

Jim's XP Quick Checkup



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XP_QuickCheckup.lwp

revised 3-6-2010

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 Defender & 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 the latest version of these utilities are installed:
 - BELARC ADVISOR
 - CCLEANER
 - Codestuff STARTER
 - HD TUNE
 - 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. DELETE TEMP FILES:

- a. DELETE "TEMP" FILES: Do a (*Start > Run > %temp%*), for each User. Delete all files that are found.
- b. CCLEANER SCAN: 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 (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 it. If IE7 is not yet installed, install all "High priority" updates until IE7 is 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.
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:**
 - 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 `chkdsk /f /r` to fix)*
 - c. **DEFRAG:** Check to see if a defrag is needed (>10% fragmented). File Frag: _____% Before, _____% After
 12. **DISABLE AUTOPLAY:** Disable Autoplay for removable drives. (+My Computer > +Autoplay > Types).
 13. **START MENU:**
 - a. Turn off "Highlight newly installed programs". *(Right-click START > Properties > Customize > Advanced tab)*. 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 & 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.
 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. IE6: *Tools > Internet Options > General Tab. Under Temporary Internet Files, click Settings & select 50 MB.*
 - c. IE7/8: *Tools > Internet Options > General Tab. Under Browsing History, click Settings > select 50 MB.*
 16. **COMPACT ALL MAIL FOLDERS:** *(THUNDERBIRD: File > Compact Folders), (OUTLOOK: Right-click Personal Folders > Properties > Advanced > Compact Now), (OUTLOOK EXPRESS: File > Folder > Compact All Folders)*
 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 11.
 - 1) MENU: 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)*
 - d. If any of the following programs are on the system, make sure they are the latest versions:
 WINAMP, iTUNES, & REALPLAYER ALTERNATIVE.
 18. **BELARC ADVISOR:** Make sure BA is up to date, 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. **SECURITY CENTER:** In Windows Security Center and make sure it is running and everything is GREEN.
 22. **MAKE SURE THE CD/DVD DRIVE IS EMPTY.**