

# Jim's Windows 7 (and Vista) 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*)     SpywareBlaster  
 MalwareBytes AntiMalware     HD TUNE     CRYSTAL DISK INFO
- b. Disable the real-time protection in any 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.
- d. WDO Windows Defender Offline: Burn the CD, then boot it & run a FULL-SCAN (32-bit or 64-bit)
- e. SAS STAND-ALONE SCAN (SuperAntiSpyware): Download the latest version, then run a full scan.
- f. MBAM SCAN: Do on-line updates, then run a full scan.
- g. MSE SCAN: Make sure MSE is up to date, then run a full-scan

## 2. HARD-DRIVE HEALTH: (Run HDTUNE)

- a.  Run HDTUNE & verify that  Health Status is OK. *If "Health" is questionable, install & run "Crystal Disk Info" to verify.*     Run the benchmark speed test: \_\_\_\_\_ MB/sec.
- b.  Run the long Error Scan (Not quick) & verify that blocks are all green. (*If not, run chkdsk /f /r*).

## 3. IMAGE BACKUP

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

## 4. 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

## 5. UTILITY PROGRAMS:

- a. Verify the latest version of these utilities are installed:  
 BELARC ADVISOR     CCLEANER     Codestuff STARTER  
 REVO UNINSTALLER     SECUNIA PSI     SPEEDFAN     TFC Temp File Cleaner

## 6. 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.

## 7. TEST THE INTERNET CONNECTION & SPEED.

Using a wired & wireless network, check the speed of the internet connection. \_\_\_\_\_ kbps download **WIRED**, \_\_\_\_\_ kbps **WIRELESS**.

## 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: Verify version \_\_\_\_\_. Run a scan to see if any programs are insecure or

End of Life. ISSUES FIXED: \_\_\_\_\_

10. **CLEAN "TEMP" FILES, COOKIES, ETC:**
  - a. TFC: Close all programs and run the "Temp File Cleaner" utility (*This will reboot the system*).
  - b. CCLEANER SCAN: Update CCleaner, then For each User, run "file clean". FILES cleaned: \_\_\_\_\_ MB
11. **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!**
12. **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:** Do a Defrag if needed ( >10% fragmented). File Frag: \_\_\_\_\_ % Before, \_\_\_\_\_ % After.
13. **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".
14. **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 tall enough. If not, tune it up per my "Start menu Customizations" sheet for Windows 7.
15. **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".
16. **INTERNET EXPLORER:** Do the first-use set up. Verify Cache size: (*Tools > Internet Options > General Tab. Under Browsing History, click Settings > select 50 MB*). Secure IE by setting up Delete on exit: (*Tools > Internet Options > General Tab > check the box for " Delete Browsing History on exit*).
17. **FIREFOX:** Verify cache: (*Tools > Options > Advanced > Network tab*). Make sure the box is unchecked for " Override automatic cache management".).B).
18. **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](http://www.jimopi.com) for instructions*)
19. **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.
20. **BELARC ADVISOR:** Make sure it is the latest version, run a pass, and save the results to a Flash-drive. Fix any issues.
21. **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 IE,     WOT for Firefox,    &     SANDBOXIE
  - 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.*
22. **ACTION CENTER (Vista = Security Center):** Open Action Center and make sure there are no warning or error messages.
23. **MAKE SURE THE CD/DVD DRIVE IS EMPTY and YOUR FLASH DRIVE IS REMOVED!**