## **TUNE-UP YOUR WINDOWS PC**

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## ASPECTS OF COMPUTER WEAR AND TEAR

- Windows Update added dozens of patches to the operating system
- Installed some new third-party software
- Uninstalled other programs
- Upgraded or patched apps and utilities
- Altered, tuned, and tweaked various aspects of the system's user interface and software settings
- Created and deleted myriad new:
  - emails, documents, photos, MP3s, videos, spreadsheets, etc.

## SYSTEM BACKUP System Image

### System Backup

- Done for personal data the data created and downloaded. Documents, movies, music, Photoshop files, work data, etc.
- For personal data, do <u>more</u> regular backups, because documents and other personal data get changes and new additions frequently.

#### System Image

• An exact copy of the entire hard drive, including every single piece of data: operating system, hardware drivers, apps installed, settings, preferences, etc.

### Both will copy corrupted files and viruses

## TO BACK UP PROGRAMS, SYSTEM SETTINGS, AND FILES

Go To:

- <u>https://support.microsoft.com/en-us/help/17127/windows-back-up-restore</u>
- Applies to Windows 7and 8.1

- <u>https://support.microsoft.com/en-us/help/17143/windows-</u> <u>10-back-up-your-files</u>
- Applies to Windows 10

## CHECK THE 'HARD DRIVE'S' PHYSICAL/LOGICAL HEALTH

- The hardest-working components in PCs
- As sure as taxes, all drives eventually wear out
- Check hard drive's physical health via the Self-Monitoring, Analysis, and Reporting Technology
  - (aka SMART) subsystem built into most current hard drives
- Free software can help you do so. Google: <u>'SMART Test for</u> <u>Hard Drive'</u>

### Spinning Hard Drive

### Solid State Memory





## SOLID STATE MEMORY HEALTH CHECK SOFTWARE

- Crystal Disk Mark (Windows) <u>http://crystalmark.info/software/CrystalDiskMark/index-e.html</u>
- Smartmonotools (Windows | MAC | Linux | Live CD) https://www.smartmontools.org/wiki/Download
- Samsung Magician (Windows) <u>http://www.samsung.com/semiconductor/minisite/ssd/dow</u> <u>nload/tools.html</u>
- Intel Solid-State Drive Toolbox (Windows | MAC | Linux) https://downloadcenter.intel.com/download/26574?v=t

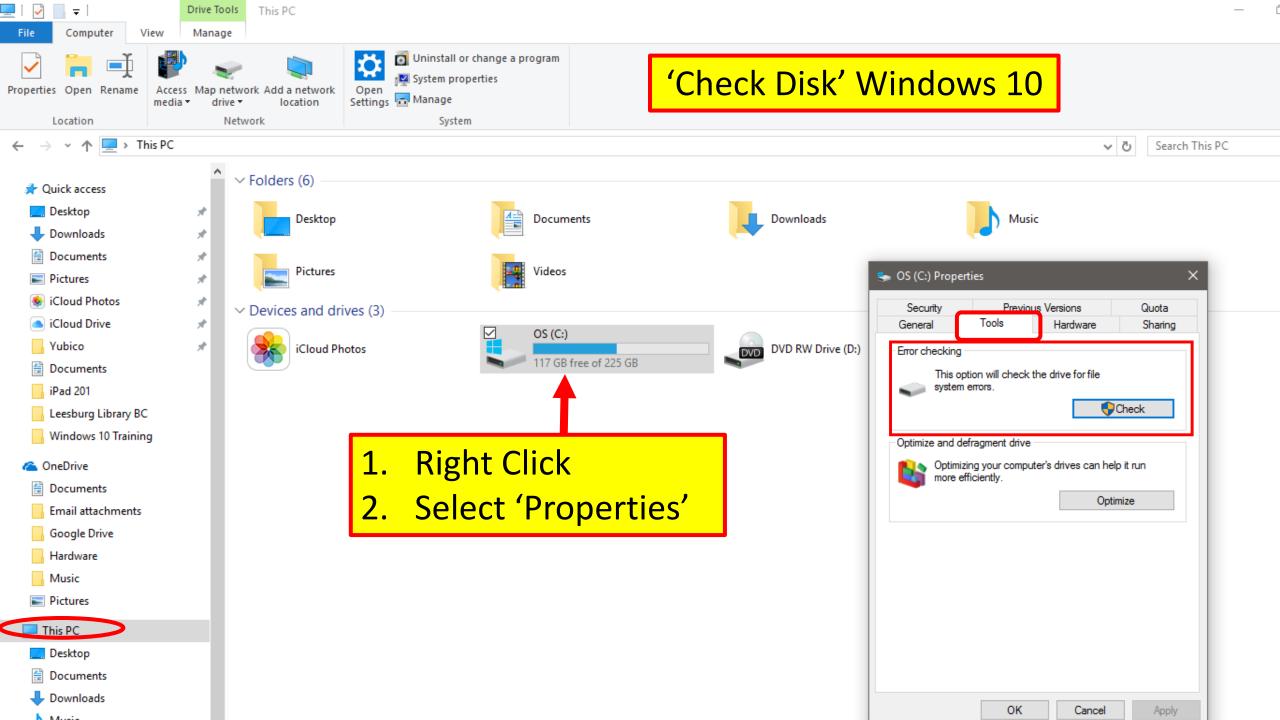
## WINDOWS' BUILT-IN TOOLS

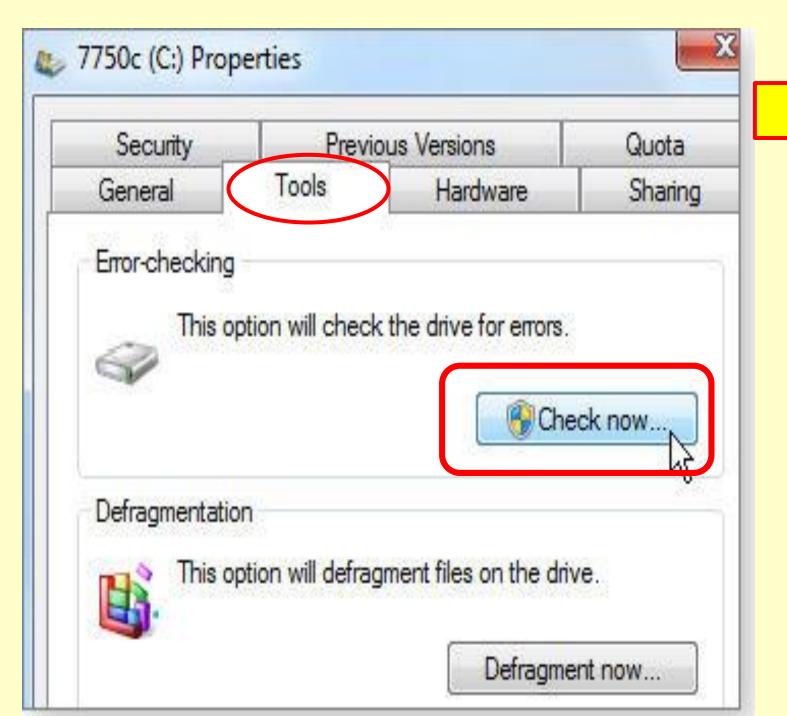
Check on the 'logical health' of the **files** on the drive

 Every version of Windows has chkdsk (as in "check disk") for exactly that purpose

Go To:

- Windows 7
- <u>https://support.microsoft.com/en-us/help/2641432/check-your-hard-disk-for-errors-in-windows-7</u>
- Windows 8.1 or 10
- <u>http://www.digitalcitizen.life/test-partition-errors-check-disk</u>
- <u>https://windowsinstructed.com/run-chkdsk-windows/</u>





#### Window 7, 8.1

## **UPDATES & DOWNLOADS**

#### Fix Windows Update errors

https://support.microsoft.com/en-us/help/10164

# PATCH & UPDATE ALL SOFTWARE & THE OS (OPERATING SYSTEM)

- Make sure all OS software updates are installed
  - Especially security-related patches!
  - Start by opening Windows Update:
    - Control Panel
    - Click Check for updates
    - Review the list of patches Microsoft wants installed
- Windows 10 has changed the OS-updating game
  - Security updates are mandatory and automatically installed
  - Win10 Pro users have a bit more control over feature updates

## PATCH & UPDATE ALL SOFTWARE ON THE OS

- Check other software
- Most apps let you check for updates manually
  - via menu options such as Help, Help/About, or Help/Update
- Software Tools that work:
  - Secunia Personal Software Inspector 3.0;
  - CNET's TechTracker auto-update tool;
- While you're checking software, look for programs not used for a while
  - Remove apps that no longer serve any useful purpose
- Google a Program if you do NOT know what it does
- Example: Bonjour Review

### Ninite Free Downloads from a Secure Site.

Install and Update All Your Programs at Once No toolbars. No clicking next. Just pick your apps and go.

Web Browsers

🗹 👩 Chrome

Opera

🗌 📵 Firefox

<b>)</b>	Ninite 🗖 🖻 💈
Installing Dropbox.	
<u>Hide details</u>	Write feedback Cancel
Application	Status
Chrome	Skipped (up to date)
Skype	OK
Spotify	OK
Dropbox	Installing
LibreOffice	Downloading
	Waiting to download

#### Always Up-to-date

You don't have to watch for updates. Our bots do that. Here's what's new:

Visual Studio Code updated to 1.9.0. yesterday at 8:19 pm

Chrome updated to 56.0.2924.87. yesterday at 12:00 am

K-Lite Codecs updated to 12.9.0. Wednesday at 10:25 pm

Spotify updated to 1.0.47.13. Wednesday at 9:16 pm

Dropbox updated to 19.4.12. Wednesday at 9:15 pm

more news

#### Trusted by Millions

We install and update about a million apps each day for our home users and Ninite Pro subscribers.

The press likes us too:

"I'll bet the service saved me a couple hours"

PCWorld

"Ninite.com frees up your day" The Christian Science Monitor

"This post can be fairly short because Ninite works exactly as advertised." Lifehacker

### https://www.ninite.com

#### 1. Pick the apps you want

lessaging	Media	Runtimes	Imaging	Documents
🗹 🛐 Skype	🗹 😥 iTunes	🗌 🔬 Java 8	🗌 🛃 Paint.NET	🗹 💋 Foxit Reader
🗋 👰 Pidgin	🗹 🛓 VLC	NET 4.6.2	🗹 碱 GIMP	LibreOffice
🌀 Thunderbird	🗆 🙆 AIMP	🗆 🥪 Silverlight	🗆 🏪 IrfanView	🗌 🛲 SumatraPDF
🗋 🌯 Trillian	🗌 👽 foobar2000	🗹 🖪 Air	🗌 😻 XnView	CutePDF

#### 2. Download and run your custom installer/updater

#### https://www.Ninite.com

Get Your Ninite

Ninite works on Windows 10, 8.x, 7, Vista, XP Service Pack 3, and equivalent Server versions.

### Free Downloads from a secure site

#### Ninite will

- · start working as soon as you run it
- · not bother you with any choices or options
- · install apps in their default location
- · say no to toolbars or extra junk
- · install 64-bit apps on 64-bit machines
- · install apps in your PC's language or one you choose
- · do all its work in the background
- · install the latest stable version of an app
- · skip up-to-date apps
- · skip any reboot requests from installers
- · use your proxy settings from Internet Explorer
- · download apps from each publisher's official site
- · verify digital signatures or hashes before running anything
- work best if you turn off any web filters or firewalls
- · save you a lot of time!

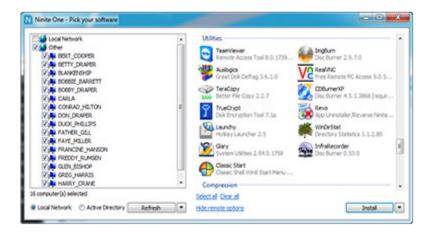
#### Suggest an app

We only add popular user-requested apps to Ninite.

Show suggestion form

#### Manage multiple machines?

Ninite Pro makes patching your whole network easy.



Pro helps you manage apps on your whole network. It's licensed for business use, faster because of its download cache, works offline, can uninstall apps, has options to disable built-in updaters and desktop shortcuts ... we could go on, but there's a whole page for that.

Our website is free for home use (money-wise, but also free of ads and junkware) because Pro users keep Ninite running.

#### The user de of experimetions use Nimite Dre to noteb and essure asthuers including

## **CHECK DEFENSES** PASSWORDS, FIREWALL, ROUTER

Run a Password Test Virus Scans that are online free Make sure the Firewall is turned ON Make the Router/Modem secure

## DO A THOROUGH REVIEW OF PC'S DEFENSES

- **Passwords**: Verify that passwords are still secure by testing them:
  - How secure is my password? <u>https://howsecureismypassword.net/</u>
  - GRC "How big is your haystack?" https://www.grc.com/haystack.htm
  - Password Meter <a href="http://www.passwordmeter.com/">http://www.passwordmeter.com/</a>
  - Bottom Line: upgrade the passwords
- Firewall: Test the Firewall
- The following sites offer free, easy-to-use, firewall-testing tools and services:
- HackerWatch 'Probe' <u>https://www.hackerwatch.org/probe/</u>
- GRC 'ShieldsUP' <u>https://www.grc.com/x/ne.dll?bh0bkyd2</u>

## **ON-LINE ANTI VIRUS SCANNERS**

**Antivirus**: run a full scan with a <u>standalone security tool</u> such as:

- (Google the name)
- ESET's Online Scanner -<u>http://www.eset.com/us/online-scanner/</u>
- Microsoft's Safety Scanner
   <u>http://www.microsoft.com/security/scanner/en-us/sysreq.aspx</u>
- Trend Micro's HouseCall <a href="http://housecall.trendmicro.com/">http://housecall.trendmicro.com/</a>
- Delete from PC after one (1) use

## **ROUTER CHECKER**

- Wi-Fi Router: Many routers contain a flaw in their Wi-Fi Protected Setup (WPS)
  - (WPS), a system built into many wireless routers to make it easier for you to help guests and visitors get on the internet at home
- Call the ISP Name the Network, set its own Passphrase
- To see whether the router is affected and what to do if it is — check out "Routers using WPS are intrinsically unsafe: <u>https://nakedsecurity.sophos.com/2014/09/02/using-wps-may-be-even-more-dangerous/</u>

## FREE UP DRIVE SPACE

## WINDOWS TUNE-UP TASKS

Disk Cleanup is a Great Microsoft Utility Tasks that will help clean up a PC's digital clutter



Known by Different Names Hard Disk Drive (HDD) Hard Disk Hard Drive C Drive

A data storage device that uses magnetic storage to store and retrieve digital information using one or more rigid rapidly rotating disks coated with magnetic material.

## TIPS TO FREE UP HARD DRIVE SPACE

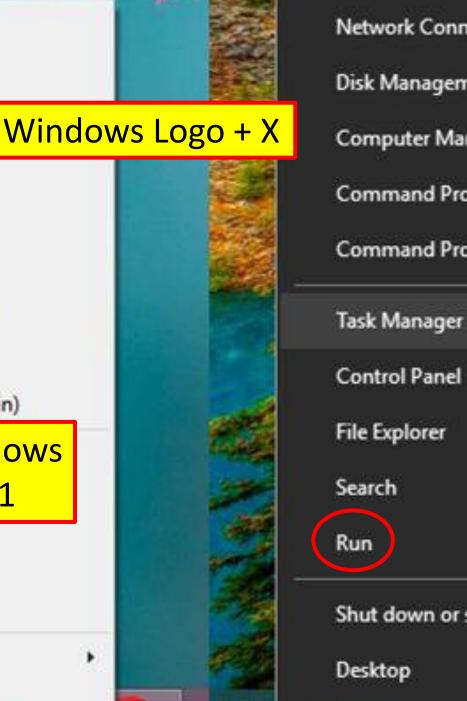
Windows is a pack rat.

- Use Disk Cleanup Control Panel > Administrative Tools > Disk Cleanup
- Uninstall apps you no longer need Control Panel >Program and Features
- Archive or delete files you're no longer using
- Make OneDrive files online-only not also on your PC
- Move files to a removable drive Western Digital
- <u>https://support.microsoft.com/en-us/help/17421/windows-free-up-drive-space</u> (Step-by-step at this website)

## HOW TO RUN DISK CLEANUP

- Windows 10 and Windows 8
- 1. On the Desktop screen, press Windows key + X to open the Power User Task Menu
- 2. In the menu, tap or click the Run option
- 3. In the Run text field, type cleanmgr
- 4. Press Enter
- Windows 7
- 1. Open the Start menu
- 2. Click on Programs > Accessories > System Tools
- 3. In System Tools, click the Disk Cleanup utility

#### **Programs and Features** Mobility Center **Power Options Event Viewer** System **Device Manager** Network Connections Disk Management Computer Management Command Prompt Command Prompt (Admin) Windows Task Manager Control Panel 8.1 File Explorer Search Run Shut down or sign out Desktop



Network Connections

**Disk Management** 

**Computer Management** 

**Command Prompt** 

Command Prompt (Admin)

**Windows** 

10

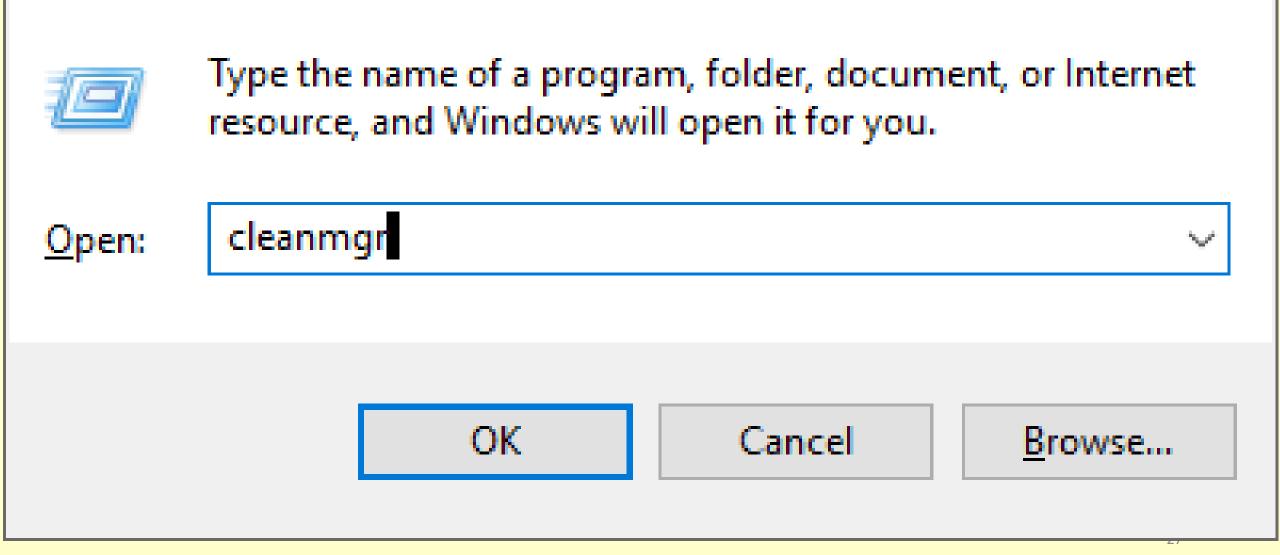
File Explorer

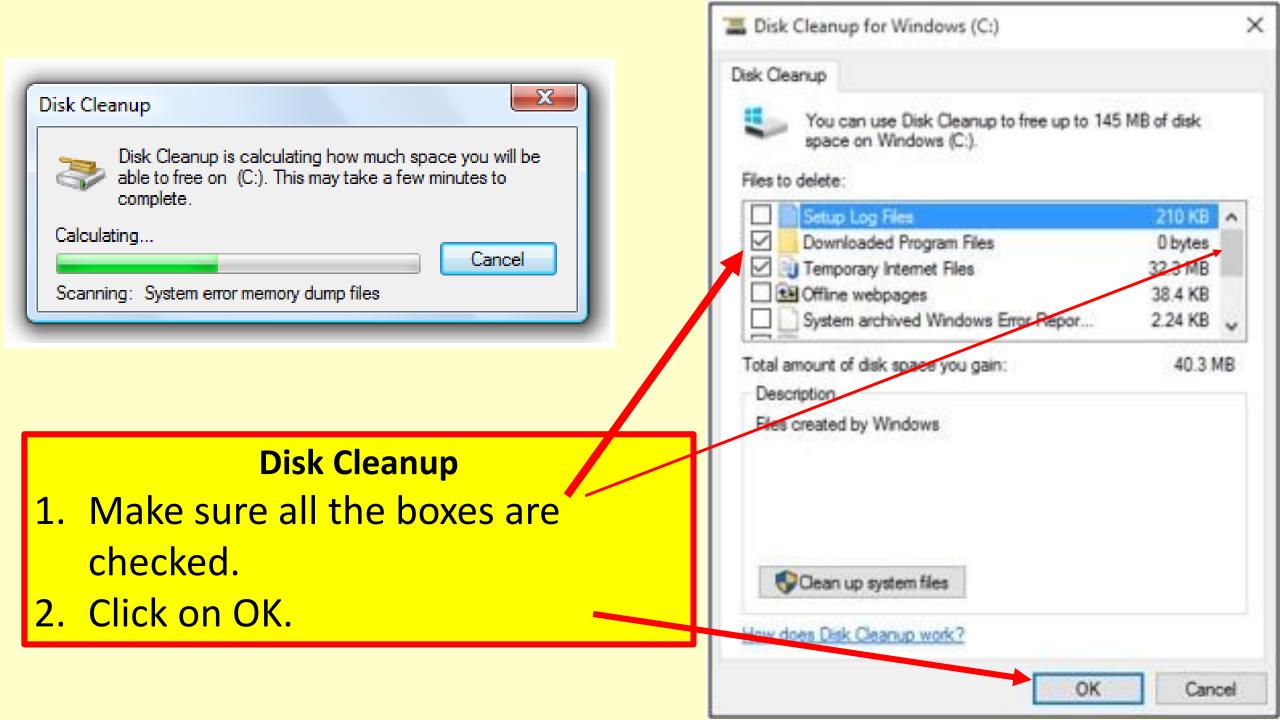
Shut down or sign out





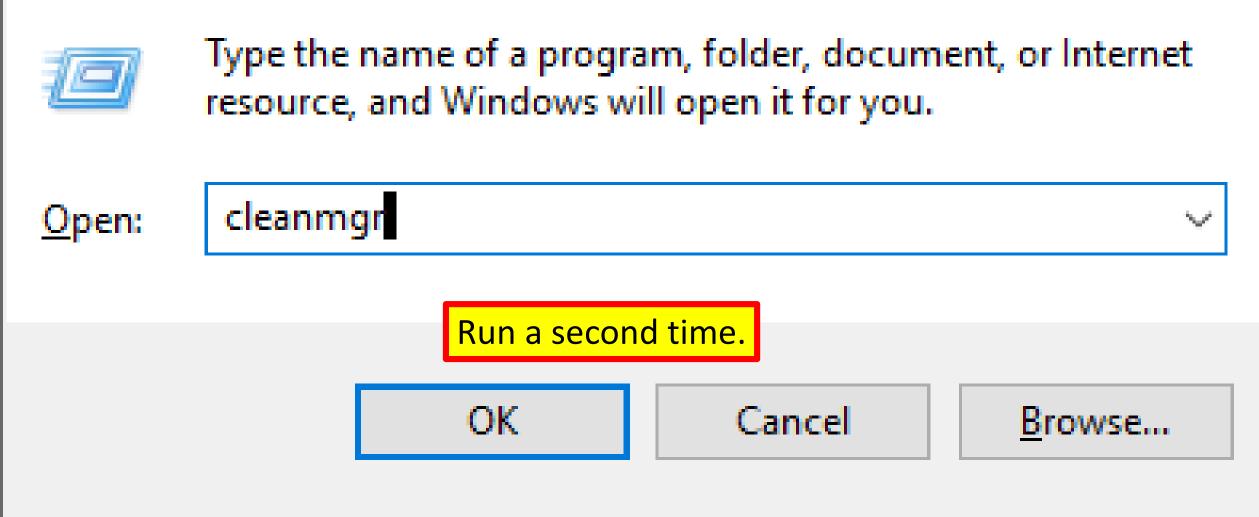


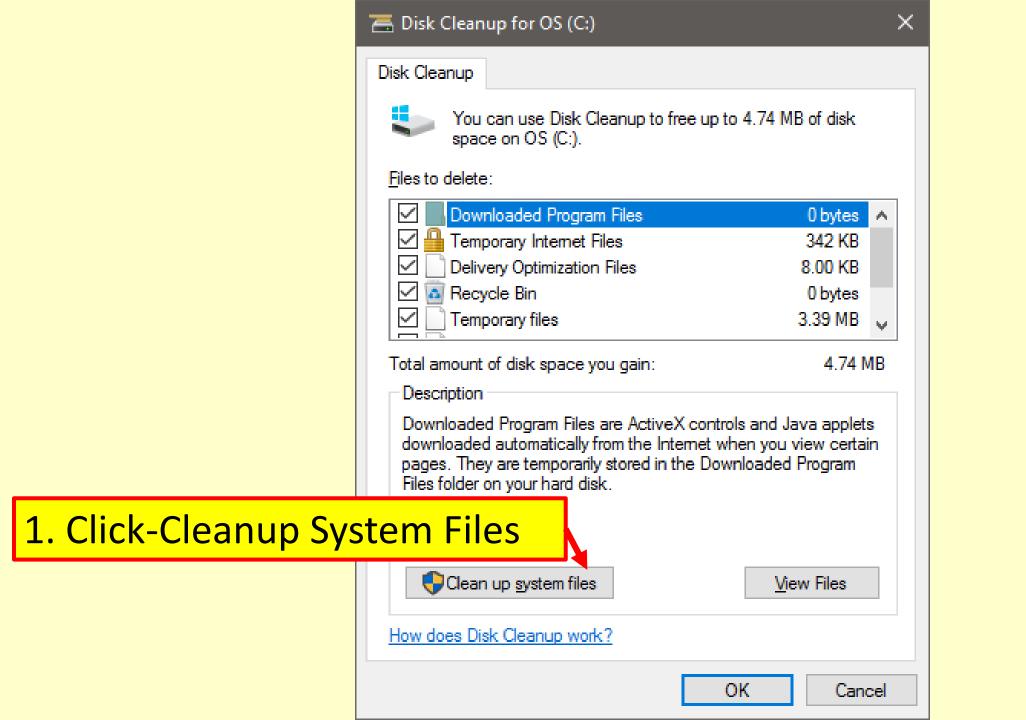












#### 📇 Disk Cleanup for OS (C:)

X

Disk Cleanup More Options

You can use Disk Cleanup to free up to 34.7 MB of disk space on OS (C:).

#### Files to delete:

Old Chkdsk files	753 KB	Δ.
Windows Defender	12.5 MB	
🗹 🔄 Downloaded Program Files	0 bytes	
🗹 🔒 Temporary Internet Files	20.8 KB	
System error memory dump files	801 KB	¥

Total amount of disk space you gain:

34.7 MB

Cancel

#### -Description

When Chkdsk checks your disk drive for errors, it might save lost file fragments as files in your disk drive's root folder. These files are unnecessary and can be removed.

OΚ

How does Disk Cleanup work?

### **Clean Up System Files**

### **More Options available**

🚍 Disk Cl	eanup for	OS	(C:
-----------	-----------	----	-----

 $\times$ 

Disk Cleanup More Options

#### Programs and Features



You can free more disk space by removing programs that you do not use.

Clean up....

#### System Restore and Shadow Copies



You can free more disk space by removing all but the most recent restore point.

In some editions of Windows, the disk might include file shadow copies and older Windows Complete PC Backup images as part of restore points. This information will also be deleted.

### **Disk Cleanup in Progress**

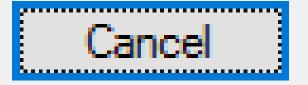
### Disk Cleanup





### The Disk Cleanup utility is cleaning up unnecessary files on your machine.

### Cleaning up drive OS (C:).



### Cleaning: System archived Windows Error Reporting Files

## **CLEAN UP THE STARTUP FOLDER**

### A Start Up Folder Exists on every PC

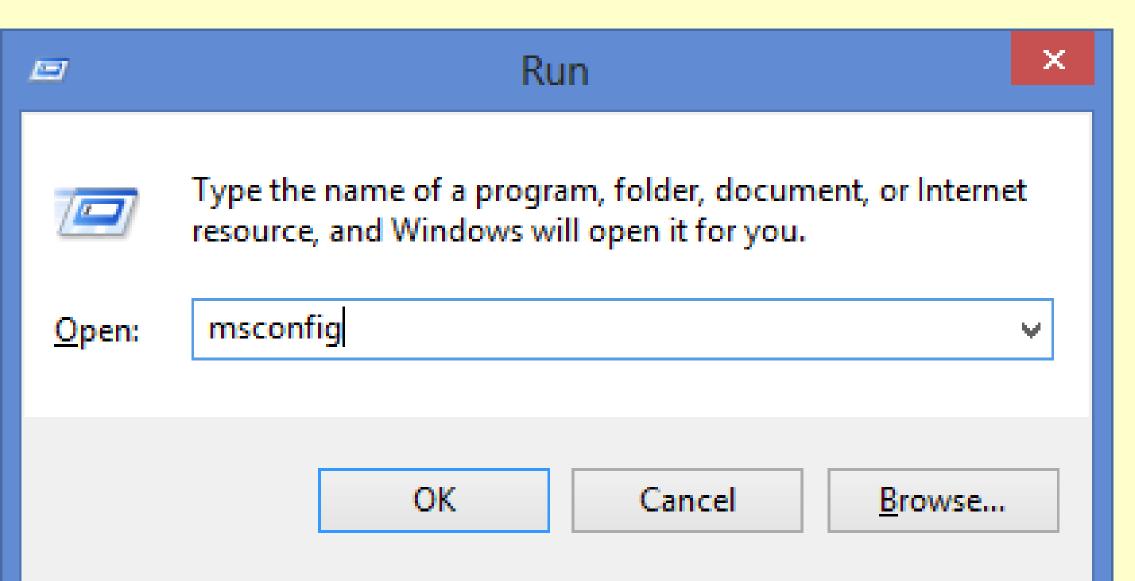
- Boot up (Turn ON) a PC, it goes to the Startup Folder
- Apps and programs are designed to:
  - Automatically insert themselves into Windows' startup sequence
  - So the application is <u>ready instantly</u>
  - This action:
    - Drains system resources
      - Slows down a program speed
      - Ram is filled up with start up Programs (Random Access Memory)
- Common Problem a PC takes longer to start up from Off mode
  - Results in slow startup/ slow performance

## HOW TO DISABLE STARTUP PROGRAMS WINDOWS 7, 8.1, 10

http://www.howtogeek.com/74523/how-to-disable-startupprograms-in-windows/

- Step by Step for Windows 7, 8.1, 10
- With screen shots

## 'RUN COMMAND' APP - WINDOWS 7



### MSCONFIG – WIN 7

#### CHECK MARKS MEANS STILL RUNNING IN THE BACKGROUND

Startup Item	Manufacturer	Command
Mcrosoft Security Client	Microsoft Corporation	"c∶\Program Files\Micros
Milrosoft IntelliPoint	Microsoft Corporation	"c:\Program Files\Micros
Spypot - Search & Destroy	Safer-Networking Ltd.	C:\Program Files (x86)\S
🗹 Sea <mark>g</mark> ate Dashboard	Seagate Technology LLC	"C:\Program Files (x86)\
🔲 Acer Assist Launcher	Unknown	C:\Program Files (x86)\A
🔲 Pow <mark>e</mark> r Management	Acer Incorporated	C:\Program Files\Acer\A(
🗖 Ado <mark>b</mark> e ARM	Unknown	"C:\Program Files (x86)\(
Adope Reader Speed Launcher	Unknown	"c:\Program Files (x86)\∕
🔲 App <mark>l</mark> e Push	Apple Inc.	"C:\Program Files (x86)\(
ArcadeDeluxeAgent	Unknown	"C:\Program Files (x86)\
🔲 Ac <mark>e</mark> r Backup Manager	NewTech Infosystems, Inc.	"C:\Program Files (x86)\
Seagate Dashboard	Seagate Technology LLC	"C:\Program Files (x86)\{
		► I
	Enable all	Disable all

Startup Item or Name	Status	Command or Data	Description	Tested	
Adobe Flash Accelerator	X	msnmsgr.exe	Detected by Intel Security/McAfee as <u>Generic Dropper!fhv</u> and by <u>Malwarebytes Anti-Malware</u> as Backdoor.Bot. Note - this is not the valid MSN Messenger or Windows Live Messenger (which has now <u>moved</u> to <u>Skype</u> ) utility which is located in either %ProgramFiles%\MSN Messenger or %ProgramFiles%\Windows Live\Messenger. This one is located in %AppData%\Microsoft\System Root Certificates	No	
AdobeR	x	msnmsgr.exe	Detected by <u>Malwarebytes Anti-Malware</u> as Trojan.Agent. Note - this is not the valid MSN Messenger or Windows Live Messenger (which has now <u>moved</u> to <u>Skype</u> ) utility which is located in either %ProgramFiles%\MSN Messenger or %ProgramFiles%\Windows Live\Messenger. This one is located in %AppData%	No	
Configuration Loader	X	msnmsgr.exe	Detected by Sophos as <u>W32/Sdbot-SO</u> and by <u>Malwarebytes Anti-Malware</u> as Backdoor.Bot. Note - this is not the valid MSN Messenger or Windows Live Messenger (which has now <u>moved</u> to <u>Skype</u> ) utility which is located in either %ProgramFiles%\MSN Messenger or %ProgramFiles%\Windows Live\Messenger. This one is located in %System%	No	
ctfmon	X	msnmsgr.exe	Detected by Sophos as <u>Troj/Bdoor-JV</u> . Note - this is not the valid MSN Messenger or Windows Live Messenger (which has now <u>moved</u> to <u>Skype</u> ) utility which is located in either %ProgramFiles%\MSN Messenger or %ProgramFiles%\Windows Live\Messenger. This one is located in %System%	No	
Driver For Microsoft Windows	X	msnmsgr.exe	Detected by Kaspersky as <u>Trojan-Dropper.MSIL.Late.kk</u> . Note - this is not the valid MSN Messenger or Windows Live Messenger (which has now <u>moved</u> to <u>Skype</u> ) utility which is located in either %ProgramFiles%\MSN Messenger or %ProgramFiles%\Windows Live\Messenger. This one is located in %System%\Driver For Windows	No	
нкси	X	msnmsgr.exe	Detected by <u>Malwarebytes Anti-Malware</u> as Backdoor.HMCPol.Gen. Note - this is not the valid MSN Messenger or Windows Live Messenger (which has now <u>moved</u> to <u>Skype</u> ) utility which is located in either %ProgramFiles%\MSN Messenger or %ProgramFiles%\Windows Live\Messenger. This one is located in %System%\win32.exe	No	
Intec Service Drivers	X	msnmsgr.exe	Detected by Trend Micro as <u>WORM SDBOT.DDH</u> and by <u>Malwarebytes Anti-Malware</u> as Backdoor.Agent. Note - this is not the valid MSN Messenger or Windows Live Messenger (which has now <u>moved</u> to <u>Skype</u> ) utility which is located in either %ProgramFiles%\MSN Messenger or %ProgramFiles%\Windows Live\Messenger. This one is located in %Windir%	<sup>1</sup> No	
Messenger	N	<u>MsnMsgr.exe</u>	Windows Live Messenger (which has now <u>moved</u> to <u>Skype</u> and was previously MSN Messenger) utility - available via the Start menu. Disable by clicking on the "Show menu" icon and select Tools $\rightarrow$ Options $\rightarrow$ General $\rightarrow$ deselect "Automatically run Windows Live Messenger when I log on to Windows". This is the Windows Defender/Vista MSConfig entry for version 8.*	Yes	
Microsoft System Firewall 2006.2	х	msnmsgr.exe	Added by a variant of <u>W32/Sdbot.worm</u> . Note - this is not the valid MSN Messenger or Windows Live Messenger (which has now <u>moved</u> to <u>Skype</u> ) utility which is located in either %ProgramFiles%\MSN Messenger or %ProgramFiles%\Windows Live\Messenger. This one is located in %System%	No	
Microsoft Windows Update	X	MSNMSGR.EXE	Detected by Sophos as <u>W32/Sdbot-WM</u> and by <u>Malwarebytes Anti-Malware</u> as Trojan.MWF.Gen. Note - this is not the valid MSN Messenger or Windows Live Messenger (which has now <u>moved</u> to <u>Skype</u> ) utility which is located in either	No	

# **SYSTEM CONFIGURATION SCREEN WINDOWS 8.1, 10 (MSCONFIG)**

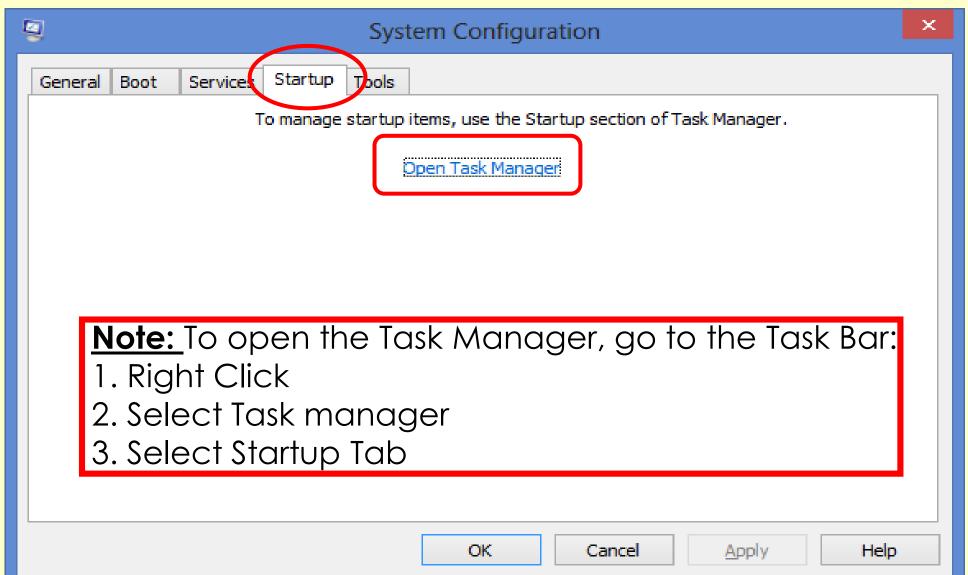


Image: Task Manager       File     Options     View       Processes     Performance     App history	p Users Details Services		- (		Task Manager Windows 8.1, 10
		L	ast BIOS time: 1	13.7 seco	onds
Name	Publisher	Status	Startup impact	1.	Right Click the Task
Q Camera Software	Logitech Inc.	Enabled	High		Bar.
💲 CCleaner	Piriform Ltd	Enabled	Medium		
> 💽 Delayed launcher (2)	Intel Corporation	Enabled	High	2.	Click on Task Manager
😻 Dropbox	Dropbox, Inc.	Disabled	None	3.	Click the Startup tab
EEventManager Application	SEIKO EPSON CORPORA	Enabled	Medium		
區 EPSON Status Monitor 3	SEIKO EPSON CORPORA	Disabled	None	4.	Select a program to
🔄 EPSON Status Monitor 3	SEIKO EPSON CORPORA	Enabled	Medium		disable
💷 Fax Reception	SEIKO EPSON CORPORA	Disabled	None		
Fax Transmission	SEIKO EPSON CORPORA	Disabled	None	5.	Click Disable
(I) HD Audio Background Process	Realtek Semiconductor	Enabled	Medium	Γ	<b>NOTE:</b> Not all programs
iCloud Drive	Apple Inc.	Enabled	High		
🛞 iCloud Photo Library	Apple Inc.	Enabled	Low		can be Disabled
📧 iCloud Photo Stream	Apple Inc.	Enabled	High		
iCloud Services	Apple Inc.	Disabled	None		✓
Sewer <u>d</u> etails				Dis <u>a</u> ble	

# **Delete Programs**

## GET RID OF PROGRAMS YOU NO LONGER NEED OR USE

- Uninstall a program from computer if:
  - You no longer use it
  - Don't Know what it is? GOOGLE it (Epson Status Monitor 3 Startup)
    - Google says and it has no purpose
- You can use "Programs and Features" to: (from the Control Panel)
  - uninstall programs
  - change the program's configuration by adding or removing certain options
  - repair the program

# UNINSTALL A PROGRAM/APP WINDOWS 7 OR 8.1 AND 10

- 1. Go to the 'Control Panel
  - a) Type <u>Control Panel</u> in Search Bar on the task bar
  - b) Type Windows logo + x and select Control Panel
- 2. Click 'Programs and Features.
- 3. Select a program
- 4. Click Uninstall

**Note:** To change or repair a program: Click 'Change' or 'Repair'

Uninstall or change a program

#### **Control Panel Home**

 $\rightarrow$ 

View installed updates

To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.

Turn Windows features on or off	Organize 🕶 Uninstall Change Repair	Some progra	ms allo	w Repa	air.
	Name	Publisher	Installed On	Size	Version
	Adobe Flash Player 24 NPAPI	Adobe Systems Incorporated	1/12/2017	19.4 MB	24.0.0.194
	Amazon Kindle	Amazon	8/16/2016		1.16.0.44025
	☑  → Apple Application Support (32-bit)	Apple Inc.	12/16/2016	160 MB	5.2
	🛃 Apple Application Support (64-bit)	Apple Inc.	12/16/2016	179 MB	5.2
	Apple Mobile Device Support	Apple Inc.	10/29/2016	41.6 MB	10.0.1.3
	Apple Software Update	Apple Inc.	4/2/2016	4.91 MB	2.2.0.150
	😺 Bonjour	Apple Inc.	4/2/2016	3.28 MB	3.1.0.1
	SCCleaner CCleaner	Piriform	11/22/2016	18.7 MB	5.24
	🌃 CyberLink Media Suite Essentials	CyberLink Corp.	8/16/2016	131 MB	12
	😳 Dell Customer Connect	Dell Inc.	11/11/2015	9.76 MB	1.3.28.0
	🤜 Dell Digital Delivery	Dell Products, LP	11/6/2015	5.09 MB	3.1.1018.0
	🔤 Dell Foundation Services	Dell Inc.	2/6/2016	17.6 MB	3.1.3300.0
	🙀 Dell Help & Support	Dell Inc.	5/24/2016	8.04 MB	2.1.78.0
	🧭 Dell SupportAssist	Dell	12/15/2016	107 MB	1.3.6855.61
	🧭 Dell SupportAssistAgent	Dell	5/28/2016	21.1 MB	1.2.2.8
	👍 Dell Update	Dell Inc.	11/11/2015	5.50 MB	1.7.1015.0
	😌 Dropbox	Dropbox, Inc.	2/4/2017	188 MB	19.4.12
	😌 Dropbox 20 GB	Dropbox, Inc.	11/6/2015	4.95 MB	1.0.8.0
	🛸 Epson Connect Printer Setup	Seiko Epson Corporation	11/23/2016	16.7 MB	1.4.0
	Epson Customer Research Participation	Seiko Epson Corporation	6/21/2016	6.69 MB	1.80.0000
	Epson Event Manager	Seiko Epson Corporation	9/24/2016	88.0 MB	3.10.0061

## **Revo-uninstaller**

GOOGLE: REVOUNINSTALLER FREE OR AVAILABLE IN NINITE <u>WWW.NINITE.COM</u> – UTILITIES

- Launching Revo fires up the Uninstaller screen:
  - which shows icons and titles of all programs installed on machine

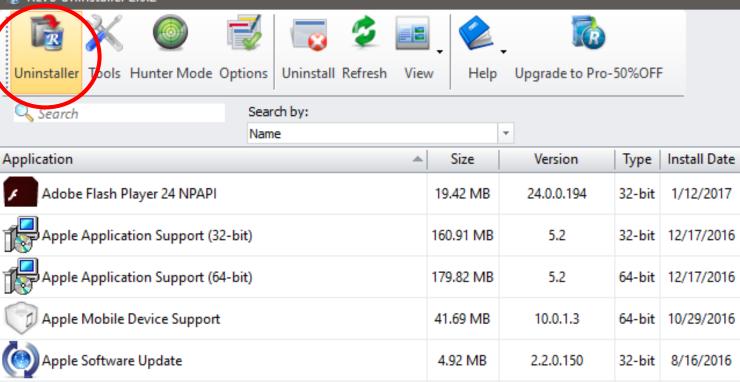
## • Revo is a 4-Step Process

- 1. Set restore Point
- 2. Run Uninstall
- 3. Search for leftover Registry Items
- 4. Search for leftover Files on Hard Drive

**NOTE:** 1.Do not leave the Revo program in the middle

2. Restart PC after three (3) uninstalls

#### 🔯 Revo Uninstaller 2.0.2



				-,,			
Bonjour	3.29 MB	3.1.0.1	64-bit	8/16/2016	Apple Inc.	http://www.apple.com/s	
CCleaner	18.71 MB	5.24	64-bit	11/22/2016	Piriform		
CyberLink Media Suite Essentials	131.42 MB	12	32-bit	8/16/2016	CyberLink Corp.		
Dell Customer Connect	9.76 MB	1.3.28.0	32-bit	8/16/2016	Dell Inc.	http://dell.com/support	
Dell Digital Delivery	5.09 MB	3.1.1018.0	32-bit	8/16/2016	Dell Products, LP	http://support.dell.com/s	Downloads and installs th
Dell Foundation Services	17.63 MB	3.1.3300.0	64-bit	8/16/2016	Dell Inc.		
Dell Help & Support	8.04 MB	2.1.78.0	32-bit	8/16/2016	Dell Inc.		44
C Dell SupportAssist	107.73 MB	1.3.6855.61	64-bit	12/15/2016	Dell		Personal Computer Diagn

Company

Apple Inc.

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Adobe Systems Incorpora... http://www.adobe.com/...

Website

http://www.apple.com/s...

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Comment

# **System Restore Point**

Restore points: created to allow users a choice of previous system states

Each restore point contains the necessary information needed to restore the system to the chosen state

# WHY DO A SYSTEM RESTORE POINT

- Allows the user to revert their computer's state (including system files, installed applications, Windows Registry, and system settings) to that of a previous point in time
- Used to recover from system malfunctions or other problems
- Microsoft always does a System Restore Point Prior to installing a 'Windows Update'
- The restore itself can be undone

# WINDOWS CREATES RESTORE POINTS AUTOMATICALLY

- When Windows Update installs new updates
- When the user installs a driver that is not digitally signed by Windows Hardware Quality Labs
- On user's command

# **SETTING A RESTORE POINT**

- Set a System Restore point when PC is Healthy Know How.
  - Revert a computer's state (including system files, installed applications, Windows Registry, and system settings) to that of a previous point in time
  - b. Can be used to recover from system malfunctions or other problems

**Note:** that 'System Restore' will **<u>NOT</u>** delete files such as:

- Photos
- Documents

# **SETTING A RESTORE POINT**

- System Restore is **not a good solution** for removing viruses or other malware.
- Go TO How to Geek website: (Step by step and pictures) <u>http://www.howtogeek.com/howto/windows-vista/using-</u> <u>windows-vista-system-restore/</u>
- This site covers Windows 7, 8.1, and 10.

# TO SET A RESTORE POINT IN WINDOWS 7, 8.1, 10

Windows 7, 8.1 <u>https://support.microsoft.com/en-us/help/17127/windows-back-up-restore</u>

Windows 10 <u>http://www.windowscentral.com/how-configure-system-</u> <u>restore-windows-10</u>

# **PC SECURITY**

Technologies used to secure PCs, laptops and other personal devices on a network

PC security is critically important to prevent change or damage that can be caused due to any malicious threats

PC security is also referred to as IT security or cyber security

# WHAT IS A MALWARE CYCLE

- 1. Hacker makes a Malware program puts it on the Internet
- 2. Antivirus company discovers malware makes a fix
- 3. PC gets an update to the antivirus software
- 4. Update is installed on device

What is the time lapse between steps 1 and 4?

# No Anti-virus is 100% effective

# **UPDATE ALL SECURITY TOOLS**

- Free versus Paid Anti-virus Depending on whom you ask, paying for antivirus software is either a:
  - good investment or a total rip-off
  - In reality, neither viewpoint is accurate
- Free Anti-Virus May NOT Auto Update
  - You must update A/V
  - Can be done in the background
- Make sure a "Firewall" is turned ON
  - Type 'Firewall' in the Search Box (Windows 8.1, 10)

# FREE ANTI-VIRUS WITH MICROSOFT

Microsoft Security Essentials - Built into Windows 7, 8.1, 10

- Win 8, 10 Anti-Virus is called "Windows Defender"
  - It is, in fact, "Microsoft Security Essentials"
  - to prevent spyware
  - Windows includes a few security tools that you'll want to keep up-to-date to protect a PC from malware threats (see slide 12)
- Keep Antivirus Updated

## LOGGING ON TO THE PC Administrator versus Standard

- This is called UAC User Account Control.
- UAC is a security feature of Windows
- Helps prevent unauthorized changes to the computer
- Changes can be initiated by:
  - applications
  - viruses
  - other users
- User Account Control makes sure these changes are made only with approval from the administrator.

# USER ACCOUNTS IN WINDOWS WHAT ARE USER ACCOUNTS?

- A user account allows you to sign in to the computer
- A computer already has one user account, which you were required to create when you set up the computer (Administrator)
- You can create a separate user account for each person
- Why use separate user accounts?
- User accounts allow everyone to save their own files, preferences, and settings without affecting other computer users

# DON'T LOG ON AS AN ADMINISTRATOR MICROSOFT WORDS

# Why use a standard user account instead of an administrator account?

- When you are using programs that require Internet access, such as:
  - a web browser
  - an e-mail program
- We recommend that you log on as a standard user rather than an administrator
- That's because many viruses and worms Can't be stored and run on a computer unless you're logged on as an administrator

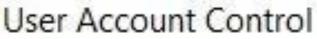
# **Types of User Accounts**

- Administrator: makes changes to system settings or managing other people's accounts
  - Full access to every setting on the computer
  - Every computer will have at least one Administrator account

# **Types of User Accounts**

- Standard: for normal everyday tasks
  - Running software or personalizing the desktop
  - Cannot make changes to system settings or managing other people's accounts
  - Able to make Administrator-level changes
    - you'll just need to provide the Administrator password when making these changes



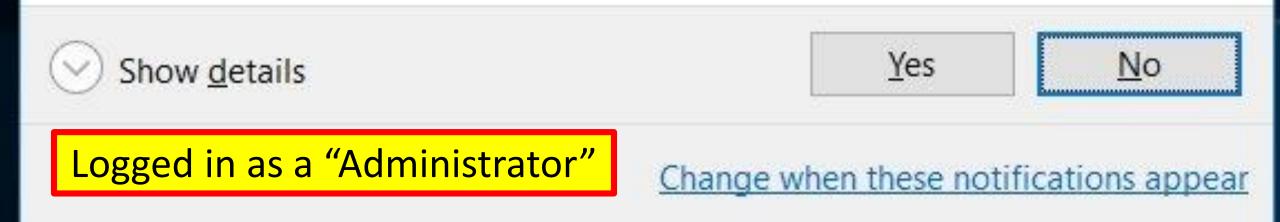




Do you want to allow this app to make changes to your PC?



Program name: Windows Command Processor Verified publisher: Microsoft Windows





Logged in as a

**Standard User** 

User Account Control



Do you want to allow the following program to make changes to this computer?

х



Program name:Paint.NETVerified publisher:dotPDN LLCFile origin:Downloaded from the Internet

To continue, type an administrator password, and then click Yes.

	Chris Hoffman Password		
Show detail	5	Yes	No

#### Choose the account you would like to change



UAC windows 10

#### Find a setting Q Devices Network & Internet Personalization System Apps Display, notifications, Background, lock screen, Uninstall, defaults, optional Bluetooth, printers, mouse Wi-Fi, airplane mode, VPN features power colors **À字** Time & language Ease of Access Accounts Gaming Privacy Your accounts, email, sync, Speech, region, date Game bar, DVR, Narrator, magnifier, high Location, camera broadcasting, Game Mode work, family contrast $\frown$ **下**ノ Update & security Windows Update, recovery, backup

Windows Settings

HOW TO ENABLE A 'LOCAL ACCOUNT' ON WINDOWS 10 HOME & PROFESSIONAL EDITIONS

- Local Account is a **standard** account
- Must be done logged in as a Administrator.
- 1. Select the Start button
- Select Settings > Accounts > Family & other people > Add someone else to this PC



← Settings		- 🗆 ×
Find a setting	P Your family	
🔅 Home	Change account type	
Accounts	Change account type	
RE Your info	David Local Account	
Email & app accounts	Account type	
💫 Sign-in options	Standard User 🗸 🗸	
Work access		
R, Family & other people		OK Cancel
○ Sync your settings	+ Add someone else to this PC	
adours 10		

Change account type

Remove

- Windows 10. 1. Set up a Standard Account for Daily Use.
  - 2. Step by step to follow next 3 slides.





ACCOUNTS

Your account

Sign-in options

Work access

Family & other users

Sync your settings

## Your family

Sign in with a Microsoft account to see your family here or add any new members to your family. Family members get their own sign-in and desktop. You can help kids stay safe with appropriate websites, time limits, apps, and games.

Sign in with a Microsoft account

## Other users

Allow people who are not part of your family to sign in with their own accounts. This won't add them to your family.

Add someone else to this PC

Set up assigned access

## How will this person sign in?

Enter the email address of the person you want to add. If they use Windows, Office, Outlook.com, OneDrive, Skype, or Xbox, enter the email address they use to sign in.

Email or phone



## Windows 10

Ignore the prompt to provide an email or phone number.

Instead click on the link at the bottom that reads "The person I want to add doesn't have an email address"

The person I want to add doesn't have an email address

Privacy statement



## Create an account for this PC

If you want to use a password, choose something that will I but hard for others to guess.

Who's going to use this PC?

User name

### Make it secure.

Enter password

Re-enter password

Password hint

Windows 10 The local account you are creating display suggests creating a user name and a password for that account. I suggest using the name "Standard".

 Enter a preferred username and password.
 Click "Next".
 This protects the Standard User Account.



## 🔅 Home

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Find a	setting	Q
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## Accounts

## R≡ Your info

- Email & app accounts
- 🔍 Sign-in options
- Access work or school
- C Sync your settings

# JERE STANDARD

Local Account Billing info, family settings, subscriptions, security settings, and

more

Manage my Microsoft account

Windows is better when your settings and files automatically sync. Use a Microsoft account to easily get all your stuff on all your devices.

Sign in with a Microsoft account instead

## Local Account gives protection to the PC

# RECOMMENDATIONS

- Things to do when a PC is Healthy:
  - A. Set a restore point
  - B. Clean out the start-up File
  - C. Download and Run 'CCleaner' at least weekly
  - D. Update Apps, Drivers and programs
  - E. Perform 'Disk Cleanup'
  - F. Run Updates on Anti-Virus program

# **Questions or Comments**

## **Tune-up Your Windows PC**

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An International Association of Technology & Computer User Groups