

05-06 Base Windows XP Image Build Document

Document last modified: 4/25/2006

F:\usr\it\computer images

Computer make/model/image name: _____

IT staff member building image: _____

1. Install Windows XP w/ Service Pack 2

Boot from CD. Delete any existing partitions. Format for NTFS file system.

- REMOVE: File and Print Sharing
- REMOVE: QoS Packet Scheduler
- CONFIGURE: Internet Protocol (TCP/IP):
 - DISABLE: Advanced > DNS > Register this Connection's addresses in DNS
 - DISABLE: Advanced > WINS > Enable LMHOSTS lookup
- Name: Anyone
- Organization: Westminster
- Computer Name: MakeModelIMB (e.g. Micron650Img)
- Connect through LAN
- Do not set administrator password
- Do not register
- Create "IT" account
- Create "Temp" account
- Log in to both accounts
- Reboot

2. Update Hardware Drivers

- Compaq D51c (I:\WINxp\DRIVERS\HP-Compaq\README-d51c.txt)
- HP D530c (I:\WINxp\DRIVERS\HP-Compaq\README-d530c.txt)
- Epower-04 (I:\WINxp\DRIVERS\Epower-04\README-Epower04.txt)
- Epower-05 (Still testing)
- Micron, Dell 4500, Dell GX150, Dell GX100, IBM 1.6 use Windows Update drivers

3. Update Windows XP

Go to www.microsoft.com and select Microsoft Update.

- INSTALL: latest version of Microsoft Update

- INSTALL: all critical updates
- INSTALL: Media Player 10
- INSTALL: Hi-MAT CD burning support (KB831240)
- CONFIGURE: Control Panel > Security Center > Virus Protection > Recommendations
 - SET: Check "I'll Monitor AntiVirus Myself"

4. Remove Windows Components

Control Panel > Add or Remove Programs > Add/Remove Windows Components

- REMOVE: Messenger Service
 - To display, edit c:\windows\inf\sysoc.inf. Remove word "hide" but not commas. msmgs=msgrocm.dll,OcEntry,msmsgs.inf,**hide**,7
- REMOVE: Messenger Program
- REMOVE: Network Services > Internet Gateway Device Discovery and Control Client
- REMOVE: MSN Explorer
- REMOVE: Outlook Express

5. Configure System Properties

Control Panel > System

- DISABLE: System Restore
- DISABLE: Remote Assistance
- SET: Automatic Updates: Download and install 4:00PM every day
- SET: Computer Name > Change > More: Primary DNS Suffix to westminstercollege.edu
- Advanced > Performance > Visual Effects > Settings
 - ENABLE: "Adjust for best Performance"
 - ENABLE: "Smooth edges of screen fonts"
- Advanced > Startup and Recovery > Settings
 - DISABLE: Send Administrative Alert
 - SET: Write Debugging Information to "none"
- Advanced > Error Reporting
 - DISABLE: Error Reporting

6. Configure Users

Control Panel > Users

- Disable Welcome Screen

- Disable Fast User Switching

7. Configure Desktop

- Control Panel > Taskbar and Start Menu > Properties
 - DISABLE: Group similar taskbar buttons
 - DISABLE: Hide inactive
 - ENABLE: Show Quick Launch
 - SET: Start Menu to Classic Start Menu
 - DISABLE: Use Personalized Menus
 - ENABLE: Display Log Off
 - ENABLE: Display Favorites
 - ENABLE: Show Small Icons in Start Menu
- Control Panel > Display Properties
 - SET: Themes to Windows Classic
 - Desktop > Customize Desktop
 - DISABLE: "Run Desktop Cleanup Wizard Every 60 days"
 - CONFIGURE Screen Saver:
 - SET: to 3D Text "Westminster College"
 - SET: Wait to 15 minutes
 - SET: Power – set to presentation
 - DISABLE: Power: Hibernation
 - Appearance > Effects
 - DISABLE: "Use the following transition effect for menus and tooltips:"
 - SET: method to smooth edges of screen fonts to "Cleartype"
- SET: My Documents to "h:\data\myfiles" and rename to My Files

8. Configure Folder Options

Browse files with Windows Explorer.

- SET: View to "Details"
- ENABLE: Status Bar
- CONFIGURE: Tools > Folder Options:
 - ENABLE: Display the full path in the title bar
 - ENABLE: Launch folder windows in a separate process
 - DISABLE: Automatically search for network folders and printers
 - DISABLE: Hide extensions for known file types
 - DISABLE: Enable Offline Files

Apply to all Folders

- SET: View for Control panel to Icons

9. Configure Search

- Turn off animated assistant

10. Configure Internet Explorer

Internet Explorer > Tools > Internet Options

- General

SET: home page to Westminster home page

CONFIGURE: Temporary Internet Files > Settings

- SET: Check newer versions of stored pages to "Every Visit to the Page"
- SET: Amount of disk space to use to 1MB
- SET: History to 1 day

- Security > Custom Level...

ENABLE: Downloads > Automatic Prompting for File Downloads

- Privacy > Pop-Up Blocker > Settings

SET: add *.westminstercollege.edu to list of exceptions

- Content > Auto Complete

DISABLE: All

ENABLE: Web Addresses

Clear Forms

Clear Passwords

- Advanced

Browsing

- DISABLE: Reuse windows for launching shortcuts

Multimedia

- DISABLE: Enable Automatic Image Resizing

- DISABLE: Enable Image Toolbar

Security

- DISABLE: Enable Profile Assistant

- DISABLE: Warn if changing between secure and not secure mode

- ENABLE: Empty temporary internet files when browser is closed

- ENABLE: Do not save encrypted pages to disk

- Right click on Toolbar > Customize

SET: icons as small and remove edit icon

- Move Links toolbar below standard toolbar
- Lock the toolbars

11. Install MS Office Professional 2003

- Custom Install
- Deselect Microsoft Outlook
- Select "Choose detailed installation options for each application"
 - Microsoft Access: All except Database Replication
 - Excel: All
 - InfoPath: All
 - PowerPoint: All
 - Publisher: All
 - Word: All
 - Office Shared
 - Clip Organizers: All
 - Converters and Filters: All
 - International Support: All
 - Office Assistant: All
 - Proofing Tools: All
 - Themes: All
 - Visual Basic for Applications: All
 - Office Tools: All

12. Install MS Visio Professional 2003

- Custom Install
- Microsoft Visio for Windows: All
- Office Shared
 - International Support: All
 - Proofing Tools: All
 - Visual Basic for Applications: All
- Office Tools: All

13. Install MS Project Standard 2003

- Custom Install
- Microsoft Project for Windows: All
- Office Shared:

Converters and Filters: All
International Support: All
Office Assistant: All
Proofing Tools: All
Visual Basic for Applications: All

- Office Tools: All

14. Run Office Update

- www.microsoft.com and select Office Update

15. Install and Configure Novell Client

- Download from: W:\Tools\w2k-XP\Current Client
 - Get folders: 1 - Client and 2 - Patch
- Run clnt491e.exe from 1 - Client. Use the custom install option
 - ENABLE: IP only
 - SET: Remove IPX if present
 - ENABLE: NMAS
 - DISABLE: Net Identity Agent
 - ENABLE: NDS
- Reboot
- CONFIGURE: Novell Client (right click on N and select Properties)
 - DHCP Settings Tab > check Use Server, Binary Data, and Use Tree
 - Advanced Menu Settings Tab: "Enable Purge Dialog" to off
 - Advanced Menu Settings Tab: "Enable Send Messages" to off
 - Advanced Settings Tab: "SLP Active Discovery" to off
 - Enable LDAP contextless login
 - Set "Enable LDAP context login"
 - Tree = wslc_ut
 - Servers (any order) 146.86.1.3, 146.86.1.14, 146.86.1.6
 - Settings > User Search Failure = continue
- Reboot
- From the command line, run patch.bat from 2 - Patch.
- Reboot

16. Install Miscellaneous Software

Restart the computer after each individual installation.

- ❑ Adobe Acrobat Reader 7.0
I:\area51\Image Stuff\Acrobat Reader\AdbeRdr70_enu_full.exe
- ❑ Flash player (www.macromedia.com). Do not install Yahoo Toolbar.
- ❑ Shockwave player (<http://www.macromedia.com>). Do not install Yahoo Toolbar.
- ❑ SPSS client
I:\cfgapps\SPSS13\SPSS 13.0 for Windows.msi
License server is shishi.westminstercollege.edu. Delete Start menu shortcuts.
- ❑ Quark Xpress 6
Install from disk.
Serial: QC8QM-JVSPD7HXEN4HXV9MZE82U2Q6KE5XBAPDFMVJ73SHTC
Version 5 serial: WX43964656605
- ❑ QuickTime 6.5
I:\area51\image stuff\quicktime\QuickTimeFullInstaller.exe
Install and tell it not to change associations and not to prompt again. After installation, run QuickTime update.
- ❑ SecureFTP
I:\area51\licensed software\VanDyke\sfx30.exe
Common profile, no shortcuts.
- ❑ JVM
I:\area51\java\jdk-1_5_0_04-windows-i586-p.exe
***note: you must change the registry in the Textpad program to reflect the new install path*
- ❑ Library eReader
site.ebrary.com/lib/wminslc
Install Active X control, return to page, install plug-in.
- ❑ Refworks Plug-in
I:\area51\Image Stuff\Refworks\wncinstall.exe
- ❑ VirusScan Agent
people.westminstercollege.edu/tools/w2k-XP/epolicy/FramePkg.exe
Save to desktop, run from command prompt "framepkg /install=agent"
- ❑ Chime
I:\area51\Image Stuff\MDL\Chime\MDLChime26SP6.exe
- ❑ ISIS/Draw
I:\area51\Image Stuff\MDL\draw\draw25.exe
- ❑ Crystal Ball
I:\area51\Image Stuff\Crystal Ball\cb550.exe)
License server: cb.westminstercollege.edu
- ❑ Crystal Ball Tutorials
I:\area51\Image Stuff\Crystal Ball\cbtutorial_100.exe
- ❑ Real Player
I:\area51\Image Stuff\RealPlayer\ rp10-bbc-en-setup.exe
Username: rlewis@westminstercollege.edu Password: westminster
UNCHECK: everything under Desktop Settings
UNCHECK: everything under Customize Media Types

- iPrint Client
Install from iprint1.wcslc.edu:631/ipp
W:\Tools\Patches\iprint-hotfix\WindowsXP-KB893225-v2-x86-ENU.exe
- Install McAfee Virus Scan
Install from W:\Tools\nai\VSE80iLEN\Setup.exe
SET: choose perpetual agreement
SET: custom install
DISABLE: scan email
DISABLE: "Scan floppy on shutdown"
SET: Password: hateclowns
Reboot, then run Patch10 (W:\tools\nai\HOTFIX\8.OPATCH10-VSE80P10\setup.exe)
Reboot, then run Hotfix HF212581
(W:\tools\nai\HOTFIX\VSE80HF212581\VSE80HF212581.Exe)

17. Install GroupWise Client 6.5

Install from G:\Software\client\win32\setup.exe

- Install Windows Messaging
- Standard Install
- DISABLE: GroupWise tip of the day
- DISABLE: GroupWise application integration
- ENABLE: email browser integration
- SET: Address book arranged: Last, First, Full, UserID, Email, Office Phone
- Tools > Options > Environment
SET: Default Actions: Sent Items = Open Item
SET: Default Actions: Web browser = Open in a new window
SET: Default Actions: Attachments = Open attachment
SET: Views: Default Compose View = Plain Text
SET: Views: Default Read View = HTML

18. Configure Office 2003

- Access
ENABLE: Tools > Customize > Options: Show Standard and Formatting toolbars on two rows
ENABLE: Tools > Customize > Options: Always show full menus
- Excel
ENABLE: Tools > Options > Save: AutoRecover save location: h:\data\myfiles

ENABLE: Tools > Customize > Options: Show Standard and Formatting toolbars on two rows

ENABLE: Tools > Customize > Options: Always show full menus

PowerPoint

ENABLE: Tools > Customize > Options: Show Standard and Formatting toolbars on two rows

ENABLE: Tools > Customize > Options: Always show full menus

Project

ENABLE: Tools > Customize > Options: Show Standard and Formatting toolbars on two rows

ENABLE: Tools > Customize > Options: Always show full menus

Publisher

ENABLE: Tools > Customize > Options: Show Standard and Formatting toolbars on two rows

ENABLE: Tools > Customize > Options: Always show full menus

Visio

ENABLE: Tools > Customize > Options: Show Standard and Formatting toolbars on two rows

ENABLE: Tools > Customize > Options: Always show full menus

Word

SET: View menu to Print Layout

SET: Zoom to Page Width

SET: Click Read button and set Toolbars to be on two rows

SET: Tools > Options File Locations > Documents: h:\data\myfiles

SET: Tools > Options File Locations > AutoRecover files: h:\data\myfiles

REMOVE: Research Button

REMOVE: Permissions Button

DISABLE: Tools > Options > General: Automatically Create Drawing Canvas when inserting Autoshape

DISABLE: Tools > Options > General > Service Options: Customer Feedback

ENABLE: Tools > Customize > Options > Show Shortcut Keys in ScreenTips

ENABLE: Tools > Customize > Options: Show Standard and Formatting toolbars on two rows

ENABLE: Tools > Customize > Options: Always show full menus

19. Configure Adobe Acrobat Reader

DISABLE: Preferences > Updates: Automatically update

DISABLE: Preferences > internet: Allow fast web view

- DISABLE: Preferences > Internet: Allow speculative downloading in the background
- SET: Preferences > Internet: Connection Speed = 56 k
- Open Internet Explorer and open a PDF

20. Configure Quark

Edit C:\program files\quark\QuarkXpress 6.0\QLAClient.properties

- Set QLASERVER = quarkmanager.westminstercollege.edu
- Set port to 55555

21. Configure Real Player

- Tools > Preferences:
 - General: On startup display – Player only (no Media Browser)
 - Connection > Internet Settings
 - DISABLE: Send Connection-quality data to RealServers
 - DISABLE: Enable Cookies
- Message Center
 - DISABLE: everything (no messages at all)

22. Install Zen Agent

Install from W:\tools\w2k-xp\current client\ZfDAgent.msi

- Install: All
- Launch application explorer when windows starts

23. Look and Feel

- Turn volume to 2nd notch
- Disable startup and shutdown sounds
- Quickbar
 - Copy the GroupWise shortcut to the quickbar
 - Copy the Microsoft Word shortcut to the quickbar
 - Arrange quickbar icons to be Desktop, IE, GroupWise, Word
 - Erase all other icons from desktop and from quickbar
- Start Menu
 - Put all MS Office related icons in a “Microsoft Office” Folder above Programs
 - Delete Messaging Shortcut
 - Delete Windows Catalog shortcut

- Delete Remote Assistance Shortcut
- Delete PrintMe Program Group
- Delete "Set Program Access and Defaults"
- Delete all shortcuts from StartUp except Application Explorer
- Move Windows Update to Programs in Start Menu
- Copy Windows Explorer to Programs in Start Menu
- Sort Program in Start Menu by name
- Internet Explorer
 - Download file to Desktop
 - Clear Internet Explorer History
 - Delete Temporary Internet Files
 - Delete Cookies
- Desktop
 - Arrange desktop icons to be My Documents, My Computer, Network Neighborhood, Recycle Bin, Internet Explorer, GroupWise
 - Rename My Documents to My Files
 - Empty Recycle Bin
 - Remove Quicktime from System Tray
- Novel Location Profile
 - Right click on N in System Tray > Properties > Location Profile. Select Default > Properties. Clear username, uncheck "save profile"
 - DISABLE: Dial Up Tab
 - DISABLE: NMAS Tab
- Run Regedit
 - Create [HKEY_LOCAL_MACHINE\SOFTWARE\Westminster] registry entry
 - Create String [HKEY_LOCAL_MACHINE\SOFTWARE\Westminster\version] – set to image year (e.g., 0506)
- Run Msconfig
 - DISABLE: startups qttask.exe and jusched.exe.
 - Reboot.
 - After reboot, check "do not show this menu again"
- Clear Documents: Start Menu > Customize > Clear
- Run Disk Cleanup
 - ENABLE: remove everything except installation files and compress files
- Right click on My Computer > Manage > Services
 - DISABLE: terminal services and remote registry

24. Disk Tuning

- Run Disk Defragmenter from Start > Accessories
- Run chkdsk from command line

25. Novell Network Administrator Configurations/Settings

A Novell network administrator must do the following:

- Configure JVM
Change the registry with Textpad to reflect the new install path.

26. Configure Profiles

- Log into Novell using an account without a Dynamic User profile and into windows as the temp account
- Set view properties to see hidden files
- In System Properties > Advanced > Performance > Profiles copy the IT profile to c:\documents and settings\Default User
- Log in as Administrator and create a password
- Log in as IT and create a password (1mag30506)
- Delete temporary account

Post Initial Image Release: Fixes, Changes and Updates by Date

Prior to making fixes/changes to the image:

- Log in as IT, password: 1mag30506 (workstation only)
- Create a temp account without a password
- Logout, then log in as temp user
- Make changes/fixes
- Logout, then log in as IT and **be sure you can view hidden files/folders**
- Right-click My Computer > Properties > Advanced > User Profiles > Settings
- Select the temp user account > Copy To C:/Documents and Settings/Default User
- Delete temp account
- Control Panel > User accounts > delete Temp account and files
- RUN FINAL STEP (SEE LAST PAGE) FOR EPOLICY REGISTRY FIX

1. Switch to Microsoft Update (10/24/05)

I have changed this in the documentation above. Microsoft has consolidated Windows Update and Office Update into one service.

2. Novell Bad Address Caching Fix (10/24/05)

This fix address connectivity problems to Volga.

- Right-click on N in task tray
- Select Novell Client Properties...
- Advanced Settings Tab
- Set Bad Address Cache Timeout = 0
- Set Bad Server Name Cache Enabled = Off
- Set Bad Server Name Cache Timeout = 0
- Reboot

3. iPrint IE Popup Blocker Fix (11/17/05)

This fix keeps IE from blocking iPrint printer installs.

- Open IE, Tools > Internet Options > Privacy...
- Open Popup Blocker
- Add *.wcslc.net and *.wcslc.edu

4. Update Flash and Shockwave Players (11/17/05)

New versions of the players have been released from Macromedia.

5. MS Word "Save as Web Page" Fix (11/17/05)

This fix sets the default file type extension correctly.

- Open MS Word, change the default Save as Web Page to .htm (not .mht)

- Tools > options > general > web options

- UNCHECK "save new web pages as single web pages."

(FINAL STEP) Epolicy Registry Key Fix for VirusScan

This step must be done immediately before you upload the image to the GhostServer: **DO NOT REBOOT INTO WINDOWS.**

- Delete HKEY_LOCAL_MACHINE\SOFTWARE\Network Associates\epolicy Orchestrator\Agent\AgentGUID