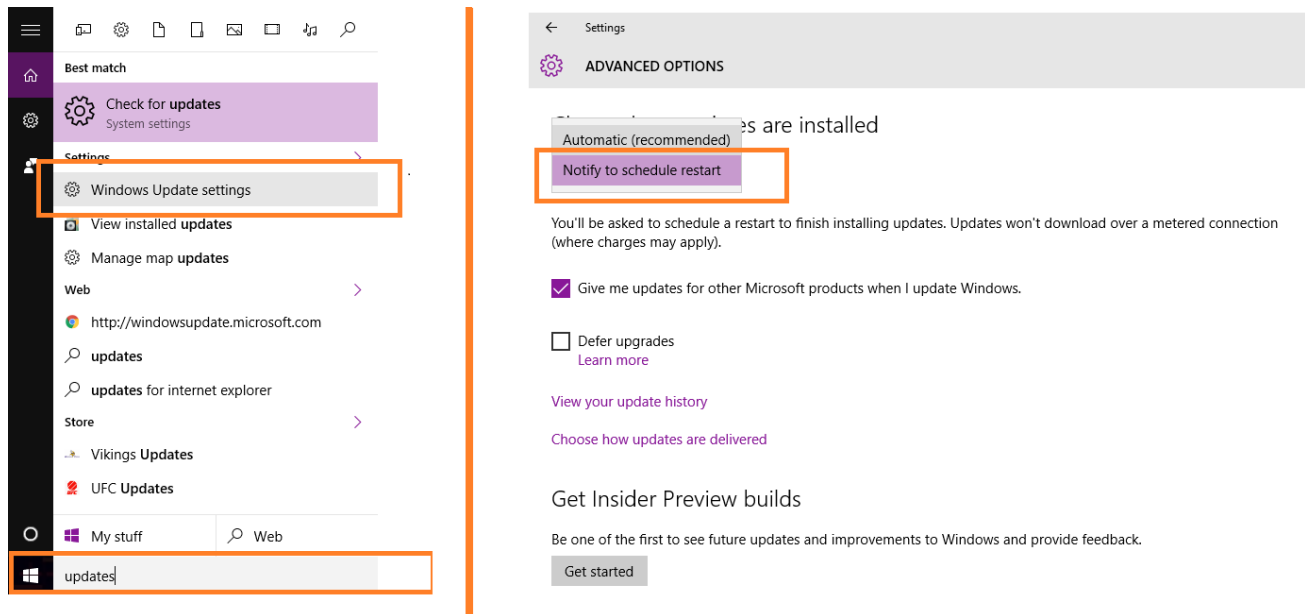


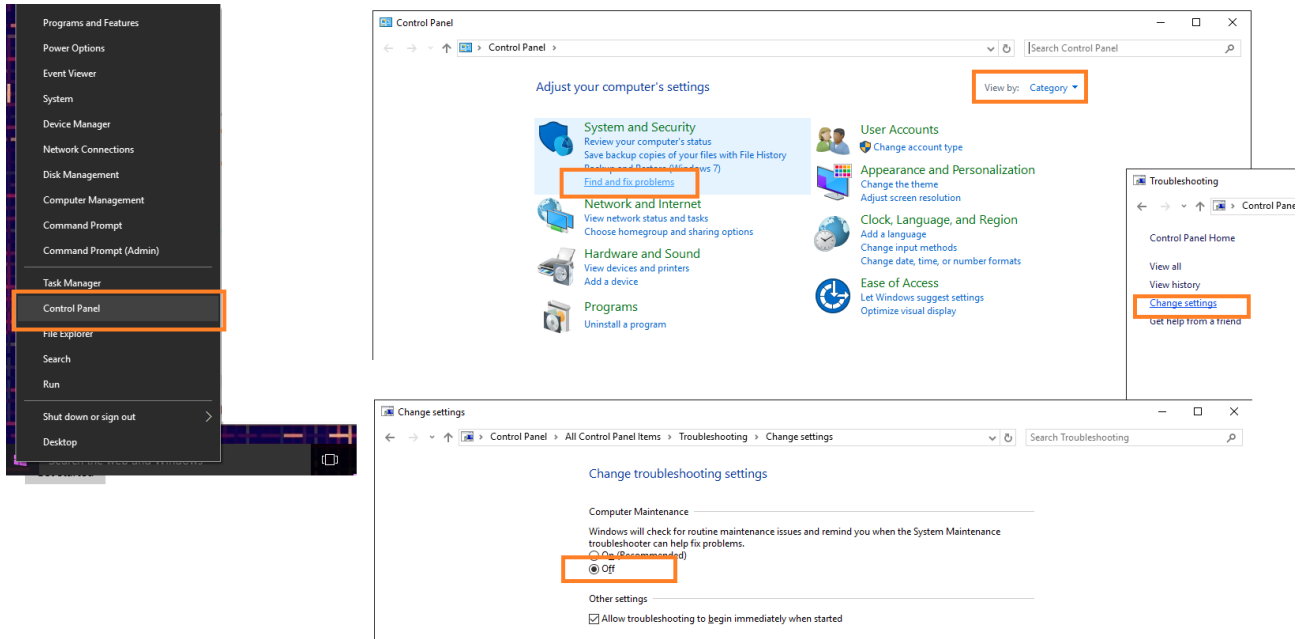
Windows 10 - Settings to Change

1. Turn off Automatic install of updates - with Windows 10 you can no longer disable updates, but you can prevent your machine from automatically installing and rebooting (ie: midday) and you can select to prompt you for a restart time. Use the new bottom left hand "windows search" and type in **Updates** - select "**Windows Update Settings**" - choose "**notify to sched restart**" from the dropdown menu"

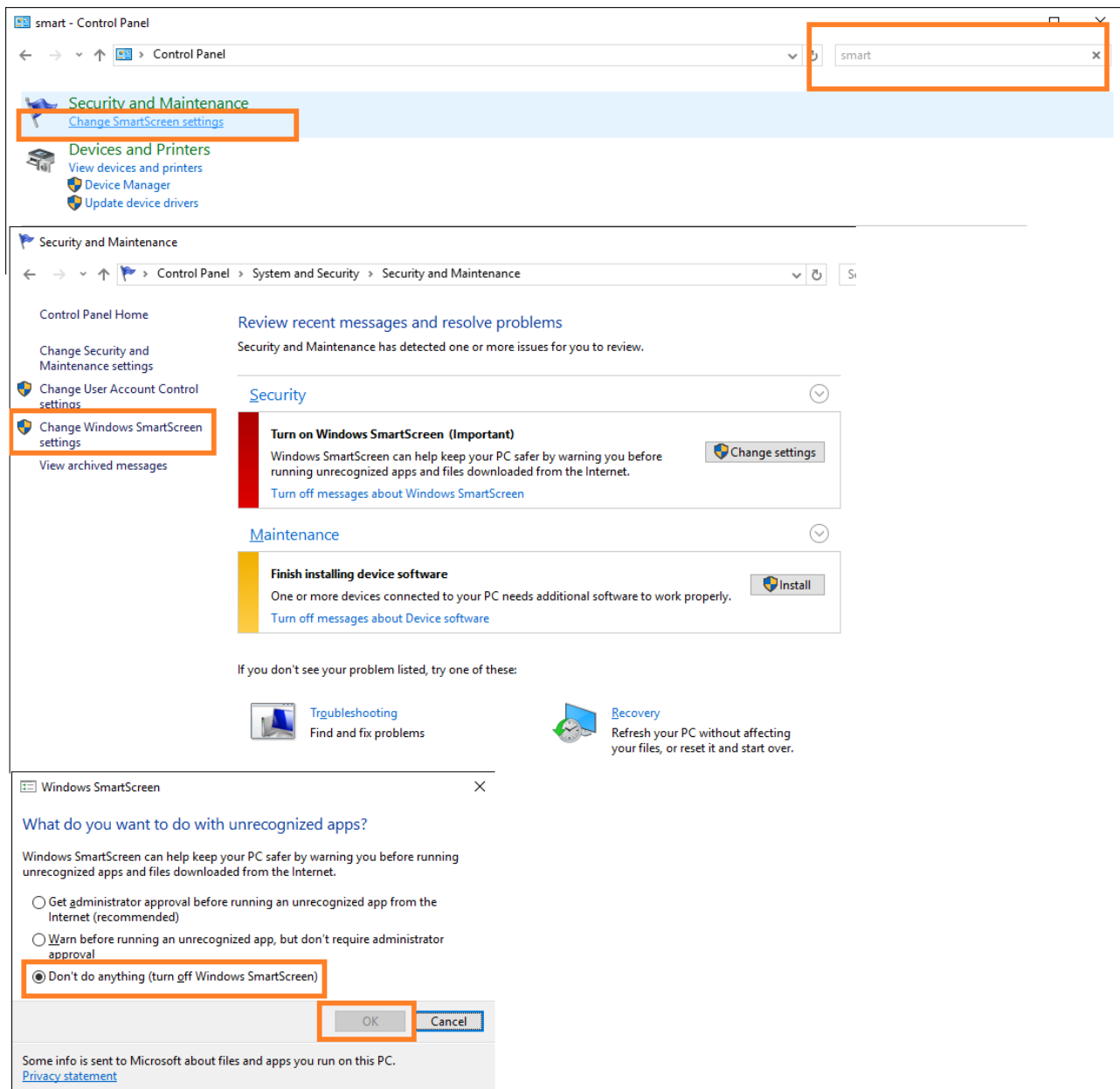


2. Right click the start menu, and select "Control Panel" - view by Category and select "find and fix problems" under the System & Security tab. Then select "change settings" on the far left. Turn off the automatic maintenance.

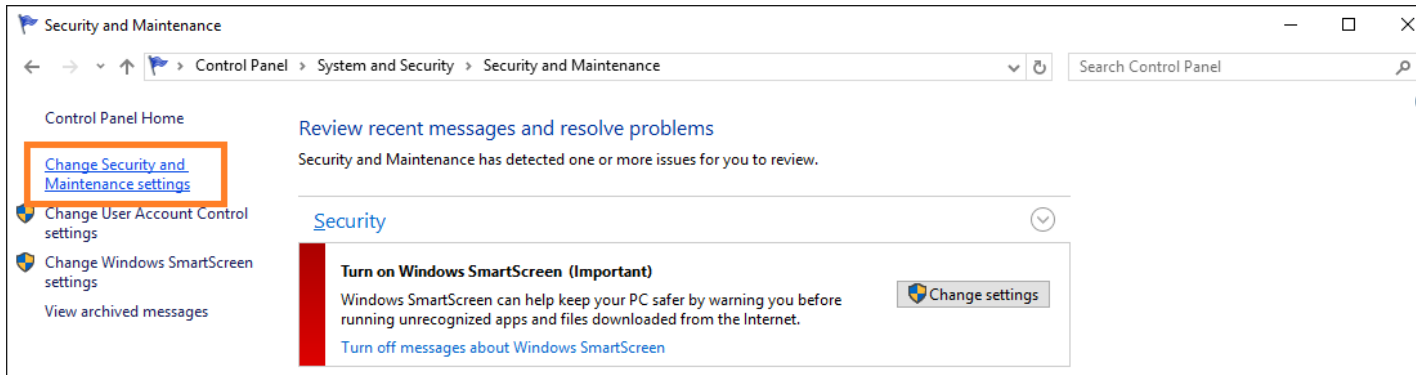
(Part of this weekly routine introduced in Windows Vista is to look for "unused desktop shortcuts" and remove them. For whatever reason, Windows often thinks the BM shortcuts on peoples desktops are "unused" despite them opening / running them everyday...)



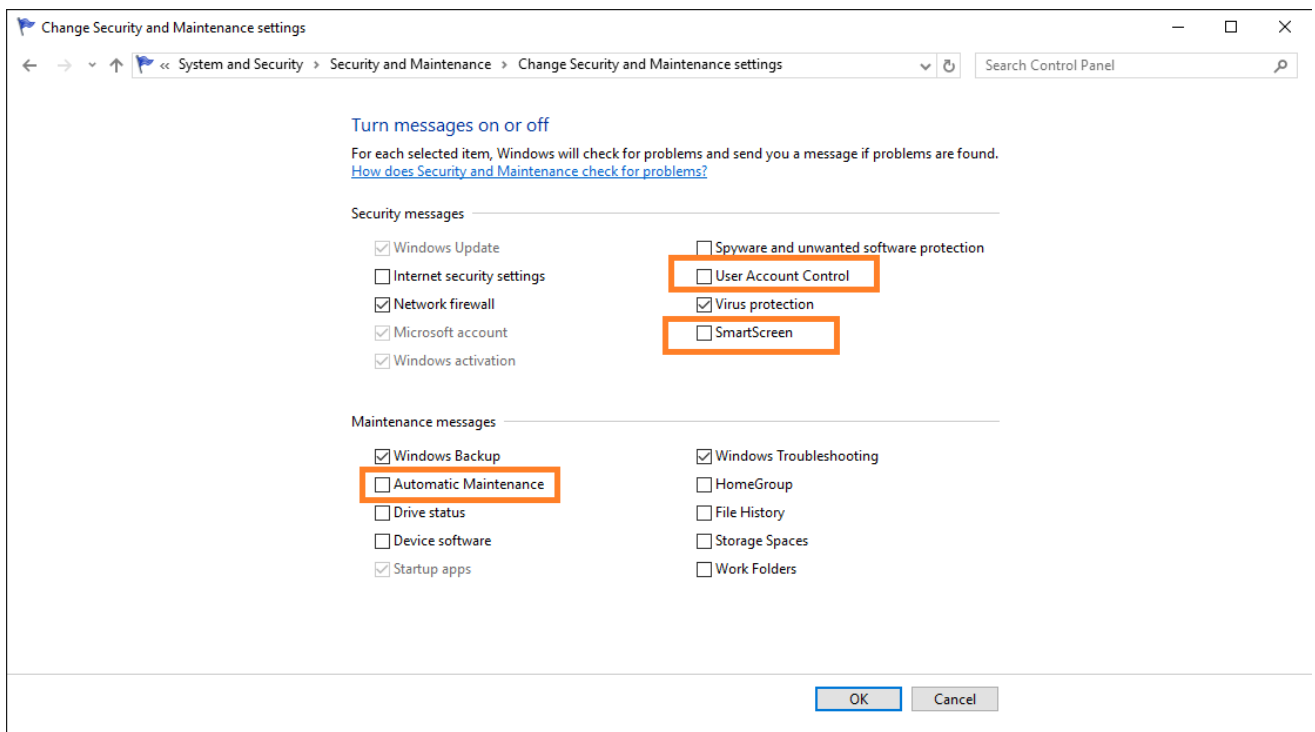
3. Go back to the main part of the control panel, and use the far right side search bar - type in "smart" - click "**change smart screen settings**" - then click "change Windows smart screen settings". When the new window pops up, select "**don't do anything**" and then OK.



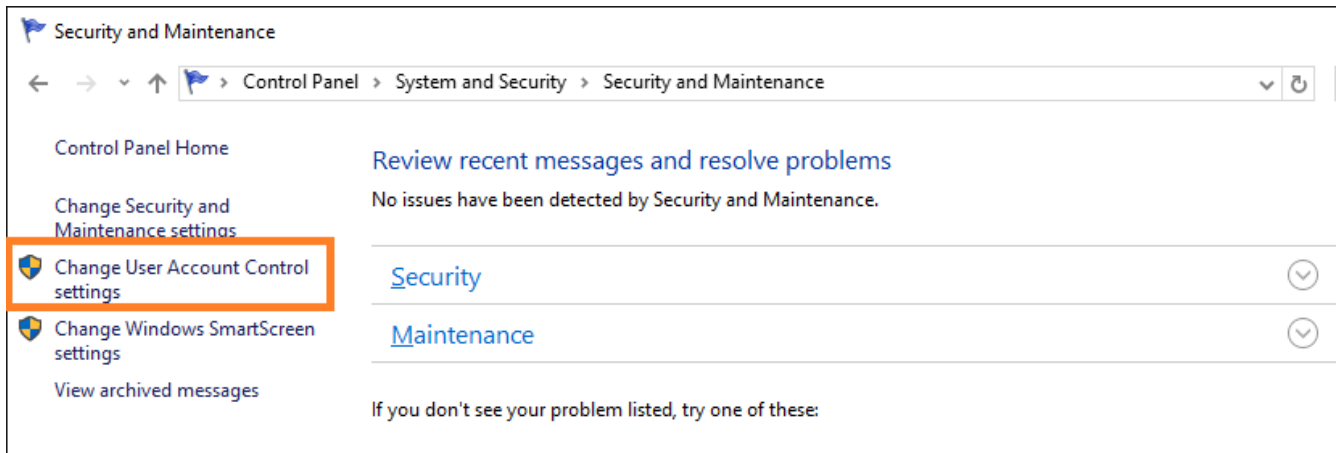
4. You'll now want to disable some of the pop-ups that occur. Click "change security and maintenance messages".



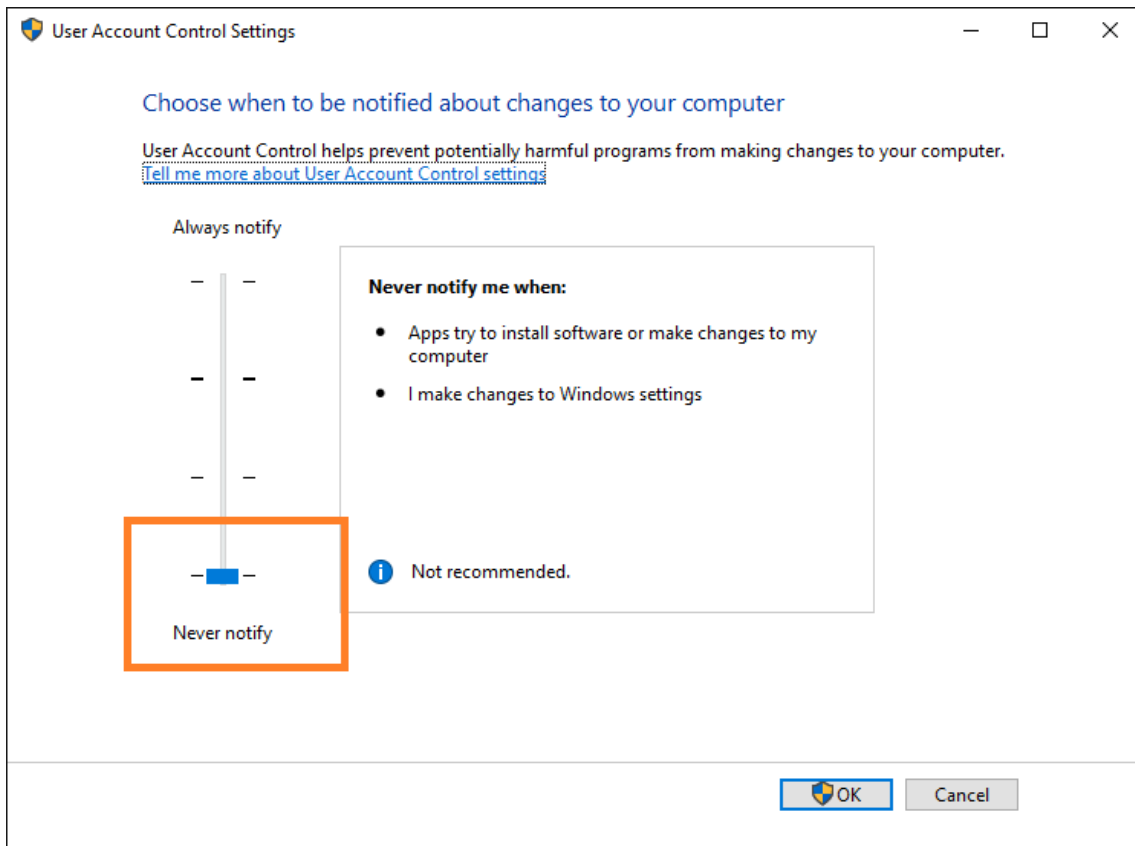
Below is a screen shot of how my computer is set up. Check your own preferences, but I do suggest turning off messages about: Automatic maintenance, user account control and smart screen.



5. Once you press OK, it will take your back to the main scrutiny area. Now select, "**Change user account control settings**".



This is another feature that popped up Windows Vista and proved to be way more annoying than helpful - in our opinion. So we disable it, ie select "**never notify**". It's up to you.

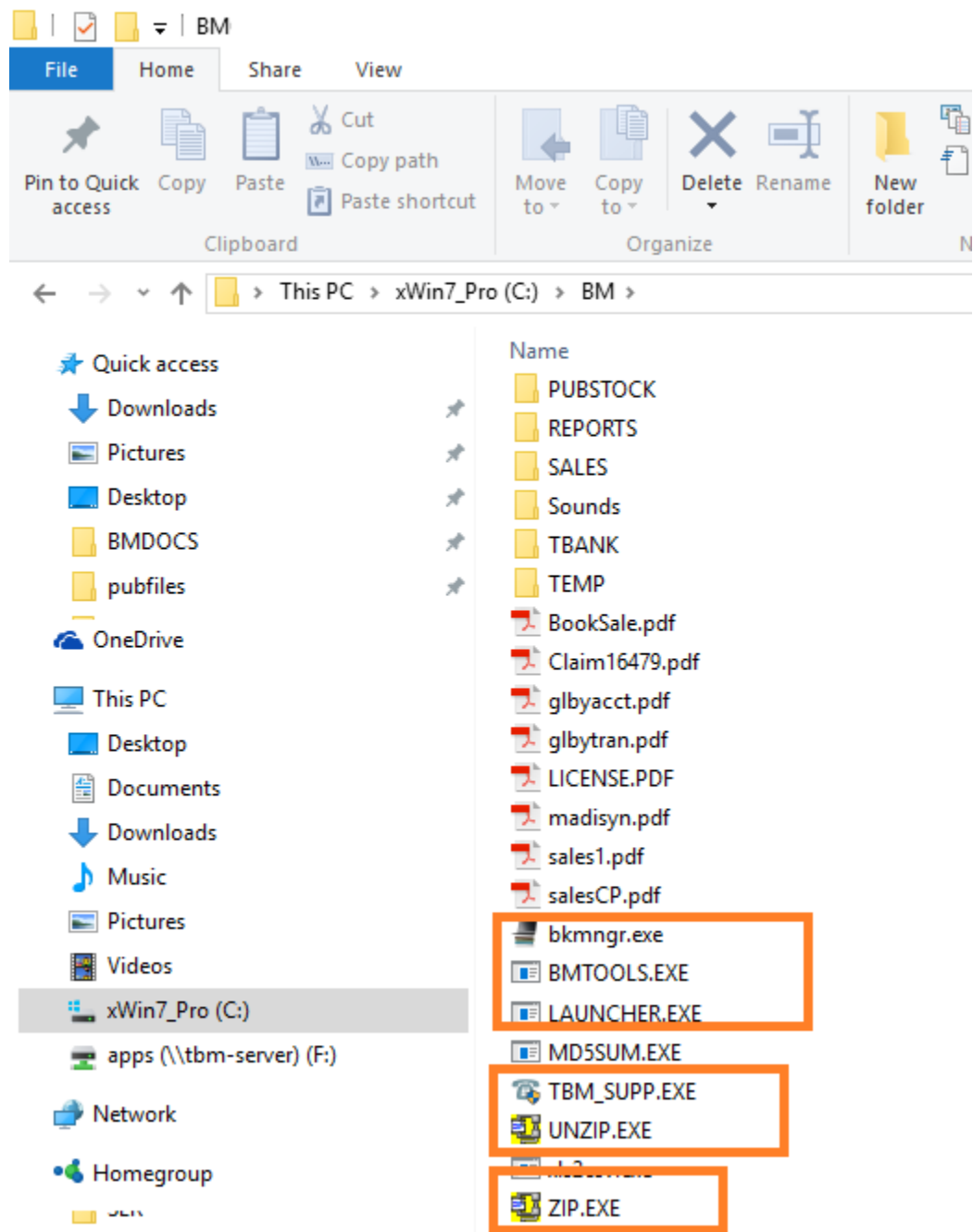


Basically anytime you do anything in Windows a message about granting user account control pops up.

6. The last step involves adding in some exceptions into your anti-virus software and Windows Firewall.

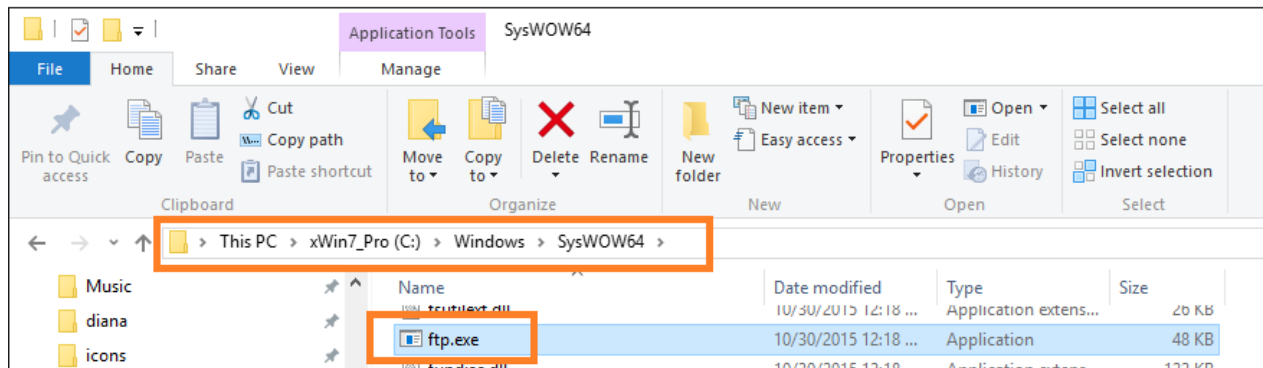
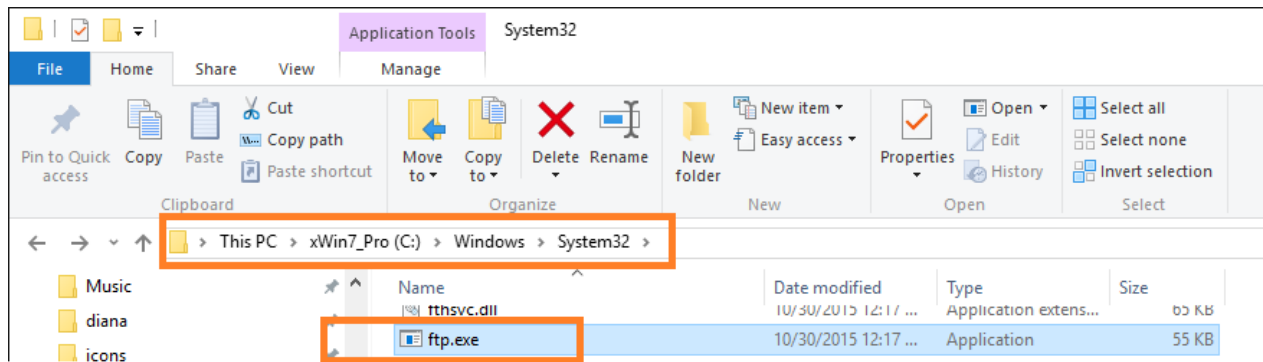
We suggest adding in all the BM .exe's to prevent them from slowing down or being removed because your computer thinks the .exe is a virus.

The files we suggest are the main .exe's that BM uses to print, launch the web, zip up and unzip files, etc.:



It can be a slightly tedious process, but we definitely suggest adding in these exceptions to the Firewall, Windows Defender, Security Essentials, AVG, etc.

Also, if you do any ftp ordering in BM, you'll want to add in some Windows .ftp.exe's:



Of course if you have any questions, please do let us know.

Thanks!

The Gang @ BookManager
250.763.4415
mail@bookmanager.com