Windows 7 (and Vista) Quick Checkup (cc)

PC: _____ Owner: _____ Date: _____

1. **TIME & DATE:** Verify that both the Time and Date are correct, and also the correct time zone.

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. Disable the REAL-TIME PROTECTION in any Anti-virus Programs.

   c. Make sure the Windows Firewall is turned on. *(Control Panel > Windows Firewall).*

   d. ADWCleaner Scan: Download latest version and run a scan.

   e. SAS SCAN (SuperAntiSpyware): Do on-line updates, then run a full scan.

   f. 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".*

   g. ESET SCAN: Run a full-scan

3. **HARD-DRIVE HEALTH:** Install if necessary: ☐ HD TUNE   ☐ CRYSTAL DISK INFO
   a. ☐ Run "Crystal Disk Info" to check SMART health.
   b. ☐ Run HDTUNE & verify that ☐ Health Status is OK, and then run the ☐ benchmark speed test: _____MB/sec. ☐ Run the 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 all old versions of Adobe Reader, FLASH FF, FLASH IE, & all old 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   ☐ Codestuff STARTER   ☐ DEFRAGGLER Defrag
      ☐ REVO UNINSTALLER   ☐ SUMo Scanner ☐ SPEEDFAN   ☐ ULTRA FILE SEARCH LITE

7. **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.*

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

9. **WINDOWS UPDATE:**
   a. SETTINGS: Verify the "Windows Update" screen settings are correct. *(Click Control Panel > System and Security > System > Windows Updates > Change Settings).* Verify all boxes are checked.

   b. Run CHECK FOR UPDATES: Install all Important & Recommended Updates.

   c. Optional Hardware Driver updates, USE CAUTION: These can be a LOWER Level than is already installed on the PC. If a lower level, "Hide" them, do not install them.

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

10. **NINITE.COM:** Install or update all desired common programs.

11. **SUMo SCAN:** Run a scan to see if any programs are insecure or End-of-Life.

End of Life. ISSUES FIXED: _____

12. **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: Run as Admin, run "file clean".   FILES cleaned:_____MB

13. **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!***

14. **HARD DRIVE DATA CHECKOUT:** (From an Administrator Account)
    a. **ADEQUATE FREE SPACE:** Verify there is a minimum of 15% free-space on drive C).____GB Free

    b. **DEFRAG:** Make sure the auto-defrag schedule is set up properly & run Defraggler.

    c. **CHKDSK:** If time permits, run chkdsk C: /f /r

15. **DISABLE AUTOPLAY:** Turn off AutoPlay for all devices. *(Control Panel > Hardware and sound > AutoPlay).* Un-check the box: "☐ Use AutoPlay for all media & devices".

16. **START MENU:**
    a. Turn off "Highlight newly installed programs". *(Right-click START > Properties > Customize).* Uncheck the box for "☐ Highlight newly installed programs".

17. **TASKBAR:**
    a. TASKBAR LOCKED: Verify the Taskbar is Locked. *(Right-click the Task bar)*

    b. NOTIFICATION AREA: *(Right-click Start > Properties > Taskbar tab > Notification Area > Customize).* Check the box for "☑ Always Show all icons and notifications on the taskbar".

18. **INTERNET EXPLORER:** Verify Cache size: *(Tools > Internet Options > General Tab. Under Browsing History, click Settings > select 99 MB).* Secure IE by setting up Delete on exit: *(Tools > Internet Options > General Tab > check the box for "☑ Delete Browsing History on exit).*

19. **FIREFOX / CHROME:** TOOLBARS: Make sure all Toolbars are visible as desired. Verify Home Page is as desired and has not been hijacked. Configure all Firefox options *(Tools > Options)* per my FIREFOX TIPS Sheet. WOT: Verify this Firefox/Chrome add-on is installed.

20. **CLEAN-UP E-MAIL FOLDERS:** Remove attachments, delete/archive old emails, empty the Trash folder, and compact all folders. *(See my "SPEED UP WINDOWS 7" sheet at www.jimopi.com for instructions)*

21. **MULTIMEDIA UTILITIES:** Make sure the latest versions of these programs are installed:
    a. ☐ JAVA   ☐ FLASH for FIREFOX   ☐ FLASH for IE

    b. ☐ WINDOWS MEDIA PLAYER 12.
    1) MENUS: Right-click in the menu area and select "View". If "Show Menu bar" is not already checked, check it.
    2) Verify the usage rights option is off. Click *(Tools > Options > "Privacy" tab)*, and make sure box for "☐ Download usage rights automatically..." is UN-CHECKED.

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

23. **SECURITY:**
    a. Re-enable REAL-TIME PROTECTION. *(Note: Only one program should be running real-time protection).*

    b. Verify these are installed & up-to-date: ☐ WOT for Firefox & Chrome,   ☐ SANDBOXIE

    c. Make sure UAC is turned on and set to "Always Notify". *(Control Panel > Action Center)*, *(for Vista: Control Panel > Security Center > Other Security settings)* .

24. **ACTION CENTER (Vista = Security Center):** Open Action Center and make sure there are no warnings or error messages.

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