

Disk Partitioning:

Windows 98 **boot disk** inserted and computer switched on.
Computer started with CD support.
From A:> prompt - Typed **FDISK** then enter.
Y to confirm large disc support.
Selected option **4** to view partition information.
Selected option **3** to delete partition.
Option **1** to confirm.
Prompted to enter volume label, none entered.
Pressed **Esc**
Selected option **4** to view partition information – none present
Selected option **1** to create DOS partition.
Option **1** to verify.
Y to confirm maximum available size.
Pressed **Esc** to exit
From A:> prompt pressed **CTRL+ALT+DEL** to restart.

Disk Formatting and Labelling

From the A:> prompt, typed **FORMAT C:**, then enter.
Warning appeared saying “All data will be lost”, **Y** entered to continue.
-Disk format in operation.
Prompted to enter volume label, **HNCX4** entered.
Serial number displayed ; 1B27-12FE.

Windows Installation

Windows 98 CD inserted in drive.
At the A:> prompt, DIR C: entered to check drive is empty.
Entered R: to change to CD drive (Assigned R on this computer).
Entered DIR to view contents of CD.
Typed SETUP.EXE to run the setup program and begin installation.
-Installation in operation
when prompted during the install process, the following was entered:

- typical setup options
- computer name as Test
- workgroup as HNC COS
- description as Computing Section
- location as United Kingdom
- creation of Startup Disk
- user name entered as Computing Section
- user company as West Lothian College
- conditions of licence agreement Accepted
- windows product key entered
- date and time entered (GMT)

Installation Complete.

Configuration and Testing

From Start Menu, selected Settings, then Control panel.

Keyboard:

- Tested Repeat Delay
- Tested Repeat Rate
- Tested Cursor Blink Rate
- Clicked Language Selection Tab
- Set default to English(British)
- Changes applied, then OK

Locale:

- Selected Regional settings from control panel
- Able to change from here Time, Date, Currency, Number System used and regional settings, ie where the machine is – UK.

Mouse:

- Right handed mouse selected
- Button click speed set and tested
- Pointer style selected as Windows standard
- Pointer speed and trail lengths adjusted to suit
- Changes applied, then OK

Video Driver:

- Selected System from Control Panel.
- Selected display adaptors, then clicked properties.
- From the general tab, message saying device is working properly.
- Clicked driver tab, clicked details to view driver files.
- Clicked resources, message saying no conflicts.

Sound:

- Selected sounds from control panel.
- Given choice of previewing sounds, or changing sounds or schemes.

CD Playback:

- From control panel, selected system, then CD ROM.
- Selected CD Drive then clicked properties.
- General tab displays message saying this device is working properly.
- CD put into drive, accesses drive OK.

Printer:

- Selected Printers from control panel.
- Selected printer then right click and display properties.
- Given a number of options tabs to display info for printer.
- Selected General tab, clicked Print Test Page.
- Test page printed successfully.

Customization:

Alternative colour scheme and wallpaper:

- Right click desktop
- Select Active desktop, then Customize.
- Click the Appearance tab.
- From here select desired Windows scheme.
- Click the Screensaver tab.
- From here select desired screensaver timings.

Folder remove:

- Click Start Menu.
- Then Programs, then Accessories.
- Right click on Games Folder.
- Select delete.

Disable sounds:

- Click Start Menu, then Settings, then Control Panel.
- Select Sounds.
- From the Events window, select the desired sound.
- From the Name drop down box, select none.
- No sound will play upon selected event.

System Policies:

- To control access to a folder or printer.
- Open My Computer.
- Select desire folder or printer.
- From the File menu select Properties.
- Click Sharing tab.
- If using user level access control click add, to specify who gets access.
- If using share level access control, type password for folder or printer.
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