

+UDP - Saving your Windows Settings

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Subject: *improving USER DESKTOP PRODUCTIVITY* +UDP

Reference: **Windows Settings: Save YOUR Customisations**


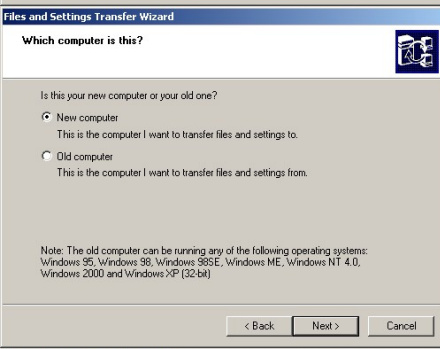
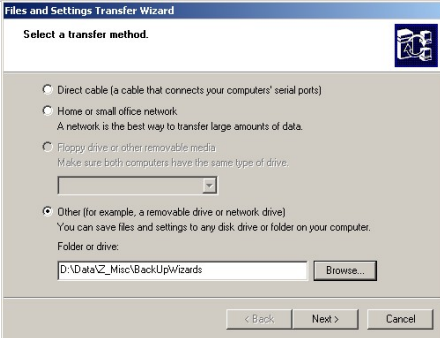
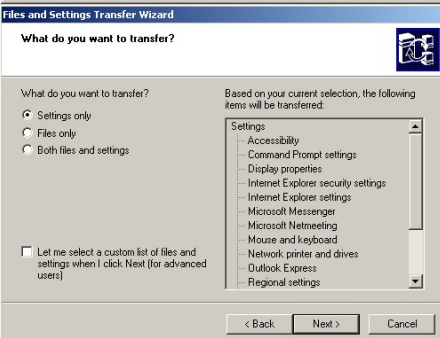
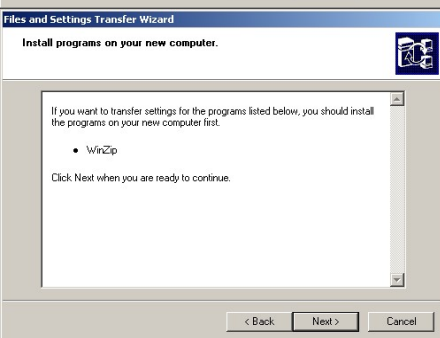
Disclaimer:

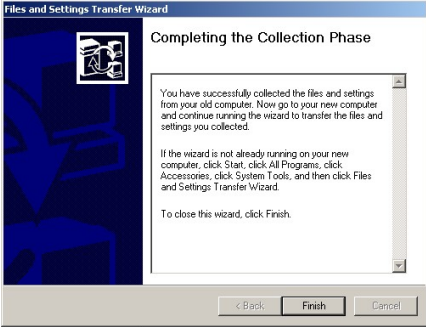

(What our Lawyers told us we must say!)

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&O

	Comment	Details
Issue:	When we change any of our Microsoft Windows Settings, the last thing we want to do is to set them all up again if we upgrade our hardware or software.	This Help document will show you how easy it is to save these settings regularly, and reinstall them whenever you need to.
Version:	Applies to Windows 2000 and XP.	This feature was released with Windows 2000.
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, all your settings will be saved.
What is saved?	You Choose	You can use this Wizard to save your settings AND / OR your data. We recommend you use the Wizard to just save your Settings, and make other - more regular arrangements - to save your data.
	Windows Wizard saves ...	The Wizard will back up all your customised settings like 'Internet favorites', desktop pictures, and most of your Windows explorer settings, as well as your
What is NOT saved?	Windows Wizard does NOT save ...	You will not save your Scheduled Tasks, and depending on what your upgrade was, some your specific regional settings.

So . . .	HOW DO YOU DO IT?	
<p>Step 1:</p>	<p><i>Start / Programs / Accessories / System Tools / File & Setting Transfer Wizard</i></p> <p><i>... to see ...</i></p>	
<p>Step 2:</p>	<p>Here you decide whether you are Saving or Restoring your settings - ie is this your old system, or the new system to 'restore your settings'?</p>	
<p>Step 3:</p>	<p>Choose a location to save to, or restore from ...</p> <p>We suggest that this is in your Data area. The file is usually a maximum of 10MB</p> <p>Name your file uniquely.</p>	
<p>Step 4:</p>	<p>Decide whether you want to save your Settings only, or your Files, or your Files and Settings.</p>	
<p>Step 5:</p>	<p>.. and if you have any discrepancies, you will be notified</p>	

<p>Step 6:</p>	<p>Just "Finish" ... and watch as all settings are copied. Then Exit.</p>	
<p>Encourage Users to?</p>	<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 <i>C: \windows \ system32 \ usmt \ migwiz.exe</i> complete all the Scheduled Task options 3. Now you have a new task called Migl wiz, we suggest: <ul style="list-style-type: none"> a [right mouse] Rename the task to 'Save Windows Settings'.
<p>Restore Settings?</p>	<p>If you want to recover your files, just run the wizard, but select New Computer and point to your latest back up settings file when asked.</p> <p>... and follow instructions to locate your 'saved' file.</p> <p>Then Next!</p>	
<p>Version:</p>		<p>Version #: 1-12 06-05</p>

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