

Simple Preventive Maintenance/Tune Up – for Win 9x, Win ME, WinXP

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- ✚ **“Tune up”** makes your computer running fast and efficient
- ✚ **Preventive maintenance** includes tune-up, and it also makes your pc running safe with antivirus, antispyware programs and a firewall. It should also include (a) updating Windows; and (2) making back up copies of critical files and/or the entire working drive

I. How to Clean-Up your PC to make it run fast and efficient?

- Run **“Disk CleanUp”** x1 a week (start\accessories\system tools) to remove temporary files and temporary internet files, empty recycle bins
- Run **“ScanDisk”** or **“Check Disk”** x1 a week to keep hard disk in good shape:
 - **WinXP:** - check disk will run only at the next **Windows** (check the box, **“automatically fix errors”**)
 - **Win 9x, Win ME:** run the **“Standard Mode”**, and check the box, **“automatically fix errors”**. **Note:** the **“Thorough mode”** should only be run in Windows’ **SAFE MODE**
- Run **“Defrag”** x1 a month or so. **Note:** for Win9x, WinME, defrag should only be run in Windows’ **Safe Mode**
- Remove unwanted programs (using **“Add/Remove”**) and files no longer needed

II. How to protect your PC with **all-free AVG AntiVirus**, and **Aantispyware package (AdAware, Spybot and SpywareBlaster)**, and **free firewall ZoneAlarm?**

- Microsoft is introducing a new free antispyware program **“Windows Defender”** also

- **How to update/run AntiVirus/AntiSpyware Programs:** - a simplified procedure below

1. **AVG 7.5 Free** – an AntiVirus Program

- AVG can update and run scan automatically per scheduled time. Usually, it'll start updating when there internet connection is established.
- To update manually, double click the AVG icon in the SysTray, i.e., the bottom right corner area); Click the **“Check for update”** button. **Then wait. It'll let you know that it's done. Click OK, then it will install the updated files itself.**
- To run the scan manually for virus, go to **“Test Center”**; then click **“Scan Computer”** button, (- or go the **top of the menu bar**, click **“Tests”**, select **“scan computer”**)

- **Note:**

- AVG has a built-in automatic scan for virus, set in the morning by default (- which can be modified for different time for scanning). **Your PC has be on at the scheduled time for automatic scan, of course**

2. **SPYBOT** - for Spyware removal

- *Spyware is a nasty thing that invades into your PC and steals personal information, including account numbers, user ids and passwords*
- *Spybot needs to be updated and run at least 2x a week. To do that, follow steps below (it is actually **MUCH SIMPLER THAN IT LOOKS, so don't worry!**)*
- *Open Spybot*
 - *Click "**Search for update**"*
 - *If there's any available update, it'll come back with choices with boxes; **check all the boxes for download** (-right click any box to open a menu bar; click "**select all objects**)*
 - *Then click the "**Download Update**" button*
 - *When update is completed, click the **BIG** button on the **LEFT** side, "**Immunize**", then click on the right hand side panel, click the button, "**Immunize**" (on the top left); click OK, then click the button, "**Immunize**" (on the top left) - **yes, again, - until you see TWO GREEN CHECK MARKS.***
 - *After all that, click the Big Button, "**Search and Destroy**" on the **LEFT PANEL** (the **TOP Square**); then on the **RIGHT** panel on top, click the button, "**Check for Problems**"*
 - *Let it run itself (it takes a good 15 min to 1 hr or so).*
 - *After the completion, if there are any bad guys found, they will be shown in **RED**. Click the button, "**Fix Problems**" on the top toolbar*

3. **SpywareBlaster** – prevents spyware from getting into your pc

- *SpywareBlaster needs to be updated 1x, or 2x a week. To do that:*
 - *Open SpywareBlaster by clicking its icon in the Quick Launch Bar*
 - *Click the "**Update**" button or the left column, and find and click the words in the right panel, "**Check for update**" button, located on *middle/bottom part of the right panel**
 - *After the update, click "**Protection**" on the top left column". Find and click the words, "**Enable all protection**", at the bottom part below "**Quick Tasks**". *Close SpywareBlaster, you are now protected**

4. **AdAware** – it removes Spyware, malicious ware

- *Open AdAware, click the words "**check for update**", near the bottom right; Click "**connect**";*

- When update is finished, click "**finish**"
- To start scanning, click "**Start**", then "**Next**". After it is all done, check all the boxes of bad guys (**critical objects**) found, click "**next**", check the boxes of bad guys found, click "**Next**" again **to quarantine/remove them.**

Note:

- For effective removal of extra tough virus/spyware, it is sometimes necessary to (1) restart the pc and continue; (2) run the pc in "Safe Mode", and (3) turning the "**System Restore**" **OFF**

5. ZoneAlarm (firewall) – lock the **back doors** your PC, guarding information coming in and going out of your PC. **Needs NO MAINTENANCE**

- No update necessary for this program. In fact, it'll bug you for doing the upgrade. No need to. When the message comes for you to upgrade (NOT update), just select the option for it to remind you again in 60 days
- When you go to internet, ZoneAlarm will pop up a question, "...program is trying to access the internet, allow it or deny it". If you are sure what that program is, for example, your Quicken, which you are using to do your online banking, of course you'll select "allow" accessing the internet. If you are not sure what on your PC is trying to access the internet, select "deny". If after selecting "deny" and you can not access the internet place you want, then select "Allow" next time. There is a box, "remember the decision", which you can also select, once you know what on your pc is trying to reach the internet
- The ZoneAlarm icon is located in the Systray where AVG is, also. **Right click the icon, you'll see a list of options.** If you select "Engage Internet Lock", it'll stop your PC going to internet, the icon will turn into a "yellow lock". If you select "Stop all internet activities", it will do so and the icon will turn into a "Red Lock". So, next time if you CANNOT ACCESS the internet, check the ZoneAlarm icon, and make sure that it is not a yellow or red lock. If yes, just right-click the lock, and uncheck the "Engage internet" or "Stop all internet activities" selections. You can use this yellow/red lock option protect your PC when your PC becomes idle for a few hours. If AVG cannot update, it is necessary to turn off ZoneAlarm, or configure it to allow AVG to update

III. How to back up your critical files and your entire working drive?

- Backing critical files: just make a copy of them and transfer them on to a CD, DVD, and/or an external hard drive
- Backing up an entire working drive will need a special back up software program, e.g., **Ghost** or **TruImage** among others (- attend seminar/workshop by Al Pogonski, and/or Hardware SIG, Tues, 1-4pm)

- The back-up copy of the entire drive **can be restored** and **made bootable**

Additional Notes:

- **MAKE SURE YOU DO NOT** click the link to take on the **internet POP-UP offer** of scanning and repairing your registry, etc – they are spyware most of the time!
- For added security (and for paranoids like me) on a broadband connection, one can put the “Cable/DSL Modem” to STANDBY, when not on internet for an extended period of time, e.g., at night. Of course, one can even turn off the cable/DSL modem OFF, when out of town. *This will NOT turn off the “Networking” of your pc’s, i.e., you can still share files and printer on the internet among the networked pcs (with a wired or wireless router still on).*
- **One more tip:** *a lot of time when your pc is getting sluggish or craches, or your internet does not connect, just “restart” your pc. Restarting (rebooting), and/or shutting down your pc (properly) and turning it on again will CURE a lot of problems.*
- *Once you turn on the PC, leave it on for at least 2 or 3 hours at a stretch, to enable your maintenance programs to work by themselves*
- *At night, when you go to sleep, turn off your pc, and let it go to sleep, too. This “refreshing effect” is good for people as well as for the PC.*