

# Jim's Windows 7 Quick Checkup

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Windows7\_QuickCheckup.lwp

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PC: \_\_\_\_\_ Owner: \_\_\_\_\_ Date: \_\_\_\_\_

## 1. ANTI-MALWARE & SECURITY SCANS:

- a. Verify the following programs are all installed. If not, download and install them.  
 MSE (*Microsoft Security Essentials*)     SPYWARE BLASTER  
 MALWAREBYTES ANTIMALWARE     SECUNIA PSI
- b. Disable the real-time protection in any installed anti-virus programs. (Especially Norton, McAfee, CA, Trend, MSE.)
- c. Make sure the Windows Firewall is turned on. (*Control Panel > Windows Firewall*). A third party firewall is OK, but not recommended. *NOTE: Some A/V suites prevent the Windows Firewall from being turned on.*
- d. MSE: Make sure MSE is up to date, then run a full-scan.
- e. MALWAREBYTES ANTI-MALWARE: Do updates, then run a full scan.

## 2. SYSTEM BACKUP: Do a full or incremental Acronis Image backup to an external drive.

## 3. REMOVE PROGRAMS.

- a. Remove all old versions of Adobe Reader, FLASH FF, FLASH IE, & all JAVA's.
- b. With User's permission, remove any unnecessary programs, toolbars, firewalls, or desktop search programs.

## 4. UTILITY PROGRAMS:

- a. Verify the latest version of these utilities are installed:  
 BELARC ADVISOR     CCLEANER     Codestuff STARTER     HD TUNE  
 REVO UNINSTALLER     SECUNIA PSI     SPEEDFAN

## 5. 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 VERY clean. Many GPU's run too hot.

## 6. DELETE TEMP FILES:

- a. DELETE "TEMP" FILES: Do a (*Start > Run > %temp%*), for each User. Delete all files that are found.
- b. CCLEANER SCAN: Update CCleaner, then For each User, run "file clean". FILES cleaned: \_\_\_\_\_ MB,

## 7. TEST THE INTERNET CONNECTION & SPEED. Using a wired or wireless network, check the speed of the internet connection. <http://www.speakeasy.net/speedtest/> \_\_\_\_\_ kbps download.

## 8. 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, especially Microsoft Update.
- b. Run CHECK FOR UPDATES: Install all Important, Recommended, and Optional Updates.
- c. Optional Hardware Drive 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 re-running Check for Updates until no more updates are found.

## 9. SECUNIA PSI SCAN: Run a scan to see if any programs are insecure and in need of updating.

## 10. 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!**

11. **HARD DRIVE CHECKS:** (From an Administrator Account)
  - a. **ADEQUATE FREE SPACE:** Verify there is a minimum of 15% free-space on drive C)
  - b. **HD TUNE:** Verify Error Scan is all green and Health is OK. If not, run "Error checking" from an Administrator Account. (*Right-click drive C > Properties > Tools > Error Checking, Check now. Check both boxes*)
  - c. **DEFRAG:** Check to see if a defrag is needed ( >10% fragmented). File Frag: \_\_\_\_\_% Before, \_\_\_\_\_% After
12. **DISABLE AUTOPLAY:** Turn off AutoPlay for all devices. (*Control Panel > Hardware and sound > AutoPlay*). Un-check the box: " Use AutoPlay for all media & devices". Then select for Audio CD's and DVD's, "Play with Windows Media Player" (or as desired), and click "Save".
13. **START MENU:**
  - a. Turn off "Highlight newly installed programs". (*Right-click START > Properties > Customize*). Uncheck the box for " Highlight newly installed programs".
  - b. Verify the "All Programs" Menu is fully visible. If not, tune it up per my "Start menu Customizations XP" sheet
14. **TASKBAR:**
  - a. TASKBAR LOCKED: Verify the Taskbar is Locked.
  - b. NOTIFICATION AREA: Set up desired Icons to "Always Show".
15. **VERIFY BROWSER CACHE SIZE IS SET BELOW 100 (Firefox, IE6, IE7, IE8).**
  - a. FIREFOX: *Tools > Options > Advanced > Network tab > set Cache to 50 MB > click OK.*
  - b. IE7/8: *Tools > Internet Options > General Tab. Under Browsing History, click Settings > select 50 MB.*
16. **COMPACT ALL MAIL FOLDERS:** (*THUNDERBIRD: File > Compact Folders* ), (*WINDOWS LIVE MAIL: Right-click Personal Folders > Properties > Advanced > Compact Now*) ??????????Not verified??????
17. **MULTIMEDIA UTILITIES:** Make sure the latest versions of these programs are installed:
  - a.  JAVA                       FLASH for FIREFOX
  - b.  QUICKTIME               FLASH for IE
  - c.  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.
18. **BELARC ADVISOR:** Make sure it is the latest version, run a pass, and save the results to a Flash-drive.
19. **DEFRAG:** Check to see if another Defrag is needed. File Fragmentation: \_\_\_\_\_% Before, \_\_\_\_\_% After.
20. **RE-ENABLE ALL REAL-TIME PROTECTIONS.**
21. **ACTION CENTER:** Open Action Center and make sure there are no warning or error messages.
22. **MAKE SURE THE CD/DVD DRIVE IS EMPTY.**