

Disaster Recovery Set-up Suggestions

- 1) Set-up your hard drive (assuming one HD on IDE Primary):

(Format the drive using the Master HD Utility – this way if bios needs EZ Bios installed due to the drive size, it may be done at this time. You'll need a Win 98 Start Up Disk or the [Ultimate Boot CD](#).)

Using [Partition Magic](#) set up your hard drive with the following partitions:

<u>NAME</u>	<u>MB (may be +/-)</u>
OS	5,000 to 10,000
SCRATCH	3,500 to 7,500
DATA	5,000 to 10,000
BKUP	(balance should be at least large enough to store OS and DATA back-ups)

- 2) Install OS and all available updates. Strongly suggest NOT using default directory for installation; use something like OS or anything you like just so that when Trojans or Worms do attempt to take control of your system, they won't easily find your system files.
- 3) Arrange HD for System Files:

If Drive Letters have not been assigned properly, right-click on My Computer, left-click on Manage, left-click on Disk Management, right-click on drive to be changed, left-click on Change Drive Letter.

Drive letter assignments (suggested):

<u>NAME</u>	<u>DRIVE LETTER</u>
OS	C:
SCRATCH	D:
DATA	E:
BKUP	F:
CD (not RW)	R:
CD-RW	W:
DVD	V:
ZIP	Z:

- 4) Move Page File

Close all windows, hold down the Microsoft Key and press Pause/Break Key, left-click on Advanced Tab, left-click on Performance Options Button, left click on Change Button, highlight drive that current has Page File assigned (probably C:), delete numbers in two center boxes (Initial size & Maximum size), left-click on Set Button, highlight D: drive, insert 1,000 in both center boxes, left-click on Set Button, left-click on OK, left-click on OK, left-click on OK.

REBOOT system.

5) Move Temp File

On SCRATCH drive (D:), make a new folder named TEMP. Close all windows, hold down the Microsoft Key and press Pause/Break Key, left-click on Advanced Tab, left-click on Environment Variables Button, highlight TEMP variable, left-click on Edit Button, change Variable Value to D:\TEMP, left-click on OK. Do the same thing for the TMP variable as well as for the TEMP and TMP System variable in the lower half of that window. Remember to do the changing of these variables for every user on the system. You can make a separate folder for each user if you desire, but it is not necessary. REBOOT system after closing all windows.

6) Move Temporary Internet Folder and set size

Go to START-SETTINGS-CONTROL PANEL-INTERNET OPTIONS, General Tab, left-click on Settings Button in Temporary Internet files section, set size for amount of disk space to use at 40MB (no more is really needed), left-click on Move Folder Button, highlight D:, left-click on OK, left-click on OK, let system re-log-on.

7) Move System Files

Install WinZip

Install [RegViewPro](#) (or some other registry editor).

Make a new folder on E: (the DATA drive) named SYSTEM FILES (or something else you like. . .), within that folder make another folder named ADMINISTRATOR. Now, while you have the SYSTEM FILES folder open, in another window open C:\Documents and Settings, copy all folders (should just be ALL USERS and DEFAULT USER) except for the current Administrator folder to E:\SYSTEM FILES.

Close all windows.

Hold down your Microsoft Key and press the Pause/Break Key, left-click on User Profiles Tab, highlight Administrator, left-click on Copy To, browse to E:\SYSTEM FILES\ADMINISTRATOR, left-click OK, left-click OK, left-click Yes, left-click OK.

Run [RegViewPro](#) then search and replace the following entries:

<u>SEARCH FOR:</u>	<u>REPLACE WITH:</u>
C:\Documents and Settings	E:\System Files
%SystemDrive%\Documents and Settings	E:\System Files
1\Documents and Settings	3\System Files
\Documents and Settings	\System Files
C:\DOCUME~1	E:\System~1

Make sure to include (or NOT include) any/all characters as noted (e.g. : or \ or ?)
Reboot your system.

8) Delete old system files

Delete the following folder and ALL contents:

[C:\Documents and Settings](#)

Reboot your system.

9) Move My Documents

Right click on the 'My Documents' icon on the desktop

Left click on 'properties'

Left click on 'Move'

'Browse' to your DATA drive

Left click on 'New Folder'

Name the folder 'My Documents'

Left Click 'OK'

Left Click 'OK'

10) Install standard programs from the CD copies you have already made so that you could store the originals offsite. Suggestions:

[Atomic Time Sync \(AnalogX\)](#)

[WinZip](#)

[RegViewPro](#)

[Adobe Acrobat Reader](#)

[Windows Navigator](#)

[O&O Defrag](#)

[X-Setup Pro](#)

[Everest Home Free Edition](#)

[WntlpCfg](#)

[CCleaner](#)

[SpywareGuard](#)

[SpywareBlaster](#)

[Ad-Aware SE Personal](#)

[Spybot – Search & Destroy](#)

[Windows Defender](#)

[Win Patrol](#)

[a-squared free](#)

[Grisoft AVG \(Anti-virus\)](#)

[Secure Delete](#)

[Cobian Back-up](#)

[WinDrivers Back-up](#)

[BackRex – Backup Expert](#)

[Ahead Nero](#)

[PrintKey 2000](#)

[TCP Optimizer](#)

- 11) Run [SpywareBlaster](#), [Lavasoftware Ad-Aware](#), [Spybot – Search & Destroy](#) and [a-squared free](#).
- 12) Install [Grisoft AVG \(Anti-virus\)](#); UPDATE, run.
- 13) Install [PowerQuest Drive Image](#). (Do not run yet)
- 14) Do a complete error-checking on ALL drives

Left-click on My Computer, right-click on each drive, left-click on Tools Tab, left-click on Check Now Button, check BOTH boxes, left-click Start Button. Most of the time, you'll set up each drive to be checked upon next boot-up allowing you to schedule all of the drives to be done.

Reboot and let the system check each drive and fix any errors.

- 15) Do a complete Defrag on ALL drives. Suggest using [O&O Defrag](#). (Schedule defrag to be done weekly)
- 16) Run [PowerQuest Drive Image](#), making a copy of C: drive. Place images made in F:\ISO.
- 17) Transfer ISO images just made to CDRW and store off-site. Schedule images to be made monthly, transferring to CDRW after each new image made. Rotate CDRW images quarterly or semi-annually.
- 18) Install and configure some back-up/sync program to automatically back-up/sync your Data drive (or specific folders/files) to your Bkup drive. Suggest [Cobian Back-up](#). On regular schedule, make CDRW copies of these files to store offsite.
- 19) Enjoy your new system and have confidence that Ye Are Prepared!