

Instructions for using and installing new computers

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QuanTriMang - **You have researched and bought a new computer. Now, when he brought it home and must be very eager to start using it to send email, share photos, surf the web, listen to music and watch movies.**



You can ask someone to install your device. However, take a moment to learn the basics of computers, how to correctly install and personalize computers. This will save time when running the machine for a long time and make use of important tools easier. This process is faster and simpler than what you think. All just follow these steps:

Learn new tools

You can save a lot of time and reduce the hassle of getting to know the parts of your new computer before pressing the start button, especially when you've experienced a computer with many limitations. To learn basic knowledge or refresh knowledge about computers, you can:

- Read a short tutorial about computers and the Internet that explain the types of computers, what you can do with the computer and how the web works.

- Learn about the components of the computer system (processing unit, monitor, keyboard, mouse, modem, printer, speaker) along with all kinds of connecting wires.

Once you are familiar with the basic terms and terms, you can start installing the computer.

Computer setup

Choose the best place

Before 'smashing' a new computer, take a few minutes to choose the best place to put the computer. Later when you change your mind, you may have to transfer your computer to another place. This is not good at all, but there is a risk of damaging parts of the machine. To choose the best place, make sure the following:

- This place is within the reach of the plug or socket - the power supply to the system
- Enough space for computer cables can connect the monitor to the case
- You will feel comfortable and healthy in this place. For example, choose a place where you can keep your computer screen away from light sources that make you dazzling and difficult to see. Or, a place with curtains to control the level of light. Besides, choose a place where you can set the screen and the distance from the screen to the person with just about one arm, making it easy for users to sit in front of the machine.



"Beat the box" computer

After you've got everything out of the box, take a look at all the devices on the manufacturer's list and check if they have enough wiring. If anything is missing, you can quickly go to the store or call them right away.

Next, open all components

- **For laptops and netbooks:** Remove plastic wrap and remove the glossy plastic paper from the battery

- For desktop:

1. Remove the protective shading paper from the components, insert them into the machine.
2. Remove the cables and connect them to the monitor
3. Plug in the keyboard and mouse and other components

Arrange the ingredients on the table

- For laptops and netbooks : Follow the manufacturer's instructions, plug the battery into your laptop

- For desktop : Follow manufacturer's instructions, assemble CPU, monitor and other components and plug in the cable.



However, in the Vietnamese market, most computer providers will do the same for you. Users simply bring the case and screen home and then take the cable to connect the monitor to the monitor, plug in the mouse, keyboard, speakers and other cables.

Now it's time to plug in the device and connect it to the Internet. Remember to make sure you plug in the surge protector with the surge protector - an anti-electric shock device, which minimizes damage when there is a storm or after a sudden power outage.

Note: Surge protector does not protect against situations such as lightning strikes, so unplug the computer socket when there is heavy rain and whenever you are away from home for a period of time.

Tips

Do not use the Power button to turn off the computer or unplug it to shutdown. Instead, to protect your system and data, turn it off properly. To turn off the computer properly, click the **Start** menu on the left corner of the screen and find the option **Shut down** . If you click the arrow next to the **Shut Down** button, you will see a list of options, usually **Sleep** , **Hibernate** , and **Restart** .

When you start your computer for the first time, you may see some welcome screens, one of which will require the user to enter a name for the profile and user account. You can use your name to set the profile or change the name later in case your friends or family members want their own profile. In addition, users can transfer files and settings from old computers to new computers so that they don't have to be installed long.

You will also see a screen asking for the information needed to connect to the Internet. If no such screen appears, you can install an Internet connection by starting the *Connect to the Internet* wizard.

In Windows 7 : Open the wizard Connect to the Internet by clicking the **Start** button, then clicking **Control Panel** . In the search dialog box, type network, click **Network and Sharing Center ? Set up a new connection or network** . Next, double-click **Connect to the Internet**.

In Windows Vista: Open the wizard Connect to the Internet by clicking **Start ? Control Panel ? Network and Internet ? Network and Sharing Center ? Set up a connection or network ? Connect to the Internet**.

Users can connect to the Internet in many ways: dial-up, broadband, and wireless. If you set up a wireless connection, the computer will automatically detect the network. However, if you want to regularly view the wireless network connection, click the **Start** button ? **Control Panel ? Internet properties** and add wireless devices if you need to.

Tips

Control Panel is a great place for you to learn because here, users can manage many features of the machine.

After you have established an Internet connection, users can set up an email account.

Add software

Your computer may have some basic software installed. If you want to install additional software, it's time to download and install them.

If you purchased the software that provided the disc, insert it into the drive and follow the installation instructions

If you want to download free software or other types of software, go to the manufacturer's homepage and download the software to your computer. There will be a wizard that will guide you through the installation and configuration process.

Tips

Windows Live Essentials provides free software that can help you easily and comfortably stay connected, save memories and share photos with friends and relatives. This software includes tools:

- **Messenger** - send and receive messages, play games, share photos and more.
- **Mail** - combine multiple email accounts, create reminders and share work schedules.
- **Writer** - share photos and videos on any blog service.
- **Movie Maker** - create movies and presentations from available photos.
- **Photo Gallery** - easily transfer photos from camera to computer, then edit or share them.



Change or add hardware

Some small and inexpensive changes will make using your computer easier and more comfortable.

- To avoid muscle strain and the highest flexibility, try using a wireless mouse or a trackball mouse
- An ergonomic keyboard - ergonomically - it's worth your money to reduce the problem of shoulder, neck and hand fatigue. Are you using a laptop or netbook? If so, you absolutely can plug an extra keyboard into your computer for easier use.



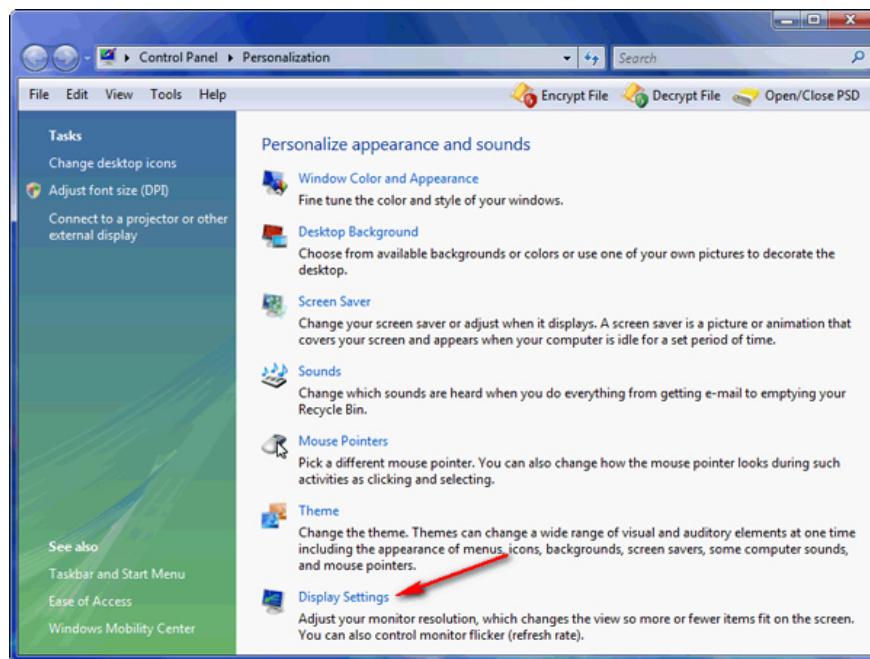
- Is your speaker of good quality? Surely you want to own such speakers if you regularly talk to your computer, listen to music or watch videos.
- Since we now regularly store our files and memories in digital format, consider using an external hard drive. Since then, if you accidentally damage your computer or lose data, you can still access your most important data. In addition, users can save more photos, music files and other data types.
- If you own a laptop or netbook, consider buying a good shockproof bag to protect it from bumps or moisture on the move or when not in use. If you travel a lot, you can buy a laptop lock. These are cheap and effective ways to keep your computer safe in a hotel room or in a room without a good security system.
- After a period of time using the computer, you may want to plug in internal memory (RAM) to speed up the machine and optimize the software. Although adding ram may sound difficult, it is not. No need to ask anyone to do this, you can buy a new ram and use the manufacturer's instructions to plug it yourself. Not out of stock and cost savings. However, remember to buy a new ram compatible with the old ram.

Computer customization

This is probably the most interesting part. Users can change the default settings and features. With just a few simple edits, you can help your computer run more efficiently and better for yourself.

Personalize your display and other settings

In Control Panel, you can change a lot of Windows settings to make the experience easier and more enjoyable. Users can change the profile or desktop wallpaper, customize the Start menu and taskbar and many other changes.



Zoom in on web pages to make reading easier

For web pages to display larger, easier to read, in Internet Explorer, on the **View** menu, click **Zoom** and choose the level you want. Or, you can also use keyboard shortcuts: hold down the **Ctrl** key while scrolling. Scroll the mouse forward to zoom in, scroll backwards to zoom out.

Create a Downloads folder for easy access

It's also important to know where to find the list of downloaded files or software. If the computer is working with errors, you can check this list to see if they contain malicious code. To make sure you can find this file list as quickly as possible, find the Downloads folder on your computer and check if everything is downloaded to this folder. To find the location of the Downloads folder, click **Start**, type the **Search** from **Downloads** dialog box. Click on the folder to see the storage location. If this storage location is difficult to access, create a desktop shortcut for it to be easily accessed whenever needed. Or, users can cut that folder and paste it directly into the desktop.

Use the web browser's Favorites section

Add pages you frequently access using Internet Explorer to Favorites for quick access. Whether playing games, blogging for friends and relatives, studying places to go, social networking or any activity, the Favorites list in Internet Explorer will save a lot of time.

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