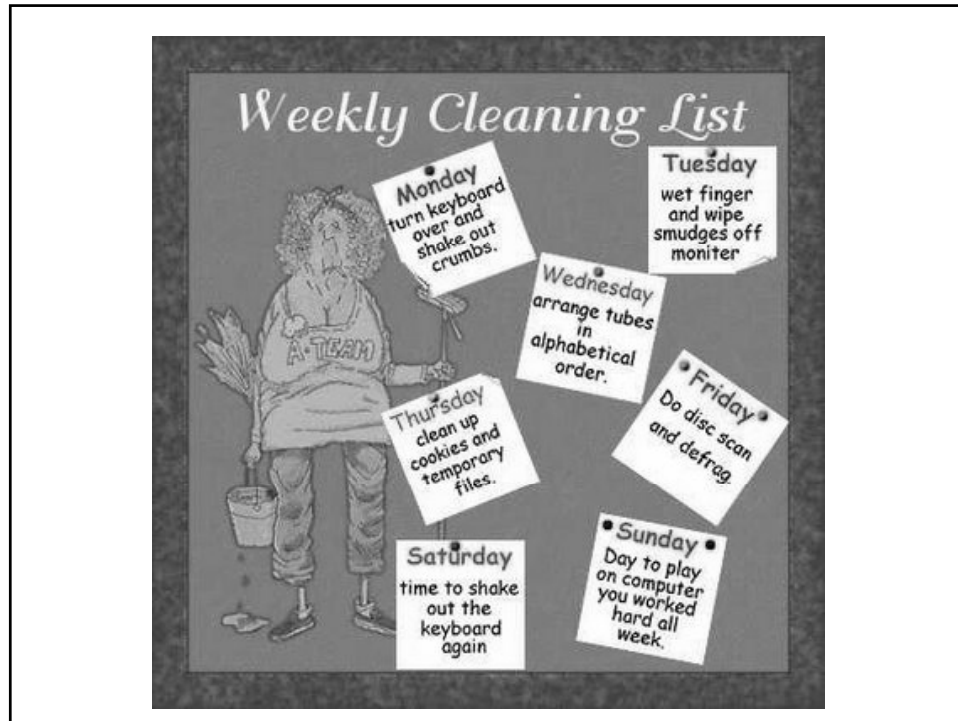


Why is PC Clean-up Important?

Keeping your computer in “tip-top” shape is important for many reasons.

1. Increase efficiency
2. Work faster
3. Less frustration
4. Longer hard drive life
5. Computer works better on network



Steps for turning on Windows firewall...

1. Start
2. Control Panel
3. Security Settings
4. Firewall

*** Make sure it is turned on for all connections.**

Use a Firewall to Protect Against Outside Threats

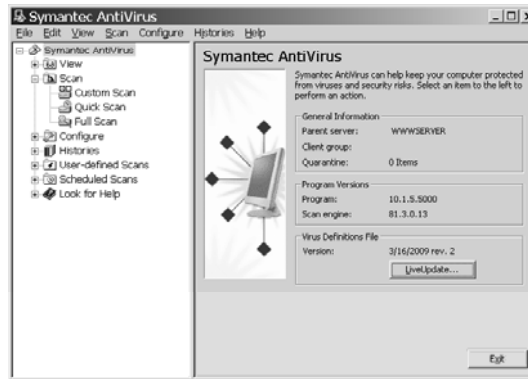


Conduct Regular Virus Scans

Steps to Run a Virus Scan and Live Update

1. Double click the slanted yellow shield in the right hand corner of your task bar.
2. Click the Live Update button.
3. Once updated- Click on Full Scan.

*** Scan at least 2 times/month but 1 time a week is better.**



Program Patches, Service Packs, and Security Updates

Steps to Run Windows Updates

1. Open Internet Explorer
2. Click on tools
3. Click Windows Updates
4. Click Custom
5. Read through the updates
6. Choose which ones to install (you will want to install all High Priority updates)
7. Restart computer when finished.

To turn Auto Update on:

1. Click on Start
2. Click Control Panel
3. Click Security Center
4. Turn on Automatic Updates



Perform Regular Anti-Spyware Scans

- There are many different Anti-Spyware programs out on the market.
 - Ad-Aware
 - Malware Bytes
 - Spybot Search and Destroy
 - Avast
- These are all “Freeware” versions of these programs.
- IT runs these when needed and then uninstalls.
- Use these at your discretion.
- You can Google any of these to find them.

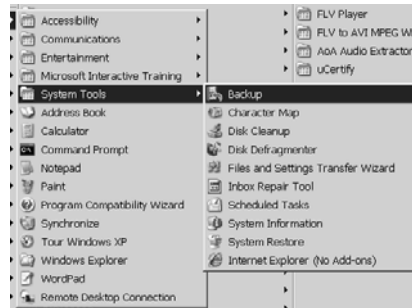
Steps to perform hardware maintenance

1. Click on Start
2. Click Programs
3. Click Accessories
4. System Tools
5. Defrag, Disk Clean-up , etc...

Error Checking

1. Double Click My Computer
2. Rt. Click the C-drive
3. Click Properties
4. Click Tools
5. Error Checking.

Perform Regular Hard Drive Maintenance



Delete Prefetch files

Steps for deleting Windows Prefetch file

1. Double click My Computer
2. Double click the C-Drive
3. Double click on the Windows folder
4. Double click the Prefetch folder
5. Click Edit/Select All
6. Hit your Delete key.

