

# Jim's XP Quick Checkup



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XP\_QuickCheckup.lwp

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

## 1. ANTI-MALWARE & SECURITY PROGRAMS:

- a. Verify the following programs are all installed. If not, download and install them.  
 MSE (*Microsoft Security Essentials*): I recommend removing Defender and old antimalware suites first.  
 SuperAntispyware "Online" standalone scanner  HD TUNE
- b. Disable the real-time protection in any installed anti-virus programs. (Especially Norton, McAfee, CA, Trend, MSE.)
- c. MSE SCAN: Make sure MSE is up to date, then run a full-scan.
- d. SAS SCAN: If possible, do on-line updates, then run a full scan.
- e. HD-TUNE SCAN:
  - 1) Run the long Error Scan (Not quick) and verify that blocks are all green. (*If not, run chkdsk /f /r to fix.*)
  - 2) Verify that Health Status is OK. *Note: If "Health" is questionable, install & run "Crystal Disk Info" to verify.*

2. **IMAGE BACKUP:** Verify there is adequate free space on the external hard-drive, then do an image backup.

## 3. 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, firewalls, or desktop search programs.

## 4. UTILITY PROGRAMS:

- a. Verify these utilities are installed (also verify they are the latest version):  
 BELARC ADVISOR  CCLEANER  Codestuff STARTER  CRYSTAL DISK INFO  
 REVO UNINSTALLER  SECUNIA PSI  TWEAKUI  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. **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.

## 7. WINDOWS UPDATE (MICROSOFT UPDATE):

- a. Verify the "Windows Update Home" screen says "Microsoft Update Home". If not, activate Microsoft Update.
- b. Run Microsoft Update manually. Select [Custom]. If "High priority" updates are found, install them. If IE8 is not yet installed, UN-CHECK it and hide IE8. If IE7 is not yet installed, install all "High priority" updates until IE7 if offered, then install IE7 as a "High priority" update. *NOTE: IE6 is obsolete and vulnerable!*
- c. Keep re-running Microsoft Update, always selecting [Custom] until no more "High priority" updates are found.
- d. Install any desired "Software, Optional" updates including WMP 11. (*Do NOT install "Windows Search 4.0" or "Windows Live Essentials"*).
- e. Install all "Hardware, Optional" 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, do not install them.
- f. If the "Microsoft Update" start Icon is available, "Unpin" the "Windows Update" Icon from the Start Menu (if it is there), then "Pin" the "Microsoft Update" Icon to the Start Menu.

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

ISSUES FIXED: \_\_\_\_\_

## 9. DELETE TEMP FILES:

- a. DELETE "TEMP" FILES: For each User Account, do a (*Start > Run > %temp%*). Delete all files that you can. Note: "In use" files cannot be deleted and may be skipped.
- b. CCLEANER SCAN: For each User Account, run "File clean". FILES cleaned: \_\_\_\_\_ MB.

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:**
  - a. **ADEQUATE FREE SPACE:** Verify there is a minimum of 15% free-space on drive C. Free space: \_\_\_\_\_ GB
  - b. **DEFRAG:** Check to see if a defrag is needed (>10% fragmented). File Frag: \_\_\_\_\_% Before, \_\_\_\_\_% After
12. **DISABLE AUTOPLAY:**
  - a. Using the TweakUI Utility, disable Autoplay for removable drives. (*+My Computer > +Autoplay > Types*).
13. **START MENU:**
  - a. On the "All Programs" Menu, right-click and do a "Sort By Name".
  - b. Verify the "All Programs" Menu is fully visible. If not, see my "Start menu Customizations XP" sheet for tips.
  - c. Turn off "Highlight newly installed programs". (*Right-click START > Properties > Customize > Advanced tab*). Uncheck the box for " Highlight newly installed programs".
14. **TASKBAR & SYSTEM TRAY:**
  - a. **QUICK LAUNCH TOOLBAR:** Verify the Quick Launch bar is visible, then add or remove any desired Icons.
  - b. **TASKBAR LOCKED:** Verify the Taskbar is Locked.
  - c. **SYSTEM TRAY:** Set up desired Icons to "Always Show" in the system tray or un-check Hide Inactive Icons.
15. **INTERNET EXPLORER:** Verify that IE is at IE7 (XP: not IE8) and do the first use set up. (IE6 is bad).
16. **VERIFY BROWSER CACHE SIZE VALUE:**
  - a. **FIREFOX:** *Tools > Options > Advanced > Network tab > set Cache to 50 MB > click OK.*
  - b. **IE7 / IE8:** *Tools > Internet Options > General Tab. Under Browsing History, click Settings > select 50 MB.*
17. **COMPACT ALL MAIL FOLDERS:** (*THUNDERBIRD: File > Compact Folders*), (*OUTLOOK: Right-click Personal Folders > Properties > Advanced > Compact Now*), (*OUTLOOK EXPRESS: File > Folder > Compact All Folders*)
18. **MULTIMEDIA UTILITIES:** Make sure the latest versions of these programs are installed & operational:
  - a.  JAVA       FLASH for FIREFOX       FLASH for IE       QUICKTIME
  - b.  WINDOWS MEDIA PLAYER 11.
    - 1) **MENUS:** Right-click in the menu area and select "View". If Classic menus 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.
    - 3) **FILETYPES:** Unless iTunes or some other preferred Media player is installed, click the following to make WMP is the default Media Player for all: (*Tools > Options > "File Types" tab > "Select all" button > click OK*)
  - c. If any of the following programs are on the system, make sure they are the latest versions:
    - WINAMP,     iTUNES,    &     REALPLAYER ALTERNATIVE.
19. **BELARC ADVISOR:** Run a pass, and save the results to a Flash-drive.
20. **SECURITY:**
  - a. Re-enable REAL-TIME PROTECTION on any installed antimalware programs.
  - b. Verify these are installed & up-to-date:  WOT for IE,  WOT for FIREFOX, and  SPYWARE BLASTER
  - 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. **SECURITY CENTER:** Go to Windows Security Center and make sure it is running and everything is GREEN.
21. **MAKE SURE THE CD/DVD DRIVE IS EMPTY & FLASH DRIVE IS REMOVED.**