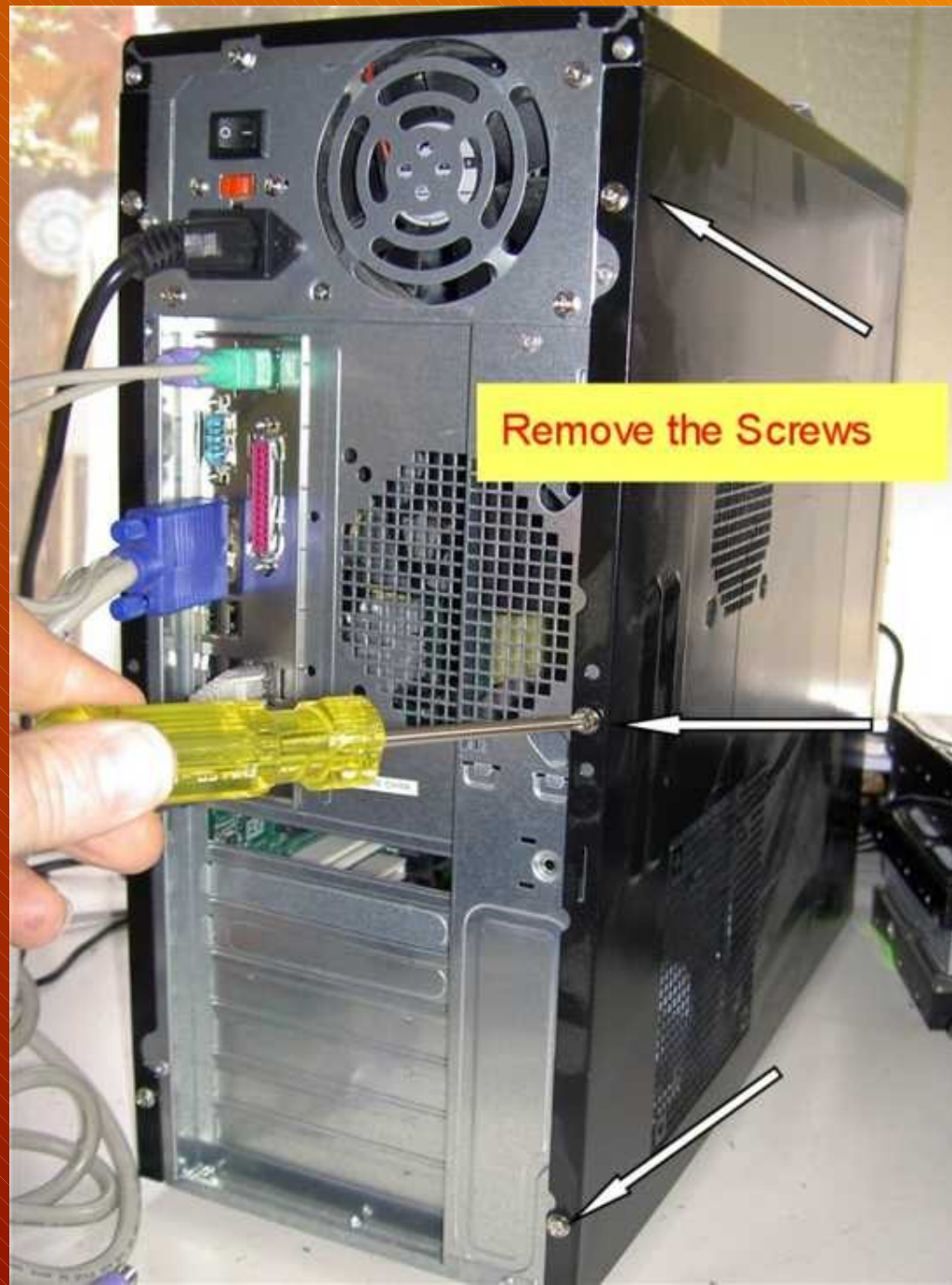


Physical Cleaning

Disconnect Power
Open the Case

Joe Shipley – Phoenix PCUG





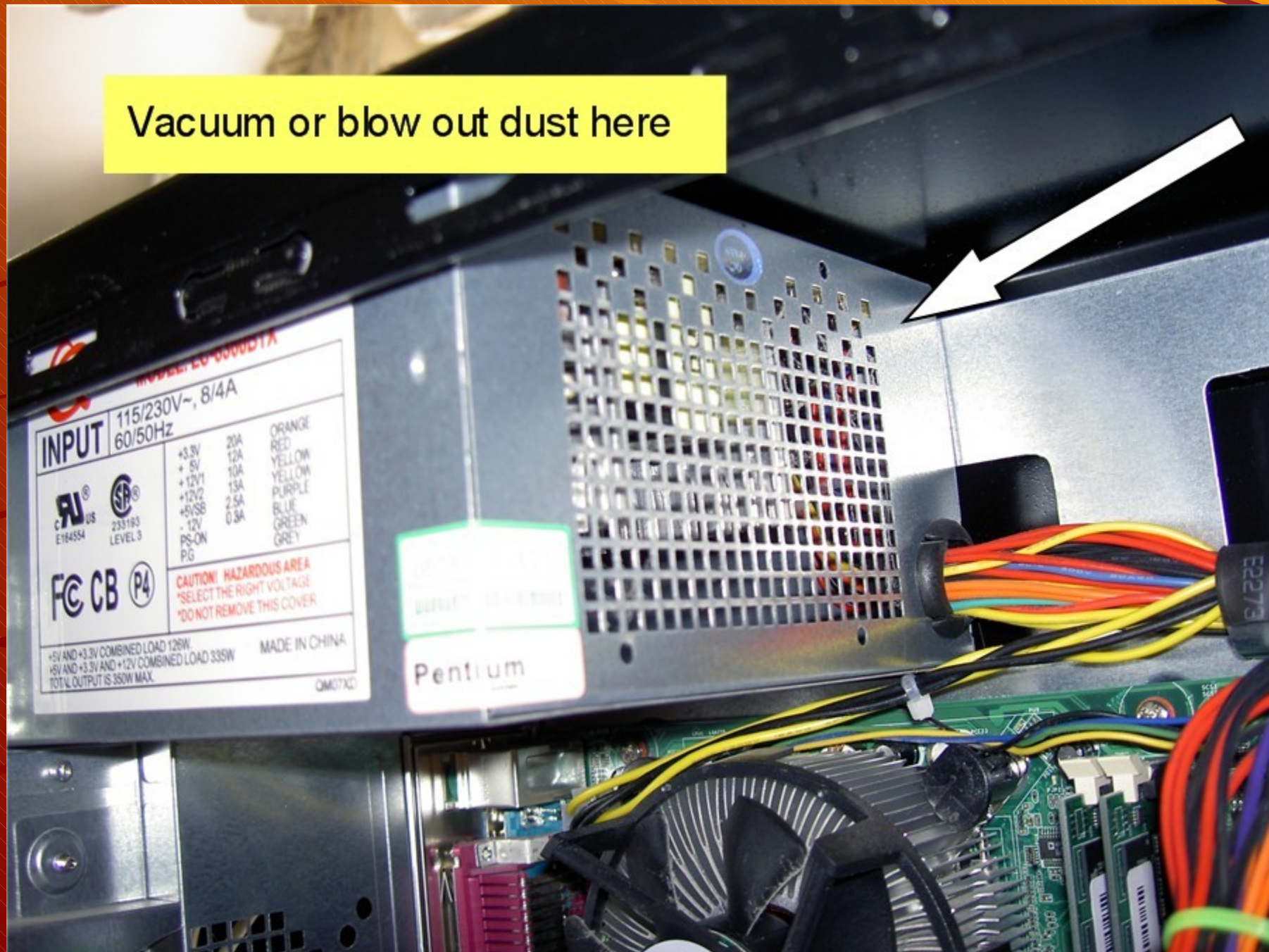
Physical Cleaning

Disconnect Power
Open the Case

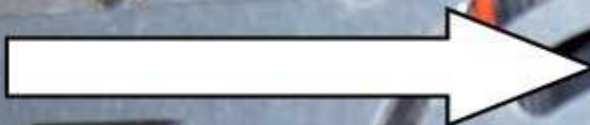
Vacuum out the dust – don't blow
into your CD, DVD or FD



Vacuum or blow out dust here



Vacuum or blow out dust here



Physical Cleaning

Disconnect Power
Open the Case
Vacuum out the dust
Clean your Mouse Ball
Vacuum your Keyboard

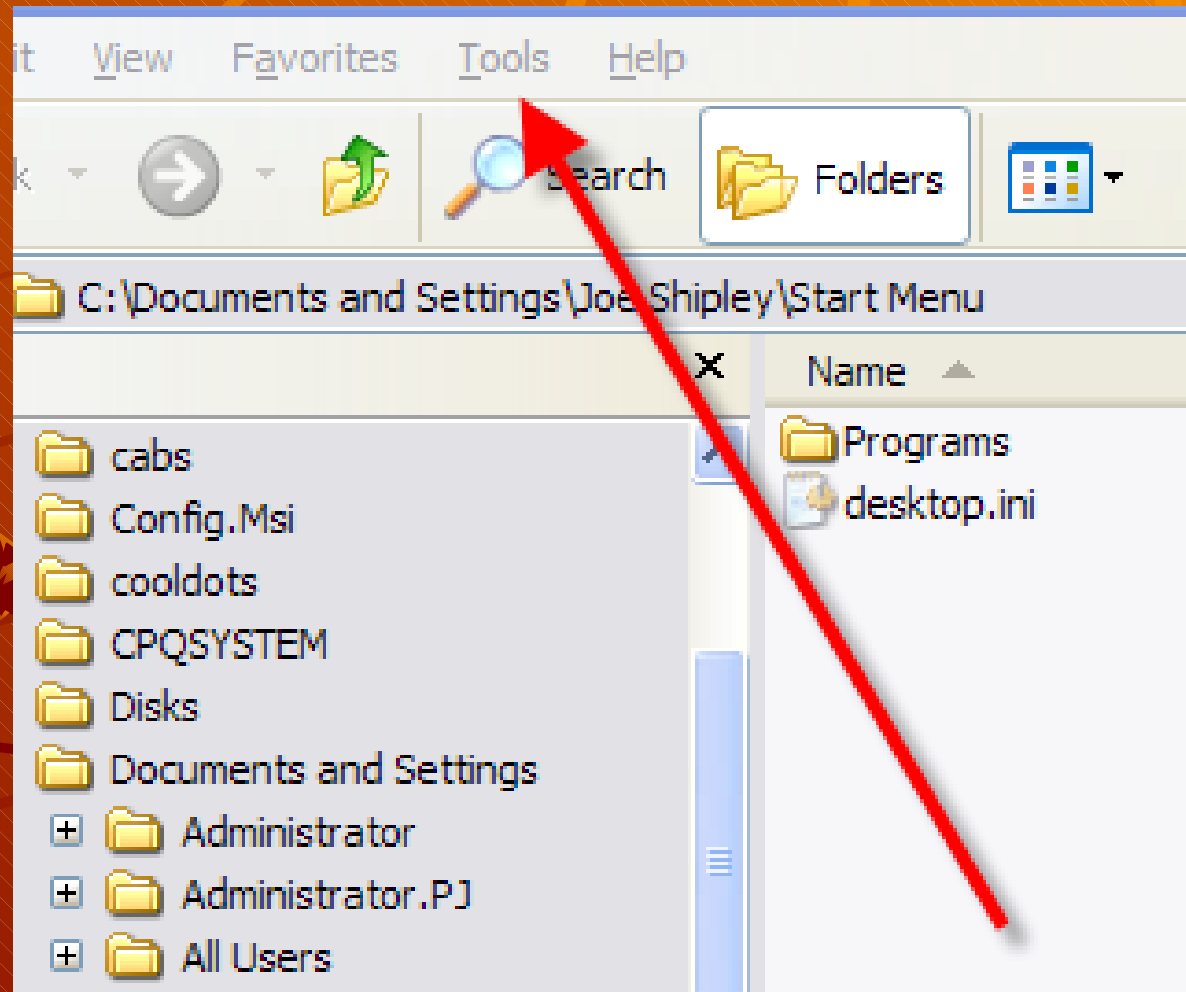


Backup, Backup, Backup!!!

- ✦ You've been waiting for it!
- ✦ Backup all your files that you don't want to lose. While the cleaning process shouldn't affect any data, we sometimes make mistakes with our fingers.
- ✦ Better Safe than Sorry!

Delete Temporary Files

- ✦ May need to reset Tools-Folder Options-View-Show Hidden & System Files
- ✦ Local Settings – Delete all files in Temp and Temp Internet Files folders for each user
- ✦ Windows\Temp – delete all files in this folder



The background of the slide features a stylized illustration of a runner in a starting crouch on a track, rendered in shades of orange and red. The track has curved lanes. Overlaid on this is a white rectangular menu box with a thin grey border. The menu has two tabs at the top: 'Tools' (highlighted in grey) and 'Help' (in white). Below the tabs, the menu lists four options: 'Map Network Drive...', 'Disconnect Network Drive...', 'Synchronize...', and 'Folder Options...'. A horizontal line separates the first three options from the last one.

Tools Help

Map Network Drive...

Disconnect Network Drive...

Synchronize...

Folder Options...

Folder Options



General

View

File Types

Offline Files

Folder views



You can apply the view (such as Details or Tiles) that you are using for this folder to all folders.

Apply to All Folders

Reset All Folders

Advanced settings:



Files and Folders

- ☒ Automatically search for network folders and printers
- ☒ Display file size information in folder tips
- ☒ Display simple folder view in Explorer's Folders list
- ☒ Display the contents of system folders
- ☒ Display the full path in the address bar
- ☒ Display the full path in the title bar
- ☐ Do not cache thumbnails



Hidden files and folders

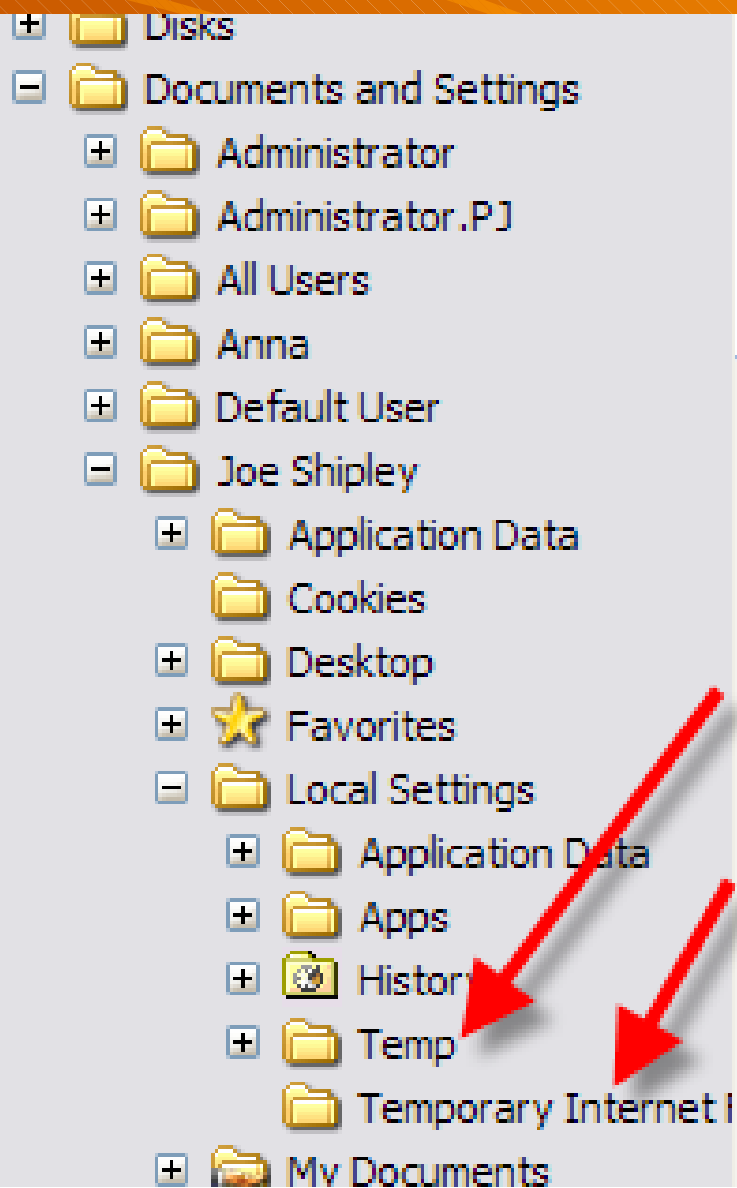
- ☐ Do not show hidden files and folders
- ☒ Show hidden files and folders
- ☐ Hide extensions for known file types

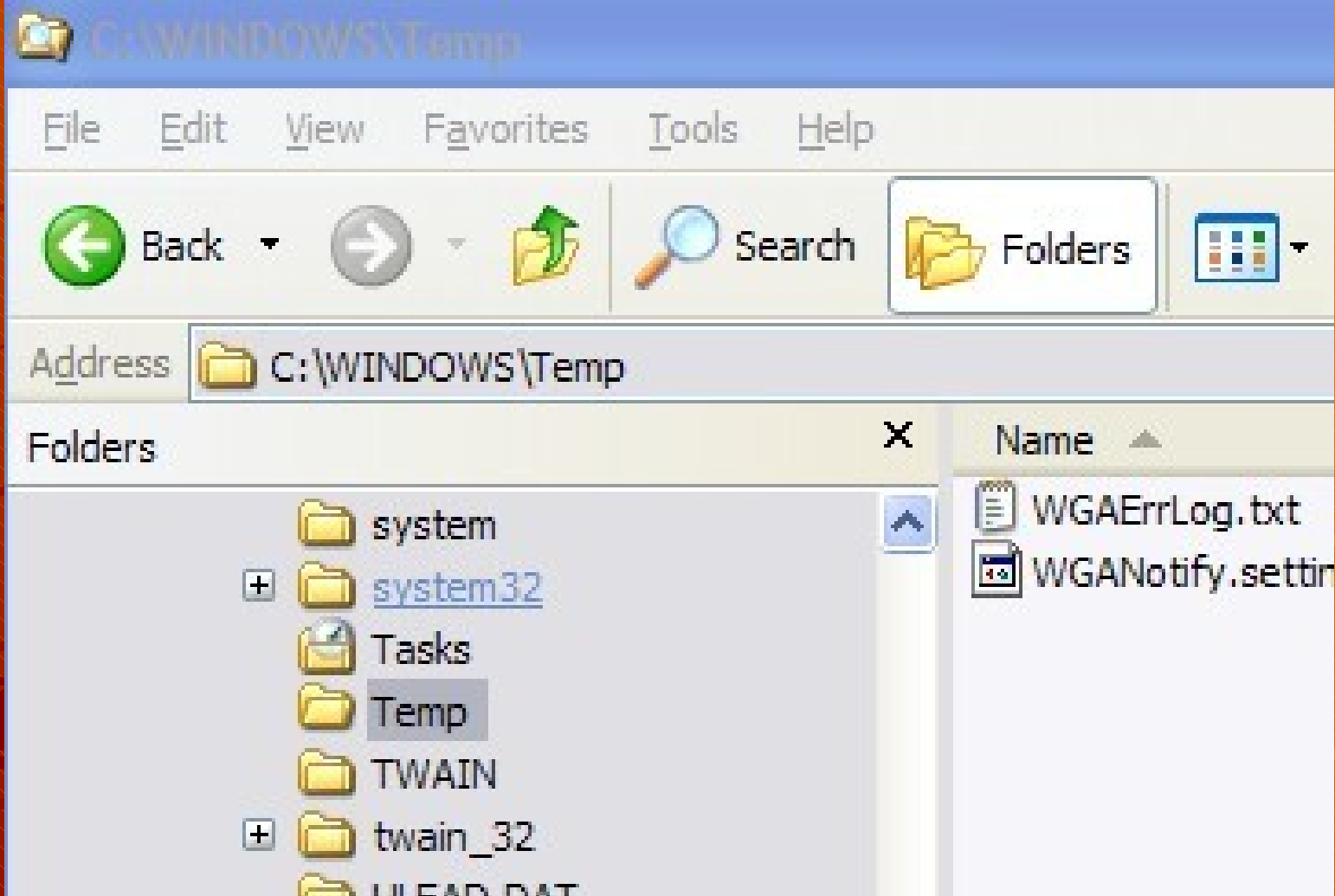
Restore Defaults

OK

Cancel

Apply





Remove Compressed Files

- ✦ Caution!! This involves editing the Registry!
- ✦ Proceed at your own risk!
- ✦ HKLM-Software-Microsoft-Windows-Current Version-Explorer-Volume Cache-Compress Old Files: Delete this key if it is present

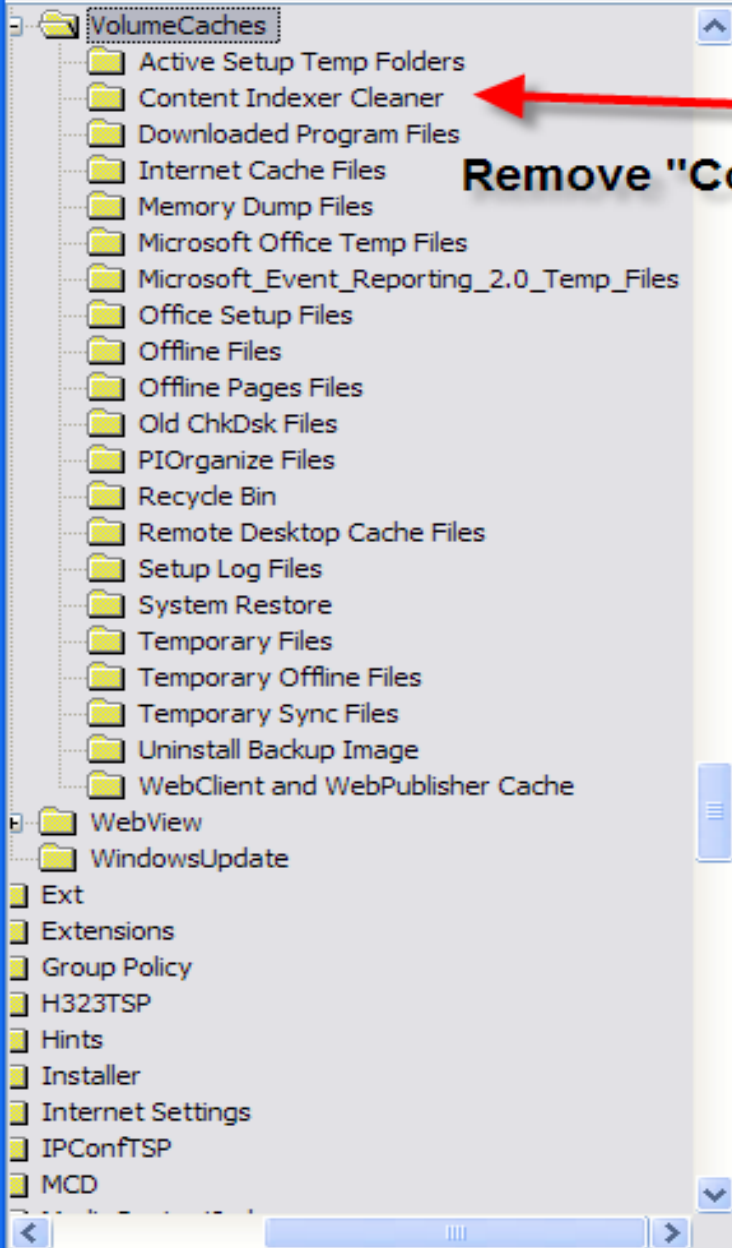
Remove Compress Old Files

- ✦ Run REGEDIT to delete a key
- ✦ CAUTION!!! If you are not comfortable, bypass this step



Registry Editor

File Edit View Favorites Help



Name	Type	Data
(Default)	REG_SZ	(value not set)

Remove "Compress Old Files" if present

My Computer\HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Explorer\VolumeCaches

Disk Cleanup Computer

- ◆ My Computer
- ◆ Right click on C Drive (and all hard drives)
- ◆ Click on Properties
- ◆ Click on Clean Up Drive
 - Recycle Bin (save what you may need first)
 - Temp Files
 - Install Files
 - Etc.

Local Disk (C:) Properties

General

Tools

Hardware

Sharing

Quota



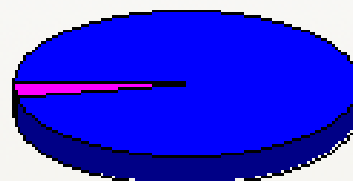
Type: Local Disk

File system: NTFS

Used space: 69,902,614,528 bytes 65.1 GB

Free space: 3,499,749,376 bytes 3.25 GB

Capacity: 73,402,363,904 bytes 68.3 GB



Drive C

Disk Cleanup

☐ Compress drive to save disk space

☒ Allow Indexing Service to index this disk for fast file searching

OK

Cancel

Apply



Disk Cleanup for (C:)



Disk Cleanup

More Options



You can use Disk Cleanup to free up to 423 KB of disk space on (C:).

Files to delete:

<input checked="" type="checkbox"/>		Downloaded Program Files	0 KB	
<input checked="" type="checkbox"/>		Temporary Internet Files	380 KB	
<input type="checkbox"/>		Offline Web Pages	4 KB	
<input checked="" type="checkbox"/>		Office Setup Files	0 KB	
<input checked="" type="checkbox"/>		Recycle Bin	0 KB	

Total amount of disk space you gain:

420 KB

Description

Downloaded Program Files are ActiveX controls and Java applets downloaded automatically from the Internet when you view certain pages. They are temporarily stored in the Downloaded Program Files folder on your hard disk.

[View Files](#)

OK

Cancel

Remove Spyware and Malware

- ✦ Use BOTH Adaware and Spybot Search & Destroy to remove trojans, malware, spies and other bad stuff
- ✦ Run these first to eliminate the need to check for known problems later



- ➔ Select Your Product
- ➔ Ad-Aware Enterprise 2.0
- ➔ Ad-Aware 2007 Pro
- ➔ Ad-Aware 2007 Plus
- ➔ **Ad-Aware 2007 Free**
- ➔ Product Comparison Chart

Ad-Aware 2007 Free



The world's most popular anti-spyware!

Every computer user has the right to protect their private information.

We give you that right for free!



Download.com

Download

More Download Sites

Overview

Features

Tech Specs

Screenshots

Ad-Aware is no ordinary anti-spyware, it is the *original* anti-spyware product, offered to consumers worldwide to protect their personal and home computers from malware attacks. And today, with **over a quarter of a billion downloads**, computer users put their trust in Ad-Aware more than any other anti-spyware software program.





Forums



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Tutorial

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Products

Spybot-S&D

RunAlyzer

FileAlyzer

Home

Welcome...

[\[link\]](#)

... to the home of Spybot-S&D, the best (according to [PC World](#), [PCMag.com](#), ...) privacy software available!

If you're new to Spybot-S&D, we recommend that you [read a bit about it](#) first (unless you want to skip that and directly [download it](#)); if you are looking for help, our [support section](#) will be the place you are looking for.

If you'd like to know more about the members of Team Spybot, please visit our [gallery](#).

Products

[\[link\]](#)

Spybot - Search & Destroy
Protect yourself against spyware

1.5.2



RunAlyzer
Shows all the spots where malware tries to hide

0.7.1



FileAlyzer
Understand files by analysing their structure

1.5.5



RegAlyzer
Browse and search the registry

1.5.5

All advantages, but no handicaps: improved version 1.5.2 released

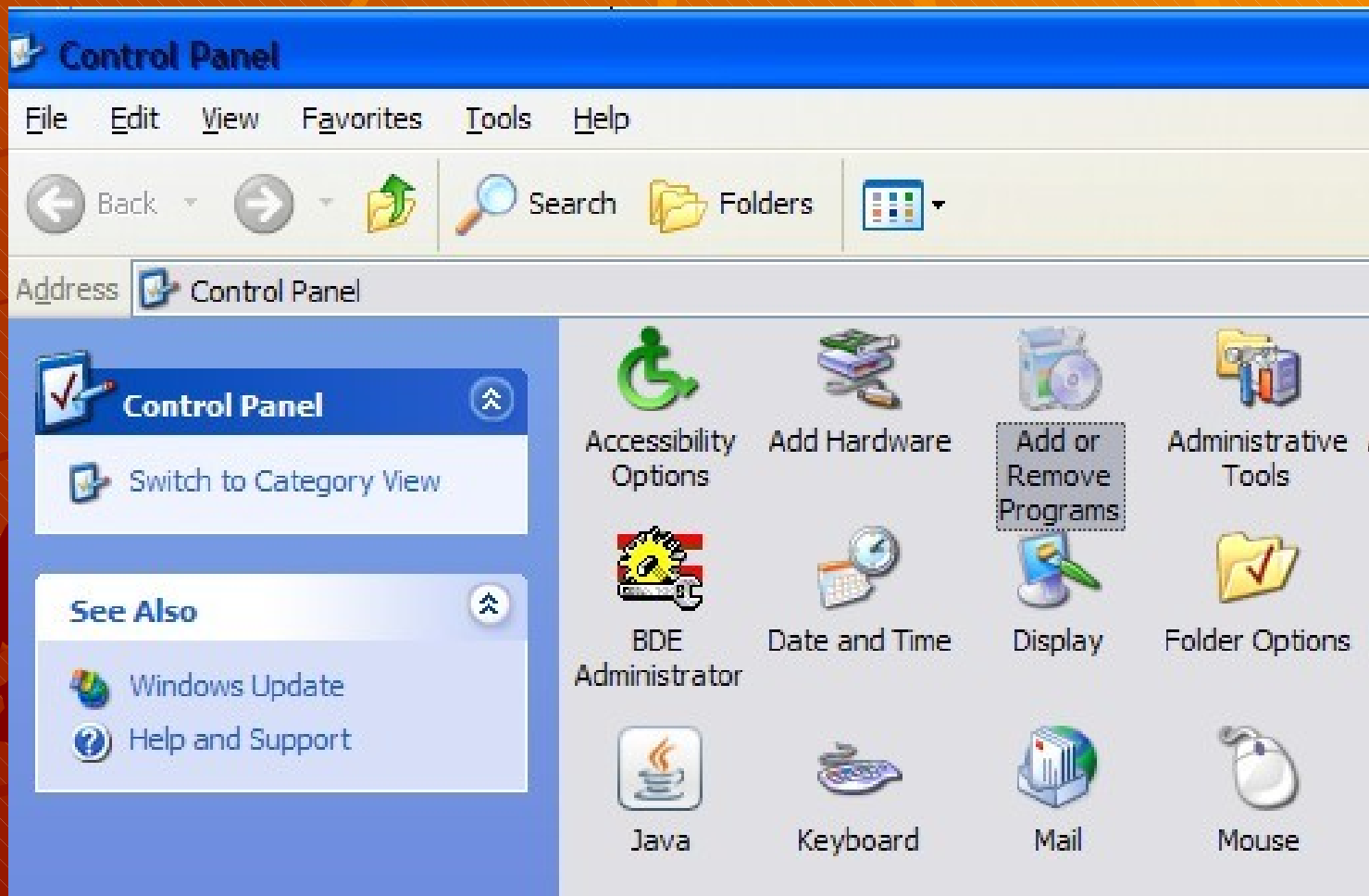
[\[link\]](#) 30. January 2008

Spybot-S&D 1.5 has quite a lot of [advantages](#) over version 1.4: improved compatibility, more effective detections and new functions. Between all the positive feedback we received, there were also some things that needed to be improved: the immunization sometimes needed to be applied twice before sticking, many users wanted the file shredder back, and it was impossible to remove entries from the user blacklist in the Internet Explorer plugin. But first of all, we apologize for the long starting time of Spybot S&D 1.5.1 to all users. This



Caution!!! Add/Remove Programs

- ✦ Once again, this area is for people who know what they are doing. If you are not sure about a program, either Google it and check it out or leave it alone! That said:
- ✦ Open up Control Panel, Add/Remove Programs and remove programs not needed – Be careful about removing Shared Files





Add or Remove Programs



Change or
Remove
Programs



Add New
Programs



Add/Remove
Windows
Components

Currently installed programs:



Show updates

Sort by:

Name



Kaseya Agent

Size

3.41MB



KWorld PVR-TV BDA Drivers



Lernout & Hauspie TruVoice American English TTS Engine



LiveReg (Symantec Corporation)

Size

1.99MB



LiveUpdate 3.0 (Symantec Corporation)

Size

9.08MB

[Click here for support information.](#)

Used

rarely

Last Used On

3/17/2005

To change this program or remove it from your computer, click Change/Remove.

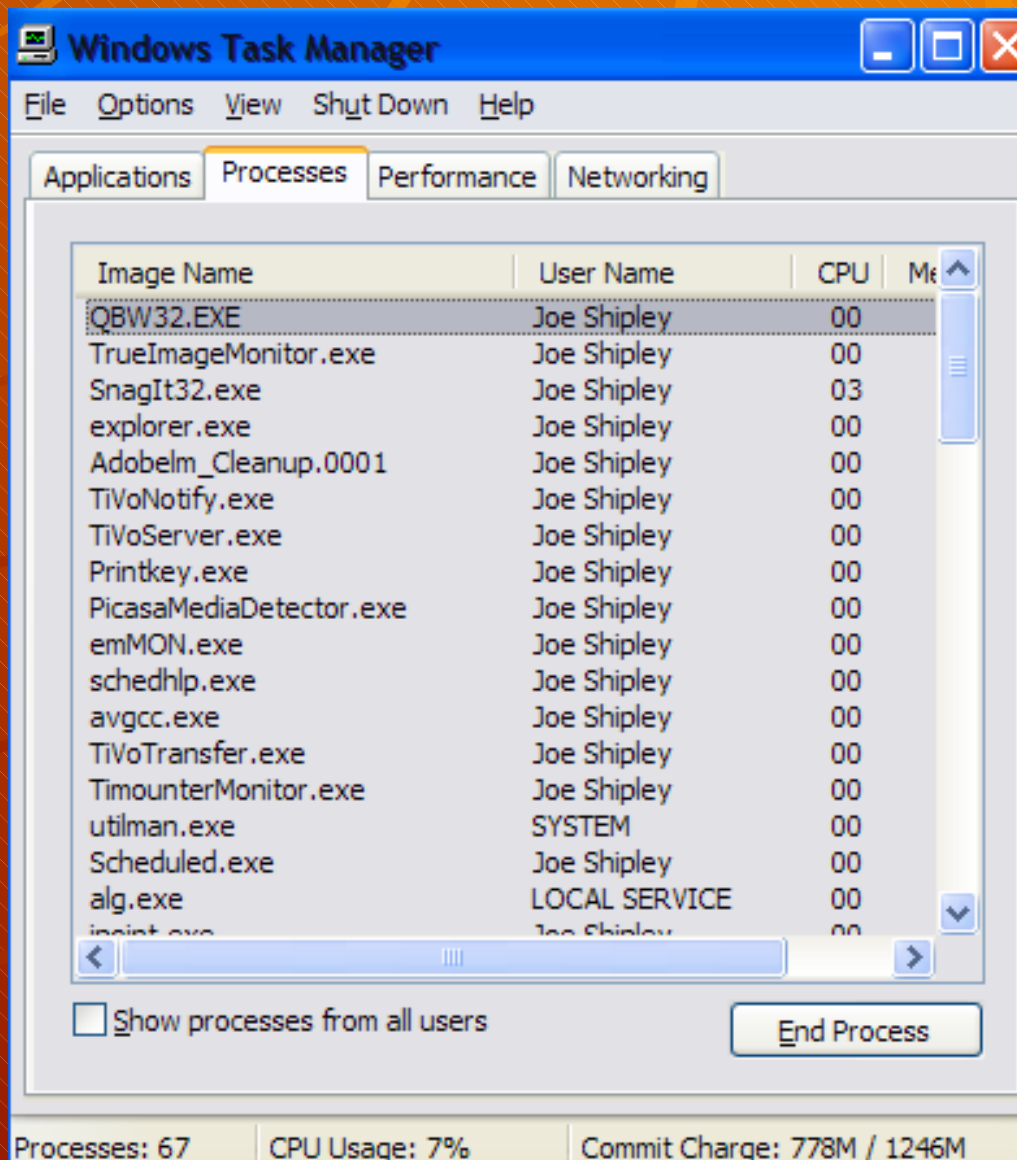
Change/Remove



Macromedia Flash Player 8

Task Manager

- ✦ RIGHT click on the Taskbar and look at duplicate program entries under Processes – click on the title of the Processes tab to sort alphabetically
- ✦ If not sure about what a process is, Google it or leave it alone



Windows Task Manager

File Options View Shut Down Help

Applications Processes Performance Networking

Image Name	User Name	CPU	Me
QBW32.EXE	Joe Shipley	00	
TrueImageMonitor.exe	Joe Shipley	00	
SnagIt32.exe	Joe Shipley	03	
explorer.exe	Joe Shipley	00	
Adobelm_Cleanup.0001	Joe Shipley	00	
TiVoNotify.exe	Joe Shipley	00	
TiVoServer.exe	Joe Shipley	00	
Printkey.exe	Joe Shipley	00	
PicasaMediaDetector.exe	Joe Shipley	00	
emMON.exe	Joe Shipley	00	
schedhlp.exe	Joe Shipley	00	
avgcc.exe	Joe Shipley	00	
TiVoTransfer.exe	Joe Shipley	00	
TimounterMonitor.exe	Joe Shipley	00	
utilman.exe	SYSTEM	00	
Scheduled.exe	Joe Shipley	00	
alg.exe	LOCAL SERVICE	00	
iisinet.exe	Joe Shipley	00	

☐ Show processes from all users

End Process

Processes: 67

CPU Usage: 7%

Commit Charge: 778M / 1246M



Windows Task Manager



File Options View Shut Down Help

Applications Processes Performance Networking

Image Name	User Name	CPU	Mem
Acrobat.exe	Joe Shipley	00	
Adobelm_Cleanup.0001	Joe Shipley	00	
Adobelm_Cleanup.0001	Joe Shipley	00	
Adobelmsvc.exe	SYSTEM	00	
AgentMon.exe	SYSTEM	00	
alg.exe	LOCAL SERVICE	00	
AluSchedulerSvc.exe	SYSTEM	00	
avgamsvr.exe	SYSTEM	00	
avgcc.exe	Joe Shipley	00	
avgemc.exe	SYSTEM	00	
avgupsvc.exe	SYSTEM	00	
AXLBRI~1.EXE	Joe Shipley	00	
cidaemon.exe	SYSTEM	00	
cisvc.exe	SYSTEM	00	
csrss.exe	SYSTEM	00	
ctfmon.exe	Joe Shipley	00	
DynDNS.exe	SYSTEM	00	
emMON.exe	Joe Shipley	00	

☐ Show processes from all users

End Process

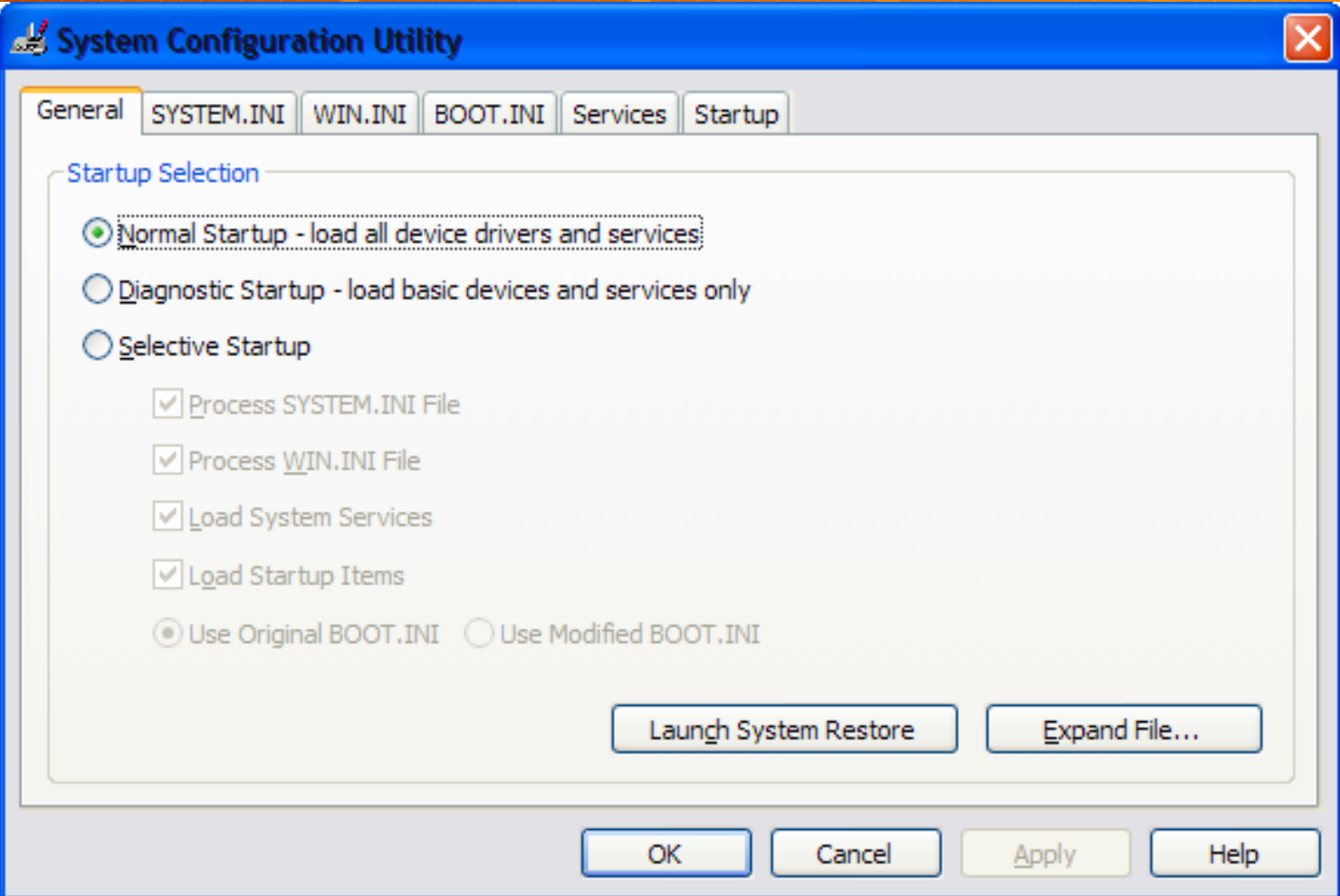
Processes: 67

CPU Usage: 15%

Commit Charge: 776M / 1246M

MSCONFIG

- ◆ Start – Run – msconfig
- ◆ In Startup and Services check to see what programs do not need to start
- ◆ If they are not needed, uncheck them
- ◆ If you have a problem after restarting, then re-check them
- ◆ If you're uncertain, . . . Google the file names



System Configuration Utility



General SYSTEM.INI WIN.INI BOOT.INI Services **Startup**

Startup Item	Command	Location
<input checked="" type="checkbox"/> HPWuSchd2	C:\Program Files\HP\HP Softwar...	HKLM\SOFTWARE\Microsoft\Windows\Cl...
<input checked="" type="checkbox"/>		HKLM\SOFTWARE\Microsoft\Windows\Cl...
<input checked="" type="checkbox"/> SSBkgdupdate	C:\Program Files\Common Files\...	HKLM\SOFTWARE\Microsoft\Windows\Cl...
<input checked="" type="checkbox"/> ISUSPM	C:\PROGRA~1\COMMON~1\INS...	HKLM\SOFTWARE\Microsoft\Windows\Cl...
<input checked="" type="checkbox"/> issch	"C:\Program Files\Common Files\...	HKLM\SOFTWARE\Microsoft\Windows\Cl...
<input checked="" type="checkbox"/> ipoint	"C:\Program Files\Microsoft Intel...	HKLM\SOFTWARE\Microsoft\Windows\Cl...
<input checked="" type="checkbox"/> TrueImageMonitor	C:\Program Files\Acronis\TrueIm...	HKLM\SOFTWARE\Microsoft\Windows\Cl...
<input checked="" type="checkbox"/> TimounterMonitor	C:\Program Files\Acronis\TrueIm...	HKLM\SOFTWARE\Microsoft\Windows\Cl...
<input checked="" type="checkbox"/> schedhlp	"C:\Program Files\Common Files\...	HKLM\SOFTWARE\Microsoft\Windows\Cl...
<input checked="" type="checkbox"/> schedhlp	"C:\Program Files\Common Files\...	HKLM\SOFTWARE\Microsoft\Windows\Cl...
<input checked="" type="checkbox"/> NeroCheck	C:\Program Files\Common Files\...	HKLM\SOFTWARE\Microsoft\Windows\Cl...
<input checked="" type="checkbox"/> KaUsrTsk	C:\Prooram Files\Kaseva\Agent\...	HKLM\SOFTWARE\Microsoft\Windows\Cl...

Enable All

Disable All

OK

Cancel

Apply

Help

Get Rid of the Language Bar

- ◆ Control Panel, Regional Settings, Languages, Details, Languages, Uncheck the “Show Language Bar” box



Controllers

Options



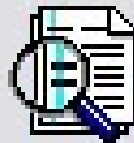
Nero
BurnRights



Network
Connections



Network Setup
Wizard



QuickFinder
Manager 9



QuickTime



Regional and
Language ...



Regional and Language Options

Regional Options

Languages

Advanced

Standards and formats

This option affects how some programs format numbers, currencies, dates, and time.

Select an item to match its preferences, or click Customize to set your own formats:

English (United States) ▼

Samples

Number: 123,456,789.00

Currency: \$123,456,789.00

Time: 2:28:25 PM

Short date: 2/21/2008



Regional and Language Options



Regional Options

Languages

Advanced

Text services and input languages

To view or change the languages and methods you can use to enter text, click Details.

Details...

Supplemental language support

Most languages are installed by default. To install additional languages, select the appropriate check box below.

- ☐ Install files for complex script and right-to-left languages (including Thai)
- ☐ Install files for East Asian languages

Settings

Advanced

Default input language

Select one of the installed input languages to use when you start your computer.

English (United States) - US



Installed services

Select the services that you want for each input language shown in the list. Use the Add and Remove buttons to modify this list.

EN English (United States)



Keyboard

• US

Add...

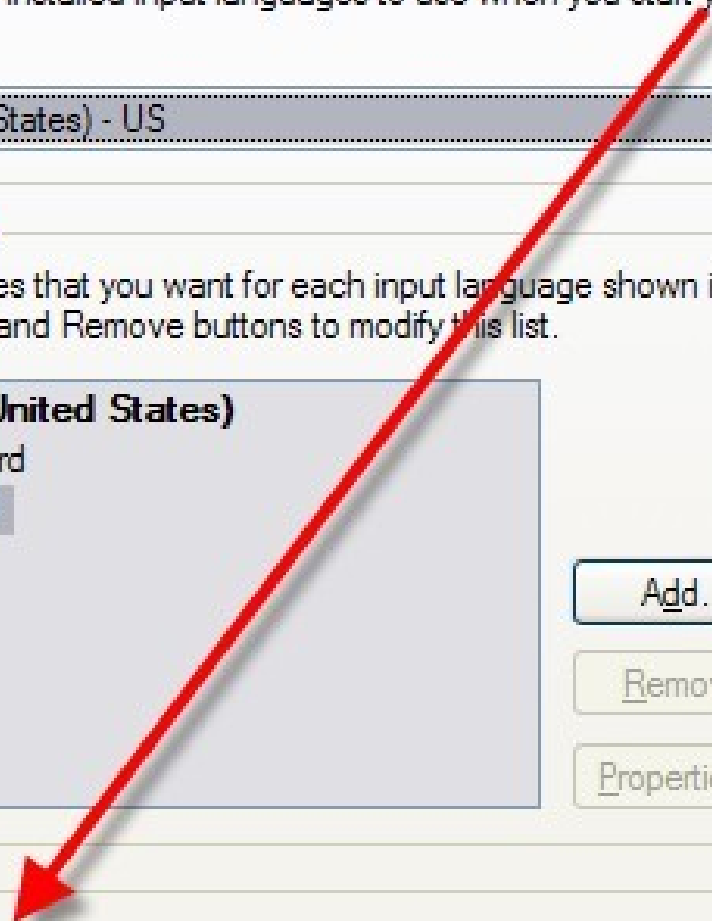
Remove

Properties...

Preferences

Language Bar...

Key Settings...



Language Bar Settings



- ☐ Show the Language bar on the desktop
- ☐ Show the Language bar as transparent when inactive
- ☒ Show additional Language bar icons in the taskbar
- ☒ Show text labels on the Language bar

OK

Cancel

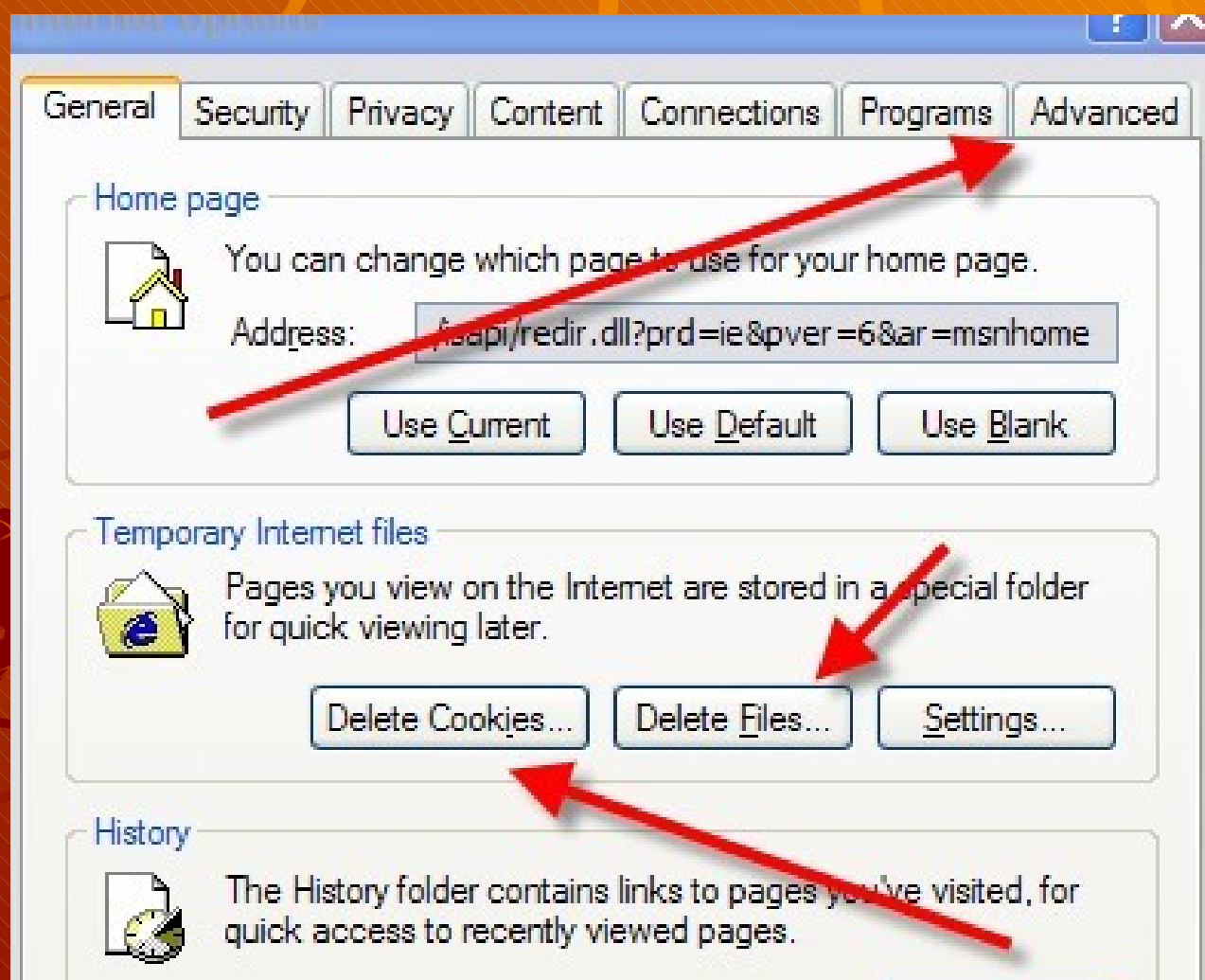
Keep Your Antivirus Updated!

- ✦ Whichever AV program you use, if it is not updated you're not getting full protection!
- ✦ Security suites slow systems down! Don't use unless you need to
- ✦ Google "AVG Free" to get a free antivirus that does a good job, then configure to update and run daily

Internet Explorer

✦ Keep your Temp Internet Files empty





General

Security

Privacy

Content

Connections

Programs

Advanced

Settings:

- ☐ Allow active content to run in files on My Computer
- ☐ Allow software to run or install even if the signature is invalid
- ☒ Check for publisher's certificate revocation
- ☐ Check for server certificate revocation (requires restart)
- ☒ Check for signatures on downloaded programs
- ☐ Do not save encrypted pages to disk
- ☒ Empty Temporary Internet Files folder when browser is closed
- ☒ Enable Integrated Windows Authentication (requires restart)
- ☒ Enable Profile Assistant
- ☒ Use SSL 2.0
- ☒ Use SSL 3.0
- ☒ Use TLS 1.0
- ☒ Warn about invalid site certificates
- ☐ Warn if changing between secure and not secure mode
- ☒ Warn if forms submittal is being redirected

Defrag Your System Regularly

- ✦ <http://www.auslogics.com/en/software> to find free software to defrag your hard drives
- ✦ Defrag monthly to keep your system running smoothly

