

# Preventive Maintenance & Tune Up – *How to Make Your PC and Run Faster and Safer*

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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  - *Getting rid of unused programs, outdated useless files*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*

# 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:*

- **AntiVirus:** AVG (- **NOT** to have more than ONE)

- **AntiSpyware** (- preferred to have **2 or 3**)

1. AdAware

2. Spybot Search & Destroy

3. SpywareBlaster

4. And/or AVG AntiSpyware

- ✓ What about other free ones, e.g., Microsoft Window's Defender, Microsoft Spynet?

- How to install/update and run them (- see separate document) –  
A simplified, stepwise procedure

- Are the Paid-Programs better, worth paying for?

## Extra Notes on Virus/Spyware Removal

- AVG – AntiVirus 7.5
  - May require “**restarting** your pc” to complete updating
  - Your Outlook Express may NOT work until you reboot your pc after an AVG Update
  - AVG may work automatically, *but your pc must be on at the “scheduled time” for update and scan*
- 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

# Extreme Caution – resist the temptation of clicking this type of links.....*Spyware!*

**MAKE SURE YOU DO NOT** click those *pop-up links* on the **internet** offering to *scan/repair your registry*, e.g.:

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

➤ ***These links lead to harmful spyware themselves!!!***

**CAUSE: - Windows Messenger Service *is being exploited***

# 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).*

# **“*Backing up*” Windows System with “*System Restore*”**

- **“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:**

- “*System Restore*” & “*Virus/Spyware Removal*”

## 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

## Recommended Classes/Seminars, etc

1. *Helen Perryman, Q & A, 1<sup>st</sup>/3<sup>rd</sup> Mondays, 1PM*
2. *BKK, Sats, 9AM*
3. *Internet SIG, Mons, 8.30-9.30am*
4. *Hardware SIG, Tues, 1-4pm*
5. *Seminar on "Drive Back Up", by Al Pogenski (- see GG)*