

SETTING UP A NEW COMPUTER

John Steele

Prepare your machine for use

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- Most machines do not come with installation media
- Most machines prompt you to create recovery DVDs
 - ▣ They do not always warn you they will do this
 - ▣ They do not always tell you how many blank DVDs are needed (often two)
 - ▣ They do not always give you a second chance to if you abort the creation after it has started
- Some machines have a recovery partition and a boot option to recover (and will then wipe your data)

Install Security Tools

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- Windows will complain if you do not install Antivirus. Options include
 - ▣ Microsoft Security Essentials
 - ▣ Avast! (recommended)
 - ▣ AVG
 - ▣ Others
- Firewall is optional when using a router (mandatory if still using a USB modem)
 - ▣ PCTools free firewall works with Windows 7

Create User Account(s)

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- There will typically be an initial Administrator account already created
 - ▣ Sometimes called User
 - ▣ Usually with as blank password
 - ▣ **Club recommendation is that you create a Limited User account for normal use and keep the admin account (or create a new one with a more appropriate name) for administrator use**
 - ▣ Before you do this consider where your data should be stored – see the next few slides before proceeding

Microsoft Standard Data Locations

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- All data is on the C drive in a folder **C:\Users**
- There are two standard folders
 - ▣ Public – used to hold data that is available to all user accounts
 - ▣ Default – this is a template folder used to create user accounts
- User Account Folders
 - ▣ All data associated with a user account
 - documents, pictures
 - temporary files, application and system data

Why you should partition your disk

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- There is a difference between System Data
 - ▣ Data used by Windows to make it work
 - Programs and common configuration data
 - Windows Registry where system configuration data is kept
 - Etc
- User Data
 - ▣ Personal to each user (allowing for multiple users)
 - Includes Documents, Photos, email etc
 - ▣ Public or Shared data (shared between multiple users)
 - Examples might include downloads

Backup strategy

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- **You should back up your data**
 - ▣ System Drives/Partitions
 - Backup the whole drive/partition so that your computer can be restored to a working state
 - Backup at Drive level – recovery back to last backup state
 - ▣ User Drives/Partitions
 - Backup so that
 - Your user data can be recovered after hardware failure
 - Individual files can be recovered if you accidentally delete them
 - Backup at the file level - strategy depends on type of data and frequency of change

Partition your disk

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- If you want to follow the club guidance on data management then partition your disk as soon as possible into System and User partitions (at least)
- **Take a backup first! Use Windows or Macrium**
 - ▣ Use free Easeus if 32 bit machine (not free for 64 bit)
 - ▣ Try the free Partition Wizard for 64 (or 32 bit)
 - ▣ or use Windows disk tools to shrink the first partition and then create a new one – get it right as further changes are very difficult this way
 - ▣ Use a bootable Linux (as demonstrated by Mike Burton)

Tools to use – See Club site

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- Partitioning
 - ▣ Partition Wizard (32 bit and 64 bit)
 - ▣ Easeus (free, 32 bit only)
- Backup - Full disk/partition
 - ▣ Windows 7 contains a backup tool
 - ▣ Macrium – backup to an external USB drive
- Backup – File / Folder
 - ▣ Cobian
 - ▣ Syncback

Recommended Partitioning

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- Assuming that your new machine has only one partition, that there is no public/user data, and only the initial user account
 - ▣ Defragment the disk drive (MyDefrag)
 - ▣ Reduce C Drive to about 20-30 Gigabyte
 - ▣ Create a new logical partition in the free space
 - ▣ Set the drive letter – I use “U” for Users and label the new drive as (for example) “User Data”
 - ▣ Label the C drive if not already labelled e.g. “System”
 - ▣ If required – create additional partitions

Prepare New Drive (Manual)

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- Create a new folder Users on the new drive e.g.
U:\Users
- Move existing Public Data to new drive
 - ▣ Copy folder **C:\Users\Public** to **U:\Users**
- Move Default (User account Template) to new drive
 - ▣ Copy folder **C:\Users\Default** to **U:\Users**

Edit the Registry (Manual)

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- This is the only scary bit!
 - ▣ Run Regedit
 - ▣ Navigate to Registry Key:
HKLM\Software\Microsoft\Windows NT\Current Version\Profile List
 - ▣ There are three values that need to be changed
 - ProfilesDirectory
 - Default
 - Public
 - ▣ Change **%SystemDrive%** to **U:\Users** in each registry key

Prepare the New Drive (Easy way)

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- Download MoveProfile.exe from Club Site
 - ▣ Location www.soroban.co.uk/bin/MoveProfile.zip
- Run MoveProfile.exe using RunAs Administrator
 - ▣ It refuses to run without, **it does not need installation**
- Choose the drive letter for the destination partition
 - ▣ Make sure the partition letter is right – it is MUCH more difficult to change later and this program will not help (yet !)
- Click on Move Profile button

Final Step (Manual or Automatic)

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- Reboot to apply changes
- Check that your files are on the right drive
 - ▣ If they are not you may have made a typo in the manual edits of the Registry or there may be a problem in the *MoveProfile* application

Moving existing user Accounts

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- If you have already created your accounts then it is a bit more difficult to move them afterwards
 - ▣ Planned to add this to *MoveProfiles* program
- **Navigate to Registry Key:**
HKLM\Software\Microsoft\Windows NT\Current Version\Profile List
- **Look at the sub-keys**
 - ▣ There is one for each account including system accounts

Create User Account

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- Create one or more Limited User Accounts
 - ▣ All application and user files will be on the U drive
- Optionally create a new Administrator account if you have not already done so
 - ▣ This will place application and user files on the U drive
- Always use the Limited User account for day to day use
 - ▣ Windows will ask you to select the Administrator account and enter the password if administrator privileges are needed

Office Tools

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- ❑ **Do not assume that your new Windows computer has any Word Processing software**
 - ❑ Many new machines come with limited use versions of Office 2010 pre-installed
 - relatively cheap upgrade to full version
 - ❑ Some machines now come with a cut-down version
 - ❑ Microsoft Office 2010 Home is about £80
 - ❑ Open Office is free alternative
 - I use Open Office

Email

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- Windows 7 does NOT come with any email client
- Need to download and install a client
 - ▣ Microsoft Live Mail is free and is the Outlook Express replacement. It has some Outlook features
 - You either love or hate the interface
 - ▣ Thunderbird
 - ▣ There must be others