

# New computer checklist

## Things to remember to back up when getting a new computer

- Plug ins/extensions/bookmarks for browsers ([instructions for Chrome](#), [instructions for Firefox](#))
- Favourite folders or links to regularly used folders on the network drive
- Email signatures
- Files and folders that you've saved on the local drive (c:)

## Things that will have to be installed when your new computer arrives (mostly web team specific)

- [Remote Working](#) needs to be set up again - contact IT
- Map network drives to live and test servers
- Site definitions for sites in Dreamweaver
- Previously installed fonts
- Server switcher plug in for browsers
  - On Firefox this is now [Location Switcher](#)
- Other browser plugins:
  - Grammarly
  - Wave accessibility tool
  - Check my links (Chrome) or [Link Analyzer](#) (Firefox)
  - Nimbus screenshot
- Drivers for hardware on any assisted devices: graphics tablets,
- Quirky cool wallpaper background
- Previously installed software:
  - Sublime text
  - Slack
  - Adobe Creative Suite (at the time of writing Dreamweaver should be the 2015 version)
  - Raisers Edge (if applicable)

## Other things you might need to do

- Configure outlook - to your personal email and also the [webadmin@management.bath.ac.uk](mailto:webadmin@management.bath.ac.uk) folder: file -> add account. Name the account ('web admin' or whatever), and put them email address in. No password needed. You'll need to restart outlook.
- Configure the programs that you want to start automatically on startup (type shell:startup in the command prompt - add shortcuts to the folder that pops up)