

***1. How to Make Your PC Run
Efficiently and Safely?
&***

***2. How to Make a Drive Back Up
with an EHD?***

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What is Preventive Maintenance & Tune Up?

- **Tune-Up:**
 - To make your pc running lean and mean, i.e., fast
 - *Getting rid of unused programs, outdated useless files*
 - Getting rid of malicious ware
 - Keeping your hard disk drives clean and neat with, “**Disk Cleanup**”, “**ScanDisk**” (or “**CheckDisk**”) and “**defrag**” (- be careful with **Win9x, Win ME, which should be run in “safe mode”**)
- **Preventive Maintenance**
 - All of the above, *plus*
 - Install/update/run “AntiVirus/AntiSpyware Programs”
 - Install a **Firewall** (e.g., the *FREE ZoneAlarm*; or a *router with a firewall*)
 - *Update Windows diligently*
 - *Back up (copy) your key files and/or the whole drive*

Tune Up

- Use “**Add/Remove**” to *uninstall unwanted programs*
- (- in the **Control Panel**)

- Find and *deleted obsolete files, e.g., in “My Documents”*

- Run system Tools (-start\accessories\system tools)
 - “**Disk Cleanup**” to *remove temporary files and temporary internet files and empty the recycle bin. (Run x1 or x2 a month)*

 - “**ScanDisk**” or “**Check Disk**” (- WinXP) to keep your hdd and windows system in good shape. (Run x1 or 2x a month)
 - *Make sure to check the box, “Automatically Fix Errors”*
 - *For Win 9x, ME, if you run the “thorough mode”, be sure to ran in SAFE Mode (it’ll also take much longer time than the Standard Mode.*

 - “**Defrag**” (x1 a month) to use HDD run faster and to use its space more efficiently
 - run in *SAFE Mode* for *Win9x, WinME*

Learn to use these tools

- **“System Restore”** - to create a system point and to restore to an earlier restore point
- **“Device Mgr”** – to install/uninstall/udate/rollback a “Device Driver”
- **“Safe Mode”** – to eliminate certain windows errors, do diagnostics, and/or to remove difficult-to- kill malicious ware
- **Check Disk** (Win XP/Vista), or ScanDisk (Win9x, me) – to help keep your pc running smoothly
- **Defragmenter** – to make hard disk drive more efficient for storage/access
- **“Regedit”** - Ask an advanced PC user friend **to show you** how to **back up** the registry, using the “Regedit”/import function
 - *Be very cautious – and do not attempt to restore the registry, yet; - leave that to the experts for now! – it could render your PC non-bootable!*
- For the more advanced/adventurous (- Come to the HWSIG, Tues 1PM): learn how to boot with **Win CD** to repair Windows without losing data:
 - Win XP – boot with Win installation CD to **“2nd Repair”**
 - Win Vista – boot with Win Vista CD to perform “System Restore” or “Repair”

How to protect your PC from bad guys?

- What do these bad guys do to you and your PC?
 - **Virus/Worms/Spyware** can:
 - **Slow down** your pc, even making it **unbootable**
 - Spyware might **steal** your personal data
 - Spyware might make your pc into a **“Zombie”** (slave)
- Install/Update/**Run** (Scan) AntiVirus/AntiSpyware Programs
- Do NOT click those “official” looking **on-line pop-up offers** for cleaning up your pc’s registry! – *they are cleverly disguised bad guys*

AntiVirus/AntiSpyware Programs

Best recommended **FREE** package that *most of our informed/smart members use:*

- o AntiVirus/AntiSpyware combo: **AVG 8.0** or **ThreatFire**, or **Avast** (- **NOT** to have more than ONE)
 - o AntiSpyware (- preferred to have 2 or 3)
 1. AdAware 2008
 2. Spybot Search & Destroy v.1.52
 3. SpywareBlaster v.4.1
 4. And/or AVG AntiSpyware
 - ✓ *What about other free ones, e.g., Microsoft Window's Defender?*
- *Are the Paid-Programs better, worth paying for?*

Extra Notes on Virus/Spyware Removal

- For removal of *certain extra tough virus/spyware*, it may be necessary:
 - *to restart your pc, and continue the removal process*
 - *to run your pc in the **SAFE MODE***
 - *to **turn off** the “**system restore**” function*

What **NOT-to-Do** while connected to the internet or Outlook/Outlook Express

- Do NOT open dubious attachment
- Do NOT click the links in eMail (you could try to copy-and-paste the link, though), nor some links for dubious greeting card
- Do NOT click the links to provide them with your userid/password - your bank will **NEVER** “request” online for your personal info to “update” your account info this way!
- Do NOT go to the links in the “phishing” emails, such as the winning lottery sites
- Do NOT click the links/pop-up’s with offers to improve your pc’s performance by **scanning your for pc for malicious ware, errors in registry...**etc. They are mostly scams/spywares.

Some Bad sites

checkforspyware.com
FixMS.net
FixReg32.net
fixregnow.net
fixwin32.com
hugedot.com
myerrorfixer.com
MyPCTuneup.com
myspywarecleaner.com
OfferOptimizer.com
registrycleaner32.com
..... etc

Firewall?

- A “*Firewall*” protects your PC’s “*back doors*”, preventing bad guys from entering these back doors to do harm
- *Windows 2000 and Windows XP have built-in firewall, but it is NOT as effective as the famous free ZoneAlarm (- or paid Norton’s/McAfee’s **Internet security**)*
- *Windows Vista* might have a better, beefed up Firewall, however
 - **Note:** Do **NOT** install more than **ONE** software Firewall
- What’s a “Hardware” Firewall?
 - A wired or wireless router has a built-in hardware firewall and is great to have
- Does my pc need a Firewall of any kind?
 - A **must have** for a **Wireless Laptop** used outside of your house
 - A good thing to have for all pc’s

Running ZoneAlarm

The ZoneAlarm icon is located in the Systray. Right click the icon, you'll see some options:

- **“Engage Internet Lock”**, - stop your PC going to internet, the icon will turn into a **yellow** lock”.
- **“Stop all internet activities”**, disconnects internet connection, the icon will turn into a **“Red Lock”**
 - ✓ So, next time if you CANNOT ACCESS the internet, or AVG cannot update, check the ZoneAlarm for red/yellow locks
- **IF AVG cannot update**, one might need to turn ZoneAlarm **OFF**, or configure it to allow AVG to update
 - Other than these, ZoneAlarm **does NOT require any maintenance**

Extra security for the *paranoiac*

- For added security (and for paranoids *like me*) on a broadband connection
 - Put “*Cable/DSL Modem*” to **STANDBY**, or turning it **OFF**, *when not on internet for an extended period of time, i.e., no more internet connection*
 - *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).*

“How to use “*System Restore*” to save a lot of grief!

- **“System Restore”** lets you:
 - **Restore** your Windows to an earlier working state, or
 - **Create** a “**restore point**” of your current *working* Windows’s system, for later restoration, when windows becomes unstable or undesirable (e.g., *infected by virus/spyware*)

Note:

- Turning “*System Restore*” **off** for removing tougher Virus/Spyware? [*- see earlier slide*]

Backing Up Key Files / Whole Drive

- Make copies of critical/important to you, and *save it on a CD, DVD, and/or External Hard Disk Drive*
- *Make back up of whole drive with special software & save them on to another Hard Drive and/or DVDs.*
 - “**Ghost**” and/or “**TrueImage**”, and others
 - A disk “clone” vs. “image bkup file”
 - Either one can be used to **restore** the whole working drive

Differences between cloning and imaging a hard drive onto an **EHD**

- **Cloning**: - Making an identical twin hard drive.
 - *Every time you make a clone of your original hard drive on to an **EHD**, the entire EHD is wiped clean and replaced with identical contents of the original hard drive (that you cloned from)!*

- **Imaging**: - Making a compressed file of the original hard drive.
 - *This file can be restored into a hard drive and made bootable.*
 - *The contents of the image file can also be viewed with TrueImage in Windows*
 - *Making an image file on to an EHD allows having multiple image copies on the same EHD. Yes, you can have image files of different PC's on the SAME EHD, as long as you give each file its own distinct file name.*
 - *The EHD can also be used for storing other data files, in addition to image files*

Recommended Classes/Seminars, etc

- Seminar on “**AVG, etc**”, by Helen Perryman, – keep an eye on seminar schedule
- **BKK**, Sats, 9AM; also see Bill Wilkinson’s Website/eboard: www.scsc.com/eboard
- Internet SIG, Mons, 8.30-9.30am
- Hardware SIG, Tues, 1-4pm: - drive backup, repair, upgrades, etc.
- **Gene Barlow** (of User Group Relations) will explain and demonstrate the best way for end users to backup their computers hard drive to prevent serious loss of your important files.
 - At our Computer Club's August General Membership Meeting, 7 PM, Thursday, August 7th, at Desert Vista
- Seminar/Workshop on “**Drive Back Up**”, TBD