

# Windows Setup

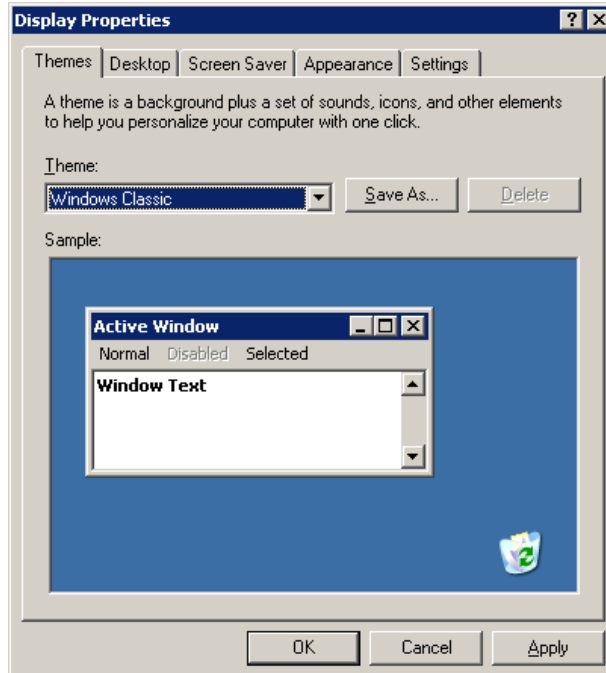
- 1) Copy files from old computer.
  - a. Methods
    - i. Hard Drive to Hard Drive **Preferred (fastest)**
      1. Remove old computer's hard drive and install in external USB2 case. \$20
      2. Plug the USB hard drive into the new computer and drag and drop files as needed.
      3. Return old drive to old computer and then reformat/reimage it. Clean wipe it.
    - ii. Networking
      1. Put both old computer and new computer on the net.
      2. Mapped the old drives on the new computer.
        - a. Old Computer
          - i. Right click on drive → Sharing and Security
        - b. New Computer
          - i. My computer → Tools → Map Network Drive.
    - iii. Direct connection
      1. Get a networking cable/hub and use some software like the Microsoft Files and Settings Transfer (see below)
    - iv. Sneakernet
      1. Jump drive, CD's, external hard drive, etc. Kind of slow.
    - v. Cloning – used when increasing the size of a computer's hard drive. I use Acronis True Image (<http://acronis.com>). You can download a free trial.

## 2) Use classic Non-XP Windows Skin Look

- a. Start → Settings → Task bar and start menu → Classic start menu

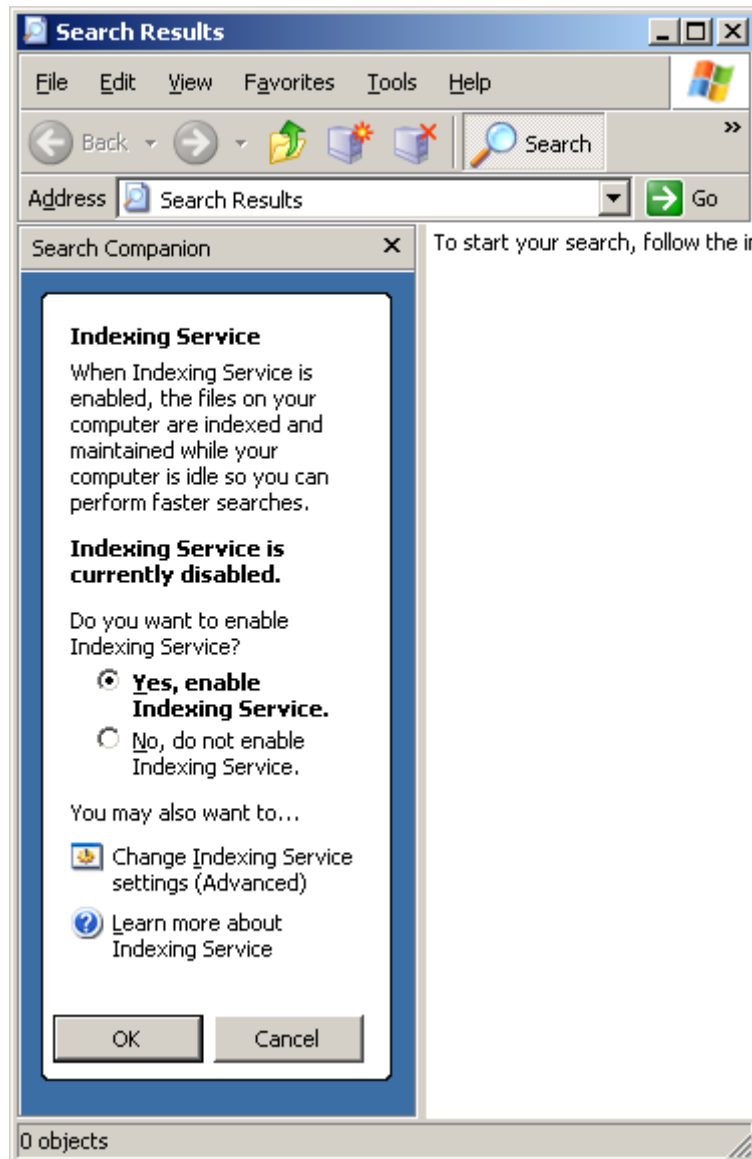


- b. Right click on desktop → Properties → Themes → Windows Classic

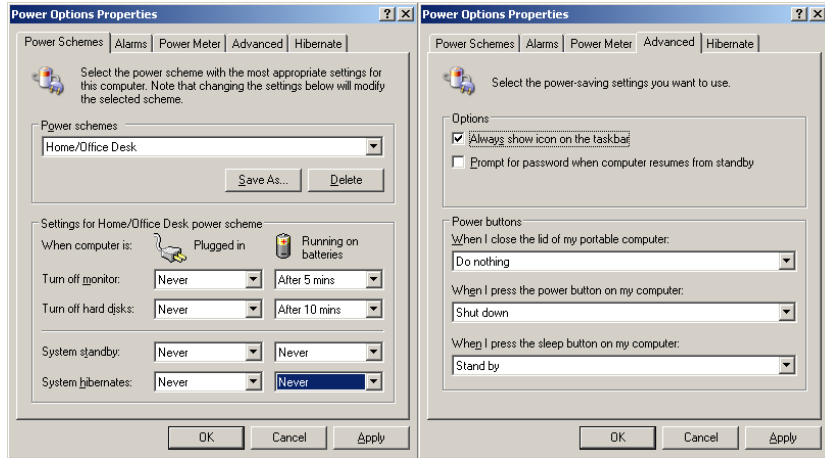


- c. Right click on desktop → Arrange Icons By
  - i. Deselect “Auto Arrange”
  - ii. Select “Show Desktop Icons”
- 3) Install registry hack to add “Open with Notepad” to the right click menu.  
<http://www.howtogeek.com/howto/windows-vista/add-open-with-notepad-to-the-context-menu-for-all-files/>
- 4) Install Microsoft’s PowerToys  
<http://www.microsoft.com/windowsxp/downloads/powertoys/xppowertoys.msp>
  - a. **Image Resizer** - This PowerToy enables you to resize one or many image files with a right-click.
  - b. **CD Slide Show Generator** - With this PowerToy you can view images burned to a CD as a slide show. The Generator works downlevel on Windows 9x machines as well.
  - c. **HTML Slide Show Wizard** - This wizard helps you create an HTML slide show of your digital pictures, ready to place on your Web site.
  - d. **Webcam Timershot** - This PowerToy lets you take pictures at specified time intervals from a Webcam connected to your computer and save them to a location that you designate.
  - e. **Color Control Panel Applet** - Professional-level photographers and designers know that getting consistent, accurate color from file to screen to print and beyond is a requirement for great results. This new tool helps you manage Windows color settings in one place. Download or learn more.
  - f. **SyncToy** - With new sources of files coming from every direction (such as digital cameras, e-mail, cell phones, portable media players, camcorders, PDAs, and laptops), SyncToy can help you copy, move, and synchronize different directories. Download or learn more.
  - g. **RAW Image Thumbnailer and Viewer** - Are you a serious photographer? Now you can organize and work with digital RAW files in Windows Explorer (much as you can with JPEG images). This tool provides thumbnails, previews, printing, and metadata display for RAW images. Download or learn more.
  - h. **ClearType Tuner** - This PowerToy lets you use ClearType technology to make it easier to read text on your screen, and installs in the Control Panel for easy access.
  - i. **Open Command Window Here** - This PowerToy adds an "Open Command Window Here" context menu option on file system folders, giving you a quick way to open a command window (cmd.exe) pointing at the selected folder.
  - j. **Alt-Tab Replacement** - With this PowerToy, in addition to seeing the icon of the application window you are switching to, you will also see a preview of the page. This helps particularly when multiple sessions of an application are open.

- k. Tweak UI - This PowerToy gives you access to system settings that are not exposed in the Windows XP default user interface, including mouse settings, Explorer settings, taskbar settings, and more. Version 2.10 requires Windows XP Service Pack 1 or Windows Server 2003.
  - l. Power Calculator - With this PowerToy you can graph and evaluate functions as well as perform many different types of conversions.
  - m. Virtual Desktop Manager - Manage up to four desktops from the Windows taskbar with this PowerToy.
  - n. Taskbar Magnifier - Use this PowerToy to magnify part of the screen from the taskbar.
- 5) Indexing: Start → Search → For Files or Folders → Change Preferences → With Indexing Service

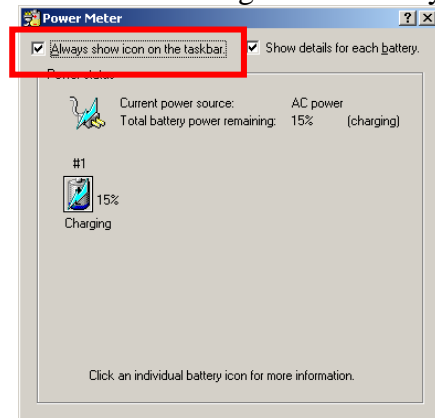


- 6) Power Settings: Right Click on Desktop → Properties → Screen Saver → Power... or Start → Settings → Control Panel → Power Settings.
  - a. Power Schemes Tab



Advanced Tab

b. Power Meeting Tab – “Always show icon on the taskbar”

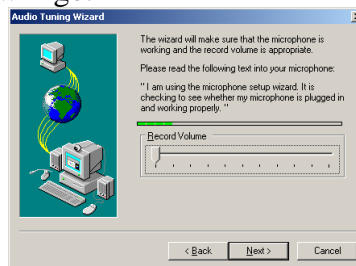


7) Printers

a. Local

- i. Often the computer will recognize a new printer by just plugging it in (USB). However I usually go to the manufacturer’s web site and download the most current software.
- ii. Setting Defaults – I usually set up ink jet printers as black/white+draft for default printing. This is done in Start → Settings → Printers and Faxes → <printer name> → Printer → Printing Preferences.

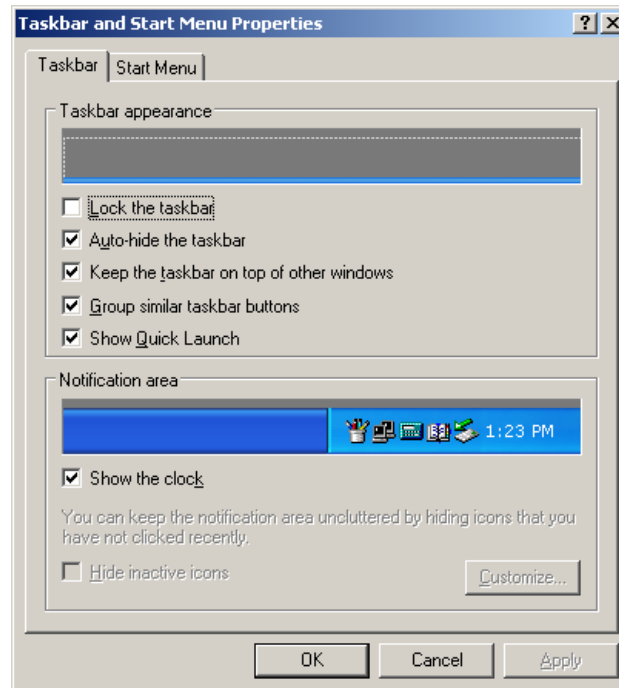
- 8) Netmeeting – Before you actively use Netmeeting in a meeting, you should start up the tool and go through the required configuration windows. I turn the microphone as low as it will go.



- 9) You can use the Microsoft Files and Settings Transfer Wizard to move some configuration information between computers. Personally I find it too tedious.

- a. See [http://www.microsoft.com/windowsxp/using/setup/expert/crawford\\_november12.msp](http://www.microsoft.com/windowsxp/using/setup/expert/crawford_november12.msp) for beginning information
- b. See [http://www.microsoft.com/windowsxp/using/setup/getstarted/bott\\_fstwm.msp](http://www.microsoft.com/windowsxp/using/setup/getstarted/bott_fstwm.msp) for details.

10) My default Taskbar settings (right click on task bar → properties). I have the taskbar auto-hide, not hide inactive icons, not group similar buttons, and not lock the taskbar.

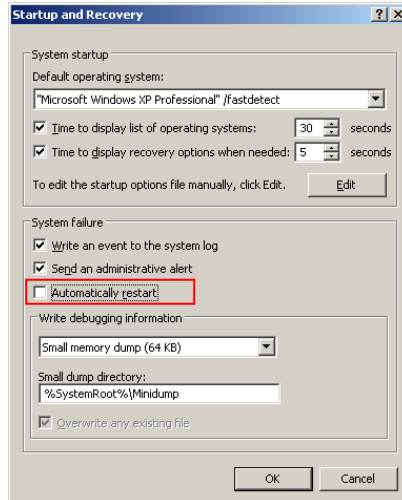


11) Allow Desktop Icons to Not Auto-Sort – Right click on desktop → Arrange Icons By → (deselect) Auto Arrange

12) Remove Annoying Sounds

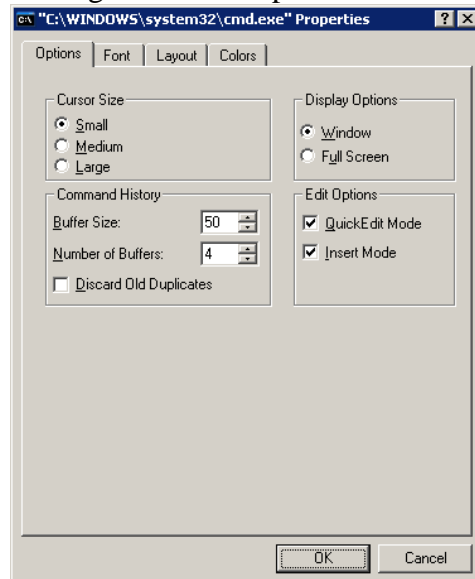
- a. Start → Settings → Control Panel → Sounds and Audio Devices → Sounds
  - i. Deselect Windows Explorer → Start Navigation
  - ii. Deselect Startup Windows
  - iii. Deselect Exit Windows
  - iv. Deselect Windows Logon
  - v. Deselect Windows Logoff

13) Turn off automatic restart after a blue screen so that I can capture the problem. Start → Settings → Control Panel → System → Advanced → Startup and Recovery → Settings. Uncheck “Automatically restart.”

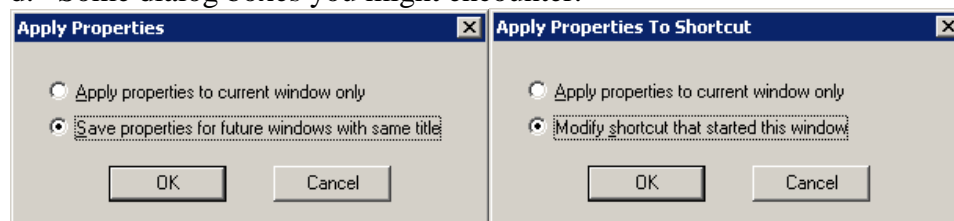


14) Command Window setup to allow selection of text via the mouse.

- a. Start → Run → “cmd” → OK.
- b. Right click on top border and select “properties”

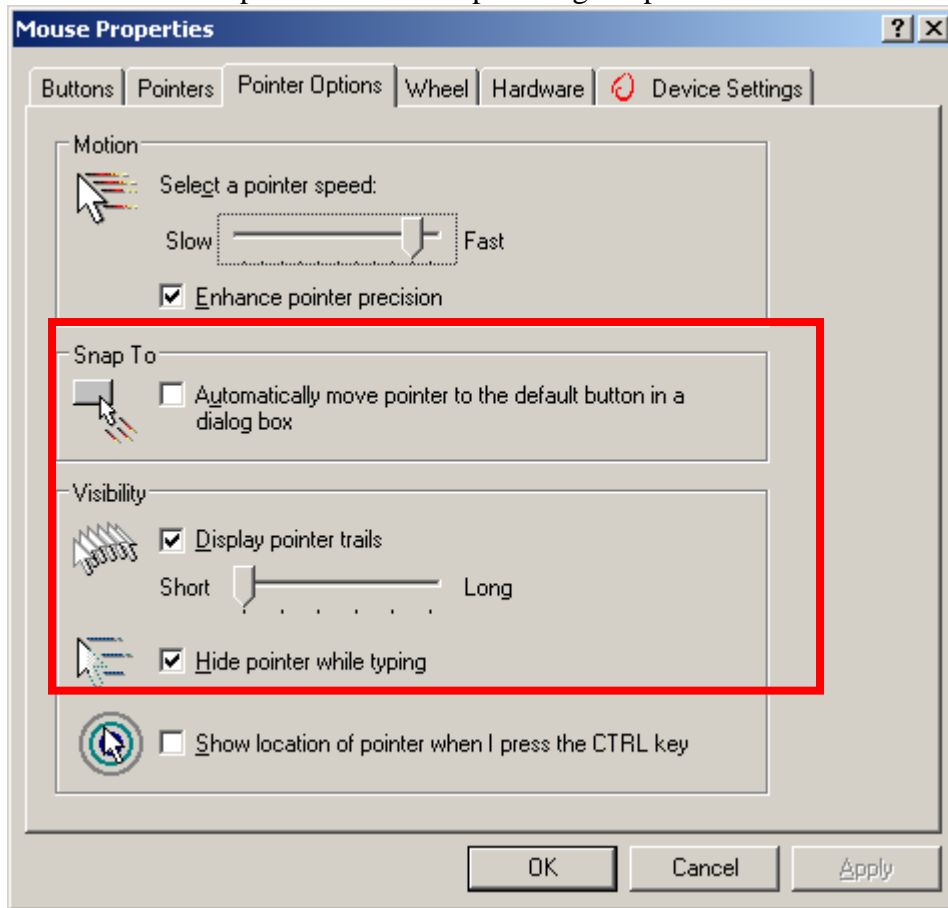


- c. Tick “QuickEdit Mode”. Click OK.
- d. Some dialog boxes you might encounter.



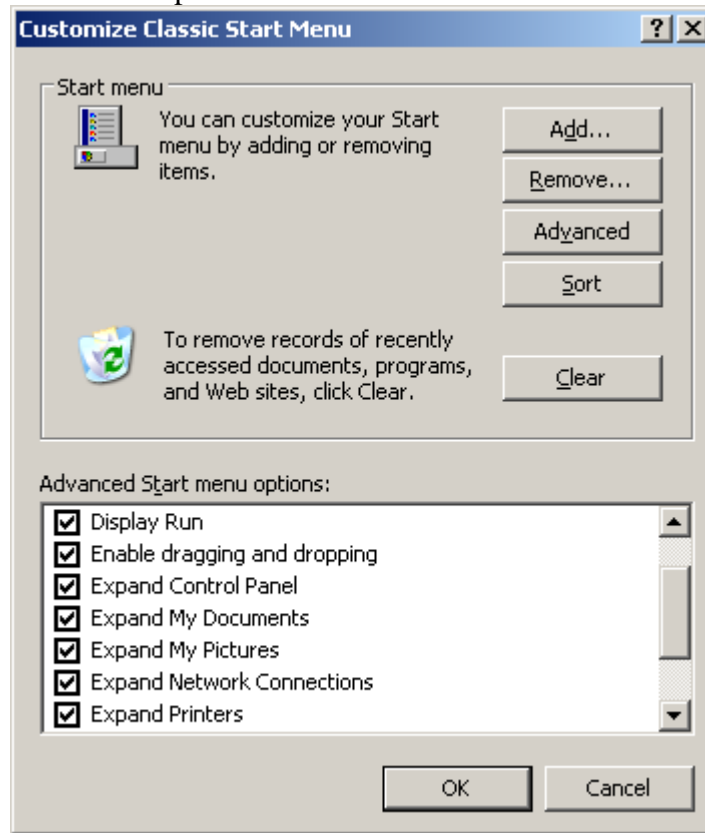
- e. Copy/Paste in command window
  - i. To capture text
    1. Drag mouse over text area. White area will be copied.
    2. Hit “enter” key. Text is now in the paste buffer.
  - ii. To paste text
    1. Right click. Text will be pasted at cursor.

- 15) Mouse settings Start → Settings → Control Panel → Mouse → Pointer Options
- I have stumbled multiple times by having the pointer automatically focus on the default button in dialog boxes. What happens is that I am about to click one place and find that the click gets misdirected at just the precise inopportune time to a dialog box that just popped up. Of course the dialog disappears and wow I don't know what I just did.
  - Found the setting in the Mouse Control Panel "Automatically move pointer to the default button in a dialog box."
  - Turned on pointer tails to help finding the pointer when I am mobile.



- 16) Folder Options
- Start → Settings → Control Panel → Folder Options
  - General
    - Select "Open each folder in its own window"
  - View
    - Check "Show hidden files and folders"
    - Uncheck "Hide extension for known file types"
- 17) Expanded Control Panel, Printers and Network Connections lists
- Start → Settings → Control Panel → Taskbar and Start Menu Properties → Start Menu → Customize
  - Tick "Display Administrative Tools"
  - Tick "Expand Control Panel"
  - Tick "Expand Network Connections"

e. Tick “Expand Printers”

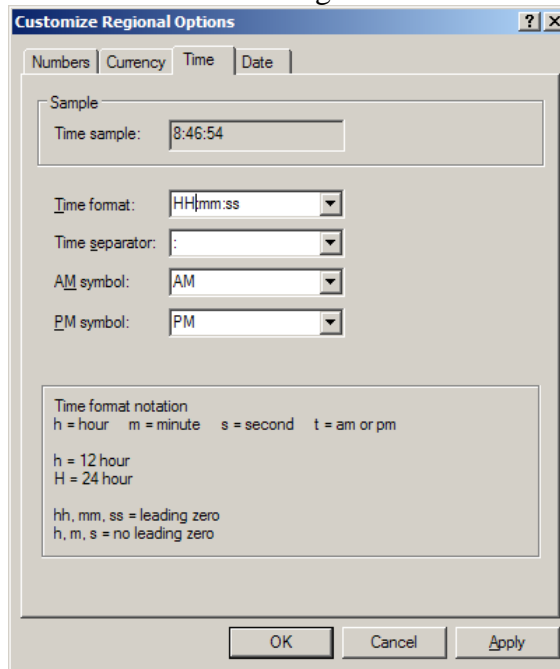


18) Setting the clock to read in 24 hour mode.

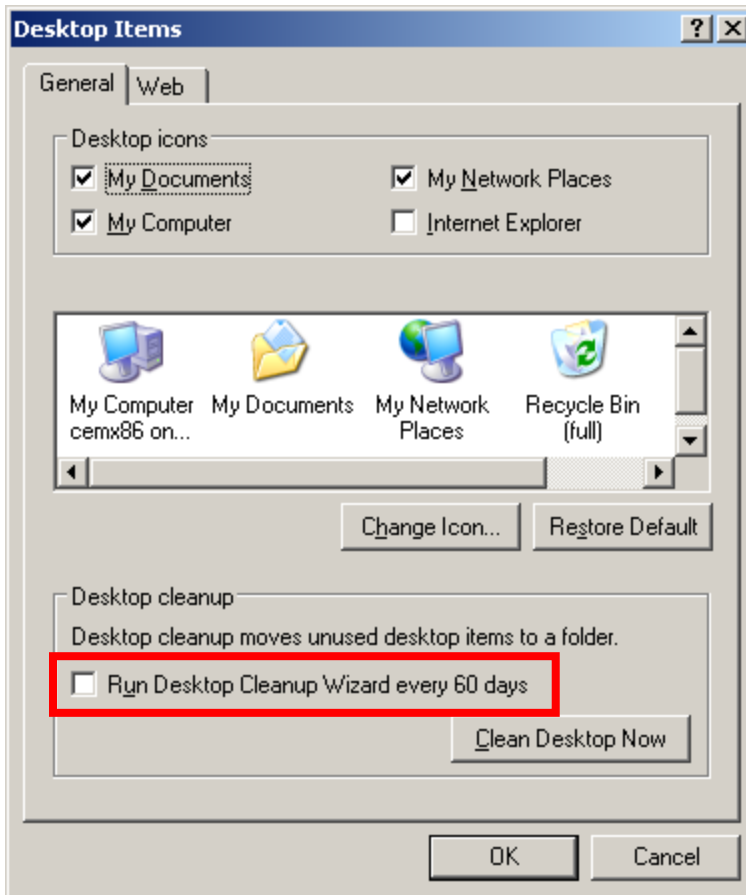
- a. This will generally affect most tools such as Outlook (but not Lotus Notes).
- b. Start → Settings → Control Panel → Regional and Language Options → Customize → Time.



- c. Enter HH:mm:ss. Change “hh” to “HH”. Remove “t”.



- 19) Desktop settings - Right click desktop → Properties → Settings → Desktop → Customize Desktop...
- a. Turn off desktop cleanup
  - b. Turn off Internet Explorer
  - c. Show “My Documents”, “My Computer”, “My Network Places”.



- 20) How to get XP to stop with all the bubbles on network status?
- <http://support.microsoft.com/default.aspx?scid=kb;en-us;q307729>
- 21) Windows Recovery Console – Set for no administrator password
- To set an automatic administrator logon for the Recovery Console, complete the following steps while you are logged on with administrative credentials:
    - Click Start → Control Panel → Administrative tools → Local Security Policy
    - Click Switch to Classic View in the right pane, double-click Administrative Tools, and then double-click Local Security Policy.
    - Expand Security Settings, expand Local Policies, and then click Security Options.
    - Double-click the Recovery Console: Allow automatic administrative logon policy, and then set it to Enable.
  - The policy is effective immediately. Make sure that you reopen the Local Security Policy snap-in to make sure that the effective setting for the policy is "Enabled." The next time that you start to Recovery Console, you are not prompted for a password.

# Office Setup

[Word](#)

[Excel](#)

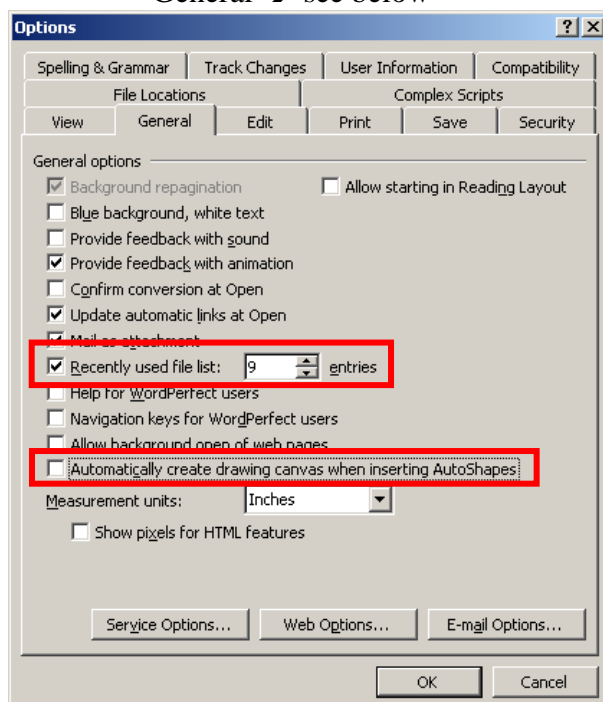
[PowerPoint](#)

[Project](#)

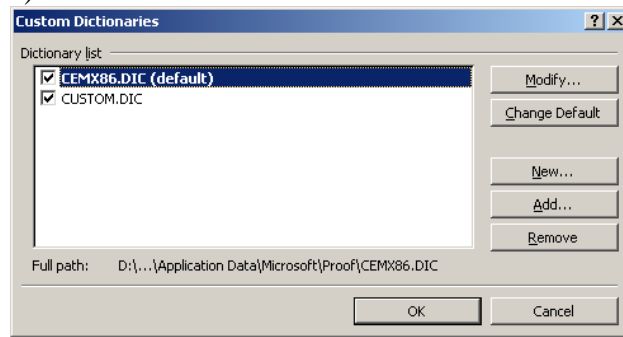
1) Word

a) Tools → Options →

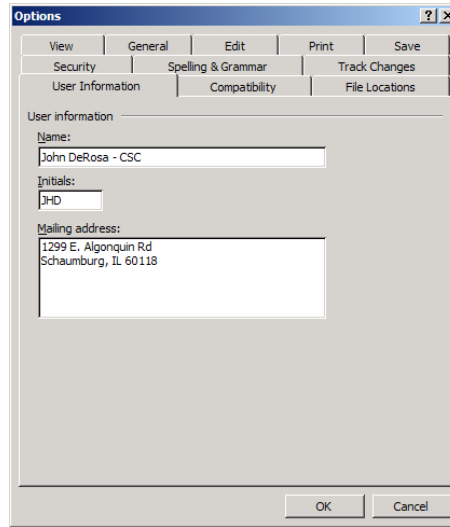
- Edit → deselect “selecting entire word”
- General → see below



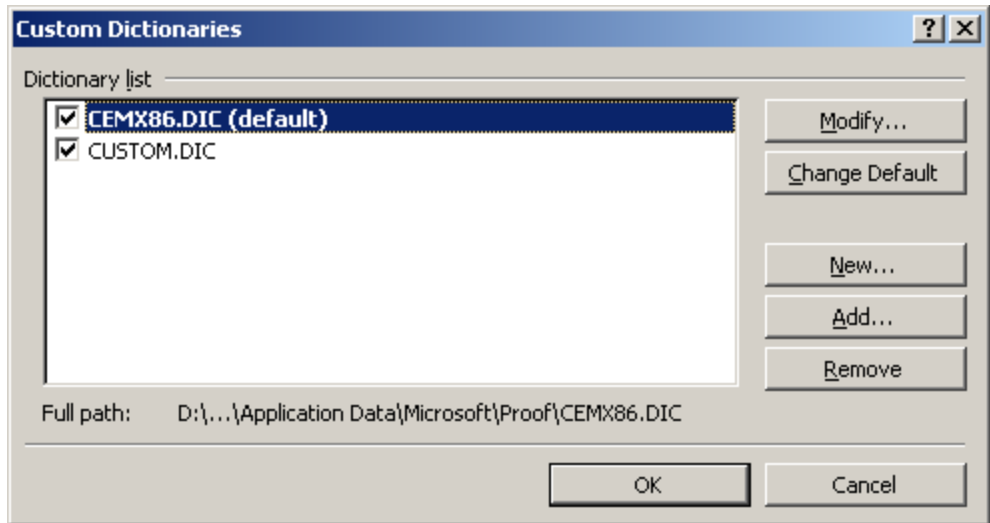
b) My personal dictionary was not being used. Within Word I went to Tools → Options → Spelling → Custom Dictionaries and found the mine was deselected. I reselected it and made it the default (click “Change Default”).



- c) Office User Information – Defaults to the computer name. Need to set up some more useful user information. This is picked up by the other applications.

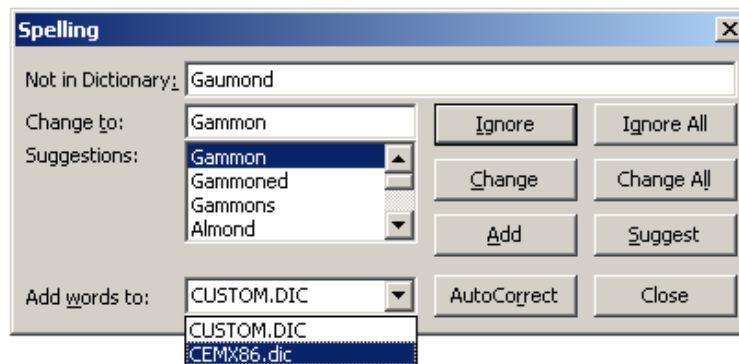


- d) Office Collapsing Menus - Found out how to make the Office (Excel, Word, PowerPoint, Outlook) menus appear all the time. This is easiest to do in Word - choose Tools → Customize → Options tab → "Always show full menus." Once you do one tool, all Office tools will behave the same way.
- e) Office Dictionaries:
- I have a personal dictionary rather than adding words to the Microsoft custom dictionary. The MS custom dictionary is located in d:/profiles/<yourid>/Application Data/Microsoft/Proof and is probably called "custom.dic". Mine is on the D drive and is named "cemx86.dic". Move it to the same location on your new computer.
  - The d:/profiles/<yourid>/Application Data/Microsoft/Proof folder is hidden. To see the folder you must do tools → folder options → view → show hidden. Note that I was unable to see this hidden folder on the source computer via the mapping from the destination machine so I had to copy the file to My Documents first.
  - To add your personal dictionary, use Tools → Options → Spelling → Custom Dictionaries and click on the check box next to your personal dictionary. This will add that dictionary to all office applications.
  - You may want to make your dictionary the default (click on "Change Default") so that all new entries go into your personal dictionary and you don't have multiple diverging dictionaries and/or delete the MS custom.dic altogether. If you create a new dictionary, save it in your D drive so that it gets backed up.



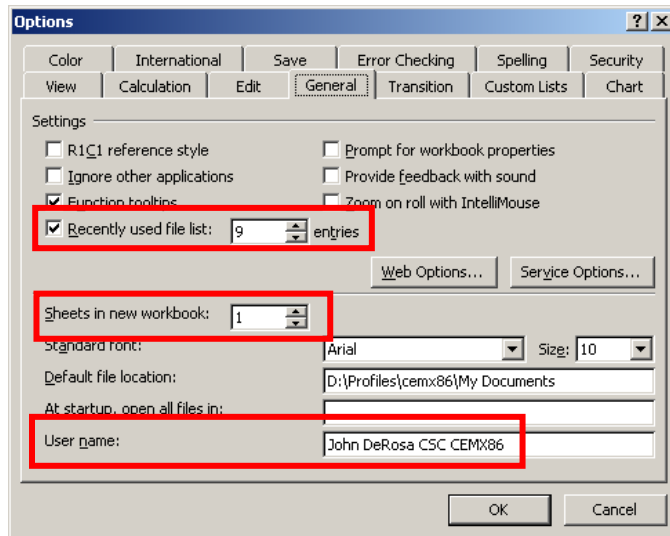
2) PowerPoint

- a) Tools → Options → Edit →
  - Deselect selecting entire word
  - Number of undos: 150 (maximum)
- b) Tools → Options → Print → Use the following print settings → Slides, Color.
- c) Tools → Options → General → Recently used files: 10 (maximum)
- d) Custom Dictionaries – It appears that the custom dictionary was not picked up from the selection in Word. Also there is no Options choice to choose it. Type in a misspelled word and then hit F7. Then select the dictionary in the following dialog box.



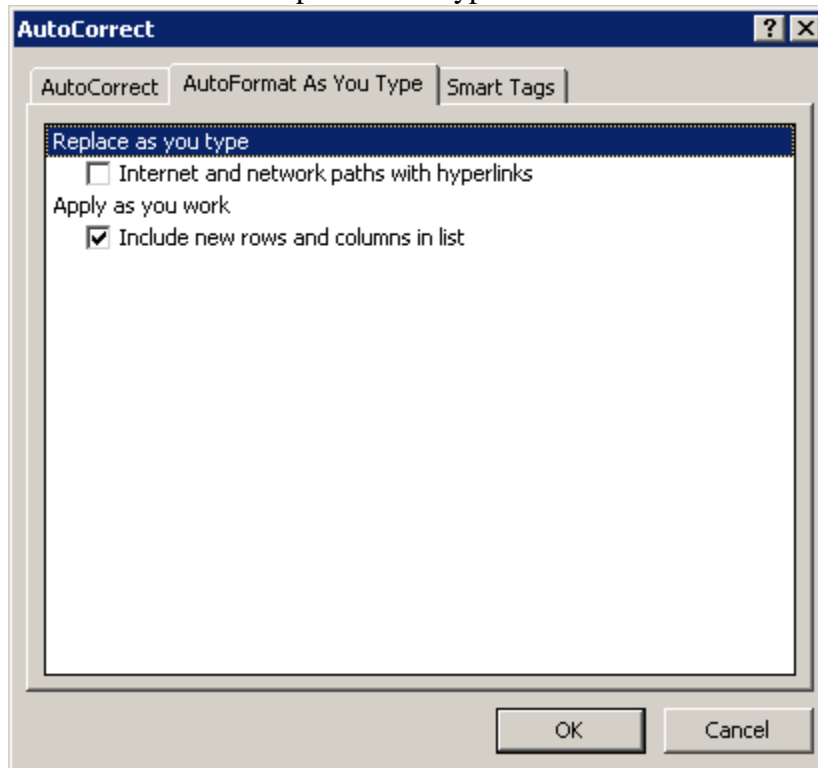
3) Excel

- a) Tools → Options → General Setup



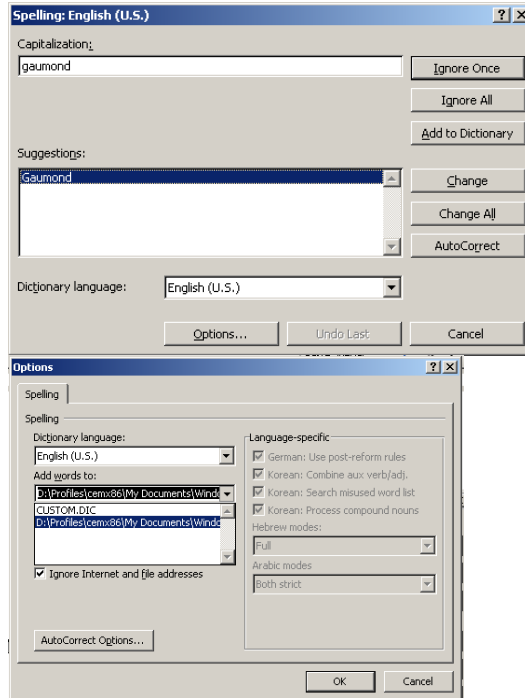
b) Autocorrect Hyperlinks, URLs and Email

- Tools → Autocorrect → Autoformat at you type → Uncheck "Internet and network paths with hyperlinks."



c) Dictionary

- It appears that the custom dictionary was not picked up from the selection in Word. Also there is no Options choice to choose it. Type in a misspelled word and then hit F7. Then select the dictionary in the following dialog boxes.



d) Moving Excel macros:

- The macros were located in a file called PERSONAL.XLS located in d:\profiles\\Application Data\Microsoft\Excel\XLSTART.
- This folder is hidden. To see the folder you must do tools => folder options -> view -> show hidden. Note that I was unable to see this hidden folder on the source computer via the mapping from the destination machine so I had to copy the file to My Documents first.
- Once I moved the file between machines into the same folder, Excel began to use the macros without having to restart Excel.

