These instructions assume at least basic familiarity with Windows 10.

Notes: This install process is subject to change and modifications are made to make it more efficient and/or to implement new requirements, without notice.

"Click" by itself or "lmc" means Left Mouse Click.

The same functions can be carried out with a touchpad.

Do not check or leave unchecked when requested for anonymous statistics.

( ) Setup Laptop with Power, RJ45 internet connection and wired mouse and turn on.

+++ Windows 10 Initialization

( ) Mute/Turn off Cortana speech recognition.

( ) Region: United States

( ) Keyboard: US

( ) Second Keyboard: Skip

( ) Windows 10 License Agreement: Accept

( ) Sign in with Microsoft: Offline Account

( ) Sign in with Microsoft Instead?: No

( ) Who is going to use this PC: "MAST" then next

( ) Create a super memorable password: leave blank then next

( ) Make Cortana your personal Assistant? No or let it time out to the next screen

( ) Choose privacy settings for your device – turn off/uncheck all the following:

Speech Recognition

Find my device

Inking & typing

Ad ID

Location

Diagnostic data - Basic

Tailored experiences

Then Accept.

( ) Protect your device: Next

( ) Protect your device: uncheck all 4 items then Next

( ) Networks discoverable: No

( ) Click top right "X" to close Edge web browser

+++ McAfee

( ) Any McAfee window: click on "Close" or "Accept Risk" button or click top right "X" to close

+++ BIOS updates Note: BIOS updates should be run and completed before any other updates that may be installing at the same time, even if they request a reboot. Wait until the BIOS update is completed.

( ) Lenovo BIOS updates: OK

( ) This BIOS is only for … Are You Sure…? Click "Yes".

( ) Bios update Utility: Next

( ) License Agreement: Accept & Next

( ) Information: Next

( ) Select Destination Location: click Next

( ) Ready to install: click "Install" button

( ) Completing …BIOS: click "Finish" button

( ) Caution: click OK

+++ Unlock the taskbar

( ) right mouse on the time/date in the bottom right and left mouse click on "Lock the taskbar" if it has a check mark in front of it so it will be unchecked

+++ Taskbar configuration

( ) Right mouse click on the "^" on the bottom right of the desktop and left mouse click on "Taskbar settings"

( ) Scroll down to "Combine taskbar buttons" and left mouse click the down arrow" and left mouse click "When taskbar is full"

( ) Left mouse click on "Select which icons appear on the taskbar" then left mouse click just below the "Always show all icons in the notification area" to turn the toggle switch "On".

( ) Left mouse click on the "X" in the top right to exit settings.

+++ Time

( ) right mouse on the time/date in the bottom right and left mouse click on "Adjust date/time"

( ) left mouse click on the top right maximize icon that looks like 2 boxes 1 behind another

( ) left mouse click on the "Time Zone" arrow to select your time zone i.e.

(UTC-5:00) Eastern Time (US & Canada)

( ) left mouse click on the top right "X" to exit the "Date & Time" window

+++ Windows Upgrade

( ) Execute Windows Upgrade until there are no more upgrades i.e. "You're up to date"

( ) left mouse click on bottom right corner icon to display "All settings" button and left mouse click on it

( ) Scroll down if necessary and Left mouse click on "Update & Security"

You should finish with Windows 10 version 1809 plus upgrades. Unfortunately, Windows Update may take a while (sometimes overnight) to offer the 1809 upgrade. Be patient.

+++ If a Lenovo laptop - Lenovo Vantage

( ) Left mouse click on the bottom left Windows icon to display a list of the applications and scroll down and right mouse click on "Lenovo Vantage" and select "More" and click on "Pin to taskbar"

( ) Run "Lenovo Vantage" from the takbar

( ) First time Lenovo Vantage is run - on the "Welcome to Lenovo Vantage" "Let's Get Started" page uncheck "Help us improve the quality of the app by allowing anonymous collection of usage statistics."

Then left mouse click the "Next" button.

( ) On the "Customize Your Experience" page left mouse click "Skip".

( ) "Would you like to customize your experience?" click the "No, thanks" button.

( ) Personalize Your Experience click "Skip".

( ) "What's New" or "Meet Lenovo Vantage" click the top right "X".

( ) On the "Welcome, User" page left mouse click "System Update"

( ) On the "Lenovo System Update" screen left mouse click on "Check for updates".

( ) If any "Critical" updates are available click on the "Critical" tab and if the "Select all updates below"

Is not checked then click on it to show the check.

( ) Do the same for "Recommended" and "Optional"

( ) Then scroll down to the bottom and left mouse click on "Install selected".

( ) After the installs if a screen eventually displays with a "Reboot Now" button click it.

( ) When "No updates are available. Your system is up to date." Displays click "X" on the top right to exit.

Notes: This may install Bios upgrades. If so see "+++ BIOS updates" above.

Also, this tool seems to be able to detect when an upgrade is not appropriate so do not be concerned if an upgrade (probably an optional driver) fails to install.

IF you see a "User Account Control" window display asking you "Do you want to allow this app to make changes to your device? Windows host process (Rundll32) Verified publisher: Microsoft Windows" then click on the "Yes" button.

+++ Uninstall (any software that will cost money or be a distraction):

( ) Bottom left search field type "Co" and click on "Control Panel"

( ) click on "Uninstall a program"

( ) Right mouse click on "McAfee LiveSate" and then click on "Uninstall/Change", then "Yes"

+++ Start Area Uninstalls

 ( ) Click on "McAfee LifeSafe" and "Remove all…" and "Continue" button and "Continue" again

 ( ) when the "Restart now" button appears click on it

( ) Left mouse click on the bottom left Windows icon and right mouse click on each of the following square icons and "Uninstall" them

Microsoft Office, Word, Powerpoint, Excel, OneNote

Games: Friends, Microsoft Solitaire Collection, Candy Crush Saga, Cooking Fever

Fitbit Coach

( ) Right mouse click on the following and left mouse on "Unpin from Start"

Xbox

Gardenscapes

Netflix

( ) In the alphabetic list on the left right mouse click on the following and left mouse click on "Uninstall":

Access

Cooking Fever

Outlook

Potostatic Collage

Publisher

+++ Turn the Live Tile Off (right mouse on tile, lmc more, lmc "Turn live tile off")

News

+++ Change the desktop image

( ) Left mouse click on the bottom right corner icon and click on "All settings" then "Personalization" then under "Choose your picture" click the square that you want as a background. I choose the standard windows 10 picture as being the least distracting.

( ) Then click on the top right corner "x" to exit Settings and you should see your chosen picture on the desktop.

+++ Hardware Scan

( ) Sometimes there is a notification to run a Hardware Scan. On new laptops this can be cleared without running.

+++ File Explorer configuration & copy Software Files

( ) Insert the WA SW USB Flash Drive into female USB Type A connector on laptop

( ) Press the Window logo key and the "E" key to display the File Explorer

( ) Left mouse click on "View" at the top and left mouse click on "File Name Extensions"

( ) Left mouse click on "View" at the top and left mouse click on "Hidden items"

+++ Continue to Add Software from Wycliffe Associates Software USB Flash Drive

( ) In File Explorer left mouse click on the drive just added to reveal the folders and files in the right pane

( ) Right mouse on "!Start.cmd" and left mouse click on "Run as administrator"

( ) On the User Account Control, "Do you want to allow this app to make changes to your device?" window left mouse click on "Yes"

+++ Create Tech Advance ID in case the computer is returned & MAST has been given an unknown password, so the password will not have to be hacked

( ) …Do you want to continue this operation (Y/N) [Y]: press "y" key and press "Enter" key

[Under the "Members" "WA_TA" should be listed]

( ) Press space bar to continue the cmd

+++ Copy folders and files to the local Downloads folder

This will run for a while. When finished you can press the space bar to exit the cmd.

( ) The "Safely Remove Hardware and Eject Media" icon should have disappeared from the bottom right task bar so you can physically remove the USB Flash Drive so it can be used on another laptop for another install.

+++ At some point, Create Labels for Laptops and their cases

( ) Take the WA_SW USB to the computer connected to the DYMO printer and plug it in.

( ) Use the DYMO print software to print the computer name(s) in the Computer_Labels.txt file located on the USB.

( ) Make 2 labels per computer name.

( ) Place 1 label on the laptop.

() Place the other label on a tag that will be connected to the laptop bag.

+++ Meanwhile back in File Explorer, continue with Software Installs

( ) left mouse click on the "Downloads" folder

( ) left mouse click on the "!WA_Installs" folder

( ) left mouse click on the "Internet_Yes" folder

( ) right mouse click on the "Installwint.cmd" file and left mouse click on "Run as administrator"

( ) If you see a User Account Control, "Do you want to allow this app to make changes to your device?" window left mouse click on "Yes"

Note: User Account Control defaults to No and will time out in 2 minutes.

Don't panic, if you miss 1 or more because the log will display at the end and tell you which programs and desktop shortcuts are missing, if any, and then they can be individually installed from the appropriate Downloads\!WA_Installs\Internet_No folder(s).

 ( ) When Ninite starts left mouse click on "Show Details" and left mouse drag the bottom of the window so you can see how things are progressing.

( ) When a window displays entitled "Set Up Dropbox" you can left mouse click on the "X" in the top right corner to close it.

( ) When Ninite completes left mouse click on the "Close" button on the "Ninite" window.

( ) What follows is like the game Wack-A-Mole except you will be responding to various windows from possibly different installs, so as they appear: (Note: You may need to move windows out of the way to see other windows that need a response.)

+++ Check WA Laptop Install Log for any errors

( ) When the script is finished it will display a file with a date & time and "WA Laptop Install Log" at the top

( ) If it has any messages saying a program or shortcut is missing then individually install that program from the "C:\Users\MAST\Downloads\!WA_Installs\Internet_No\ folder for that application.

Otherwise left mouse click on the top right "X" to exit notepad and press the space bar to exit the script.

Currently you should end up with 4 rows of 7 desktop icons for 28 icons total.

+++ Screen timeout config (optional)

( ) Left mouse click on the bottom right notifications box and lmc on "All Settings"

( ) LMC on "System"

( ) LMC on "Power & Sleep"

( ) Change the "Screen" "On battery power, turn off after" and "When plugged in, turn off after" to values you prefer.

+++ Dropbox & Everything configuration to prevent notification interference

( ) Right mouse click on the date/time in the bottom right and left mouse click on "Task Manager"

( ) First time it is run – Left mouse click on the down arrow on the bottom left labeled "More details"

( ) Left mouse click on the "Startup" tab

( ) Right mouse click on the "Dropbox" line and left mouse click on "Disable"

( ) Right mouse click on the "Everything" line and left mouse click on "Disable"

( ) Left mouse click on the top right "X" to exit "Task Manager"

+++ Adobe Reader Configuration to minimize virus infection

( ) Run Adobe Reader by left mouse double click on the "Adobe Reader XI" icon on the desktop

( ) Left mouse click on "Edit" on the top left and left mouse click on "Preferences…" or Ctrl+K

( ) Left mouse click on "JavaScript" on the left and left mouse click on "Enable Acrobat JavaScript" to uncheck the square.

( ) Left mouse click on "Trust Manager" on the left and left mouse click on "Allow opening of non-PDF file attachments with external applications" to uncheck the square.

( ) Left mouse click on the "OK" button on bottom right.

( ) Left mouse click on the "X" on the top right to exit Adobe Reader.

+++ Libre Office Configuration to use Microsoft Office file extensions

( ) Run LibreOffice by double clicking on the LibreOffice icon.

( ) If a "Crash Report" displays, lmc "x" top right to exit it

( ) Left mouse click on "Tools" on the top left then left mouse click on "Options…"

( ) Left mouse click on the "+" in a small box to the left of "Load/Save"

( ) Left mouse click on "General"

( ) With "Document type:" as "Text document" left mouse click on the down arrow to the right of "Always save as:" and left mouse click on "Word 2007-2019 (*.docx)"

( ) Left mouse click on the down arrow to the right of "Document type:" and left mouse click on "Spreadsheet" then left mouse click on the down arrow to the right of "Always save as:" and left mouse click on "Excel 2007-2019 (*.xlsx)"

( ) Left mouse click on the down arrow to the right of "Document type:" and left mouse click on "Presentation" then left mouse click on the down arrow to the right of "Always save as:" and left mouse click on "PowerPoint 2007-2019 (*.pptx)"

( ) Left mouse click on "OK"

( ) Left mouse click on the "X" in the top right corner to exit LibreOffice.

+++ Power Settings to prevent the battery from being drained when not in use

( ) Right mouse on the Power icon on the task bar and left mouse click on "Power Options"

( ) Lmc on "Choose what the power button does" on the left top

( ) Change the "When I press the power button:" to "Shut down" for both "On battery" and "Plugged in"

by lmc on each down arrow.

( ) Change the "When I close the lib: to "Shut down" for both "On battery" and "Plugged in"

by lmc on each down arrow.

( ) lmc "Change settings that are currently unavailable" then below "Shutdown settings"

lmc on the "Turn on fast startup (recommended" check box square so it will be unchecked. This causes startup to be a little slower but will be more likely to recognize changes in hardware.

( ) Lmc on the "Save changes" button.