

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 all old AntiMalware suites first.*
 - MalwareBytes AntiMalware SUPERAntispyware HDTUNE TFC Temp File Cleaner
- b. Disable the real-time protection in any installed anti-virus programs. (Norton, McAfee, CA, Trend, or MSE)
- c. WDO Windows Defender Offline: Burn the CD, then boot it and run a FULL-SCAN.
- d. SAS STAND-ALONE SCAN (SuperAntiSpyware): Download the latest version, then run a full scan.
- e. MBAM: (MalwareBytes AntiMalware) Do on-line updates, then run a FULL-SCAN.
- f. ESET ON-LINE SCANNER: Go to <http://www.eset.com/us/online-scanner> and run the scanner.

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: 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 CRYSTAL DISK INFO
 - REVO UNINSTALLER SECUNIA PSI TWEAKUI SPEEDFAN

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 (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 re-running Microsoft Update, always selecting [Custom] until no more "High priority" updates.
- 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.

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. FIREFOX: Verify cache: (Tools > Options > Advanced > Network tab). Make sure the box is unchecked for " Override automatic cache management".).

18. 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)

19. 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)
- c. If any of the following programs are on the system, make sure they are the latest versions:
 VLC PLAYER WINAMP iTUNES and/or QUICKTIME.

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

21. 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.

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