

This document contains the following:

- ◆ Details on how to "Save your Microsoft Office Settings" Wizard.
- ◆ Details on how to 'automatically' save your settings every month.
- ◆ Additional Information about this Wizard for programmers.
- ◆ Information about X-PAT Pte Limited, and the various Workshops we offer.

**+UDP - Desktop Settings:
Once Customised - Never Lost!**

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From: +UDP Technical Support Group


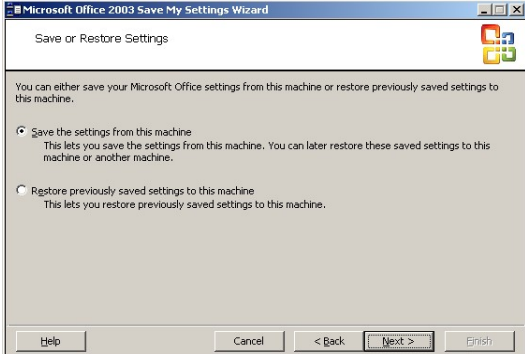
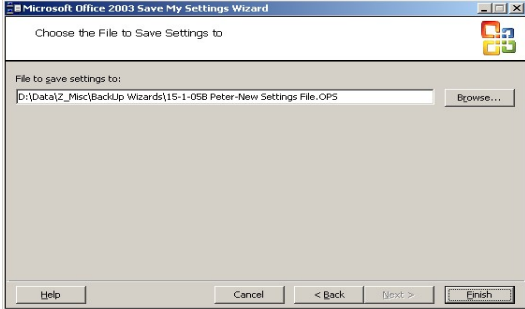
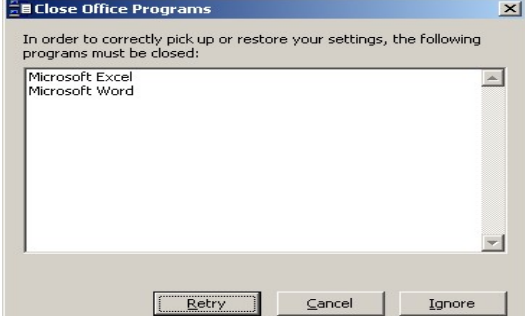
Company: X- PAT Pte Limited
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Email Address: support@improvingUDP.com
Date: June 27, 2005
Subject: *improving* USER DESKTOP PRODUCTIVITY **+UDP**

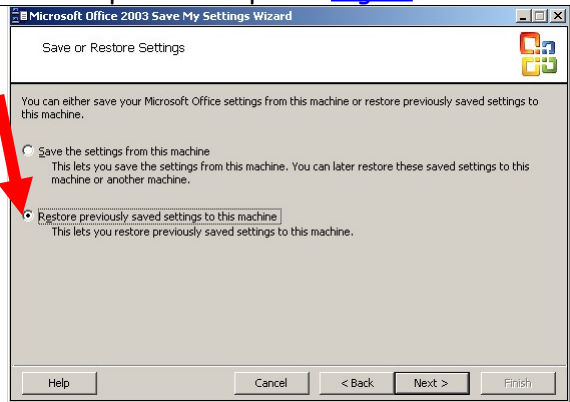
Disclaimer:
(What our Lawyers
told us we must say!)

While the information provided in this document is designed to assist computer users, X-PAT Pte Limited, its directors or staff, accepts no responsibility for the accuracy of the advice. The information is provided in good faith to assist users perform their computer tasks more efficiently and productively. All users are recommended to experiment to ascertain the methods and approaches that best suites them and their needs. E&EO

Reference: Desktop Settings: Once Customised - Never Lost!

	Comment	Details
Issue:	When we change any of our Microsoft Office Settings, the last thing we want to do is to set them all up again if we upgrade our hardware or software.	This Help moment will show you how easy it is to save these settings regularly, and reinstall them whenever you require.
Version:	Applies to Office XP & 2003.	This feature was released with Office XP, but if you are using Office 2000, there is an older version of the Save Settings Wizard. Office '97 you will have to copy files.
Recommendation:	Dependant on how volatile your settings are, and how much you change them, we recommend that it is a good practice to use this Wizard every month.	In fact, you can set up a scheduled task to run on the 1 st day of every month to remind you. Just in case, we recommend that you save the results to another hard drive so, in the event of a hard disk crash, your settings are all saved.
What is saved?	Outlook	All your outlook settings and Account information. You will be asked for passwords when you action the restore.
	Word, Excel, Powerpoint and Access	The Wizard will back up all your customised settings that are held in the <i>normal.dot</i> templates and corresponding templates for each program.

	Comment	Details
	Other Microsoft Programs?	Front Page, Publisher, Project, Info Path, InterConnect and One Note Programs. They will all be backed up as per Word etc.
What is NOT saved?	Depends on what upgrade / replacement you have actioned!	If you upgrade your Operating System and reload the Office programs, then you may have to redo some of the Customise settings and Tools/Options.
So . . .	HOW DO YOU DO IT?	
Step 1:	<i>Start/Programs/Microsoft Office/Microsoft Office Tools/ Microsoft Office / Save my Setting Wizard ... to see ...</i>	
Step 2:	Here you decide whether you are Saving or Restoring your settings	
Step 3:	Choose a location to save to, or restore from ... We suggest that this is in your Data area. The file is usually a maximum of 10MB Name your file uniquely.	
Step 4:	.. and if you have left open any Microsoft programs you will be prompted to close them.	
Step 5:	Just "Finish" ... and watch as all settings are copied. Then Exit.	

	Comment	Details
Do you want to encourage Users to?	<p>Set up a scheduled task for a specific day every month and run this task automatically:</p> <p>Your system will now remind you every month to back up your Office Settings.</p>	<p>Start / Settings / Control Panel / Scheduled Tasks</p> <ol style="list-style-type: none"> 1. Add Scheduled Task 2. Find Program in C:\Program Files \Microsoft Office\Office 11[10] \proflwiz.exe 3. complete all the scheduled task options 4. Now you have a new task called Proflwiz, we suggest: <ol style="list-style-type: none"> a [right mouse] Rename the task to 'save office settings' b [right mouse] Properties, and in the RUN window, add "/u" after the proflwiz.exe"
Or?	Completely automate?	See Complete Example on Page 5
Restore Settings?	<p>If you want to recover your files, just run the wizard, but select Restore and point to your latest back up settings file.</p> <p>... and follow instructions to locate your 'saved' file.</p> <p>Then Finish!</p>	
Office '97 Office 2000	If you are upgrading from Office '97 or Office 2000?	Please contact X-PAT and we can provide your organisation with an alternate method to save your Office Settings.
Version:		Version #: 1-04 01-05

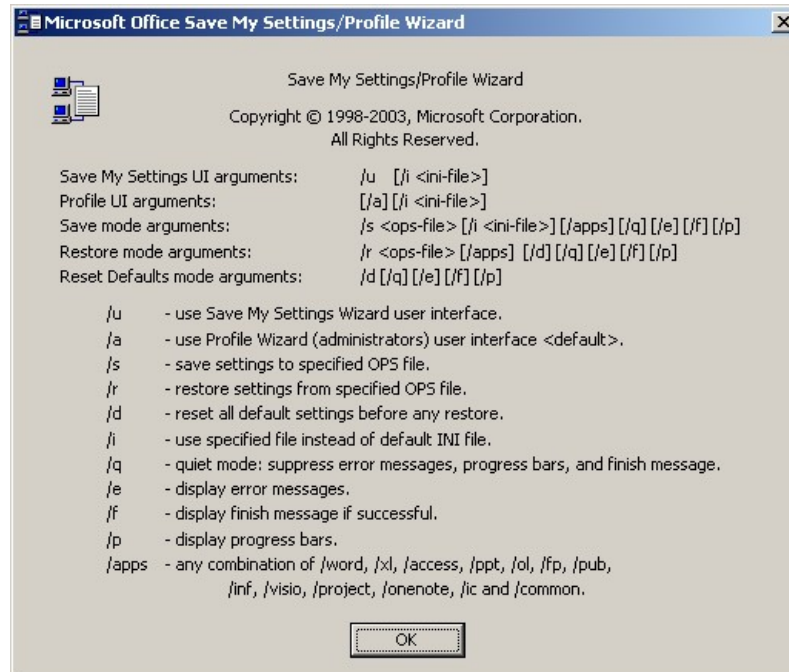
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**Support Manager
+UDP Technical Support Group**

For the more computer literature, please review the following:

The options for the 'Save My Settings Wizard':

Default Location: C:\Program Files\Microsoft Office\OFFICE11\
File Name: ProfIWiz.exe



- Start the Profile Wizard and use the default OPW11adm.ini.

ProfIWiz.exe /a

- Start the Save My Settings Wizard and use the default OPW11usr.ini.

ProfIWiz.exe /u

- Start the Profile Wizard, use a custom INI file named Custom.ini to determine which settings to include or exclude, and save the configuration in an OPS file named MyConfig.ops.

ProfIWiz.exe /a /i Custom.ini /s MyConfig.ops

- Start the Profile Wizard and restore settings from an OPS file named MyConfig.ops but only settings for Word and Excel. Because only some applications are specified, the user is prompted to confirm.

ProfIWiz.exe /a /r MyConfig.ops /word /xl

- **Auto Save - our recommendation:** Create for each user a dedicated **Save Settings Directory**: Copy ProfIWiz.exe, standard.ini and settings.ops to this directory. As suggested on [Page 4](#), create a scheduled task, with a 'properties line'. For example: ("D:\Data\Z_Misc\BackUpWizards" is part of standard back-up)

D:\Data\Z_Misc\BackUpWizards\PROFLWIZ.EXE /q /a /i standard.ini /s settings.ops

(quiet) (automatic) (use ini file - called standard.ini) (create settings file - called settings.ops)

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Overview of X-PAT **+UDP** Workshops we offer:

We have developed the following **unique** Workshops & Training. . . .

For more information, please visit our website,
 or click on any of the links you are interested in.

[**+UDP Overview**](#)

[**+UDP Corporate Overview**](#)

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[**+UDP Basic Promo**](#)

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[**+UDP Basic**](#)

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[**+UDP Email – Microsoft Outlook**](#)

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[**+UDP Hardware Upgrade? Software Action**](#)

. . . . in these two Formats:-

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 anywhere in the world.
 Please contact us for more details.

e-Learning These modules are available to be loaded to your
 Corporate Learning Mngt Systems for
 use on your IntraNet.
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STEPBYSTEP Animated Sequences (3 - 6 minutes) that can be view
 from your IntraNET, so show users 'HOW TO'

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