

Windows 7 (and Vista) Tune-Up Checklist ©

Jim McKnight

www.jimopi.net

Windows7_Tuneup.lwp

revised 2-5-2012

Note: A copy of my "Windows 7 - Improve Display Readability" may be needed.

PC Make, Model: _____

OWNER Name, Date, & Phone: _____

Date's Worked: _____

COMMENTS/PROBLEMS: _____

WARNING: AT THIS POINT, ASSUME THE PC IS INFECTED WITH SOME KIND OF MALWARE AND USE PROPER PRECAUTIONS SO YOU DO NOT INFECT OTHER PC'S.

If, for any reason you cannot complete tasks 1 through 9, go to my "How to Remove Malware from XP" sheet, then return here. Make every effort to get a good image backup before removing malware, as removing malware can sometimes make the PC unbootable.

1. **BLOW OUT THE DUST:** 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 video card GPU's run too hot.
2. **BOOT TEST & BENCHMARK:**
 - a. Before powering up, make sure **ALL EXTERNAL DRIVES AND THE NETWORK CABLE ARE UNPLUGGED.**
 - b. Boot the system, ----> ----> ----> ----> and measure the bootup time = _____ minutes.
 - c. PROCESSES count: Open the Task Manager > Processes tab. Make sure the " Show processes from all users" box is checked. # of processes running after boot = _____
3. **SYSTEM ASSESSMENT:** Drive C size = _____ GB. Space used on Drive C = _____ GB. (*This is the amount to be backed up*). Free Space = _____ GB. (*Percent free must be greater than 15%*)
 - a. HD TUNE
 - Install HD TUNE.
 - Verify that the Drive Hardware Health is OK. (*If in doubt about the Health, install & run "Crystal Disk Info"*).
 - Run a benchmark for data speed (*Typically 35-90 MB/sec*): _____ MB/sec.
 - Run an Error Scan on drive C and look that all boxes are green. If Error Scan is OK, continue to next step. If not, run "chkdsk /f /r" to clean any errors prior to image backup. *See my XP TIPS sheet for details on running chkdsk. (Not on RAIDives).*
 - b. BELARC ADVISOR: Install, scan, and save the results to the My Documents folder or to a flash drive or floppy drive. **Use Caution, as the PC may be infected.**
 - c. SPEEDFAN: Install and run to assess the PC temperatures. Core = _____ °C
 - d. AUTOMATIC UPDATES:
First record the preferred user "Automatic Updates" setting, _____, then set Automatic Updates to "Never Check for updates" (*OFF*). We will turn this back on later. (*Control Panel > Windows Update > Change settings*).
 - e. POWER DOWN THE PC, then plug-in an external HDD or Network cable that will get you to a hard drive. (Note: USB 1.0/1.1 is VERY SLOW for backing up.)
4. **IMAGE BACKUP:**

- a. BOOT FROM AN ACRONIS RESCUE CD AND DO A FULL IMAGE BACKUP to a different hard-drive (All Partitions)
 - b. After the back-up, UNPLUG the Network cable and/or the External HDD before powering up the PC
- 5. CONTROL PANEL VIEW:** (*Start > Control Panel*) Write down the current preferred Control Panel view for later use: _____, Then change it to the "Large Icon view" for the rest of the Tuneup. (*For Vista; select "Classic view"*)
- 6. HARDWARE INSPECTION:**
- a. BATTERY: Check the "Backup" battery is 3.01 vdc or more. (*This may be hard to find on a Laptop*). ____vdc
 - b. MOBO: Visually inspect the Motherboard for swollen or leaky capacitors. (Desktops only).
 - c. FAN CHECK: Power up the PC and make sure all fans are rotating. *For laptops, you can get the fans running by running the Stress Utility called PRIME95.*
 - d. PC TEMPS AGAIN: Run SpeedFan again to make sure the system temperatures are OK. If not, clean it more. Record the SpeedFan core temp readings while an A/V scan or prime95 is running to work the CPU at maximum: _____
 - e. KEYBOARD FUNCTIONS: On laptops, make sure the "Fn" Function keys operate correctly.
- 7. TIME & DATE:** Verify the Time, AM/PM, Date, Year, and Time-Zone are all absolutely correct
- 8. "DESKTOP" LAYOUT:** Do a <Print Screen> & paste the image into a word processing document (so that if you screw-up the layout, you can use this to put icons back in place). Also save the filename and location of any custom Desktop wallpaper image, in case it disappears: _____
- 9. POWER PLAN:** (*Control Panel > System and security > Power options*).
- a. On the left, choose the "Power Button" action, the "Close Lid" action, the "When to turn off the display" action, and the "When the computer sleeps" action.
 - b. Click "Show additional Plans" if necessary, then set the "Power Plan" to "⊙ High Performance" (unless you run a lot on batteries), then customize settings as desired by clicking: "Change Advanced Power settings". Some settings are found by clicking: "Change plan settings". The default LCD Brightness can be set at this time if you are on a Laptop.
 - c. Write down the current Power Options setting for the display timeout and sleep/hibernate timeout: DISPLAY = _____ SLEEP/HIBERNATE = _____, then set them to "Never" so the system will never shutdown by itself during the Tuneup scans.
 - d. Write down the Screen Saver image, time, and resume settings: _____
- 10. SCREENSAVER:** Write down the Screen Saver image, time, & resume settings: _____
- 11. SYSTEM RESTORE:**
- a. VERIFY (*Control Panel > System > System Protection*) that Windows System Restore is running on Drive C. **WARNING: The PC should only be running ONE restore program, and only on Drive C.**
 - b. SET A RESTORE POINT (*Control Panel > System > System Protection*). Click "Create"
- 12. CLEAN TEMP FILES, COOKIES, ETC:**
- a. TFC UTILITY: Close all programs and run the Temp File Cleaner utility (*This will auto-reboot*). _____
 - b. CLEANER SCAN: Verify the latest version of CCleaner is installed. Set-up & configure CCleaner. Run "File Clean":, then for each User, run "file clean" again.
DO THIS TASK FOR EACH USER ACCOUNT . FILES cleaned: _____ MB..
- 13. RUN ANTI-MALWARE SCANS:** *If you know this PC is infected, I suggest you go to my "How to Remove Malware from XP" checklist, then return here. Also see my "Anti-Malware Tools & Tips" sheet. If you have just completed the "How to Remove Malware from XP" checklist, skip this step. (Yes, my XP malware removal checklist works for Vista and Windows 7.)*

Windows 7 (and Vista) Tune-Up Checklist [©]

- a. Disable the real-time protection in any installed anti-virus programs. (*Especially Norton, McAfee, or Trend*) including any third party firewall programs.
- b. Install or run all these programs from a CD/DVD or write-protected Flash drive.
 - 1) WINDOWS DEFENDER OFFLINE: If available, boot and run this program (*32-bit or 64-bit*).
 - 2) MICROSOFT SAFETY SCANNER: Download the latest version and run the Microsoft Safety Scanner (msert: 32-bit or 64-bit).
 - 3) S-SAS: On another PC, download the most up-to-date version of the "Standalone - SuperAntiSpyware" scanner to a flash drive: <http://superantispyware.com/onlinescan.html> and run it.
 - 4) MBAM: Install MalwareBytes Anti-Malware and run a full-scan (No online updates).
 - 5) KASPERSKY VIRUS REMOVAL TOOL: Download the latest version and run this tool.
- c. Make sure the Windows Firewall is turned on. (*Control Panel > Windows Firewall*). A third party firewall is OK, but not recommended at this point. (*Some A/V suites prevent the Windows Firewall from being turned on*)
- d. **Connect the PC to a "Standalone" network (*with no other PC's connected*).**
- e. Run an ESET ONLINE SCAN. : <http://www.eset.com/online-scanner>

14. USER COMPLAINTS: Try to reproduce and fix any specific problems the user is complaining about.

15. BIOS UPDATE: *WARNING:* *Only do this if it is needed to fix an issue. Be aware there always is a risk of permanently damaging the motherboard while doing a BIOS flash.*

16. REMOVE PROGRAMS. Remove all downlevel versions of Adobe Reader, FLASH FF, FLASH IE, & all JAVA's (including all old JAVA Firefox add-ons). With User's permission, remove any old or unnecessary programs using "Add/Remove" Programs or Revo Uninstaller. This includes any Anti-Malware suites other than MSE (with approval). Remove "Site Advisor" if installed. *It conflicts with newer anti-malware programs.*

17. UTILITY & MISC PROGRAMS INSTALLATION:

- a. If not already installed, add the following utility programs as desired: See: **WWW.NINITE.COM**

<input type="checkbox"/> -Firefox	<input type="checkbox"/> -Thunderbird	<input type="checkbox"/> -Flash FF	<input type="checkbox"/> -Flash IE
<input type="checkbox"/> -JAVA	<input type="checkbox"/> -Adobe Reader	<input type="checkbox"/> -MSE (<i>optional</i>)	<input type="checkbox"/> -MalwareBytes AntiMalware
<input type="checkbox"/> -SpyBot S & D	<input type="checkbox"/> -SuperAntiSpyware	<input type="checkbox"/> -CDBurnerXP (<i>optional</i>)	<input type="checkbox"/> -Revo Uninstaller
<input type="checkbox"/> -OPEN OFFICE (<i>optional</i>)		<input type="checkbox"/> -SKYPE (<i>optional</i>)	
- b. Manually install these, as desired:

<input type="checkbox"/> -BELARC ADVISOR	<input type="checkbox"/> -CCLEANER	<input type="checkbox"/> -CRYSTAL DISK INFO	<input type="checkbox"/> -HD TUNE
<input type="checkbox"/> -SANDBOXIE	<input type="checkbox"/> -SECUNIA PSI	<input type="checkbox"/> -SPEEDFAN	<input type="checkbox"/> -SPYWAREBLASTER
<input type="checkbox"/> "Codestuff" STARTER	<input type="checkbox"/> -TFC	<input type="checkbox"/> -USER PROFILE HIVE CLEANUP SERVICE.	

18. NEW DESKTOP FOLDERS

- a. Create these folders:
 - 1) "UTILITY PROGRAMS" FOLDER: On the Desktop, create a new folder called "UTILITY Programs". *Note: You can customize this Folder's Icon Image by (Right-clicking Icon > Properties > Customize Tab > Change Icon button. Select an Icon and click <OK>, <OK>). The new Icon Image should now be there.*
 - 2) "ANTI-MALWARE PROGRAMS" FOLDER: On the Desktop, create a new folder called "Anti-Malware" Programs. Customize the Icon as desired
- b. Drag the Icons for all the above programs into the new "UTILITY Programs" folder.

19. FOLDER OPTIONS SET-UP

- a. DEFAULT FOLDER VIEW: This sets the Default view for "All Folders". Open the "Documents" folder and change the view to your preferred default view for ALL folders. Then (*click Organize > Folder and search options > View Tab > and click the "Apply to All Folders" button [near the top]*).
- b. OTHER FOLDER VIEW OPTIONS: (*Control Panel > Folder Options > View Tab > Advanced*).
 - 1) Verify the following boxes are checked as shown:
 - Display simple folder view in Explorer's Folders List
 - Always show menus
 - Display the full path in the title Bar.
 - Hidden files and folders
 - Show Hidden files and Folders
 - Hide extensions for known file types. **Un-check this one!**
 - Hide protected operating system files
 - Remember each Folder's view settings.
 - Show encrypted or compressed NTFS Folders & files in color
 - 2) Click the <Apply> Button at the bottom.

- 20. TEST THE INTERNET CONNECTION & SPEED.** Using a wired or wireless connection, and your browser, verify the connection works & check the speed of the internet connection.
<http://www.speakeasy.net/speedtest/> . _____ kbps.

21. WINDOWS UPDATE:

- a. SERVICE PACK 1: Is SP1 installed? (*Right-click Computer > Properties > "Windows Edition" area*). If it is not installed, go to my "WINDOWS 7 SP1 INSTALL GUIDE". If it is already on, then continue.
- b. CHANGE SETTINGS: (*Control Panel > Windows Update > Change Settings*)
 - 1) AUTOMATIC UPDATES: Make sure Automatic Updates is still OFF.
 - 2) RECOMMENDED UPDATES: It is a good idea to activate "Include Recommended Updates".
 - 3) MICROSOFT UPDATE: Even if you do not have "Microsoft Office" installed, it is a good idea to activate "Microsoft Update". Once activated, "Microsoft Update" will keep all Microsoft products secure and up to date. To activate, check the box " Use Microsoft Update".
- c. MANUAL UPDATES: Run Windows Update. (*Start > All Programs > Windows Update > Check for Updates*).
 - 1) If "Important" updates are found, install them.
 - 2) Keep re-running Windows Update until no more "Important" updates are found.
 - 3) Select any desired "Software, Optional" updates for install.
 - 4) Install all desired "Hardware, Optional" driver updates. (*the latest Microsoft approved Drivers*).
USE CAUTION: These can be a LOWER Level than is already installed on the PC. If a lower level, "Hide" them.
 - 5) MSE: Microsoft Security Essentials should be part of these Updates. Be sure to turn OFF Automatic Updates after MSE finishes installing. (*The MSE installer turns it on*).

22. OPEN OFFICE / LIBRE OFFICE (optional):

- a. If Microsoft Office or another desired Office suite is not installed, install it. After the install, delete the installation work folder from the desktop. If already installed, make sure it is the latest version.
- b. Put an Icon for the "Open Office Tutorials" website on the Desktop:
<http://www.tutorialsforopenoffice.org/>
- c. Set the default "Save" format to ".DOC". Go to (*Tools > Options > Load/Save*), and select a save format of "Microsoft Word 97/2000/XP".

23. DEVICE MANAGER ISSUES: (*Control Panel > Device Manager*).

- a. Make sure there are no devices with Exclamation marks, Question marks, or Red X's.
- b. If you see any exceptions, delete or un-install the bad entries and reboot to see if XP can re-detect & re-install the devices OK.
- c. **Fix all issues before continuing!**

Windows 7 (and Vista) Tune-Up Checklist ©

24. HARD DRIVE CHECKS: (From an Administrator Account)

a. RUN ERROR CHECK

- ✓ Run (chkdsk /f /r) on all hard drives. See my *WINDOWS 7 TIPS* for details on running chkdsk.
- ✓ After running on drive C during boot, inspect the Log to see what it found. (Control Panel > Administrative Tools > Event Viewer > Windows Logs > Application > "Winit" entry for the time and date of the scan)

b. SPACEMONGER: Run Spacemonger 4.0.0 (Portable) to see if any large unusual file blocks show up. Delete as necessary.

c. DEFRAG: (Control Panel > System > Performance Information & tools > Advanced tools > Open Disk Defragmenter). Check to see if a defrag is needed (> 10% fragmented). File frag: ____%Before, ____%After. (Note: The Vista defragmenter sucks, so use the Defraggler Utility). WARNING: NEVER DEFRAG A SOLID STATE DRIVE (SSD).

d. SPINRITE SCAN: If time allows, be sure to run a "level 4" SpinRite Scan on all hard drives.

25. SYSTEM PROPERTIES:

a. COMPUTER REGISTERED OWNER & ORG: (Start > type in: winver > "Enter") Verify the Registered Owner and Registered Organization are correct. If wrong, search the registry (using Start > run > regedit) using the keyword RegisteredOwner or RegisteredOrganization, and correct the info. (HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows NT\CurrentVersion)

b. COMPUTER NAME + STUFF: (Control Panel > System). Verify the PC has a good Computer Name (i.e. Dell-D8300), a good Computer Description (i.e. Jim's Dell PC), and the desired Workgroup: (i.e. MSHOME). Note: The Workgroup Name on every PC in a home network must be exactly the same to communicate between PC's.

c. STARTUP & RECOVERY: (Control Panel > System > Advanced System settings > Advanced Tab). Under Startup and Recovery, click the "Settings" button). Under "System Failure", un-check "Automatically Restart".

d. VIRTUAL MEMORY: Verify the virtual memory settings are correct. (Control Panel > System > Advanced Tab > "Performance", <Settings> button > Advanced tab > Virtual Memory, "Change" button). Choose "Automatically manage.....". (If there is a second internal physical hard-drive in the system, put the paging file on that drive for improved PC speed. Click the Set button).

e. VISUAL EFFECTS: Disregard this step on newer or Windows 7 PC's. (Control Panel > System Icon > Advanced system settings > Advanced tab > Performance, click <Settings>). On the Visual Effects Tab; if you are on an older PC or Vista, you can improve PC speed by unchecking all boxes except these:

- ✓ "Enable Desktop Composition"
- ✓ "Smooth edges of screen fonts"
- ✓ "Use Drop Shadows"
- ✓ "Use visual styles on windows and buttons" (optional)
- ✓ Warning: Every time you make a change here, most of the Desktop Appearance Settings will reset back to default.

26. DISABLE AUTOPLAY/AUTORUN:

- a. To turn this off, go to (Control Panel > Autoplay) and un-check the box for: "Use Autoplay for all Media and devices", then click "Save". Then select for Audio CD's and DVD's, "Play with Windows Media Player" (or as desired), and click "Save".

27. MOUSE: *(Control Panel > Mouse)*

- a. **Buttons Tab:** Drag the "Double-click speed" lever to the SLOWEST setting,
- b. **Pointers Tab:** Scheme: Choose the "MAGNIFIED" system scheme. If desired, customize the Normal Pointer with any special Pointer using the Customize box. UN-CHECK the boxes for " Enable Pointer Shadow" and " Allow Themes to change the mouse".
- c. **Pointer Options Tab:** Set "pointer speed": medium to fast. Check the boxes: Automatically move pointer to the default button.. Show location of pointer when I press CTRL key.
- d. **Wheel Tab:** Choose a setting of 3 or 4 lines at a time. *(Personal preference)*
- e. **TAP:** If on a laptop: **TURN OFF TAP!!!** (also called "Tap-to-click"). *Very annoying feature.*

28. DISPLAY/DESKTOP optimizations: *(Control Panel > Personalization)*.

- a. See my "IMPROVE DISPLAY READABILITY" Windows 7 sheet for details and more items.
- b. **CLEARTYPE:** If you are using an LCD or Plasma Monitor, you should turn on ClearType. *(Control Panel > Appearance and Personalization > Personalization > Display > Adjust ClearType text)*. Check the box: " Turn on ClearType", click "Next", then follow the instructions for "ClearType Tuning".
- c. **SCREEN SAVER Tab:** *(Control Panel > Personalization > Screen Saver tab)*.
 - 1) Verify the Screen Saver settings are set the way the User wants.
 - 2) "Power" button: Leave the Power Options set to "Always On" for now. If Hibernation feature is desired, then while still in the "Power Options Properties" window, click the Hibernation Tab and check the box for " Enable Hibernation". Then click the Advanced Tab and choose if you want a password or not after waking up. Click OK, OK to exit.

29. DESKTOP:

- a. Check the Desktop Folder size *(C:\Users\<Username>\Desktop)*. It should be under 500MB (Not GB).
- b. If the Desktop Icons have moved as a result of changes to the Display Properties, restore them to their original positions using the Desktop image saved in an earlier step.
- c. Delete any unneeded Icons from the Desktop or create a folder on the Desktop, call it "Old Icons" and drag the Icons into that folder. That way you don't lose them. *WARNING: Removing any ICONS from the Desktop or dragging them into folders can affect other User's Desktops.*
- d. Copy any favorite Start Menu ICONS from the Start Menu to the Desktop using "Right-click&drag".

30. START MENU:

- a. Find the "Windows Update" start Icon under *(Start > All Programs)*. Hold down the Shift key while you right-click on the Icon. Click on "Pin to Start Menu".
- b. If desired, do the same with the "Command Prompt" Icon *(Start > All programs > Accessories)*, and any others.
- c. Turn off "Highlight newly installed programs". *(Right-click Start > Properties > "Start Menu" tab Customize > Advanced tab)*. Uncheck the box for " Highlight newly installed programs".
- d. Add the RUN command. Scroll on down the list and check the box called " Run command".
- e. Remove any unwanted ICONS from the Start Menu and the Desktop.
- f. Verify the "All Programs" Menu is fully visible. If not, tune it up per my "Windows 7 Install" sheet.

31. TASKBAR:

- a. Verify the Taskbar is locked. If not, right-click the Taskbar, then click "✓Lock the Taskbar"
- b. Notification Area: Set up desired Icons to "Always Show".

Windows 7 (and Vista) Tune-Up Checklist

- 32. INTERNET EXPLORER 9** Make sure IE 9 is installed, then secure and customize IE9.
- SECURE IE: (*Tools > Internet Options > General Tab*).
 - Under Browsing history, Click the "Delete" button and make sure all desired items are checked.
 - Now click the "Delete" button to exit the "Delete browsing History" Window.
 - Wait a little, then click the box "Delete browsing history on exit". This should leave a check in the box. Click OK to exit.
 - WOT: Verify the IE add-on called **WOT** is installed. (*If not, go to WWW.MYWOT.COM*).
 - CACHE SIZE: (*Tools > Internet Options > General Tab*). Under Browsing History, click Settings & select 50MB.
 - Any problems with IE, re-initialize it by going to (Tools > Internet Options > Advanced tab > click "Restore advanced settings" > then click "Reset"), then start over.*
 - DEFAULT SEARCH ENGINE: (*Tools > Internet Options > General Tab*). Under Search, click Settings and select Google as default.
 - TOOLBARS: Unlock the toolbars, customize and clean up visually, then re-lock the toolbars
- 33. FIREFOX** Install if desired and verify customizations:
- Be sure to do a restart after installing, so antimalware programs will recognize that it is installed.
 - WOT: Verify the Firefox add-on called **WOT** is installed. (*If not, go to WWW.MYWOT.COM*).
 - Configure all Firefox options (*Tools > Options*) per my FIREFOX TIPS Sheet.
 - Verify CACHE Settings: (*Tools > Options > Advanced > Network tab*). Make sure the box is UN-CHECKED for " Override automatic cache management".
- 34. THUNDERBIRD E-MAIL:** If desired by the owner, install Thunderbird and configure the user's e-mail per my THUNDERBIRD SETUP sheet.
- 35. 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*)
- 36. ADOBE READER** (or Adobe Acrobat)
- Verify either Reader or Acrobat is installed & that the latest on-line updates are on. (*If downloading the free Adobe Reader, be sure to un-check " Add Google Toolbar" every time it asks*)
 - If desired, configure Reader or Acrobat to display PDF's separate from the browser, click (*click Edit > Preferences > Internet*) and UN-CHECK the box: " Display PDF in Browser".
- 37. MULTIMEDIA UTILITIES:** From an Administrator Account, verify the latest versions are installed:
- Verify DirectX is version 11 or higher. (*Start, run: DXDIAG*).
 - If desired, install: QUICKTIME WINAMP LogMeIn Free iTUNES, etc.
- 38. SECURITY & ANTI-MALWARE PROTECTION (*Install & initialize*):**
- STANDARD USER:** Make sure the main User Account is a "Standard User" & not an "Admin" User
 - ANTI-MALWARE PROGRAMS:**
Verify the following programs are all installed. If not, download, install, and configure them.

<input type="checkbox"/> MICROSOFT SECURITY ESSENTIALS or preferred AV	<input type="checkbox"/> SPYBOT S&D
<input type="checkbox"/> MALWAREBYTES ANTI-MALWARE	<input type="checkbox"/> SUPERANTISPYWARE
 - BROWSER SECURITY**
 WOT for all BROWSERS and all users SPYWAREBLASTER SANDBOXIE for all users.
 - MISC**

- 1) If desired, additional Anti-Malware Suites can be installed. *Be aware that multiple programs all running "Full-time protection" can conflict with each other as well as slow down the PC.*
- 2) UPDATES: Check & re-check all these programs for online updates until no more show up.
- 3) SCHEDULED SCANS: Set up a weekly scheduled scan of MSE or your preferred browser. (See the writeup for MSE in my "VIRUS-MALWARE TOOLS & TIPS" sheet.)
- 4) START ICONS: Make sure the Start Icon for each of the above programs is set up to "Run as Administrator". (Click Properties > Shortcut tab > "Advanced" button). Check the box for " Run as Administrator", <OK>, <OK> to exit.

e. **ACTION CENTER** (Vista calls it the Security Center): Go to the Windows 7 ACTION CENTER and make sure all is OK. (Control Panel > System and Security > Action Center). Nothing should be **RED**. Drag Icons for all the above programs into the new "Anti-Malware Programs" folder created on the Desktop in an earlier step.

f. **PASSWORD EXPIRATION**: For Windows 7 Pro/Enterprise/Ultimate: Log-in passwords expire every 42 days by default. If you want to disable Password timeout, see my WINDOWS 7 TIPS sheet.

39. EVENT VIEWER: Review the Event Viewer Logs and resolve any errors found. (Right-click My Computer > Manage > Event Viewer > Windows Logs). Check both the "System" logs and the "Application" logs. **Fix all issues before continuing.**

40. CLEAN TEMP FILES, COOKIES. ETC (Again):

- a. TFC: Close all programs and run the Temp File Cleaner utility (This will auto-reboot).
- b. CCLEANER SCAN: Verify the latest version of CCleaner is installed. Set-up & configure CCleaner. Run "File Clean":, then for each User, run "file clean" again. FILES cleaned: ____MB. **DO THIS TASK FOR EACH USER ACCOUNT.**
- c. WINDOWS.OLD: If permitted by the owner, delete the C:\windows.old folder.

41. SCANS:

- a. **HD-TUNE SCAN ON ANY ADDITIONAL HARD-DRIVES**: Additional Drives: Scan any additional hard-drives and make sure all look OK.
- b. **SECUNIA PSI SCAN**: Run a full scan http://secunia.com/software_inspector/ . **Fix all "Insecure" & "End of Life" issues before continuing!**

Issues found: _____

- c. **ANTI-MALWARE Updates & Scans. First, un-plug all Flash-drives and external Hard-drives, then run any updates or scans not previously completed.**
 - 1) MBAM: MalwareBytes AntiMalware. Do the online updates. Run another full scan on all drives.
 - 2) SAS: SuperAntiSpyware: Update and set it to NOT start when Windows Starts.
 - 3) MSE or preferred Anti-virus: Verify automatic updates and real-time protection are on. Verify a Scheduled scan is set up. Run a full-scan.
 - 4) SPYBOT S&D: Update and run a full scan. Make sure IE helper and Teatimer are off.
 - 5) SPYWAREBLASTER: Do the online updates then activate all protections.
 - 6) MSRT - Verify it is the latest version of the Malicious Software Removal Tool from Microsoft. (Start > Run > MRT), then run a full-scan. (The Month of the version is in the MSRT window title bar)
 - 7) ESET On-Line scan. If not completed in a previous step, do a scan now.

Resolve all issues before continuing!

Windows 7 (and Vista) Tune-Up Checklist ©

42. TESTING:

- a. Do the following check for every Application Program, including the installed Office Suite:
 - 1) Make sure that each Program opens OK.
- b. SOUNDS:
 - 1) Check that the system "Sounds" are working OK. (*Control Panel > Sounds & Audio Devices > Sounds*)
 - 2) Test the Front Panel Headphone Jack that you hear sound and that is cuts off the speaker sound.
- c. WINDOWS MEDIA PLAYER 12:
 - 1) If necessary, open & "First time" configure it. Select "Custom Settings". During the set up wizard, be sure to UN-CHECK the box = " Download Usage rights automatically...." and check "Make Windows Media Player the default Music and Video Player". If it was already configured, (*click Tools > Options > "Privacy" tab*), and make sure box for " Download usage rights automatically..." is UN-CHECKED.
 - 2) MENUS: Right-click in the menu area and select View. If "Show Menu bar" is not already checked, check it.
 - 3) FILETYPES: To change any multimedia filetype associations, go to (*Control Panel > Programs > Default Programs*).
- d. MUSIC CD: Load & play a Music CD. Default music player is: _____
- e. DVD MOVIE: Load & play a DVD Movie FULL SCREEN Default Video player is: _____
- f. .JPG WINDOWS PHOTO VIEWER TEST: Open a .jpg file. The default Viewer is: _____
- g. WINDOWS MEDIA PLAYER TESTS: Play the following file types: .
 AU AVI MID MP3 MPG WAV WMA WMV
(*If problems occur trying to playing these, install the "K-Lite codec pack Full" or VLC Player*).
- h. .DOC & .DOCX TEST: Set the default application to open these files. Default Office Program is: _____
- i. POWERPOINT TEST: Play .pps, .ppsx, .ppt, & .pptx files. Default PowerPoint viewer is: _____
(*The PC must have one of these installed: Office PowerPoint, ppviewer, OpenOffice or LibreOffice*).
Make sure the desired default program opens properly.
- j. QUICKTIME TESTS: Play a video file: .MOV (Use either a "regular" .mov file or an "h.264" .mov file). The default .MOV file player is (usually WMP12 or QUICKTIME): _____
- k. FIREFOX TESTS: (FF 32-bit)
 - 1) FLASH TEST: Play a youtube video FULL SCREEN www.youtube.com/trailers
 - 2) JAVA TEST: Go to: www.java.com/en/download/installed.jsp.
 - 3) QUICKTIME PLUG-IN TEST: Play a Quicktime video www.apple.com/trailers
 - 4) WMP PLUGIN TEST: Play a video from: www.windowsmedia.com
- l. INTERNET EXPLORER TESTS: (**Test both IE 32-bit and IE 64-bit. Note: Flash 64-bit no-go**)
 - 1) FLASH TEST: Play a youtube video FULL SCREEN www.youtube.com/trailers
 - 2) JAVA TEST: Go to: www.java.com/en/download/installed.jsp
 - 3) QUICKTIME PLUG-IN TEST: Play a Quicktime video. www.apple.com/trailers
 - 4) SILVERLIGHT TEST: Play a video from: www.silverlight.net/learn/videos/all/
 - 5) WMP PLUGIN TEST: Play a video from: www.windowsmedia.com
- m. REALPLAYER/REAL ALTERNATIVE: Play a REAL video file: Try .ram file or .ra file
(guide.real.com)
- n. CD/DVD BURNING: Try burning a data CD & DVD. The Default CD/DVD burning program is: _____
- o. WIRELESS: If wireless is installed, make sure it will connect to a network and access the internet.
- p. WEBCAM: If the PC has a built-in webcam, open the program for it and test it.

- 43. BENCHMARKS:** Bootup time = _____ min. Number of processes now running: _____ .
- 44. HIBERNATE HIBERNATE & SLEEP (Standby):** (Note: These functions may not work on laptops if any USB devices are plugged in and active; especially an external Keyboard and Mouse. Verify that "Hibernate" and "Sleep" function OK. *If the Hibernate option is not visible in the Start menu, open a Command Prompt window (must be run in Administrator mode), type: powercfg -h on <enter>. NOTE: You may have to turn off "Hybrid Sleep" in the Advanced Power settings for Hibernate.*
- 45. BELARC ADVISOR:** Run another pass of Belarc & save the results to a flash-drive. Fix any issues.
- 46. SYSTEM PROTECTION (SYSTEM RESTORE):** (*Control Panel > System > System Protection*).
- CLEAR THE SYSTEM RESTORE HISTORY:** Highlight Drive C, then click "Configure", then "Delete". (*For Vista, uncheck all boxes, click Apply, recheck box for drive C, click Apply.*
 - MONITOR DRIVE C ONLY:** Make sure System Restore is only monitoring Drive C.
 - SET A RESTORE POINT:** This a good time to create a Windows Restore Point. Click "Create".
- 47. PC USERS GUIDE:** Make sure there is a PDF version of the PC User Guide/Manual on the PC. Put it in "My Documents" and then put a shortcut to it on the Desktop.
- 48. DEFRAG:** Check to see Defrag again. File Fragmentation: _____% Before, _____% After.
- 49. IMAGE BACKUP:** At this point it is a good idea to do a full image back-up of the system to an external Hard-drive, as well as User-Data backup to CD or DVD to save off-site (safe deposit box).
- 50. POWER PLAN:**
- Restore it to its original settings (*Control Panel > Power options*). Under "⊙ High Performance", set the Power Options setting for the display timeout & sleep timeout back to that recorded earlier.
 - BUTTON FUNCTION:** Verify the "Power Button" action, the "Close Lid" action, "When to turn off the display" action, "When the computer sleeps" action, "Adjust the display brightness" and etc.
- 51. SCREENSAVER:** Restore to its original settings as recorded in an earlier step.
- 52. AUTOMATIC UPDATES:** Restore the original Windows Update "Automatic Updates" setting as recorded in an earlier step. (*Control Panel > Windows Update > Change settings*). *I recommend "Automatic" for most users.*
- 53. USER ACCOUNT CONTROL:** Make sure UAC is turned on and set to "Always Notify". (*Control Panel > Action Center*), (*for Vista: Control Panel > Security Center > Other Security settings*)
- 54. ACTION CENTER:** (*Vista calls it the Security Center*). Re-enable any real-time Anti-Malware protection, then go to the Action Center and make sure it is running and nothing on the window is RED. (*Control Panel > Action Center*).
- 55. CONTROL PANEL:** Make sure the Control Panel view is set back as recorded earlier.
- 56. *Make sure the CD/DVD Drive is empty before powering down PC!***