

## Exercise #2

### Your Current Public Computer Configuration

In this exercise you will think through you current configuration style and assess it.

**A. In the list below, circle any parts of the initial configuration process that you could improve?**

1. Install the operating system and patches
2. Identify and remove unwanted features
3. Install all necessary hardware and software, and resolve conflicts this creates
4. Tweak the operating system and apps to optimize user experience
5. Test with staff and adjust based on feedback
6. Save it to an image so system can be easily duplicated and recovered
7. Roll-out images to other systems
8. Train staff in system recovery and basic troubleshooting

**B. In the list below, circle the tasks that users at your library can perform:**

1. Use the Internet
2. Download documents or forms
3. Use web-based email
4. Access electronic library resources
5. Use productivity applications
  - i. Word
  - ii. Excel
  - iii. PowerPoint
  - iv. Access
6. Access right-click menus
7. View and access files from a CD
8. Save to and access files from a USB storage device
9. Change screen resolution and contrast
10. Change sensitivity of mouse and size of cursor

**C. Based on the above, how would you describe your library's configuration style?**

- Fort Knox
- Loosey Goosey
- Ideal
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