As good as Cortana is there is the issue of privacy as Cortana as inevitably it has to collect various pieces of information and personal data to learn to assist you accordingly.

Some information collected by the Microsoft's digital assistant includes information about your contacts, calendar, location, internet history and favourites, speech, inking and typing, and more.

Although, I personally believe that Cortana is a great tool that will only get better with time, we have to understand that many users will find Microsoft collecting certain pieces information as an invasion of privacy. As such in this how-to guide, you'll learn the options Microsoft is offering to turn off Cortana and stop personal data gathering.

Things you need to know

While Microsoft is providing different ways to turn off Cortana in Windows 10, there are a few things you may want to know about this feature and data collection:

- You can only disable Cortana per device. You cannot simply disable the digital assistant in one device and expect to be turned off on every Windows device you own
- The name you set Cortana to call you is also set per device, not globally
- You can clear data and personal information that Microsoft collects using Cortana, but there isn't a button to stop collecting information globally in your Microsoft account
- If you do not want Microsoft to store personal information in the cloud, turn off Cortana on all your devices, then clear all your personal information from your Microsoft account
- If you disable Cortana in one device, then you clear your information stored online, but if you have another device using Cortana, then that information will once again be uploaded and stored in your account
- Turning off Cortana will make Windows 10 less efficient in trying to make better suggestions for you
- Yes, the search bar on the taskbar will continue to work. It won't disappear because you disable Cortana. However, you will be limited to simple searches (locally and from the web)
- You can always turn on Cortana by opening search on the taskbar, going to the Settings section of the left panel, and sliding the pill switch to the **On** position. You can also do it via the **Settings app > Privacy > Speech, inking, & typing** and clicking the **Get to know me** button

THE LAST WORD: Never mind the Quality, just feel the Width!

Ignoring the content of this document, but looking at the way the pages are laid out and 'features' like the footnotes and page references etc. Creating a document like this can be revealed to you by asking a Volunteer

New Computer?

This is a 'Technically HEAVY' guide to configuring a 'NEW' computer, designed for use in conjunction with a ComputerPals volunteer who should be able to provide insight into the reasons behind the steps provided in this guide. The examples given were extracted from notes taken by the author whilst building his new computer out of the box, Christmas 2018.

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1. Things to buy/collect before you continue

You need to think about why you purchased your computer and what you will be primarily using it for. So, make a list of things to gather. Note it is often better to gather all the bits you want to add first, rather than adding things over time. Such as Word processing and Photo editing. These will be discussed.

My Suggestions:

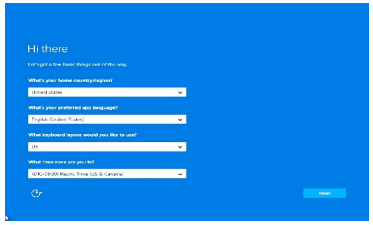
- ✓ Belarc Advisor (free and discussed on page 11)
- ✓ Anti-Virus Software
- ✓ Anti-Advert Software
- ✓ New 16Gb USB Drive
- ✓ Backup USB Hard disk drive (of a similar size to your hard drive)
- ✓ Backup Software
- ✓ Printer
- ✓ Adobe Acrobat
- ✓ An alternate Internet Browser to Microsoft EDGE (i.e. Chrome, Firefox)
- ✓ eMail account (name, password and connection details)
- ✓ Office and/or photo software, etc....

2. Opening the Box

So, you are now the proud owner of a brand-new computer (or a shiny second hand one). Keep the box. 'Infant mortality syndrome' is sadly a recognised issue in the computer industry: Most hardware related faults exhibit themselves in the first few days of use. Although this is now becoming increasingly rare, keeping the packaging so it can be sent back to be replaced/repaired is important. The box also provides a central place to store Software, documentation, Recovery Disks and other related paperwork.

3. New Computer Windows Start-up Script

Once the brand-new Windows Computer starts up, you will be asked a series of questions (note that these are dependent upon the version of Windows loaded on the PC, so their actual order and the questions asked may be different to those listed here).



location is switched on, Windows 10 stores your device's location history for up to 24 hours and allows apps with location permission to access that data.

If you turn your location off, apps that use your location (such as the Maps app) will not be able to find you. You can, however, manually set a default location that apps can use as a stand-in.

To turn off your location, go to Settings > Privacy > Location and the Change button under Location for this device is on and toggle it Off. Below, you can set permissions to allow or restrict individual apps from knowing your location.

b. Stop syncing

There's a lot of syncing going on in Windows 10. If you sign in with a Microsoft account, your settings -- including passwords -- may be synced across other devices you sign into with the same account. If you turn off syncing, your settings and passwords will not be synced across other devices when you sign in with your Microsoft account, so you'll need to do things like enter passwords in manually.

To turn off settings syncing, got to **Settings > Accounts > Sync your settings**. You can either turn off all syncing at once, or you can toggle individual sync settings off.

c. Turn off your advertising ID

Each Microsoft account has a unique advertising ID that lets the company collect information about you and deliver a personalized ad experience across different platforms. If you sign into Windows 10 with a Microsoft account, those personalized ads will follow you onto your computer -- you'll see them in apps and possibly in the operating system itself (in the Start menu, for example).

To turn these ads off in Windows 10, go to **Settings > Privacy > General** and toggle off **Let apps use advertising ID to make ads more interesting to you based on your app usage.** You'll still see ads, but they won't be eerily personalized to your tastes and preferences.

Turning this feature off will prevent personalized ads from popping up in your Windows 10 experience, but won't necessarily keep you from seeing personalized ads when you're using your Microsoft account on other platforms. To get rid of ads on *other* platforms, such as in browsers, head to Microsoft's advertising opt-out page.

Lastly, you can visit Microsoft's privacy dashboard for your account to see what information it's storing in the cloud about you, including your browsing and search history in Microsoft Edge and your location data.

23. Disable Cortana

Perhaps one of the biggest features in Windows 10 is the arrival of Cortana, Microsoft's answer to Apple's Siri and Google Now. Cortana is the "world's first" digital assistant capable of helping users on many tasks. The more it learns about you, the more it understands you and it'll be able to assist you more efficiently.

On Windows 10, you can simply say "Hey, Cortana" to have the service immediately answer questions about weather forecasts, set reminders, search the web, find virtually anything on your PC, keep track of flights, calendar, packages, and a lot more – Heck! Cortana can even tell you joke if you need a distraction after a long day of work.

- **Hackable:** Since your Microsoft account is stored on the internet, if it ever gets hacked it would give the hacker not only access to your computer, but also every single Microsoft service you use.
- **Internet needed:** It is possible to log into your computer if you don't have internet access, but it'll require an extra step where you need to confirm you're willing to use the latest saved settings.
- **Shared password:** If you share a Microsoft login with anyone so they can access the computer, they'll also have access to all of your Microsoft services and any sensitive information stored there.
- **Less privacy**: Not only your computer settings are stored on Microsoft servers, but so is your computer usage, sites you visit, and apps you use.
- **Synced settings:** If you don't want your settings synced across all of your Windows devices, you're out of luck if you use the same Microsoft account on all of them.

Getting locked out of your Microsoft account also means you'll get locked out of all the devices you use with that account. Thankfully, unlocking your Microsoft password is easy.

21. Replacing the Administrator Account

Windows 10 offers two account types: Administrator and Standard User. (In previous versions there was also the Guest account, but that was removed with Windows 10.)

Administrator accounts have complete control over a computer. Users with this type of account can change settings globally, install programs, get through the User Account Control (UAC) when elevation to perform a task is required, and everything else.

Standard User accounts have more limited control. Users with this type of account can run applications, but they can't install new programs. Users can change system settings, but only settings that won't affect other accounts. If a task requires elevations a username and password for an administrator will be needed to pass through the UAC prompt.

No one, even home users, should use administrator **accounts** for everyday computer use, such as Web surfing, emailing or office work. Instead, those tasks should be carried out by a **standard user account**. Administrator **accounts** should be used only to install or modify software and to change system settings.

22. Privacy settings you should change in Windows 10

Microsoft has made attempts to be more transparent with its privacy settings and, while it may have simplified some of the language of its policies, there is still work to be done. Here are three privacy-related settings you can change for a less invasive and more secure Windows 10 experience.

a. Turn off your location

If you're using a mobile device, such as a tablet or a laptop, there are plenty of times when allowing Windows 10 and third-party apps to access your location is convenient. But that doesn't mean that you should leave your location switched on at all times. When your

Questions:

a. Home Country/Region
   - UK

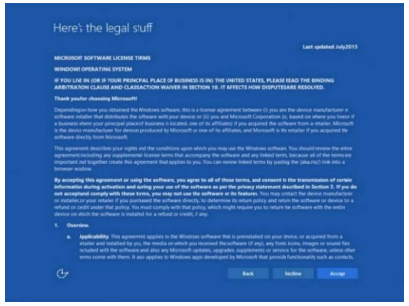
b. Preferred app language
   - English UK

c. Keyboard layout
   - UK (Unless you do not have a £ over the [3] key on your keyboard)

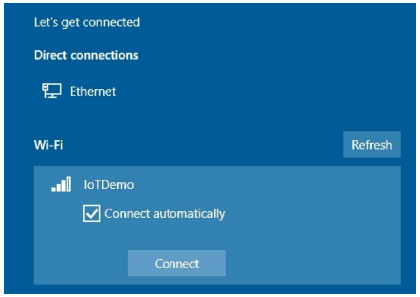
d. Time zone
   - UTC +00.00 London

e. [NEXT]

f. Accept the licence



g. Connect to WiFi

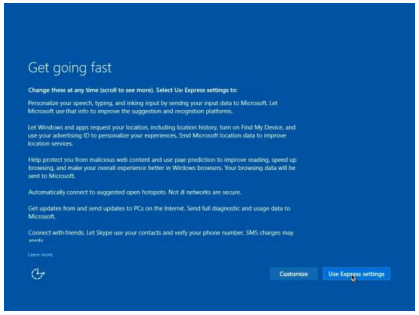


- To proceed any further you will need to connect to the Internet via your WiFi network. The Refresh button will search for the available networks, which *could* include your neighbours!
  If you do not know which network you are on look for your WiFi

Router, a box with wires plugged into your house's main phone socket. You will need the '*Wireless Key*' usually written on a label on the bottom of the unit.



h. Get going Fast



- To save you time, and give revenue to Microsoft you can just click the *Express* settings button rather than *Customize*.
- What does this mean?
    i. If you want a 'richer' more customised view of the computer universe, but do not mind your data being shared and used by unknown third parties '*Express*' is for you. Adverts and promotions become more personal but the data gatherers can collect your habits and associate them with where you live. A simple postcode search can provide socioeconomic data as to your consumable income, possible age group and ethnicity. This now added to your search history, preferences, computer usage and much more can provide an increasingly accurate snapshot of your personality. This although not detailed enough to identify you personally (?) is then sold on.
    ii. Alternately you could hit '*Customize*'. Not that this will stop all of the above, but the data will not now be collected by Microsoft (but probably still by Google, Amazon etc). Look

Additional Notes

These are plagiarised copies from the Internet on some of the topics covered in the above steps, to reinforce my views.

20. Local or Microsoft Account

What is a Local Account?

If you've ever signed-in to a home computer running Windows XP or Windows 7 then you've used a local account.

The name may throw off novice users, but it's nothing more than an account to access the computer as a default administrator. A local account works on that specific computer and no others.

Benefits of using a local account:

- **More secure**: You can up a complex password that only works on one computer and nowhere else.
- **Private**: Your settings and computer usage isn't transmitted to remote servers. Everything is stored locally within just one computer.
- **Internet-independent**: A Microsoft login requires a connection to the internet to retrieve user settings and preferences.
- **Custom login name**: You don't need to use your email address as a login name, so it won't be displayed on the login screen when your screen locks.

Choose a local account if you want to keep your experience like it was on previous versions of Windows. You'll be able to log in, change your settings, install software, and keep your user area separate from others on the system.

However, you'll also miss out on a bunch of features made possible by Microsoft Accounts.

What is a Microsoft Account?

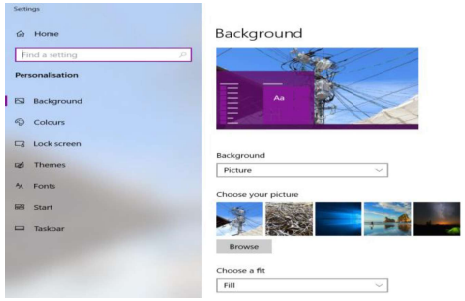
A Microsoft Account is just a new name for what used to be called the Windows Live ID.

If you've ever used services such as Xbox Live, Hotmail, Outlook.com, OneDrive or Windows Messenger, you already have a Microsoft Account. Microsoft has simply combined all of these services together, allowing you to access them with a single account. You just need to use one email address and password.

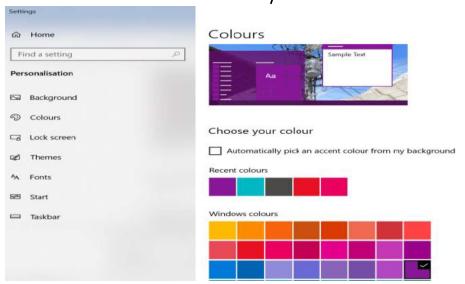
Obviously, having a Microsoft Account means you'll have easier access to all of Microsoft's various services, but using it with Windows 10 provides a few more perks.

Cons of Logging in with a Windows Account

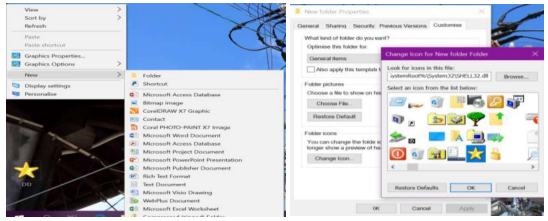
Some of the downsides of using a Microsoft account to log into your Windows computer include:



2. Set Colour scheme. From the Personalise menu select colours. **TIP**: Use RED for your Admin account.



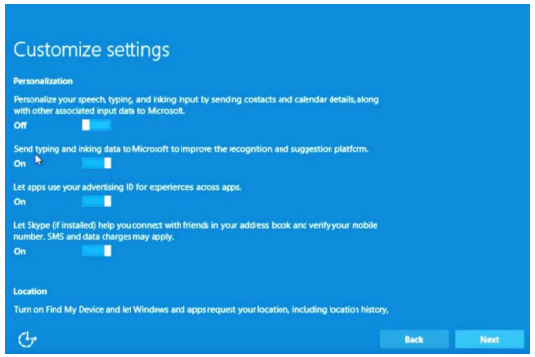
ii. Desk Top Junk Folder. On a blank part of the screen, Right Click – [NEW] {FOLDER}, rename to DTJ. Right Click on folder – 'PROPERTIES' – 'CUSTOMISE' – 'Change ICON' - Pick a Star.



You can now tidy up your desktop, by dragging all of those 'unwanted' icons into the DTJ folder, yet still being able to access them when you want, by double clicking on it.

NB: If you try to move an Icon placed on your desktop by an application installed when you were an Administrator from your 'day to day' account you will be asked for the Administrators Password to continue. Proof that the 'new' security you set up works 😊.

at the information you would have agreed to send to Microsoft and select NO to all of the answers:

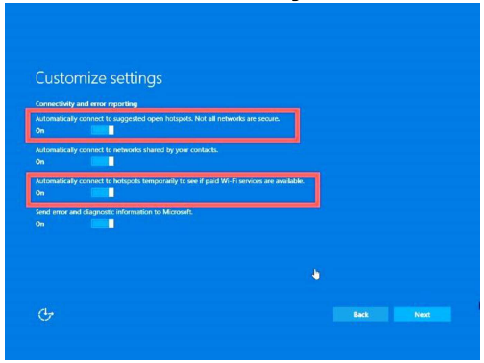


1. Send speech data to Microsoft
2. Send Typing/Inking data to Microsoft
3. Add Individual Advertising ID and send to Microsoft (so that Adverts can be directed back to you individually. So, although it is still illegal to collect Names and Addresses without your consent, you are given a unique ID, which can be linked to your postcode, and this is sold by Microsoft to …?)
4. Send Skype data to Microsoft
5. Send Location data to Microsoft

- Don't panic, your choices can be undone via '*Settings*' later.
- [NEXT]

i. Customize Settings (continued)

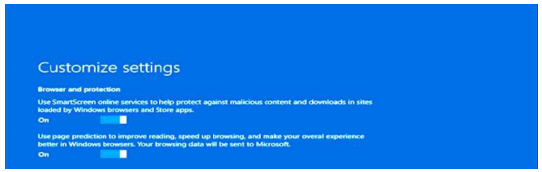
Again, I would recommend switching these off



- Connect to Hotspots automatically

- Connect to networks shared by your contacts
- Temporarily connect to Hotspots to see if you need to pay
- Send error reports to Microsoft
- [NEXT]

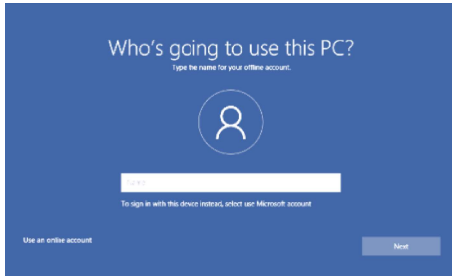
j. Even more Customisation



- Browser End Protection and Page Prediction both send data to Microsoft, but may your experience better so I tend to leave them on.
- My system also had an option to permit updates being shared by other computers on the same local network. This is a good idea if you have an Internet service that limits the amount of data you can download each month, as one update download can be shared by other PC's you may own. I turn this off as I do not have a limited monthly download.
- [NEXT]

For more information see 'Privacy settings you should change in Windows 10' on page 22

4. Who is going to Use this PC?



- This section creates (or reuses) a user account and requires a USERNAME. There are two different options

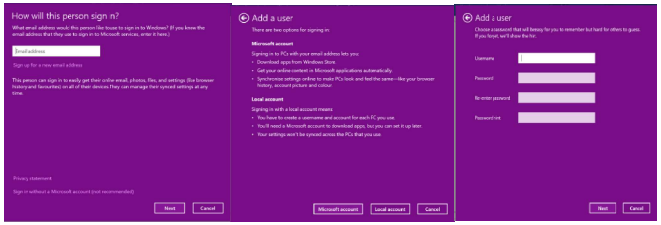
i. Local Account

A local account is exactly what it says; local to THIS computer. No Internet connection is required, and no sharing of your settings between this new computer and

d. **Setup a non-Administrator account** for day to day use. Up until now all of the activities have been performed using Administrator rights. See comments above and on page 22 regarding setting up a non-privileged account for day to day use.

i. Step 1: Go to Manage Accounts
(Control Panel\User Accounts\User Accounts\Manage Accounts)

ii. 'Sign in without a Microsoft Account (not recommended)'



iii. Local Account – Create another account (See Step 3k).

iv. Give the account Administrator rights

v. **IMPORTANT STEPS**: Do not do this out of sequence.

Restart the computer. NOTE: If you get a warning about another user being logged in, go an get a cup of Tea, and try again.

vi. Login as the NEW Admin user.

vii. Revisit the Manage Accounts page (and as an Administrator), go to your original user's account and remove the Administrator status. **BIG WARNING: You need** at least one Administrator on your machine (i.e. the new one you are currently logged into) otherwise bad things happen! So if you get any errors here, back out and try again.

viii. Restart

ix. Log in as the original user. Everything will now work as before, except for things that require an Administrator, in which case you can either enter the Administrators password when prompted, or log into the Admin account (for example to install new software).

19. Final Beautification

a. A couple of final tweaks:

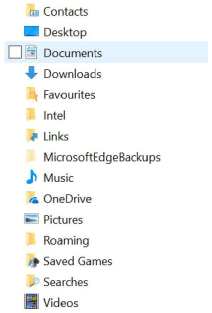
1. Set Wallpaper (Right Click on a blank part of the screen – Select 'Personalise' – Background). Pick a picture from your Pictures folder.

18. Configure Stuff

You are almost there. If you want to replicate some of the configurations from your old computer or copy across important documents now is the time to do it.

a. Files

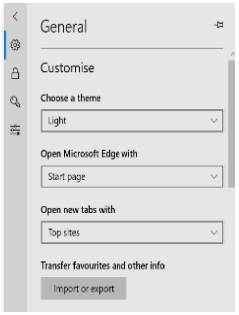
Use a USB memory stick and on your old computer select important files from: C:\Users*Your_Username:*



<- The folder structure should look something like this. Documents and Pictures, possibly Music, Contacts, Downloads and Favourites may contain the files you want to transfer.

Copy the directory's onto the memory stick, <u>then edit the memory stick's contents</u> to remove any file you don't want to copy. Close the windows, eject the USB Memory Stick, and load it on to the new computer and copy the required files back into the correct directories (i.e. Pictures to Pictures).

b. Internet Browser Favourites. Another USB Memory stick transfer.
On your old computer, visit your browser (Internet Explorer, EDGE, Chrome etc) and go to Settings, Favourites and look for EXPORT. Export your favourites onto the USB stick, move to the New Computer and import.





c. eMail. Speak to a volunteer.
This is more difficult and depends upon which eMail client you use.. Typically, you will need to set up the client on your new computer to 'communicate' with your eMail provider. This will require your eMail address, password and information from the provider detailing the SMTP / POP sending and receiving addresses / ports and security used.

any other one setup with an on-line account. Originally all accounts were local, but see below.

ii. On-Line Account

Originally designed for PC and Windows Phone users, it has 'similar' functionality to Apple iPhone and iPad accounts that automatically share information, linging your machines together.

This requires you to setup, or use an existing Microsoft account, which requires an eMail address and (usually) a mobile phone number. Once a Microsoft account has been setup it can be used to access Microsoft facilities such as 'Find my PC' (if you had said yes to the location settings earlier) and OneDrive. The main advantage (or disadvantage) is that multiple PC's setup with an On-Line account synchronise with each other. So, if you change your background wallpaper on one it will change on all of them etc. It also means that one password will work on all.

Actually, On-Line accounts tend to use a numeric PIN number rather than an alpha-numeric password.

The synchronisation feature can be switched off, after the PC is setup be visiting the 'Account' settings.

- The merits of which type of account are suited for you can be discussed with a volunteer. See 'Local or Microsoft Account' on Page 21 more details.
- If you opt for a LOCAL account there is another big consideration to make, not now but after the system is setup. That is should the account you use on a regular basis be that of an Administrator. An Administrator has the built-in power to add / remove programs and files. Therefore, if you have an Administrator account and you infect your PC with a virus by visiting a bad web site, or loading rogue software the result could be devastating. Unlike if you setup your PC with two accounts, your daily account which does not have Administrator powers and a special Administrator account for installs and other housekeeping.
- Again, a volunteer will be happy to discuss the merits of each and will assist in the creation of a second account if you want one. See 'Replacing the Administrator Account' on Page 22 for more information. This step occurs later in section 18d.
- USERNAME

i. The user of this computer needs a name

- PASSWORD
  i. This should be composed of letters and numbers and should contain another character such as: !"£$%^&*? …
  ii. You need to be able to remember this password, and write it down in your password book!
  iii. A suitable but cryptic hint is also required
  iv. If you are setting up a Microsoft account additional 'recovery' information is required such as an eMail address or phone number that Microsoft can send you a security number to enable access. NB: If you change eMail suppliers of phone numbers your Microsoft account needs to be updated. It is NOT recommended to use a land line phone number, as they do not do well with receiving a text message.

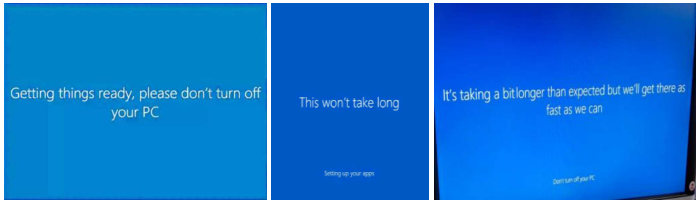
5. Cortana

- Requires your PC has a microphone.
- Cortana is Microsoft's speech recognition engine. So, if you like talking to your computer: switch it on.
- If you are like me just say 'not now'. There will be another series of questions regarding what information you agree to send to Microsoft…



- A quick discussion on disabling Cortana is given on page 23.

a. WAIT



permanently written to the hard disk rather than remaining memory resident and then being changed by the next installation.

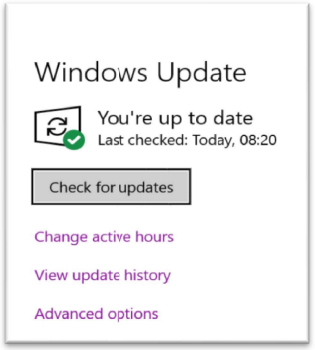
16. Adding Existing Software

Reinstall your old (legally acquired) software, if you have the disk and a licence, but check that it is compatible with Windows 10. Note that some software is licenced to run on two computers owned by the same person, Microsoft Office up to Office 2013 allowed this. If uncertain, uninstall from your old computer otherwise you may get a licence conflict which may result in the new version becoming automatically disabled. Often a 'freephone' call to the software manufacturer will resolve these conflicts.

17. Remember STEP 10?

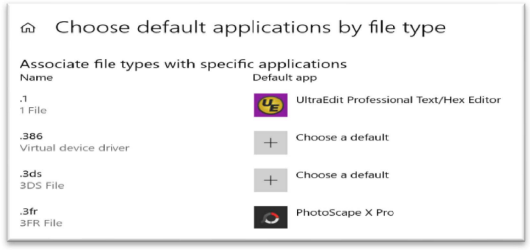
You have performed a large number of changes to your new system, so you need to make sure that you have a new restore point. But first, check for updates, again!

a. In the '*Search Box*' type 'update' and hit return. Just in case your changes require additional system updates.



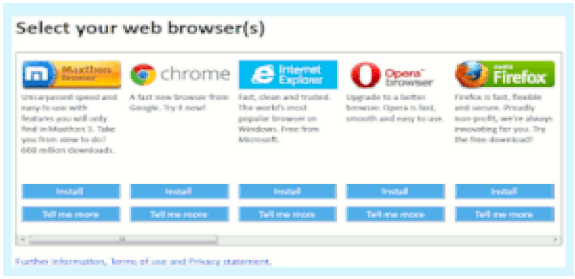
b. RESTART
c. Checkpoint your current system (Step 10a) save a new copy of Belarc and print both the original and the new one out and place in your computer box along with any recovery / backup disks and any new software you purchased.
d. Create (a new) Recovery Drive, overwrite the original one. See Step 10b.
e. Create another restore point (Step 10c)
f. BACKUP (step 10d)
g. RESTART

Box'. The association can be 'fixed' by clicking on the 'Default App' and selecting the one you want, from the dropdown list.



This may sound an abstract piece of advice, but as you install 'new' programs onto your computer that interact by default with existing programs, those existing programs may not behave exactly the way you expect. Sorry that is a bit confusing; an example: If you have installed LibreOffice it will automatically associate files of type *.ODT* to Libra Office's document writer tool. Accidentally clicking on the Microsoft Office 365 install button (always provided as 'bloatware' by Microsoft), all type *.ODT* files will become associated with Microsoft Word. Similar problems occur with photographic software that will automatically run if you double click on a .JPG file.

c. A different Internet Browser, such as Google's CHROME, See http://www.pcassistonline.co.uk/HelpandAdvice/web_browser_choice_win8.html



b. LibreOffice or other 'free' office product (such as Open Office). Make sure that you download from the 'official site' i.e. https://www.libreoffice.org/download/download/?type=win-x86_64&version=6.1.4&lang=en-US , not www.squiffy-software-cheap.su. Your volunteer will advise you of a suitable choice.

15. It's always time for a Restart

Being pedantic, I ALWAYS restart my computer after each software installation. This makes sure that changes made by the programs are

b. WAIT

c. FINISHED

- Actually NO. You still have a long long way to go. Sorry.

6. How New is New?

Your computer was manufactured and packed in its box in the factory, then put on a pallet, in container and then, probably on a boat. The journey to the store via the warehouse and the subsequent shelf stacking and then your purchase and delivery to your home means that your shiny new computer isn't really new anymore. Its software is probably now out of date and needs updating.

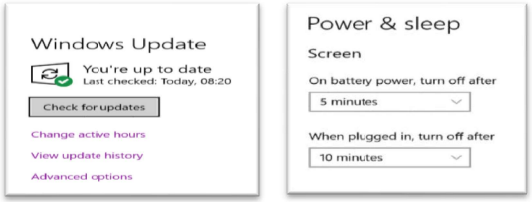
7. Time to Run Update

a. Time to UPDATE Windows.

- At the time of writing the 'latest' features version of Windows 10 (which has 'feature' updates twice a year, and named YY-mm, .i.e 1803 or 1809 etc.) is the September 2018 update (1809). Windows also has many (often one or two per week) '*Quality*' updates.
- The version you are running can be determined by typing '*winver*' on the '*Search Box*' on the tool bar to the immediate right of the Start button, and hitting Return.



- My 'new' computer which arrived in December 2018 and was running the old 1803 feature update and was many Quality updates behind.
- Although not vital to get your machine up to the very latest version, a new computer should be updated before additional software is added.
- In the '*Search Box*' type 'update' and hit return.



- NOTE: It is possible that your computer will switch itself off before any update has had time to finish.
- In the '*Power and Sleep*' settings (type that in the '*Search Box*'), and check your PC will not switch off after 10 minutes. Set the value to say 2 hours, and leave your machine connected to the mains electricity.
- Then press '*Check for Updates*'. NB: You can '*View Update History*' from this screen to see if there have been any errors. There is also a 'Troubleshooting' – 'Updates' dialogue that can be run if difficulties arise.
- After each successful update; Despite being told '*You're up to date*' you should '*RESTART*' your computer.
- This process may take some time to fully complete. My new PC took about 2 days before it had successfully downloaded all of the updates and installed them.

NB: You are likely to be asked about your Privacy settings again (see p4)

8. Manufacturers Updates

- Most computer manufacturers provide their own 'special' software to machine is up to date (remember the long journey it has been on since it was made). Look at the list of programs on your [START] menu for the manufacturer's name. So, you need to find this setup/maintenance program and run it to:
  i. Update the PC's (the non-Microsoft operating system) software. This is usually things like the device drivers for the mouse, screen, sound cards, DVD player etc.
  ii. Fill in the service warrantee and register the device with the manufacturer.

9. Steps so far: Recap

a. You've:

- Opened the box and kept it.
- Answered all of those Microsoft questions.
- Created an account (or reused one) with a password and written them down in your password book.
- Performed Microsoft and manufacturers Updates

b. You are almost there for the interesting stuff.

from say, Amazon, or free with the PC) is cheap (~£20), the subsequent year's subscription then rockets, mine went to over £85.00. So, cancel (by visiting their website and double checking) and re-buy from the cheapest genuine source (not www.squiffy-software-cheap.su).

b. I also use an Ad-blocker. I use a free (yes FREE) technique which is excellent. Ask a volunteer about blocking Advertisements using the hosts file, or visit: http://winhelp2002.mvps.org/hosts.htm.

13. Printers and Scanners

a. If you already have a printer you can directly discover it on your own network by typing 'Printers and Scanners' into the '*Search Box*'.



If, like mine your Printer has a great number of functions visit by Googling the manufacturers website with the printer's model number and the words 'software download' i.e. '*hp mfp m277dw*[2] *software download*'.
NB: check that the manufacturers name is in the web address (i.e. https://support.hp.com/us-en/drivers/selfservice/HP-Color...MFP-M277.../7089949)
Not www.squiffy-printer-software-cheap.su).

14. Adding Your Favourite Programs

Install your 'favourite' programs. Some of these are readily downloadable from the Internet, but be careful that you do not install extra bloatware as a part of that process. In other words, look for the tick boxes that *say 'install Google Chrome, Golden Casino and Candy Crush free with download …* '. Some suggestions:

a. Adobe Acrobat Reader DC (from https://get.adobe.com/uk/reader/). This product allows you to read 'PDF' files with more sophistication than Microsoft's EDGE browser, which is the default viewer. Upon download and install you will be asked to reset the default file associations from EDGE to Acrobat – you should do this.

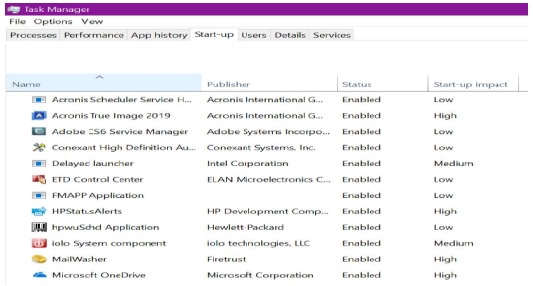
FILE ASSOCIATION

NB: If when you double click on a file and the wrong program opens it – the '*File Associations* are set incorrectly, type File Association into the '*Search*

[2] Enter your Printer's manufacturer and model number here and search via Google, mine is a HP MFP227dw.

a. Microsoft Office 365 – free for the first year, which by the time the licence has expired you have created lots of documents you can no longer read/use. Consider removing and installing LibreOffice (see later).
b. Candy Crush / other games – remove if you don't want the programs to waste space
c. Netflix / Spotify / other streaming services
d. …

Another useful 'trick' to keep your machine fit and healthy is to 'right click' on an empty space on the Task Bar and select 'Task Manager'. In Task Manager look at the 'Start-Up' tab. Look for those items that have 'High Impact' and speak to a volunteer. Generally, their 'status' can be set to disabled without any impact to the daily use of your system. A good way to spot 'Bloatware'. This should be inspected periodically.



12. Protecting your New Computer

a. Install some protection:
   - Anti-virus

     I use McAfee, but only by habit. Norton and Kasperski are equally good, but they are all paid for products. So why don't I use a 'free' anti-virus? There are three good reasons:
     1. I don't get bombarded with 'Update to our Premium Edition for only £xx.yy every time I switch on my computer.
     2. Everything is automatic: Scans, virus signature updates, software updates etc.
     3. If I have a problem there is a helpline I can call (and I have on several occasions) that solves my problem.

     If none of these bother you, ask a Volunteer about free AntiVirus

NOTE: There is one word of caution: 'Continuous payment authorities', unlike a direct debit or a standing order Anti-Virus companies use this method to get you to pay for next year's subscription via your credit card. See https://www.moneysavingexpert.com/banking/recurring-payments/. In my experience, the first year's subscription (bought

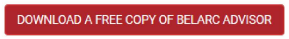
10. Steps to take after the Initial Setup

There is a long list of things you can now do, but keeping it simple:

a. Checkpoint your current system.
   This is not a necessary step but useful to measure what you have actually purchased before you start adding software to it. Although step minus 1 should have been install some anti-virus software, your new box is already safe, running Windows Defender (which is highly rated). Installing anti-virus now, prior to loading other software could cause problems, as often the installation instructions recommend disabling your Anti-Virus during the software installation.

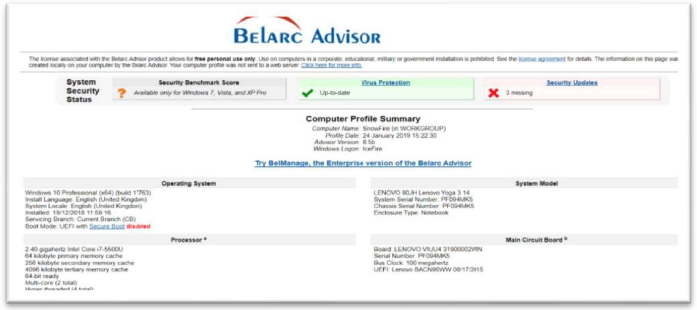
- BELARC Advisor

Visit https://www.belarc.com/products_belarc_advisor and



download and run this application …

This program analyses your computer's hardware and software and delivers a report to your web browser (which as this is a new system is Microsoft Edge).



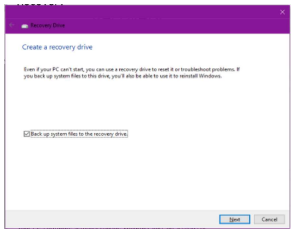
Once the report is produced print it out (Ah you say, no printer – that's a step in a few pages time). Use 'Microsoft *Print to PDF*' and save the file on your desktop for later.

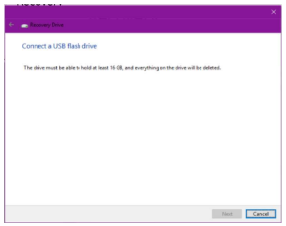


Keep this report safe as it lists your current Hardware and Software configuration, AND your Microsoft Windows 10 licence key.

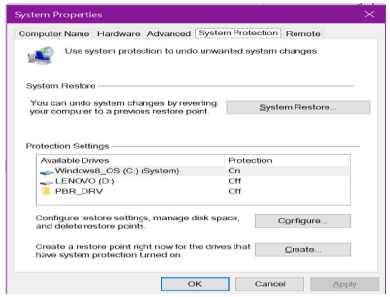
As my report shows, there are 3 security updates missing, but before you start to address them lets carry on with some other initial tasks.

b. Create (an initial) Recovery Drive (assuming that you have a NEW 16Gb USB drive). In the '*Search Box*' type Recovery Drive and follow the instructions.





c. Create a '*Restore Point*'. In the '*Search Box*' type Restore Point and follow the instructions.



d. Backup.

- So far, apart from Microsoft Windows (and some 'Bloatware' – we'll discuss that later) you have an empty computer.
- If you are going to store important information, that if lost would cause you pain; such as all of your family photographs, your unpublished autobiography, £10,000,000 bitcoins etc. you should seriously consider backing up that data. Now is the time to think about this important step.
- Four (main) ways to backup:
    i. Buy an external hard drive (or even a network drive) and a specialist backup software program. I use Acronis.
    ii. File History. Windows can be configured using File History (just type that into the '*Search Box*') to copy files to another location. This should be a permanently connected, when your PC is in use, external hard drive.



    iii. Windows 7 Backup. This may be old fashioned, but it still works. Click '<u>More Options</u>' in 'File History' (above) and you can schedule a copy of your important files to be copied to another connected external disk drive.
    iv. Use OneDrive, or iCloud or Dropbox, which are effectively network attached big storage devices.

If I was being pedantic, I would do a backup now[1]. OK your machine is still 'empty' but in the case of a big failure you can recover it back to it's original 'virgin state', which is why the previous three steps of running Belarc, creating a recovery disk and a restore point were performed.

11. Bloatware

When you buy a new computer, other software companies pay the hardware manufacturers to install their products, often free for a short period of time onto your machine. Then they either charge you to continue to use it, or offer to upgrade you to a better version that actually does all of the stuff their trail version suggests. In addition to this there are also games or services that run on a subscription basis. This is known affectionately as 'Bloatwear' as it fills up you pc with stuff you don't really want of use.

In America Microsoft has a series of Microsoft Stores (similar to the Apple Shops) where you can take your new PC and they will uninstall the bloatware for you (they then have to pay the software company a royalty for doing so).

- A right click on the Start Menu icon of the undesired item offers an uninstall option. If you uninstall stuff in error you can usually get the product back by visiting the Microsoft Store (or from the original backup).

Example Bloatware:

[1] As in the following steps we will be deleting stuff, which you may want to restore