Jim's Quick XP Checkup (cc)

PC: _____ **Owner:** _____ **Date:** _____

1. **ANTI-MALWARE & SECURITY PROGRAMS:**
   a. Verify the following programs are all installed. If not, download and install them.
      ☐ AVIRA or preferred A/V suite. .
      ☐ MalwareBytes AntiMalware   ☐ SuperAntiSpyware

   b. Disable the real-time protection in any installed anti-virus programs. (Norton, McAfee, CA, Trend, or MSE)

   c. SAS STAND-ALONE SCAN (SuperAntiSpyware): Download the latest version, then run a full scan.

   d. MBAM: (MalwareBytes AntiMalware) Do on-line updates, then run a FULL-SCAN.

   e. MBAR SCAN: *(MalwareBytes Anti Rootkit)* Do on-line updates, then run a scan.

   f. SPYBOT S&D *(version 1.6.2 only)*: Do on-line updates, Immunize, then run a scan.

   g. ESET ON-LINE SCANNER: Go to http://www.eset.com/us/online-scanner and run the scanner.

2. **HARD-DRIVE HEALTH:** Install if necesary: ☐ HDTUNE   ☐ CRYSTAL DISK INFO
   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:** First, verify there is adequate free space on the External hard-drive, then do an Image backup, preferably with Acronis True Image.

4. **REMOVE OLD PROGRAMS.**
   a. From Add/Remove programs, remove Shockwave, & all old versions of Adobe Reader, JAVA.

   b. With User's permission, remove any unused programs, toolbars, or desktop search programs.

5. **UTILITY PROGRAMS:**
   a. Verify these utilities are installed and are the latest version:
      ☐ BELARC ADVISOR   ☐ CCLEANER   ☐ Codestuff STARTER   ☐ REVO UNINSTALLER
      ☐ SANDBOXIE   ☐ SECUNIA PSI ☐ TWEAKUI   ☐ 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 <u>VERY</u> 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 (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]. Install all "High priority". If IE8 is not yet installed, be sure to install it.   *NOTE: IE6 is obsolete and vulnerable!*

   c. Keep <u>re-running</u> Microsoft Update, always selecting [Custom] until no more "High priority" updates.

   d. Install any <u>desired</u> "Software, Optional" updates including WMP 11. *(Do <u>NOT</u> 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.

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, run the "Temp File Cleaner" utility, and let it reboot the PC. _____MB

   b. **CCLEANER SCAN**: For each User Account, 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:
   a. **ADEQUATE FREE SPACE:** Verify 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:
   a. Using the TweakUI Utility, disable Autoplay for removable drives.
      (In TweakUI: +My Computer > +Autoplay > Types).

14. 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

   c. Turn off "Highlight newly installed programs". *(Right-click START > Properties > Customize > Advanced tab).* Uncheck the box for "❑ Highlight newly installed programs".

15. TASKBAR & SYSTEM TRAY:
   a. QUICK LAUNCH TOOLBAR: Verify Quick Launch bar is visible, then add or remove desired Icons.

   b. TASKBAR LOCKED: Verify the Taskbar is Locked.

   c. SYSTEM TRAY: Un-check "Hide Inactive Icons".

16. INTERNET EXPLORER: Verify it is at IE8 and do the first use set up. Verify Cache size: *(Tools > Internet Options > General Tab. Under Browsing History, click Settings > select 50 MB)*. Secure IE8 by setting up Delete on exit: *(Tools > Internet Options > General Tab > check the box for "☑ Delete Browsing History on exit)..*

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

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

   b. ☐ WINDOWS MEDIA PLAYER 11 (Verify that it is ver 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 the box for   "☐ Download usage rights automatically..." is UN-CHECKED.
      3) FILETYPES: Unless iTunes or other Media player is preferred, click the following to make WMP11 the default Media Player for all: *(Tools > Options > "File Types" tab > "Select all" button > click OK)*

19. BELARC ADVISOR: Run a pass, and save the results to a Flash-drive. Fix any issues,.

20. SECURITY:
   a. Re-enable REAL-TIME PROTECTION on any installed anti-malware programs.

   b. Verify these are installed & up-to-date: ☐ **WOT** for IE, ☐ **WOT** for FIREFOX,

   c. Install and test ☐ **SANDBOXIE**. Verify that it is set to delete all sandbox contents on exit.

   d. Make sure the Windows Firewall is turned on. *(Control Panel > Windows Firewall)*. A third party firewall is OK, but not recommended.

   e. SECURITY CENTER: Go to the Security Center and make sure it is running and all is GREEN.

21. POWER OPTIONS: Make sure they are set as desired to save energy.

22. MAKE SURE THE CD/DVD DRIVE IS EMPTY and YOUR FLASH DRIVE IS REMOVED.