Windows 10 Quick System Checkup © ©

PC: _____　Owner: _____　Date: _____

1. **TIME & DATE:** Verify that both the Time, Date and Time Zone are all correct.

2. **ANTI-MALWARE SCANS & SECURITY PROGRAMS:**
   a. Verify the following programs are all installed. If not, download and install them.
      ☐ SAS *(Super Anti Spyware)*　　☐ MBAM - MalwareBytes AntiMalware　　☐ SANDBOXIE

   b. ADWCleaner: Download and run a scan.

   c. SAS SCAN (SuperAntiSpyware): Download the latest version, then run a full scan.

   d. MBAM SCAN: *(MalwareBytes AntiMalware)* Let it do the on-line updates, then run a Custom Scan.
      Make sure to check the boxes for "Scan for Rootkits" and "Drive C".

   e. WINDOWS SECURITY SCAN: *(or desired AV suite)* Make sure it is up to date, then run a full-scan.

   f. ESET ONLINE SCAN: http://www.eset.com/us/online-scanner/

3. **HARD-DRIVE HEALTH:** Install if necessary:　☐ HD TUNE　　☐ CRYSTAL DISK INFO

   a. ☐ Run "Crystal Disk Info" to check the hard-drive health.

   b. ☐ Run HDTUNE and run the ☐ benchmark speed test　　　　　　_____MB/sec

   c. ☐ Run HDTUNE long Error Scan (Not quick) & verify that blocks are all green.
      (If not, run chkdsk /f /r)

4. **IMAGE BACKUP**
   a. Verify there is adequate free space on the external hard-drive, then do an Image backup.

5. **REMOVE OLD PROGRAMS.**
   a. Remove Shockwave, and all old versions of Adobe Reader, FLASH FF, FLASH IE, & all JAVA's.

   b. With User's permission, remove any unnecessary programs, toolbars, or desktop search programs

6. **UTILITY PROGRAMS:**
   a. Verify the latest version of these utilities are installed:
      ☐ BELARC ADVISOR　　☐ CCLEANER　　☐ REVO UNINSTALLER

      ☐ SPEEDFAN　　　　　☐ WINAERO TWEAKER

7. **BELARC ADVISOR:** Make sure it is the latest version, run a pass, and save the results to the My Documents folder or a Flash-drive. Fix any issues.

8. **HARDWARE INSPECTION:**
   a. PC TEMPERATURES: Run the SpeedFan Utility to benchmark PC temperatures. Core=_____°C

   b. AIR FLOW: Inspect all fans, intake grills, outgo grills, and heatsink fins. Clean as necessary. Note: If the PC has a separate Video card, be sure its heatsink is <u>VERY</u> clean. Many GPU's run too hot.

9. **TEST THE INTERNET CONNECTION & SPEED.** Check the DOWNLOAD speed of the internet
   connection.　　**WIRED = _____ Mbp/s,　　　WIRELESS = _____ Mbp/s**

10. **WINDOWS UPDATE:**　*(Start > Settings > Update & security)*

    a. Do a CHECK FOR UPDATES: Install all available Windows Updates.

    b. Keep <u>re-running</u> "Check for Updates" until no more updates are found.

    c. Run: WINVER and make sure the Win 10 version is at **22H2 or higher.**

11. **NINITE.COM:** Install or update all desired common programs from www.ninite.com.

12. **SCAN FOR OUT OF DATE APPS:** *(OPEN **CCLEANER** > Tools > Software updater): See my* "*UTILITY.PROGRAMS*" *sheet.* ISSUES FIXED: _____

13. **CLEAN "TEMP" FILES, COOKIES, ETC:**
    a. CCLEANER SCAN: Update CCleaner, then <u>For Main User</u>, run "file clean". FILES cleaned:_____MB
    b. CCLEANER SCAN: then <u>RUN AS ADMIN</u>, and run "file clean". FILES cleaned:_____MB

14. **DEVICE MANAGER ISSUES:** Make sure there are no devices with Exclamation marks, Question marks, or X's. If you see any exceptions, ***fix all issues before continuing!***

15. **HARD DRIVE DATA CHECKOUT:** (From an Administrator Account)
    a. **ADEQUATE FREE SPACE:** Verify there is a <u>minimum</u> of 15% free-space on drive C).____GB Free
    b. **OPTIMIZE:** Make sure the auto-optimize schedule is set up properly and if the drive is an SSD that the system recognizes if the drive is an SSD. .

============= *DO ITEMS 16-25 FOR EACH USER* ============================

16. **DESKTOP ICONS:** *(Start > Settings > Personalization > Themes > Desktop Icon settings)*. To get the follwoing Icons onto the Desktop, check the boxes for Computer, User Files, & Control Panel.

17. **NOTIFICATIONS:** *(Start > Settings > System > Notifications & actions).*
    a. Turn OFF "Get tip tricks and suggestions as you use Windows" and any other un-desired items. .
    b. Make sure that "Get notifications from apps and other senders" is turned ON, then Disable any individual undesired Notifications.

18. **TASKBAR:**
    a. TASKBAR IS LOCKED: Verify the Taskbar is Locked. *(Right-click the Task bar)*
    b. NOTIFICATION AREA: *(Start > System > Personalize > Taskbar).* Click on "Select which icons appear on the taskbar". If there is room, turn ON "Always Show all icons in the notification area". Otherwise choose which Icons should always display on the Taskbar. .

19. **INTERNET EXPLORER:** IE11 is NOT secure and is no longer supported by Microsoft and many websites. ***<u>Do not use it</u>. Make sure EDGE is installed & running and remove any Icons for IE11**

20. **FIREFOX/CHROME/EDGE Browsers:** Verify that all three browsers are set up properly for Security, that the WOT add-on is installed, & verify any desired bookmarks are correct. *See my "Windows 10 Tuneup" checklist for details.*

21. **MULTIMEDIA UTILITIES:** Make sure the latest versions of these programs are installed:
    ☐ WINDOWS MEDIA PLAYER. In the all Apps menu, find *(Windows Accessories > Windows Media Player)*. Right click and choose "Pin to Start". Open WMP. Go thru setup if necessary, then right-click in the menu area and select "View". If "Show Menu bar" is not already checked, check it.

22. **FOLDER OPTIONS:***(Control Panel > File Explorer Options).*
    • Check and uncheck the boxes as shown in my Win10 Install or Tuneup checklists.

23. **VISUAL OPTIONS:** Use my Windows 10 "Improve Display Readability" sheet to improve the looks of Windows 10 for each user. Use WINAERO TWEAKER.

24. **SECURITY:** Verify the following are up-to-date: ☐ **SANDBOXIE** *(optional)* ☐ **WOT**

==

25. **ACTION CENTER:** Open Action Center and make sure there are no warnings or error messages.

26. **RE-ENABLE REAL-TIME PROTECTION.** *(Note: Only one program should be running real-time protection)*

27. **MAKE SURE THE CD/DVD DRIVE IS EMPTY and YOUR FLASH DRIVE IS REMOVED!**