

Setting up and Configuring a new PC



by Mike Halsey

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and *Troubleshooting Windows 7 Inside Out*



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Step 1

Where's my
Windows DVD?

It's very common for new computers to not come with a Windows 7 installation DVD, so what can you do to either get one or create one for when Windows will need repairing or reinstalling?

Contact Your Manufacturer

It's your copy of Windows and you've paid for it. While the non-inclusion of the DVD might be a good anti-piracy measure, and while there will already be a recovery partition on your computer, you should insist on a disc being sent.

Some manufacturers won't do this, but many will. This may incur a

Small charge but it's always worth it to get a proper installation disc.

So What About the Recovery Partition?

The recovery partition is useful and can restore your computer in the event of a disaster. Sadly Windows 7 keeps your files and documents in the same place as the operating system itself, this means that if you use this recovery partition to restore Windows 7, you will wipe all the files and documents of your computer!

This recovery partition will also restore all the bloatware that came pre-installed on your computer when you bought it.



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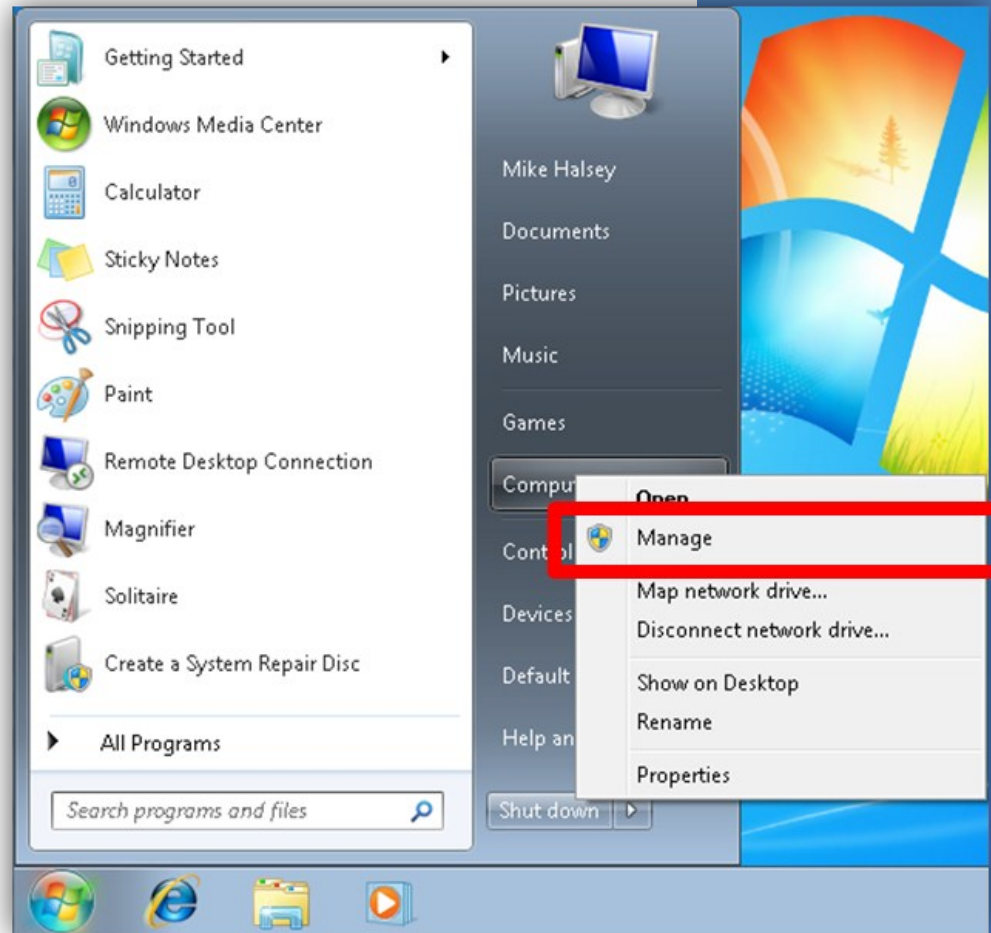
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So How Can I Sort This Out?

It's relatively straightforward to set up your computer so that these problems don't occur. Here I will detail, in a step by step format, how to do this.

1) Access the Computer Management Console

You can access the **Computer Management Console** by *right clicking* on **Computer** in the Start Menu and selecting **Manage** from the options that appear.



2) Select the Disk Options

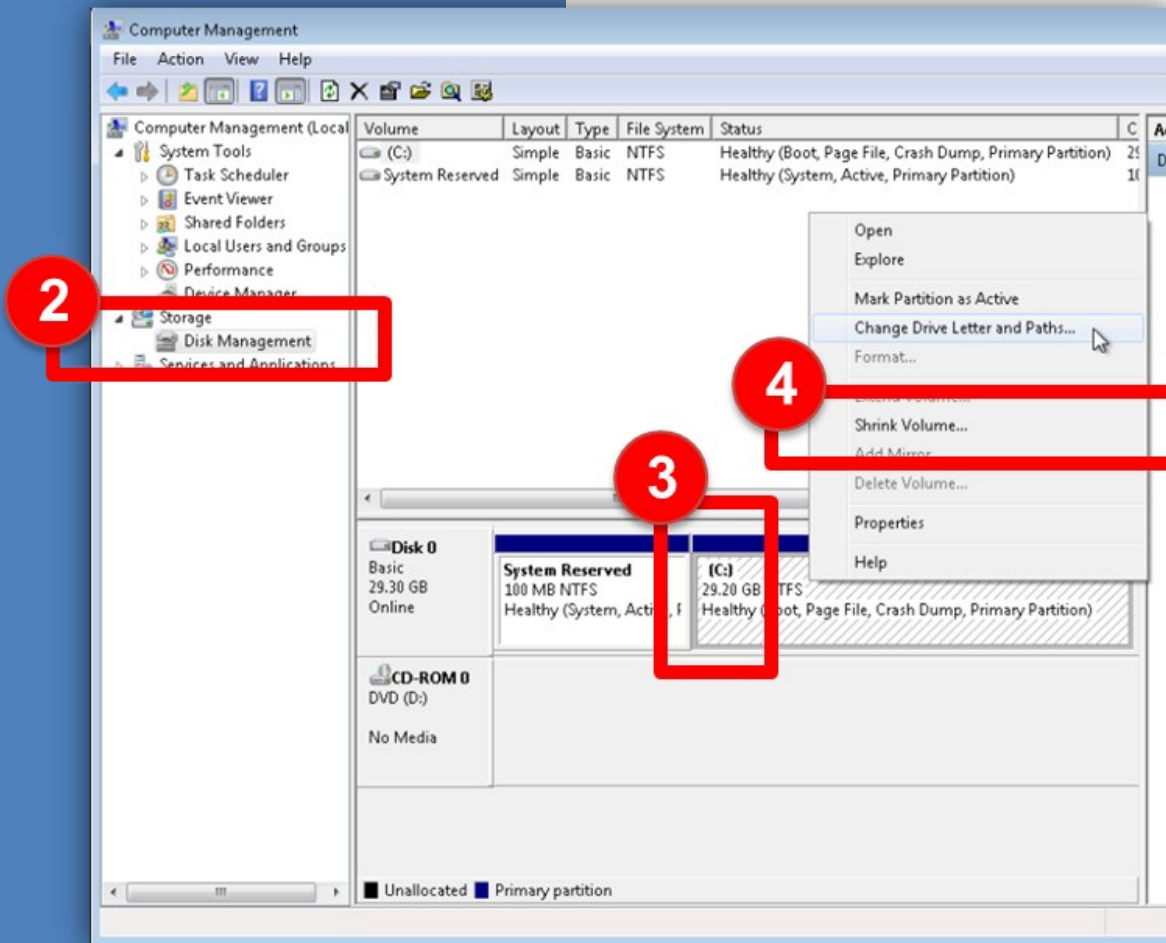
In the window that appears click **Disk Management** in the left hand panel.

3) Find Your Windows disk

You will see a graphical representation of your hard disks. Select the disk on which Windows is installed, there will usually be just one called **(C:)**

4) Shrink the Disk

Right Click on this disk and select **Shrink** from the options that appear. You should do this *before* installing software for reasons I shall explain!



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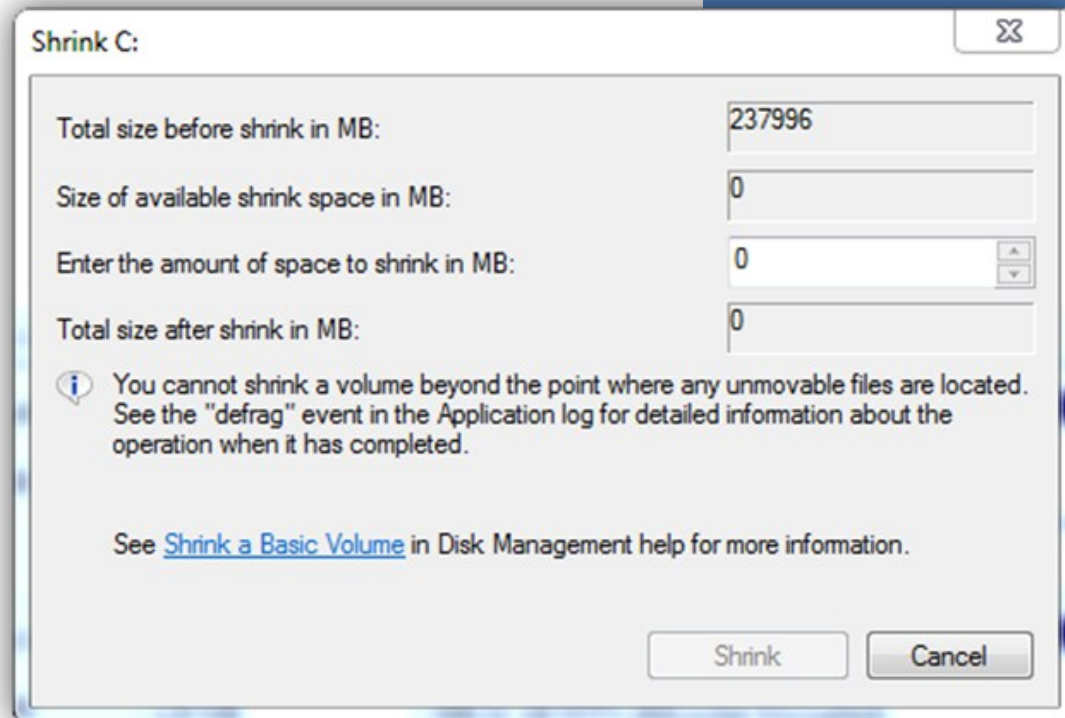


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Why Should You Do This First?

Windows 7's tool for shrinking and growing the size of disks isn't very sophisticated. If you begin copying files and installing programs to the disk, you could find that Windows won't let you shrink the size of your disk at all



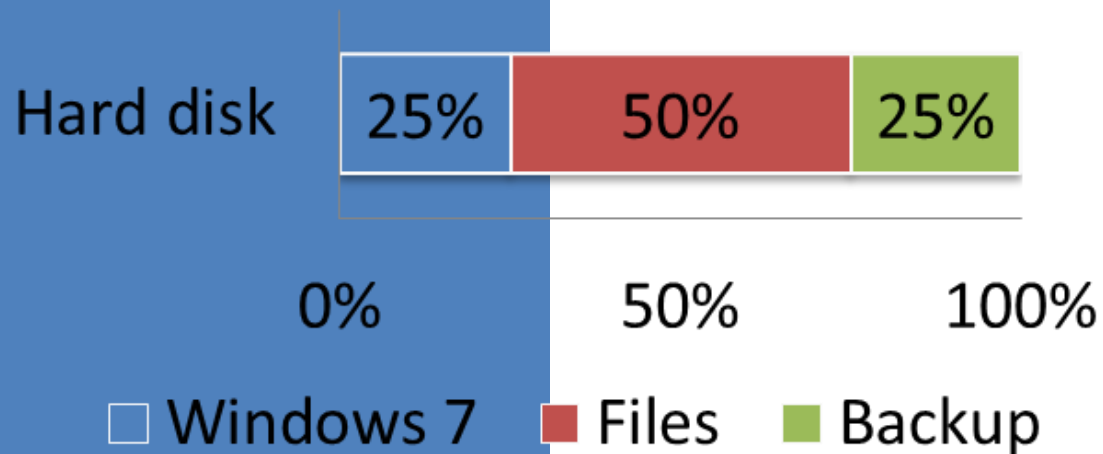
What Size Disks Do I Create and Why?

Ideally you need three *partitions* in Windows (splitting your hard disk into three smaller separate disks)

The first is for Windows and should be around 25% of the total size.

The second is for your files and documents to keep them safe from Windows in case of disaster and Windows 7 fails.

The third is for a backup of Windows so you can restore this if the operating system fails. This should be the same size as your Windows 7 disk.



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How big Should my Windows 7 Disk Be?

Use the information here as a guide to how big your Windows 7 disk should be after you've shrunk it.

The long numbers are what you should type into the **Shrink Disk Drive** box in Windows 7.

You will want to leave a good amount of space for your files and documents though, and on a "standard" home PC these figures should be roughly accurate.

Light User – 50Gb
(roughly 50000)

Power User – 100Gb
(roughly 100000)

Gamer – 150Gb
(roughly 150000)



What If I Don't Have a Large Hard Disk?

If you have a laptop or a netbook that only has a small hard disk then you can just create spaces for Windows 7 and your files, you can forget about the backup space and instead make your Windows 7 backup onto DVD.

DO NOT lose these discs after you've created it though, keep them safe in paper wallets and in a cool, dry place!



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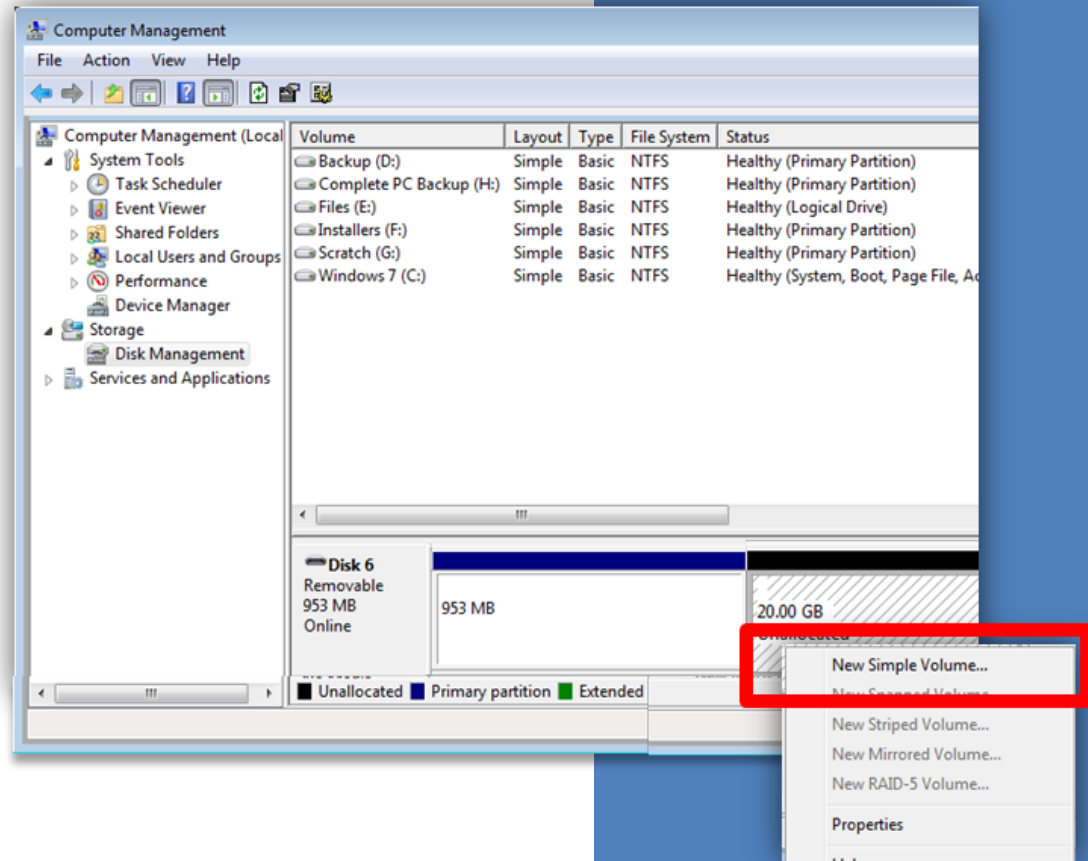
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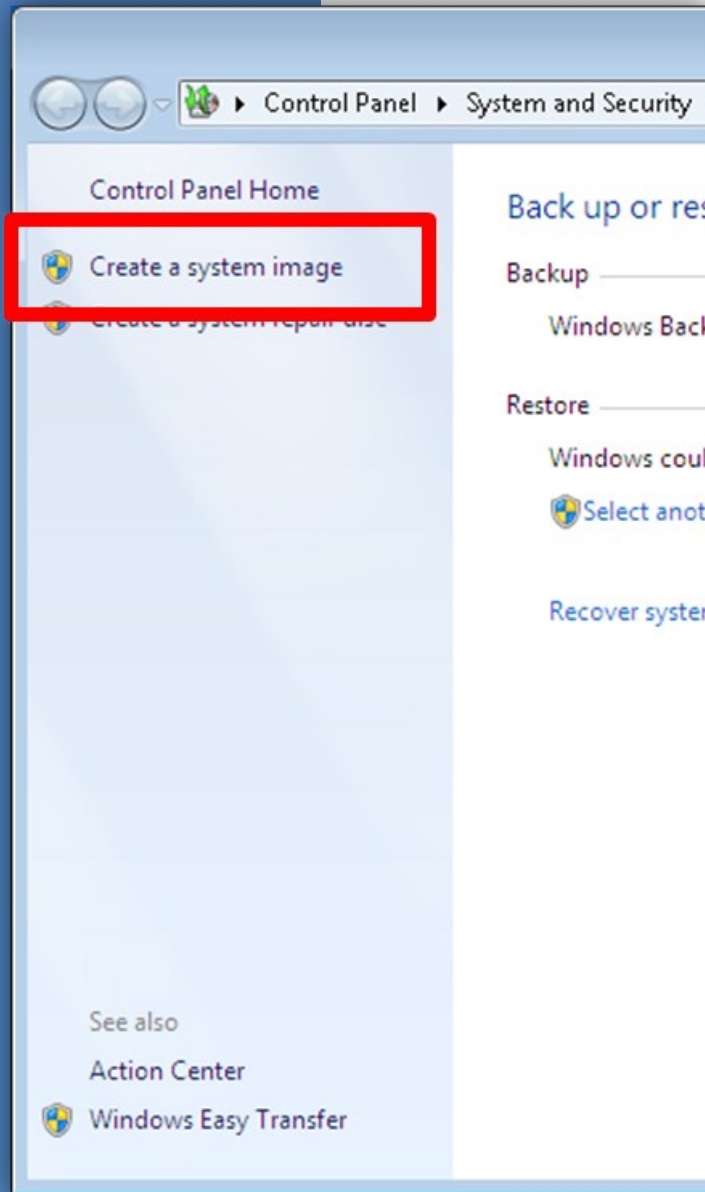
Now Create Your Files and Backup Disks

You will now see blank space next to your Windows 7 disk in the **Computer Management Console**.

You should *right click* in this space and create your two new disks.

Work out how much space you have left so that the files disk is as large as possible and the backup disk is the same size (roughly) as your Windows 7 disk.





Now Create an Image Backup of Windows

You may want to delay this until after steps 2, 3 and 4 but you need to create a backup of your copy of Windows 7.

In the Start Menu search box type **Backup** and open the **Backup & Restore** panel.

In the left left blue panel click **Create System Image** and tell it you want to back up your entire copy of Windows to the backup disk you created.

You can also create your backup to DVDs but you will need several.



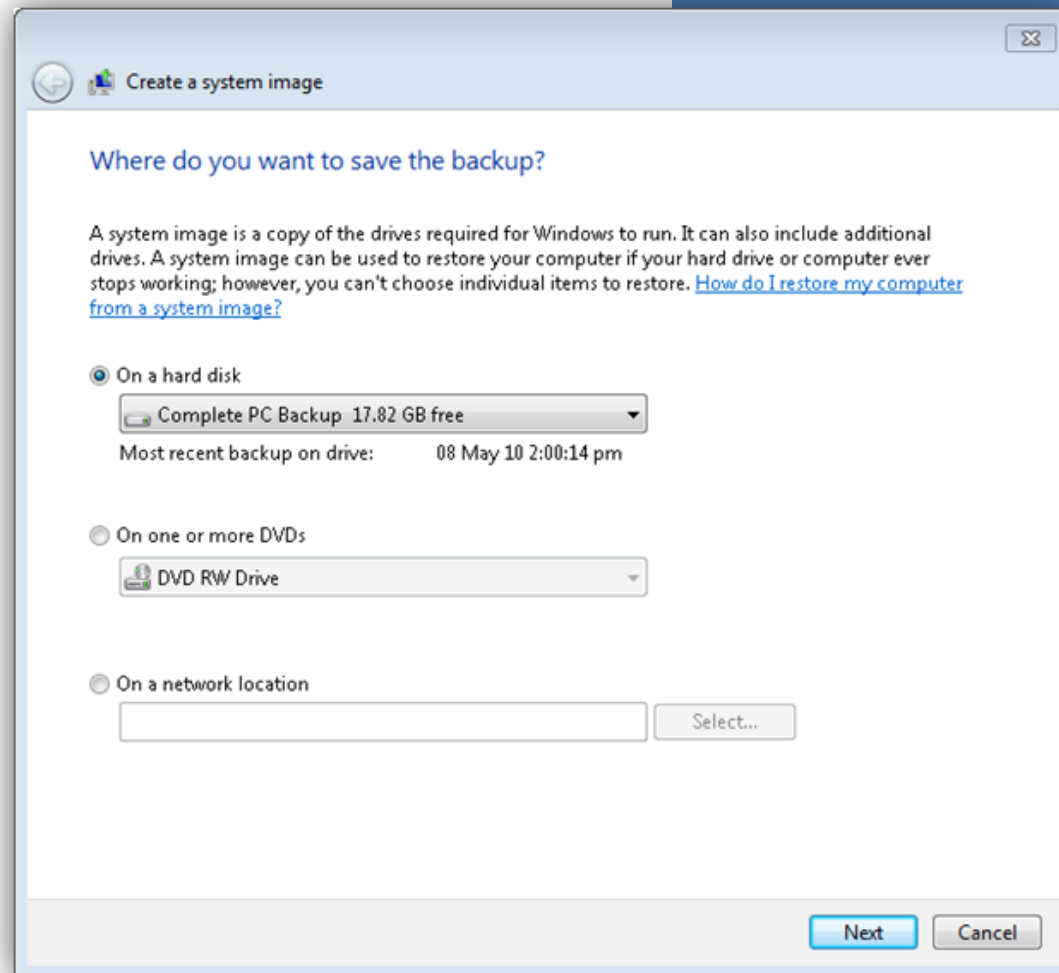
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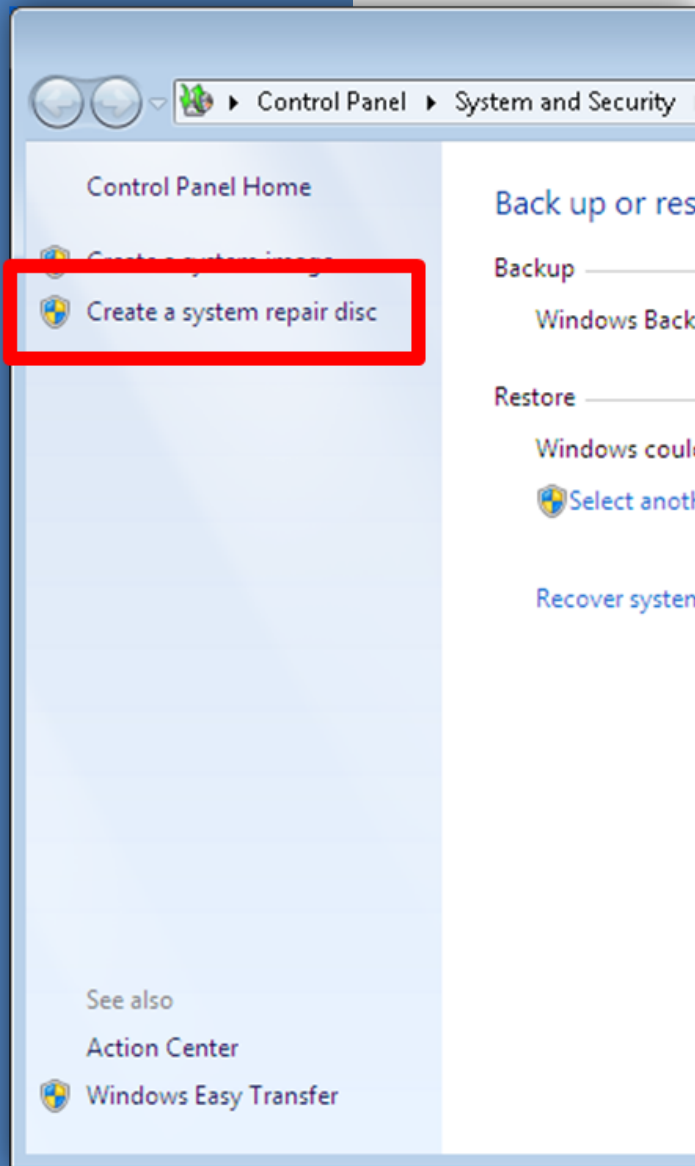
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Here you can see the window that appears when you create your backup image of Windows 7.

This image is a snapshot of your Windows installation complete with all your settings and installed programs.





Now, Create a System Repair Disc

Now you have created your backup image, in the **Backup & Restore** panel, click **Create a System Repair Disc**.

This is a CD or DVD you can use to start your computer to repair Windows 7 or restore your backup image if something goes wrong.

Always keep the discs associated with your computer together and safe in a warm, dry place!



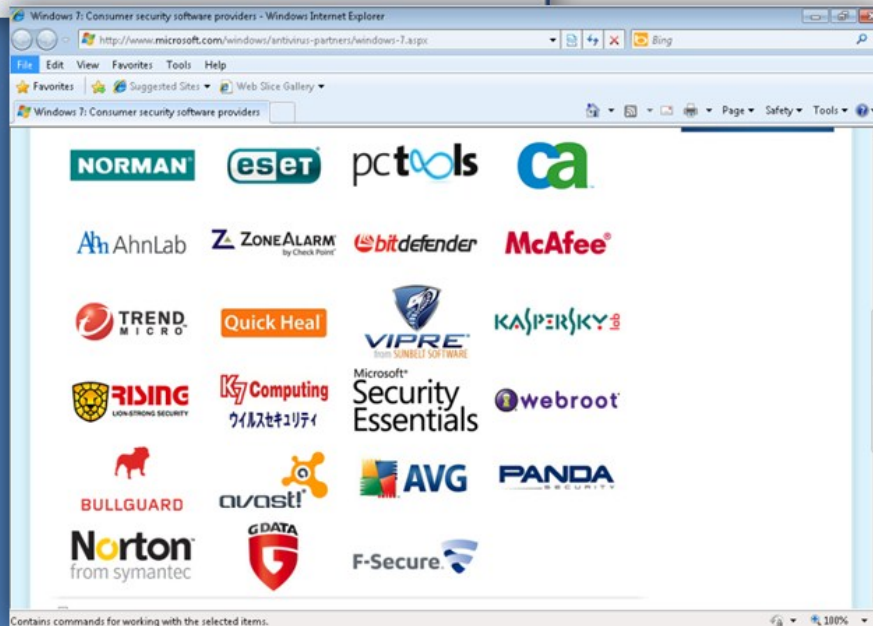
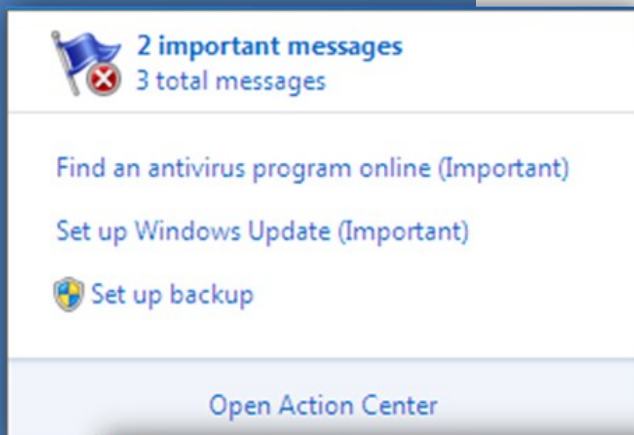
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Step 2

Protect Your Computer



Install Anti-Virus Software

The anti-virus software that came with your computer will most probably be a time-limited trial that will expire and stop working after a few months.

You should uninstall this (type **Programs and features** into the Start Menu search box) to open the panel where you can uninstall it. *See Part 3 for more information.*

Windows 7 will now alert you to the fact you have no anti-virus software and help you download and install one. The free ones such as **Microsoft Security Essentials** are usually perfectly adequate.



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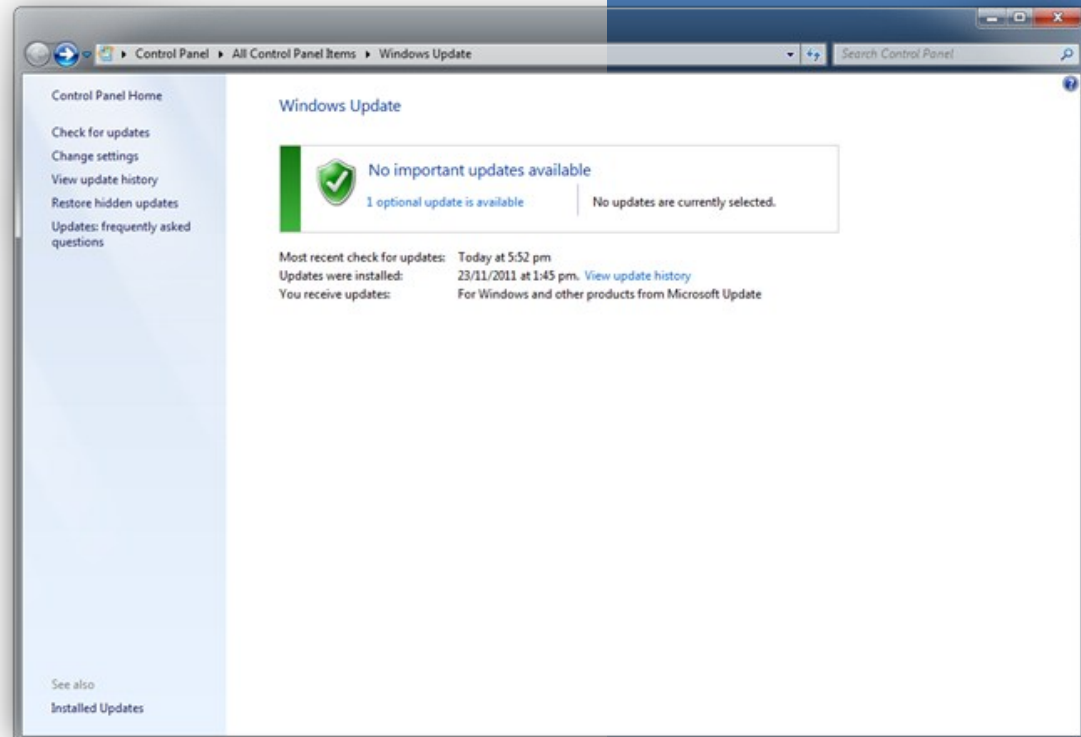
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Optional: Configure Windows Update

Windows Update keeps your computer up to date with the latest security patches and upgrades. **You should NOT turn it off!**

You might want to change its settings though so that it downloads and installs updates at times that are more convenient for you.

You can access Windows Update by typing **Update** into the Start Menu search box.



Step 3

Remove the
Rubbish

Get Rid of Unnecessary Software

New computers typically come pre-loaded with all manner of time-limited trial software and unnecessary bloatware.

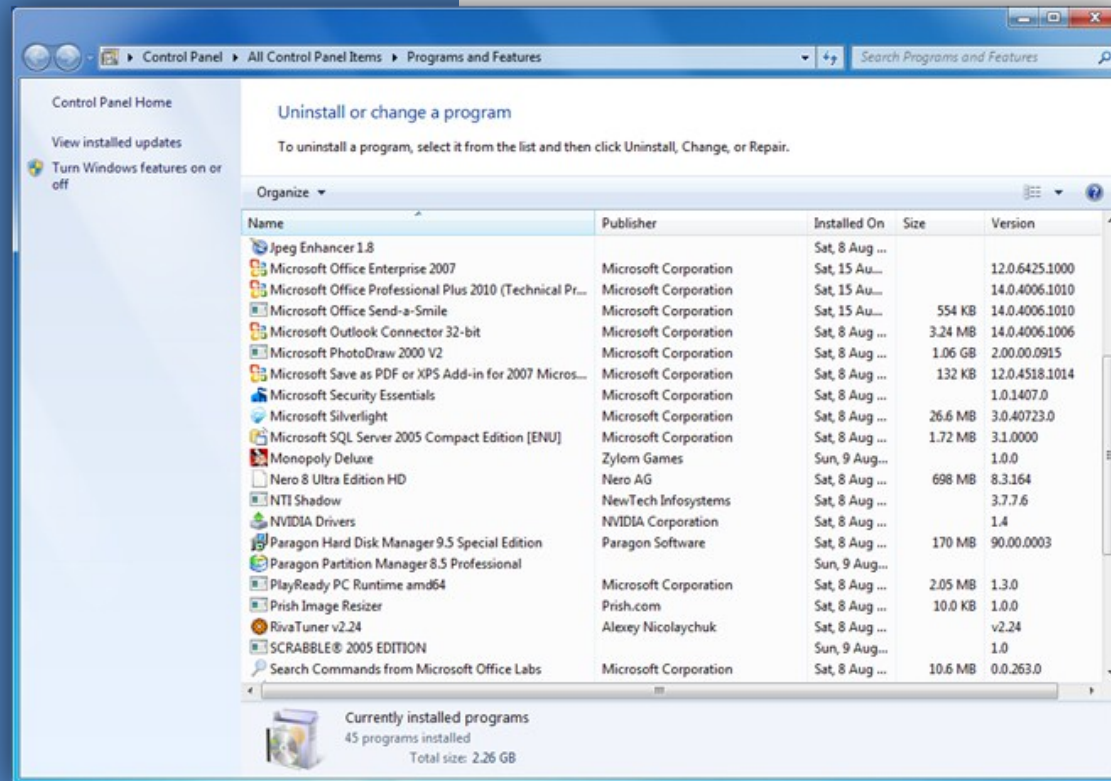
These software packages can also be set to run when Windows 7 starts, slowing down your computer.

Try each software package to see if you want it, but you should uninstall everything that you're not going to need.



Uninstalling Programs

In the Start Menu search box type **Programs** and run **Programs & Features** from the options that appear.



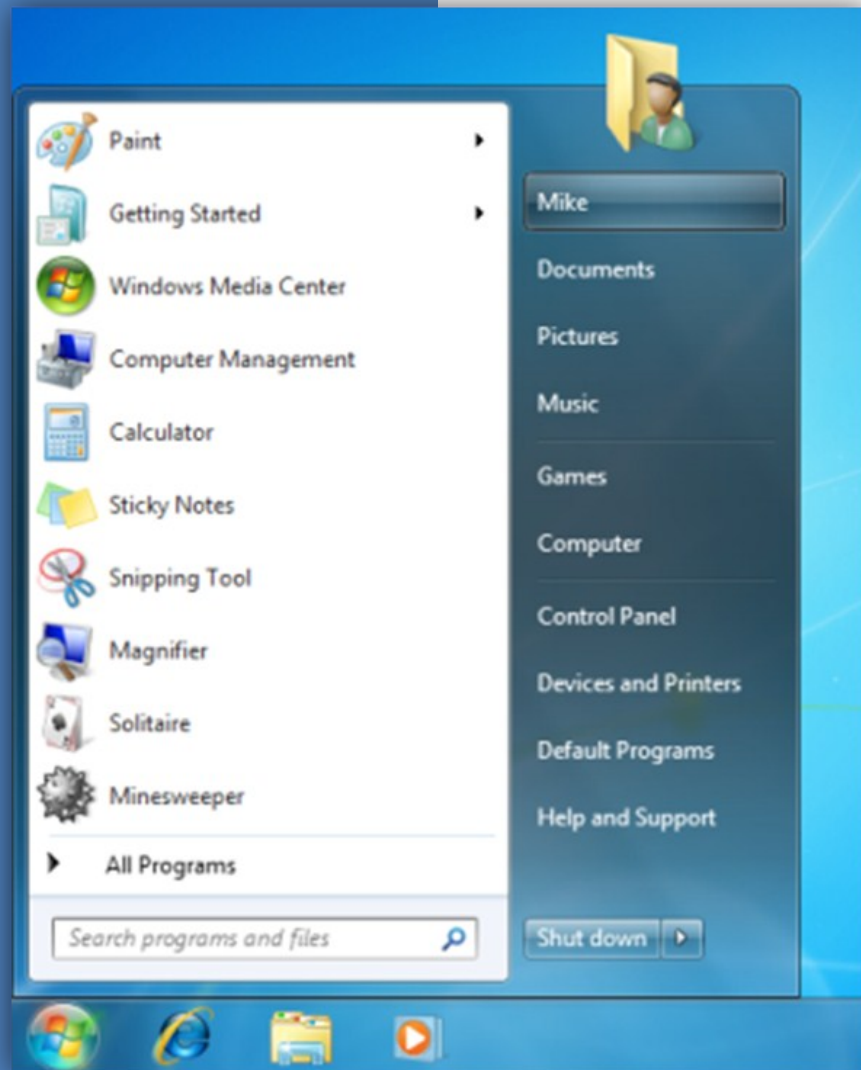
Here you will see the list of all the software that is installed on your computer.

Running along the top of the programs list is an options bar. When you single-click on a program to highlight it, an **Uninstall** or **Remove** option will appear.

You can click this to uninstall the program from your computer.

Step 4

Move Your Files Away from Windows



Why Should you Move Your Files and Documents Away from Windows 7?

I mentioned at the beginning of this eBook that Windows 7 keeps your files and documents by default in the same place as the operating system.

This means that if something goes wrong with Windows and you have to reinstall it, you could wipe out all of your files!

You can move your files away from Windows by clicking *your name* in the top right of the Start Menu.



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Select Your “User” Folders

In the window that appears you should select your documents folders.

These will be...

Documents

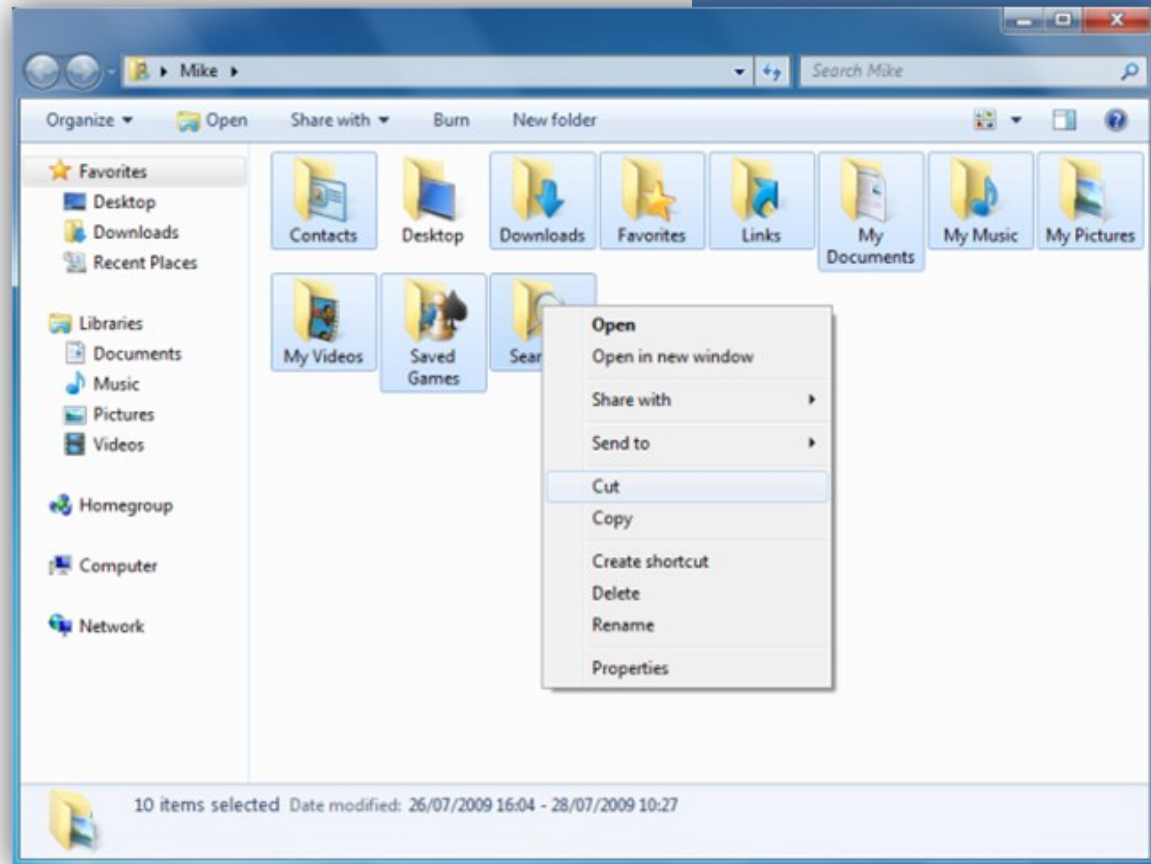
Pictures

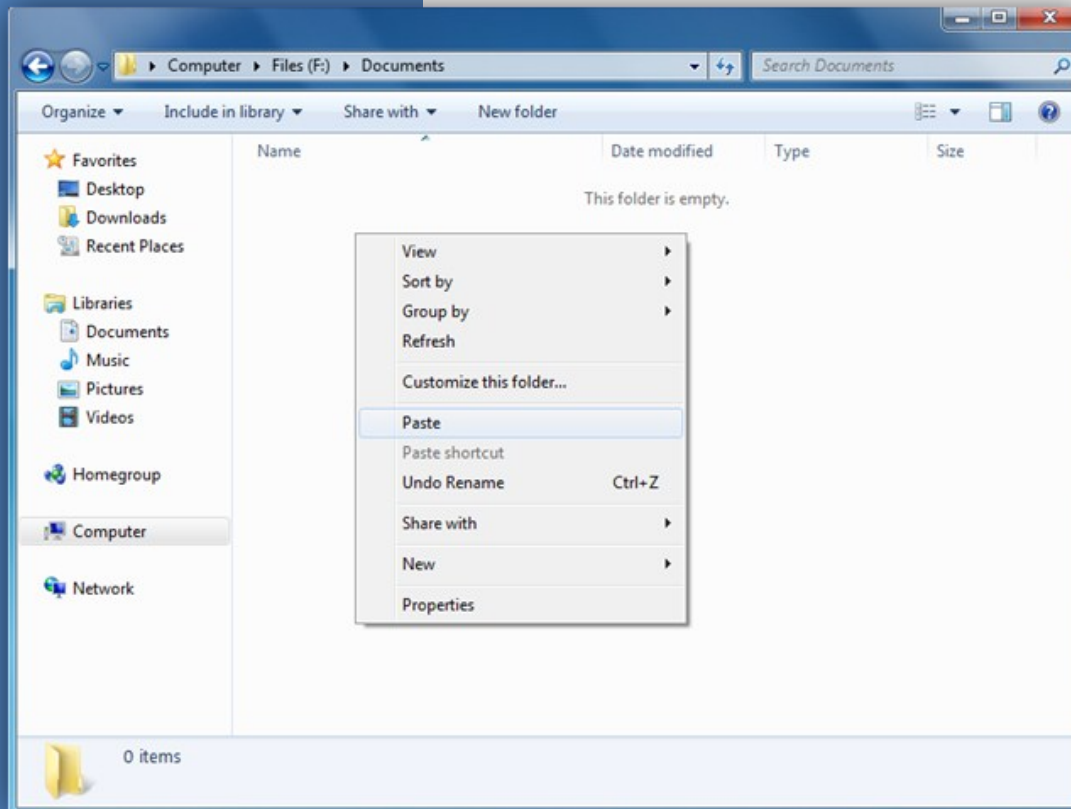
Music

Videos

Favorites

Use *Ctrl+click* to select multiple items. When they are selected *right click* and select **Cut**.





Now Move the Files to their New Home

Now you should navigate to the new disk you created for your files and move them there.

To do this, *right click* in any blank space and from the options that appear click **Paste**.



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We're Almost Done!

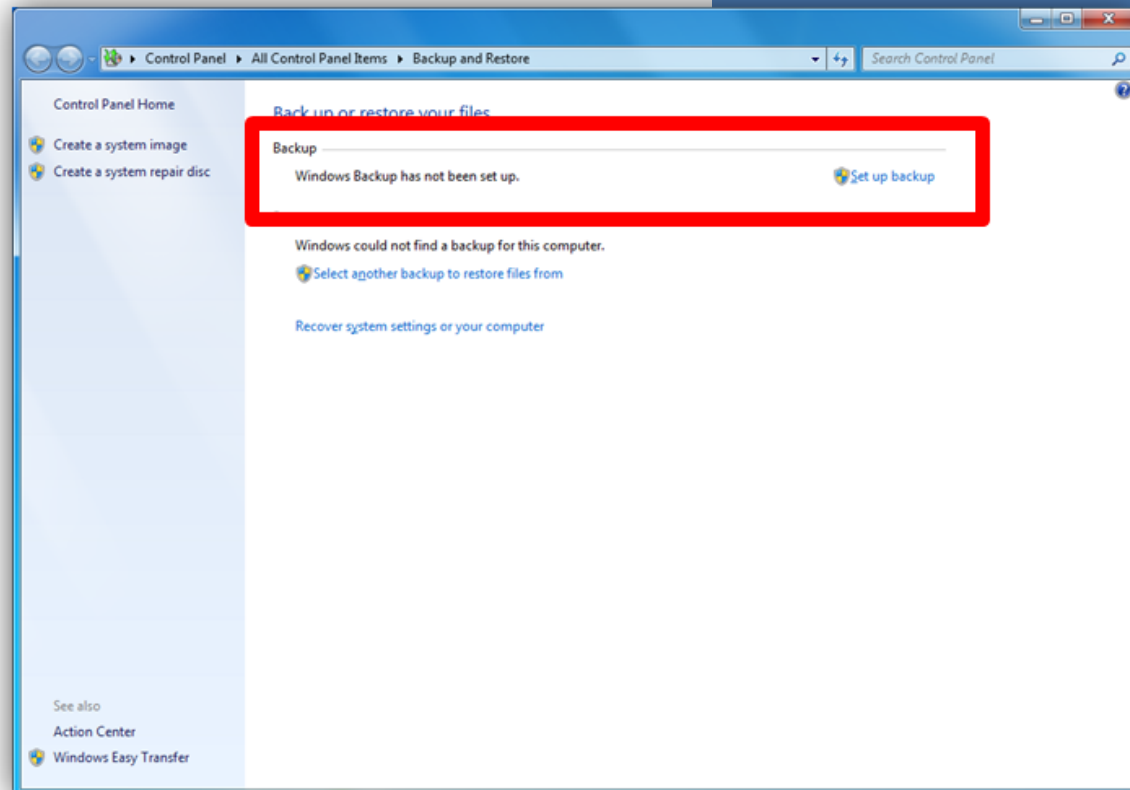
The one thing left to do is to set up a regular backup for your files and documents.

Type **Backup** into the Start Menu search box and open **Backup and Restore**.

Click the **Set up Backup** link to create your backup job.

You can back up your files to CD or DVD or to an external USB hard disk (recommended).

Be sure to run your backup regularly!



Where to get more help and support



TheLongClimb.com



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