

Technology Basics for Library Computers

Best Practices for Patron Computing



*North Dakota
State Library*

Patron Computer Setup

- ▶ Create installation media – USB Flash Drive
 - ▶ Windows 10 <https://www.microsoft.com/en-us/software-download/windows10>
 - ▶ Windows 11 <https://www.microsoft.com/en-us/software-download/windows11>
- ▶ Installing Windows From Scratch / New Machine setup (Highlights)
 - ▶ Set for an Organization (Not Personal Use)
 - ▶ DON'T Sign in with Microsoft (Domain Join Instead)
 - ▶ 'Who's using the PC?' (This is the administrator user, not the patron. Typically use something like 'ADMIN', 'STAFF', etc.)
 - ▶ “Create a Password” needed to prevent Patrons from gaining admin permissions (Don't Leave It Blank, Also recommend making it standard for all patron machines)
 - ▶ Don't Sync – Browsing Data, Edge, Location, Diagnostic Data, Find my device, Inking & Typing, Tailored Experiences, Advertising ID.
 - ▶ Skip – “Let's customize your experience”, “Cortana”

Patron Computer Setup – Continued

- ▶ Creating Patron Account
 - ▶ Method 1 - GUI
 - ▶ Control Panel > User Accounts > User Accounts > Manage another account
 - ▶ Windows Setting > Accounts > Family & other users
 - ▶ Add someone else to this PC
 - ▶ I don't have this person's sign-in information (Remember No MS Account)
 - ▶ Add a user without a Microsoft account
 - ▶ "Who's going to use this PC?", Usually (Patron, Guest, etc..) Note: Some versions of Windows don't allow the use of "Guest" or "Public" because there are already built-in accounts with those names.
 - ▶ Method 2 – GUI Command Line - Elevated Command Prompt:
 - ▶ Click Start, type CMD > Right-click "Run As Administrator" > Yes
 - ▶ Syntax/Usage: net user <username> <password> /add
 - ▶ Paste the following Example: net user Patron /add

Patron Browser Setup

▶ Creating New Shortcuts

▶ Right Click Desktop > New > Shortcut

▶ Edge

- ▶ Location "C:\Program Files (x86)\Microsoft\Edge\Application\msedge.exe" -inprivate "https://website.com" "https://google.com/"
- ▶ Name = Microsoft Edge

▶ Firefox

- ▶ Location "C:\Program Files\Mozilla Firefox\firefox.exe" -private https://website.com https://google.com/
- ▶ Name = Firefox

▶ Chrome

- ▶ Location "C:\Program Files\Google\Chrome\Application\chrome.exe" --incognito "https://website.com" "https://google.com/"
- ▶ Name = Google Chrome

Clearing Cached and Temporary Data

- ▶ Method 1 Manual
 - ▶ Disk Cleanup
 - ▶ Local User Files
 - ▶ System Files
 - ▶ Other Folders
 - ▶ Download
 - ▶ %USERPROFILE%\appdata\local\temp

Clearing Cached and Temporary Data – Continued

- ▶ Method 2 – Command Line/Batch
 - ▶ (Recommended – Easier to Automate)

```
1 @ECHO OFF
2
3 REM Scheduled Clearing Cached and Temporary Data - DelCacheTemp.bat
4
5 cd c:\windows\system32
6
7 REM Clear Prefetch files
8 erase "C:\Windows\Prefetch\*.*" /s /f /q
9
10 REM Clear Temporary files and Recents
11 erase "C:\Windows\Temp\*.*" /s /f /q
12 erase "%USERPROFILE%\appdata\local\temp\*.*" /s /f /q
13 erase "%userprofile%\Recent\*.*" /s /f /q
14 erase "%APPDATA%\Microsoft\Windows\Recent\*.*" /f /s /q
15
16 REM Clear Downloads Folders
17 erase "%public%\Downloads\*.*" /s /f /q
18 erase "%USERPROFILE%\Downloads\*.*" /s /f /q
19 erase "C:\downloads\*.*" /s /f /q
20
21 REM Empty Recycle Bin
22 rd /s/q %systemdrive%\$Recycle.bin
23
24 REM Clear Cookies
25 erase "%APPDATA%\Microsoft\Windows\INetCookies\*.*" /f /s /q
26
27 REM Clear Firefox history and temp data
28 taskkill /f /IM firefox.exe
29 erase "%LOCALAPPDATA%\Mozilla\Firefox\Profiles\*.*" /s /f /q
30
31 REM Clear Chrome history and temp data
32 taskkill /f /IM chrome.exe
33 erase /s /f /q "%LOCALAPPDATA%\Google\Chrome\User Data\Default\Cache\*.*" /s /f /q
34 erase /s /f /q "%LOCALAPPDATA%\Google\Chrome\User Data\Default\Network\Web Data"
35 erase /s /f /q "%LOCALAPPDATA%\Google\Chrome\User Data\Default\Network\Web Data-journal"
36 erase /s /f /q "%LOCALAPPDATA%\Google\Chrome\User Data\Default\Network\Cookies"
37 erase /s /f /q "%LOCALAPPDATA%\Google\Chrome\User Data\Default\Network\Cookies-journal"
38 erase /s /f /q "%LOCALAPPDATA%\Google\Chrome\User Data\Default\History"
39 erase /s /f /q "%LOCALAPPDATA%\Google\Chrome\User Data\Default\IndexedDB\*.*"
40 erase /s /f /q "%LOCALAPPDATA%\Google\Chrome\User Data\Default\Local Storage\*.*"
41 erase /s /f /q "%LOCALAPPDATA%\Google\Chrome\User Data\Default\Local State"
42 erase /s /f /q "%LOCALAPPDATA%\Google\Chrome\User Data\Default\Service Worker\*.*"
43 erase /s /f /q "%LOCALAPPDATA%\Google\Chrome\User Data\Default\Application Cache\*.*"
44 erase /s /f /q "%LOCALAPPDATA%\Google\Chrome\User Data\Default\GPUCache\*.*"
45
46 REM Clear Edge history and temp data
47 taskkill /F /IM msedge.exe
48 taskkill /im msedgewebview2.exe /f
49 erase /s /f /q "%LOCALAPPDATA%\Microsoft\Edge\User Data\Default\Cache\*.*"
50 erase /s /f /q "%LOCALAPPDATA%\Microsoft\Edge\User Data\Default\Web Data"
51 erase /s /f /q "%LOCALAPPDATA%\Microsoft\Edge\User Data\Default\Web Data-journal"
52 erase /s /f /q "%LOCALAPPDATA%\Microsoft\Edge\User Data\Default\Network\Cookies"
53 erase /s /f /q "%LOCALAPPDATA%\Microsoft\Edge\User Data\Default\Network\Cookies-journal"
54 erase /s /f /q "%LOCALAPPDATA%\Microsoft\Edge\User Data\Default\History"
55 erase /s /f /q "%LOCALAPPDATA%\Microsoft\Edge\User Data\Default\IndexedDB\*.*"
56 erase /s /f /q "%LOCALAPPDATA%\Microsoft\Edge\User Data\Default\Local Storage\*.*"
57 erase /s /f /q "%LOCALAPPDATA%\Microsoft\Edge\User Data\Default\Local State"
58 erase /s /f /q "%LOCALAPPDATA%\Microsoft\Edge\User Data\Default\Service Worker\*.*"
59 erase /s /f /q "%LOCALAPPDATA%\Microsoft\Edge\User Data\Default\GPUCache\*.*"
60
```

Create Scheduled Tasks

▶ Shutdown Machine Automatically

▶ Method 1 - Task Scheduler (Example)

▶ Click Start Type Task Scheduler

▶ Click Action > Create Task

▶ Name = Shutdown "(Mondays)"

▶ Triggers – New

▶ Actions – New

▶ Program/script = C:\Windows\System32\shutdown.exe

▶ Add arguments = /s /f /t 0

▶ Method 2 – Command Line/Batch

▶ Click Start Type CMD

▶ Syntax/Usage: `schtasks /create /tn "taskname" /tr "taskrun" /sc "schedule" /d "day" /m "months" /st "starttime"`

▶ Example: `schtasks /create /tn "Shutdown (Mondays)" /tr "shutdown /s /f /t 0" /sc weekly /d MON /st 18:00 /ru SYSTEM`

Operation System Expirations

- ▶ **Microsoft Windows** End of Support Date - Assuming Latest Build of OS
 - ▶ Windows XP - April 8, 2014 (TEN YEARS AGO)
 - ▶ Windows Vista - April 11, 2017
 - ▶ Windows 7 - January 14, 2020
 - ▶ Windows 8 - January 12, 2016
 - ▶ Windows 8.1 - January 10, 2023
 - ▶ Windows 10 - October 14, 2025
 - ▶ **Windows 11 23H2 – November 11, 2025**

Windows OS Alternatives (Linux)

- ▶ Linux is an open-source operating system kernel (List of Distros)
 - ▶ Ubuntu: Easy-to-use, Popular and well supported
 - ▶ <https://ubuntu.com/desktop>
 - ▶ Linux Mint: Based on Ubuntu with traditional desktop
 - ▶ <https://linuxmint.com>
 - ▶ Elementary OS: Minimalist mac like design
 - ▶ <https://elementary.io>
 - ▶ Linux Lite: Windows like design user interface and Lightweight
 - ▶ <https://www.linuxliteos.com/>
 - ▶ Zorin OS – Very Windows like design easy migration to Linux.
 - ▶ <https://zorin.com/os/>
- ▶ Most Already have a built-in office Suite like (LibreOffice) if not it can be easily installed
 - ▶ <https://www.libreoffice.org/download/download-libreoffice/>
 - ▶ Works with Almost all Desktop Operating system Windows, macOS, Linux, etc....

Malware and Virus Protection

- ▶ Windows Defender
 - ▶ Comes Preloaded With Windows
- ▶ Antivirus and Antimalware are good, but they are Not a Magic Shield!
 - ▶ False Sense of Security - Not completely protected from all types of threats; there is no 100% protection against all forms.
 - ▶ Inability to Detect New Threats - Antivirus software relies heavily on signature-based detection, which involves matching the digital signatures of previously unseen malware (zero-day attacks).
 - ▶ Limited Protection
 - ▶ One component of a comprehensive cybersecurity strategy
 - ▶ Software and OS need to be updated regularly.
 - ▶ Education – Most users inadvertently give software or users permission they shouldn't.

Content Filtering Overview

- ▶ NDIT/ITD StageNet Libraries have Palo Alto Filtering
- ▶ Other Libraries must filter on there own
 - ▶ Some Telecoms Offer Content Filtering
 - ▶ OpenDns – Free Account
 - ▶ <https://www.opendns.com/home-internet-security/>

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