



Windows 11 - Steps To Set Up March 14, 2025

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Links to Web Pages

in bold, underlined, red typeface, starting with https:

All links in this PDF have been checked and work.

Hover over the link, hold down < Ctrl > and left click to open the hyperlink to a web page in your browser.

If you have difficulty, copy and paste the link and try another browser.

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Hold down < Ctrl > and left click to open your email client to send an email.

Link to WACI Tips Google Drive for Additional PDFs and Videos

<https://drive.google.com/drive/folders/1BIL-Tm2ul4CR0YErTI-ApPbBG8A51pRO?usp=sharing>

Short link to Google Drive (adhere to caps) **<https://ishort.ink/rSzn>**

NOTE: You need a free Google account (not nec. Gmail) to access.

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Greetings

Here are some steps we used to prepare for and install Windows 11 without purchasing additional software or seeking assistance.

We hope the following information is helpful in your journey.

Note: We are not paid or make commissions for this guide.

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Conventions

Windows Keyboard Keys are shown as: < Ctrl >

Windows Paths: Navigation steps using the right arrow symbol.

e.g. Settings > System >

means < Left-Click >, then < Left-Click < System >

We do not supply links to specific PDFs on the WACI Tips Google Drive but ask you to go there and search for the PDF file. Why? The link wouldn't work if we updated the PDF after this date.

Glossary

Backing Up vs. Copying Files: "Backing up" means creating a full, safe copy of all important information at once. While "copying files" means individually saving files, or saving groups of files.

Special software is needed to "back up" information. Backups typically require the same specialized software to restore your data. It can include added features like scheduling. Backups are more comprehensive but more complex than simple copying.

Copying data files is the manual process of making duplicate files. File copies can be read on other devices without special software.

Bloatware: Unnecessary or unwanted programs that come preinstalled on a computer. They take up space and slow down the device, even if never used. They can sometimes lead to unwanted pop-up ads and may make the system vulnerable to more adware. Companies may get commissions for purchases you make from ads or subscriptions after trial periods.

e.g. Mail and Calendar, OneNote, Microsoft Teams, Candy Crush and third-party apps like McAfee or Norton antivirus.

Bloatware can often be uninstalled by right-clicking on the app in the Start menu and selecting "Uninstall."

Browser Extensions: Small programs (apps) added to web browsers to improve functionality, e.g. ad blockers or grammar checkers.

Cloud Storage: Internet-based storage where files or backups are saved online rather than on your local computer or external storage device. e.g. Microsoft OneDrive, Google Drive, Dropbox, etc.

Compatibility Mode: Lets you run older programs on newer computers by pretending to be an earlier version of Windows. It's helpful if a program doesn't work properly on Windows 11, allowing

the program to function as it did on your older computer. But this doesn't always work since some older programs simply won't run on Windows 11.

(1) We strongly advise that you set up a restore point (see Glossary) before attempting this and (2) If you're not comfortable doing this yourself, ask a tech-savvy friend or family member for help. If problems arise, ask someone for assistance.

Desktop: The screen on your monitor where icons and shortcuts (direct links) to apps, folders or files appear.

Ethernet Connections: A “wired/cable” connection between your computer, or other devices, and the modem, or modem/router, typically supplied by the Internet provider.

The wired connections/cable use RJ45 connectors. These connectors look similar to but are larger than the RJ31X connectors used by landline phones.

Ethernet vs Wireless (WiFi): Ethernet cables are like a "direct highway" for internet traffic, while Wi-Fi is more like "secondary roads that might have traffic jams."

Ethernet provides a more stable and reliable connection and is typically faster than WiFi. Wireless (WiFi) connections offer convenience and mobility (e.g. laptops) but can be affected by distance from the modem (or gateway) or signal interference.

Ethernet is generally faster and more consistent when updating Windows 11 versions (e.g., from 23H2 to 24H2) This is especially true for large Window updates since Wi-Fi speeds can vary depending on signal strength and the number of wireless devices using the network.

Icons: Visual representations of programs or folders.

Keyword: Specific word(s) or phrases used to describe what you're looking for online

Microsoft Account: A personal login used for Microsoft services like Windows, OneDrive, Outlook, etc.

Navigation Bar: The horizontal menu at the bottom of your desktop screen that helps you navigate between different computer apps. It also contains a Windows start button, a search function and other indicators.

Pin (Personal Identification Number): A short numeric code used to unlock a computer, like a password but faster to enter.

Restore point: A snapshot of computer's settings and system files at a specific time. It lets your computer go back in time if something goes wrong after a change (e.g. installing a new program or update). The restore point lets you undo the change - like a safety net.

Windows path: Settings > Restore > Create a restore point > then highlight the drive, typically 'C' > Create > then type a description > Create.

Search Box/Search Bar: A tool to quickly find files, programs or settings by typing keywords..

Start Button: Used to access settings, apps and other Windows features. Tap the Windows icon on your keyboard or click on the Windows icon on the navigation bar.

Startup Programs: Apps that automatically run when the computer is turned on. Too many can slow down performance.

To see what apps run at Startup

Windows path: Settings > Apps > Startup

Storage – Local (Hard Disk Drive {HDD} or Solid State Drive {SSD}): Where your computer (usually now an SSD) internally stores

your operating system, programs and data files. It can also be an external device to store files or backups. (See USB External Device.)

Your computer will turn on and open programs faster with SSDs. A 256GB drive is a starting size, but if you have many photos or videos, look for 512GB or even a 1TB. Consider buying a device that permits adding more storage if that may become an issue later.

Task Manager: A tool to show what is running on your computer, like programs and apps. It also tells how much energy, memory or Internet each one uses. If your computer is running slow, you can use Task Manager to close things you don't need to make run it faster.

There are three ways to access the Task Manager in Windows:

- Hold down < Ctrl > and < Shift > then tap < Esc > to open the Task Manager directly.
- < Ctrl > and < Alt > then tap < Del > then select 'Task Manager' from the options.
- Right-click on an empty space in the taskbar then select 'Task Manager' from the options.

USB External Drives: Portable devices used to store or transfer files. They provide extra storage space for documents, photos or copies of data files. They plug into a computer's USB port.

USB Hub: An external device that expands a single USB port to multiple ports. This allows several USB device connections such as a keyboard, mouse, printer or external drive. It's like a power strip for USB.

WiFi: Your computer connects to the Internet without wires. It is generally slower and less reliable than Ethernet connections.

Copy Data Files

You have files, spreadsheets, photos, videos, pdfs, etc. on a Windows 10 device. Make copies (not backups) on an external drive (e.g. SSD) if you want to install them on your new Windows 11 device. For insurance, make two copies on two external drives!

Note: Having data file copies is important even if you are not upgrading from a Windows 10 device. It is insurance in case somethings happens and your device fails.

We used the FreeFileSync app to copy our data files to the new Windows 11 devices. It saved an incredible amount of time.

A PDF and a video explaining how to use FreeFileSync are available in the WACI Tips Google Drive.

If you are less comfortable with downloading and using apps such as FreeFileSync, you can still manually copy and paste, or drag and drop, files to an external drive, although it's much slower.

Make A List of Programs on the Computer

Most people will not need every program they have previously installed.

Which programs are you actually using?

Which ones do you want to continue to use?

Are there newer versions of the programs available since you installed on Windows 10?

Are there comparable programs available?

The Uninstall/View app inventories all programs on your computer. You can save the list in a spreadsheet along with additional information about the apps.

A PDF “UninstallView App - List Programs On Windows” is available on the WACI Tips Google Drive.

UninstallView v1.51 - Alternative uninstaller for Windows 11 / 10 / 8 / 7 / Vista Copyright (c) 2017 - 2024 Nir Sofer Link to download:
https://www.nirsoft.net/utils/uninstall_view.html

Browser Data

You can share browser information such as open tabs, bookmarks, extensions, passwords, etc. on multiple devices by syncing the browsers on separate devices.

When migrating from Windows 10 to Windows 11, use the Sync feature to duplicate some or all of your Windows 10 browser data on your Windows 11 device.

Note: Each browser's syncing feature has its own specific requirements, settings and limitations.

A PDF “Sync Browsers - Windows 10 to 11 Example” is available on the WACI Tips Google Drive. It covers our five top browsers.

Set up Windows 11

You need: 1) your Microsoft account email and password (or set up an account), and 2) to set a PIN (unlock code).

Follow instructions to connect devices and then turn on your Windows 11 device.

Then Windows path: Navigate to Settings > Windows updates > Check for Updates

Download and install all updates up to Windows 24H2 (or the current version). The time needed for updates to complete depends on the

included device version, your download speed and the number of updates needed to be executed.

This may take several hours since it is a step-by-step process. Start the process before you need to use the computer.

Leave your device turned on and plugged into an electrical outlet for power while connected to the Internet. Do NOT shut off the device. This is best done via Ethernet rather than WiFi connection.

Monitor regularly for updates until done. Download, install and relaunch Windows when prompted to.

Windows 11 - Initial Steps After Installation

Check for correct time zone.

Check apps included with Windows 11 and remove bloatware.

Stop programs you don't need at Startup.

Review and configure Privacy & Security settings.

Connect peripheral hardware (external devices) such as a printer, scanner, Web camera, speakers/headset, USB (expansion) hub, DVD player, etc. and test.

Note: It's a good idea: to "Create a restore point" before downloading and installing apps. (See Glossary – Restore Point.)

Download and install any additional browsers (Microsoft Edge comes with Windows 11). A PDF "Sync Browsers - Windows 10 to 11 Example" is available on the WACI Tips Google Drive. It covers our five top browsers.

Download and install any Apps (see below) you use.

Copy folders and files (this may take hours) from external devices or cloud storage. (See FreeFileSync information.)

Enjoy and safe browsing!

Windows 11 Optional Settings

Background: Change your background image on your desktop.
Windows path: Settings > Choose your desktop background > (select from) Personalize your background.

Clipboard: Change from default to allow 25 items saved. You can thus copy multiple things and go back to them later.

Windows path: Settings > Clipboard > Turn on Clipboard history

Screenshots (default): Windows Keyboard Keys to open:
Hold down < Shift > and < Win Icon > then tap < S >
Screenshots will automatically be saved in a folder Pictures > Screenshots (on One Drive) – unless you unsync or eliminate OneDrive.

Also saved in: Pictures > Screenshots

Taskbar: Windows 11 has limited built-in options for taskbar customization compared to previous versions.

- To increase the size of icons (will also increase icons and font on Desktop).
Windows path: System > Display Settings > Scale e.g. 130%, 150%. Can also scale font size.
You can also set Search functions to show on Task Bar.
- Move taskbar to the left (from centered).
Windows path: Personalization > Taskbar > Taskbar behaviors > Taskbar alignment (select left).

Apps We Like

A PDF “Apps for Security Online” is available on Google Drive.

Apps we’ve used and discussed during WACI Tips meetings – most have PDFs available on WACI Tips Google Drive:

- Audacity (capture and edit music)
- Ditto – Expanded Clipboard Manager (can be sync’d to your Windows 10 device)
- Everything (search your hard drive)
- FastStoneImageViewer (view and edit images)
- FreeFileSync (copy data to external drives and synchronize)
- LibreOffice – Productivity Suite (instead of Word, 365, Google Docs, etc.)
- MalwareBytes (Malware detection to complement antivirus software)
- Notepad++ (expanded features vs. Notepad)
- PDF Gear (view, edit, sign, encrypt, etc. PDFs)
- VLC Media Player (to replace Microsoft Media Player)
- 1.1.1.1 (VPN)
- 7-Zip (compress and encrypt large confidential files)

Unsync OneDrive (Optional)

Our preference is to store copies of data files locally on external drives rather than in the cloud. *Note: Microsoft OneDrive file storage wants you to pay for additional storage via subscription.*

Remember if you unsync OneDrive, you can always reinstall it later if you change your mind. Download the OneDrive App from Microsoft Store and install.

Steps to unsync:

- On task bar - Windows path: Click on One Drive > Settings (Gear icon) > Pause 24 Hours
- Windows path: Settings > Apps > OneDrive (or Microsoft OneDrive) Uninstall
- Open Task Manager (see Glossary) – Scroll to Locate OneDrive (or Microsoft OneDrive) and < End Task >
- Sign in to OneDrive online with your Microsoft account (that setup Windows 11) <https://onedrive.live.com/login>

Open folders and delete data you no longer want to keep in OneDrive. Note: Unsyncing OneDrive won't delete files from your computer, just from the cloud.

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