not turned-on / activated by default; requires activation by administrator type user
  - The ADMINISTRATOR (ROOT) User Account
    - **NOTE:** not turned-on / activated by default; requires activation by administrator type user
    - ALL programs & activities automatically run with administrative privilege
    - No UAC to get in the way - the Ultimate User
    - NEVER use this account for normal, mundane activities! ONLY use for maintenance type activities.
    - ALWAYS set a password for this account!
    - How to activate 3 ways -
      - <http://www.petri.co.il/enable-the-windows-7-administrator-account.htm>

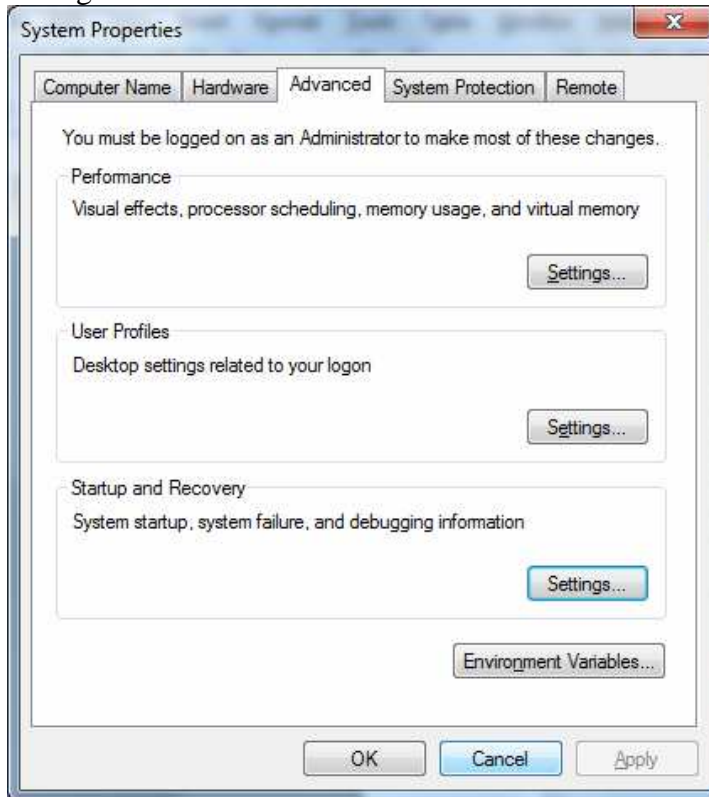
- set user acct password for security from local intrusion by honest people - BIOS PWD for added security
  - if you setup & use a std user acct & PWD protect the administrative user accts, you might gain some protection from malware since in theory it cannot install or change system settings (see **Microsoft std user link above**)
  - single user auto logon for multi-user computer: <https://www.sevenforums.com/tutorials/377-log-automatically-startup.html> (Shift key during early boot for normal login screen)
  - Control Panel\All Control Panel Items\Power Options\System Settings - to enable / disable PWD on wake
- Control Panel\All Control Panel Items\AutoPlay



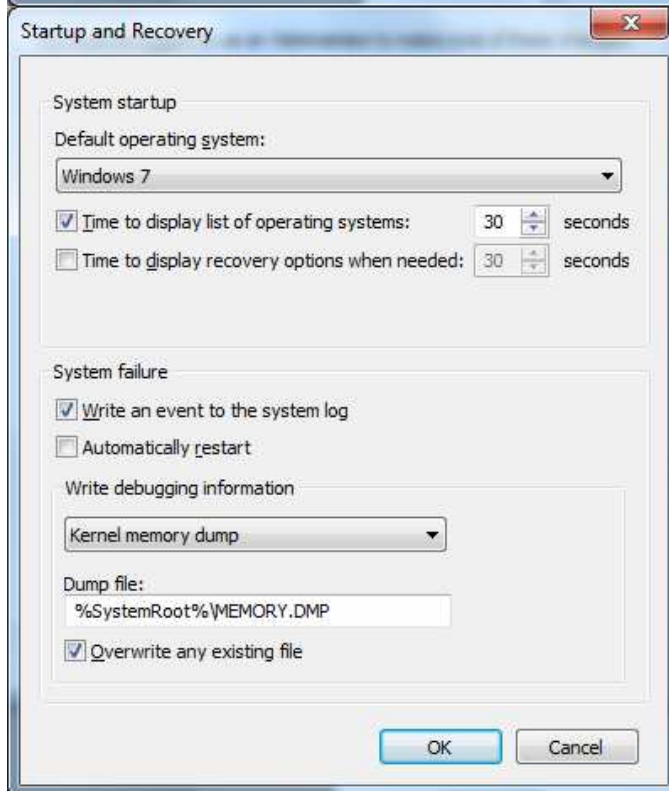
- system recovery discs creation
  - <http://h10025.www1.hp.com/ewfrf/wc/document?docname=bph07143&cc=us&dlc=en&lang=en&lc=en&product=5157054>
  - **WARNING:** On new computers with Recovery Partition **DO NOT repartition** the drive before making recovery discs!
    - <http://h30434.www3.hp.com/t5/Notebook-Operating-Systems-and/how-do-I-access-the-System-partition/td-p/1258049>
      - lets see if I can try to explain my situation...
      - 
      - I get my new notebook, do the initial setup, **and the first thing I do, is create 2 new partitions. This started all of my problems.** Looking at several posts, I now see that I shouldn't have done that, for two reasons:
        - - **it screws up Recovery Manager**
        - - it changes all partitions from basic to dynamic
        - 
        - I contacted HP and they sent me 2 discs:
          - 
          - - Operating System DVD, Windows 7 Professional (for distribution with a new HP PC),
          - - Application and Driver Recovery DVD
          -
- Control Panel\All Control Panel Items\Backup and Restore - Repair disc



- auto reboot on failure - disable
  - Control Panel\All Control Panel Items\System --> Advanced system settings



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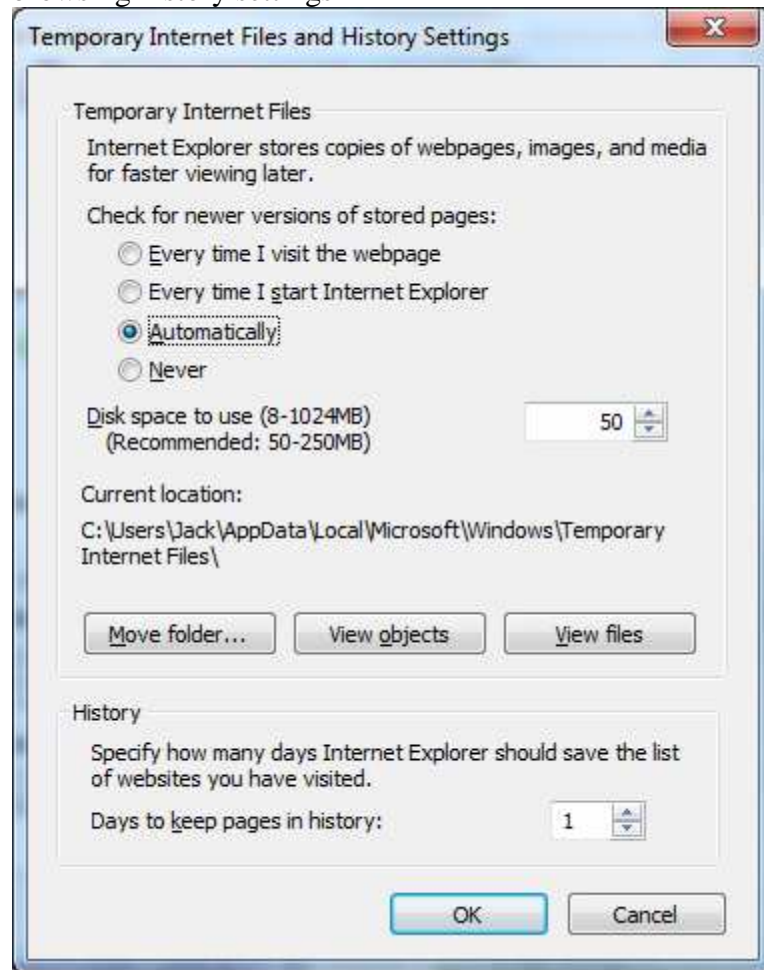
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- IE settings
  - **NOTE:** there are 2 versions of IE on 64-bit versions of Win7
    - 32-bit version is more functional in that it supports more plugins like Shockwave & Flash
    - 64-bit version is not supported by Flash
  - Internet Options | Advanced | Empty Temporary Internet Files folder when browser is closed - select check box
  - Internet Options | Security | Default level - click
  - Internet Options | Privacy | Default - click, then
    - optionally click Advanced and...



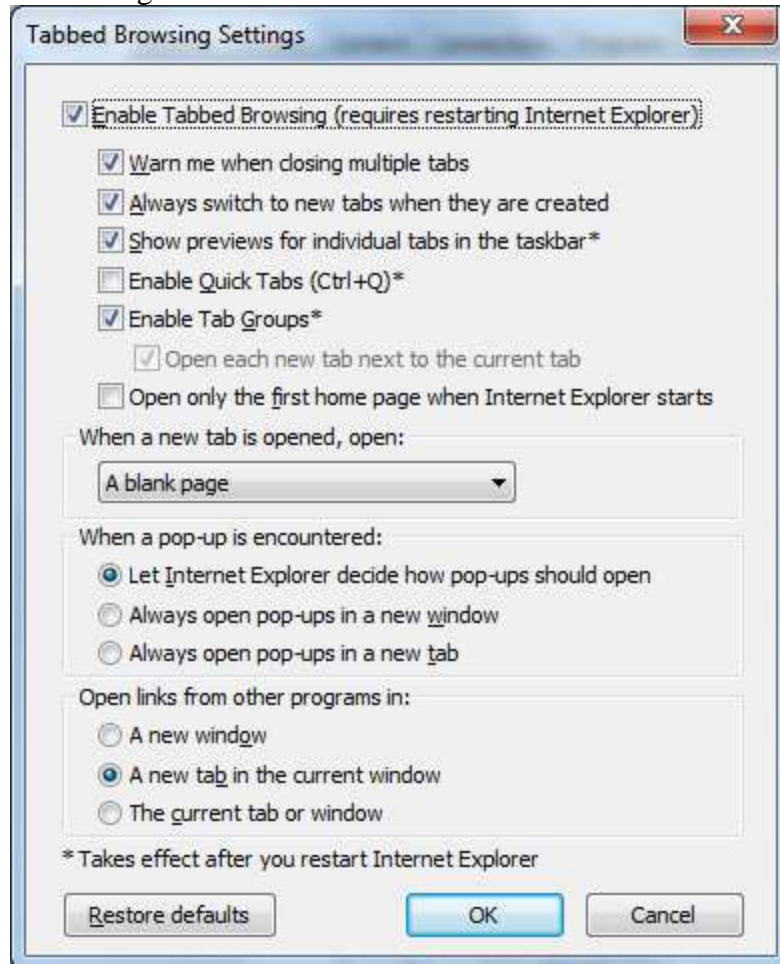
- **NOTE:** blocking third-party cookies *may* sometimes disable functionality of some sites like banks, etc.
- <http://www.grc.com/cookies.htm>
- Internet Options | General
  - set home page - can assign multiple pages as multiple tabs

- browsing history settings -



- select Search default; default is likely Bing

- Tab settings -



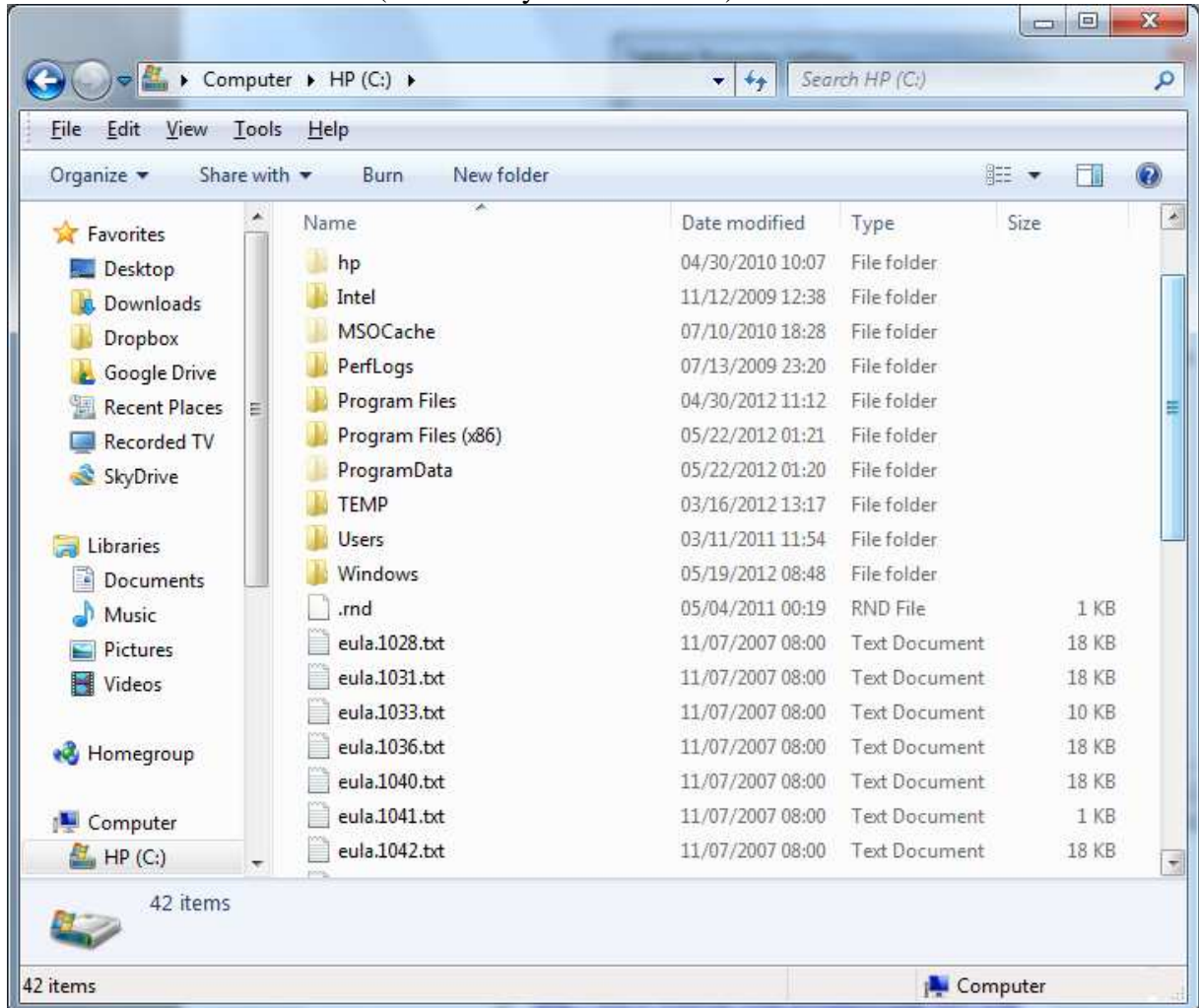
- - IE toolbars - **RIGHT-CLICK is your friend**
    - likely want to add at least Favorites / Bookmarks bar
    - for visually impaired - Status bar has useful Zoom feature

- Other popular browsers

- Google Chrome
  - <https://www.google.com/chrome>
- Mozilla Firefox
  - <https://www.mozilla.org/en-US/firefox/new/>
- Apple Safari
  - <https://www.apple.com/safari/>

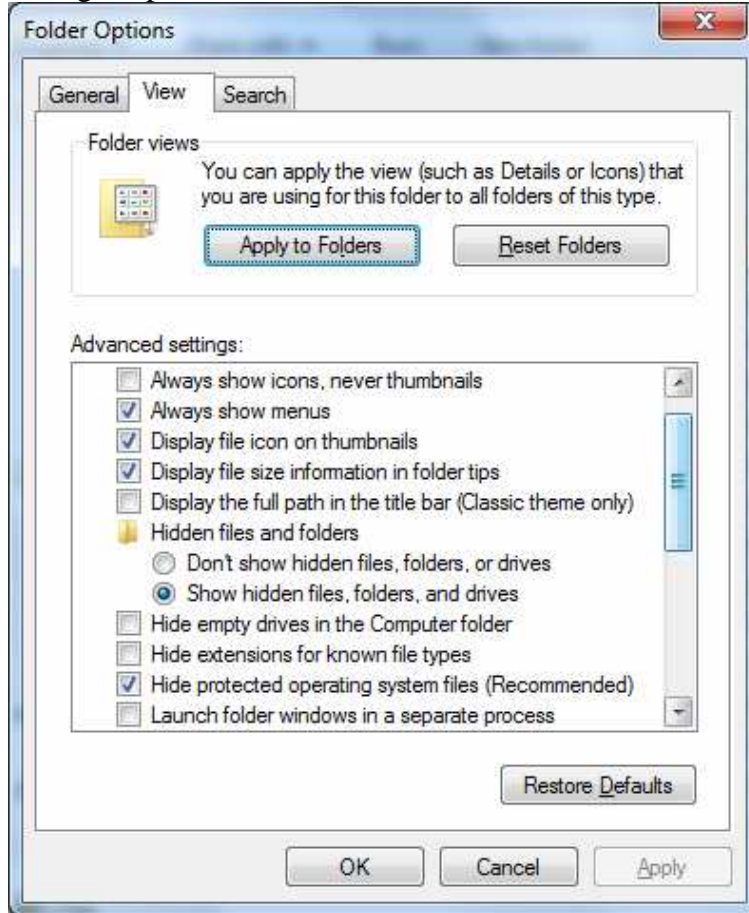


- Explorer settings & configuration (**not of much use to novices**)
  - how mine looks - (what does yours look like?)



- about Libraries & Favorites
  - the default Libraries include and span the contents of 2 User accounts - yours & the Public user account
    - the Public user acct is for files shared between all user accts on the computer
  - user can create custom Libraries that aggregate types of files across various storage locations & devices
  - more Library info:
    - <http://msdn.microsoft.com/en-us/magazine/dd861346.aspx>
  - Favorites are customizable shortcuts to folders on the Computer
    - **RIGHT-CLICK (is your Friend)** on Favorites & select "Add current location to Favorites"
    - you might add your UID folder or the Users folder for example

- Tools | Folder options... - my customized hiding & filename extension settings in pic below

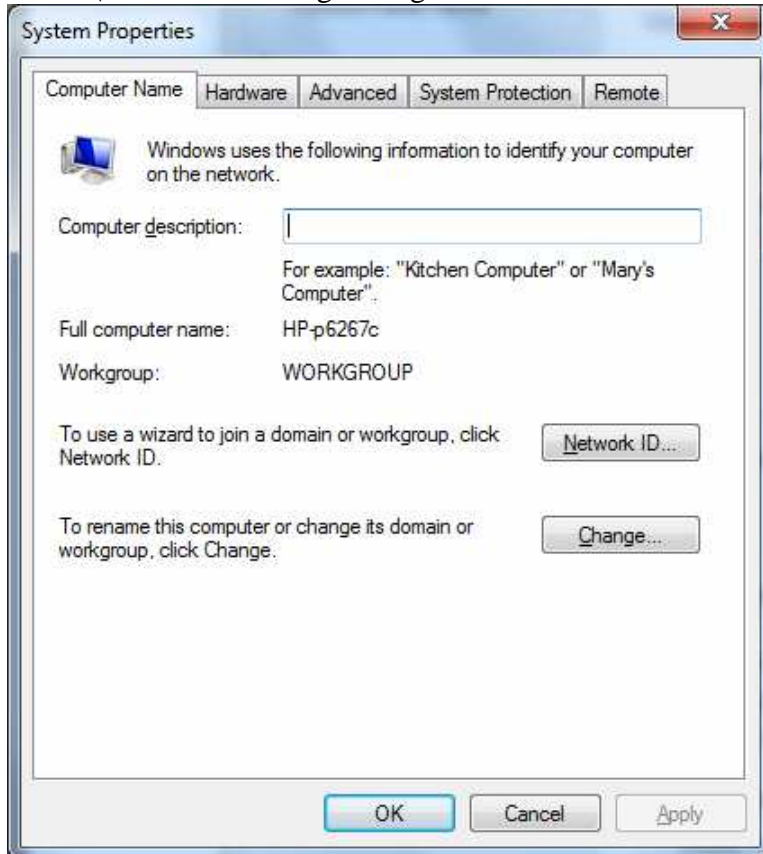


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- pdf reader
  - <http://get.adobe.com/reader/>
    - likely already installed, but check for recent version
  - <http://pages.cs.wisc.edu/~ghost/>
    - try Ghostscript & GSview for when your preferred reader fails to perform
- pdf creator - bullzip pdf creator
  - <http://www.bullzip.com/products/pdf/info.php>
- flash (optional; increases security risk)
  - not required for browsing if the browser you use is Google Chrome as it is "built-in"
  - <http://www.adobe.com/downloads/>
  - <http://www.adobe.com/shockwave/welcome/> to test shockwave & flash version info
- java (optional; increases security risk)
  - <https://www.java.com/en/download/manual.jsp>
  - **NOTE:** on 64-bit Win7, IE comes in 2 flavors - both 32-bit & 64-bit
    - 32-bit is the default version

- the 32-bit IE is ostensibly the more functional since Flash will not work with the 64-bit IE; therefore recommend installing the 32-bit version of Java to enhance the functionality of 32-bit IE even more
    - if you also use the 64-bit version of IE, then also install the 64-bit version of Java
- email client - or webmail; **NOTE:** no native email client on Win7
  - most users will opt for webmail
    - setup simple compared to client setup; basically requires UID & PWD & URL info for your browser
    - with webmail your data is always in the cloud & requires an Internet connection at all times to access
    - with webmail all emails must be composed online
    - Comcast webmail at:
      - <https://login.comcast.net/login>
  - <http://www.mozilla.org/en-US/thunderbird/>
  - <http://windows.microsoft.com/en-US/windows-live/essentials-other-programs>
  - <http://www.zimbra.com/products/desktop.html>
  - Comcast email client setup:
    - <https://customer.comcast.com/help-and-support/internet/>
    - <https://customer.comcast.com/help-and-support/internet/configure-windows-live-mail-2011-for-xfinity-email>
    - for Windows Live Mail it might be as easy as -
      - In your Mail inbox, click Accounts and then click Email. Type your email address, password, and display name, and then click Next.
- bloat ware - sysinternals suite autoruns or msconfig or removal
  - <http://technet.microsoft.com/en-us/sysinternals/bb842062>
  - **NOTE:** "Programs and Features" replaces XP's "Add and Remove Programs" in the Control Panel
- printer setup (specific to HP Photosmart C5180; find links for your own printer)
  - <http://h10025.www1.hp.com/ewfrf/wc/product?cc=us&lc=en&dlc=en&product=1153481>
  - <http://h10025.www1.hp.com/ewfrf/wc/softwareCategory?cc=us&dlc=en&lc=en&product=1153481&>
- know what version of Windows 7 is installed - 3 ways to launch System Information
  - Start | enter "System Information" into search box & press Enter
  - press Windows key | type "System Information" into search box & press Enter
  - Start | All Programs | Accessories | System Tools | System Information

- network settings - will this computer be sharing files & media on a LAN? Recall July mtg.

- Control Panel\All Control Panel Items\Network and Sharing Center\Advanced sharing settings



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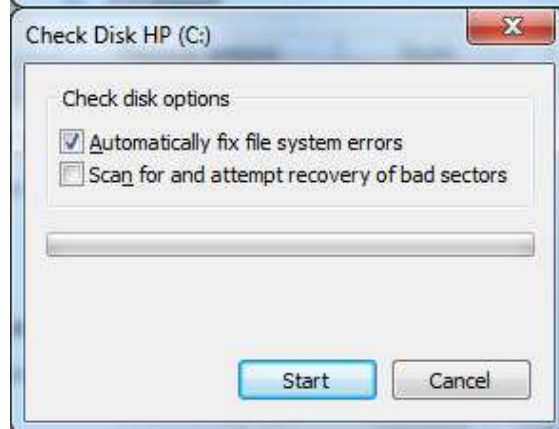
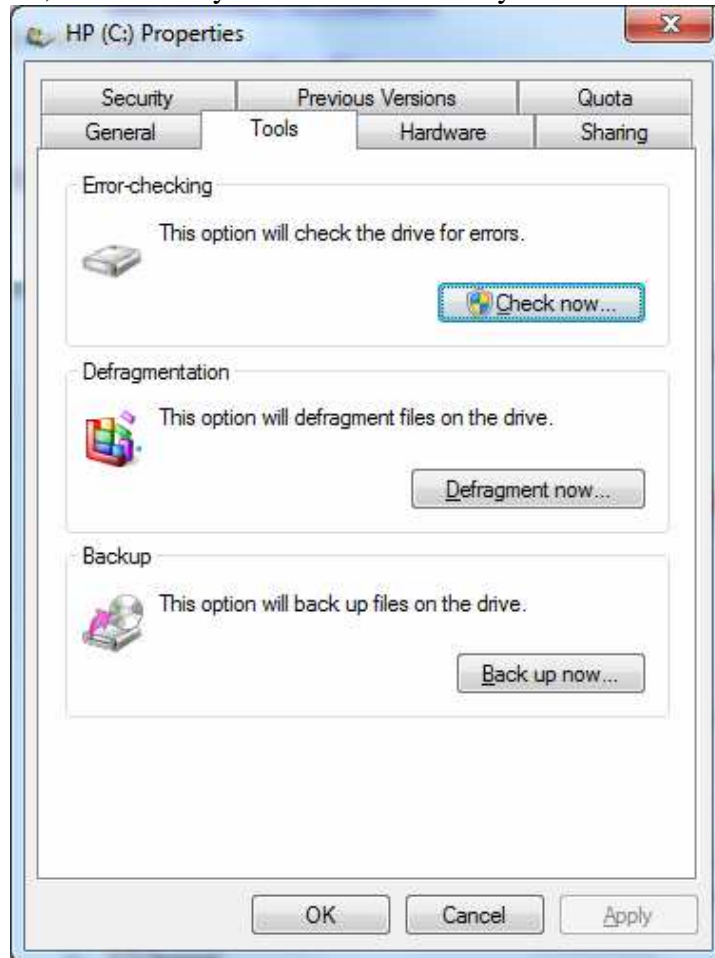
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- hibernation or hybrid sleep options -
  - defaults
    - hibernation for laptops
    - hybrid sleep for desktops when sleep activated
  - Note: Hibernate mode is not an option on systems with 4GB of RAM or more according to website below.
  - <http://www.howtogeek.com/howto/7564/how-to-manage-hibernate-mode-in-windows-7/>
  - <http://www.howtogeek.com/102897/whats-the-difference-between-sleep-and-hibernate-in-windows/>
- office software - (free & optional)
  - <http://www.libreoffice.org/>
  - <http://www.openoffice.org/>
  - <http://www.microsoft.com/en-us/download/details.aspx?id=13>
- archiving utilities (optional)
  - basic ZIP / unZIP functions built into Win7
    - <http://windows.microsoft.com/en-us/windows7/compress-and-uncompress-files-zip-files#>
  - <http://www.winrarfree.net/>
  - <http://www.7-zip.org/>
- other apps (optional)
  - <http://www.imgburn.com/> - CD / DVD imaging / burning software
  - <http://www.videolan.org/vlc/index.html> - more capable media player
  - sound recorder (built-in)
    - [https://www.microsoft.com/resources/documentation/windows/xp/all/proddocs/en-us/app\\_soundrecorder.mspx?mfr=true](https://www.microsoft.com/resources/documentation/windows/xp/all/proddocs/en-us/app_soundrecorder.mspx?mfr=true)
  - <http://audacity.sourceforge.net/> - audio recorder / editor
  - Windows Live Essentials Suite
    - often already bundled with Win7
    - email client, simple movie editor, photo processing, instant messenger, etc.
    - <http://windows.microsoft.com/en-US/windows-live/essentials-home>

- System Maintenance

- schedule Disk Defragmenter

- **NOTE:** defragmenting a bad disk will cause additional files system corruption & make things worse
    - So, error check your disks occasionally...



- Disk Cleanup

- CCleaner (optional)

- <http://www.piriform.com/ccleaner>

- Control Panel\All Control Panel Items\Windows Update\Change settings



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- Other considerations beyond scope of presentation
  - Control Panel\All Control Panel Items\Power Options
  - Control Panel\All Control Panel Items\Troubleshooting
  - Control Panel\All Control Panel Items\System
  - Indexing options
  - Folder options
  - Control Panel\All Control Panel Items\Personalization