

Reinstalling Windows

Sequence of events: Preparatory work

Make a note of any the programmes that you need to reinstall. (Ignore ones you don't)
Complete Annex A.

Where is your data stored? Documents and Photographs and anything else.

Do any programmes store data in funny places? Annex B

Deactivate any subscription services where you have xxx installations allowed. For example: [Norton](#) and [MS Office](#).

Confirm email accounts and settings. Annex C

Check any special settings.

Browser/s: Home page/s / extensions. Is the account synchronised?

Mail settings / rules & folders / Export Blocked and Safe Senders.

Windows Settings - Power / Sleep / Screensavers / Lockscreens etc / Wifi Password /

Word custom Dictionary:

C:\Users\%Username%\AppData\Roaming\Microsoft\Uproof\Custom.dic

Preferences in Applications: Word: Margins / page setup / file locations.

Access: Tabbed windows / Trusted locations / Next field/character etc

What personalisation have they done? Wall paper / Screensaver / Themes

For interest, check the remaining space available on the hard drive - and compare at the end. C:/ GB free.

Reinstall Windows: Settings | Update and Recovery | Recovery | Reset this PC | Get Started.

Or using Windows Refresh: Settings | Windows Security | Device performance & health | Fresh Start | Get Started.

Settings | System | About. Rename the computer rather than the suggested default name.

Settings | System | Power & Sleep. Change Power and Sleep Settings as required

Settings | System | Clipboard. Turn on Clipboard history and sync across devices.

Settings | Apps. Remove/uninstall any apps that you don't want or need.

Settings | Update & Security | Advanced Options | Update other products

Settings | Update & Security | Delivery Optimisation | Downloads from other PCs

Settings | Personalisation | Colours. Custom - Dark & Light. Accent Colour Storm for Start, TaskBar and Action Centre.

Ensure system restore is on

Remove unwanted apps from the taskbar

Install your preferred anti-virus software as soon as Windows and renaming is finished - or if you are happy, use Windows Defender.

Share the C drive if sharing across a network

Change any drive letters if required and then Map the network drives as per this [list](#) - in particular the downloads folder for remaining software items.

Settings | Personalisation | Lock Screen | Screen Saver Settings. Set up Screen Saver: Photos from I Drive

Set up mail accounts in your e-mail client. ([Web Page](#)) ([Picture](#))

Bring back your custom dictionary.

File Explorer. Set view file extensions & hidden files.

Change the dynamic IP address for a static one as per the [list](#).

Set task bar clock to [include seconds](#) if you want to.

Install other software as required. Annex A

To Reinstalling Windows

Check on: Desktop | Start: All Apps | Settings: Apps

[illegible]

Non standard data locations

Email Accounts

Email address:	Server details:
	imap
Password	Smtplib

Email address:	Server details:
	imaplib
Password	smtp

Other Information