Jim's Windows 7 (and Vista) Quick Checkup ©

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

1. **ANTI-MALWARE SCANS & SECURITY PROGRAMS:**
   a. Verify the following programs are all installed. If not, download and install them.
      ☐ SAS *(Super Anti Spyware)*   ☐ MBAM - MalwareBytes AntiMalware   ☐ SANDBOXIE

   b. Disable the REAL-TIME PROTECTION in any Anti-virus Programs.

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

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

   e. MBAM SCAN: *(MalwareBytes AntiMalware)* Do on-line updates, then run a full scan*.*

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

   g. SPYBOT S&D: Do on-line updates, Immunize, then run a scan.

   h. MSE SCAN: *(or desired AV suite)* Make sure it is up to date, then run a full-scan

2. **HARD-DRIVE HEALTH:** Install if necessary: ☐ HD TUNE   ☐ 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**
   a. Verify there is adequate free space on the external hard-drive, then do an Image backup.

4. **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, or desktop search programs

5. **UTILITY PROGRAMS:**
   a. Verify the latest version of these utilities are installed:
      ☐ BELARC ADVISOR   ☐ CCLEANER   ☐ Codestuff STARTER
      ☐ REVO UNINSTALLER ☐ SECUNIA PSI ☐ 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:**
   a. SETTINGS: Verify the "Windows Update" screen settings are correct. *(Click Control Panel > System and Security > System > Windows Updates > Change Settings).* Verify all boxes are checked, especially Microsoft Update.

   b. Run CHECK FOR UPDATES: Install all Important, Recommended, and Optional Updates.

   c. Optional Hardware Driver updates, 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.

   d. Keep <u>re-running</u> "Check for Updates" until no more updates are found.

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 and run the "Temp File Cleaner" utility *(This will reboot the sytem)*.

    b. CCLEANER SCAN: Update CCleaner, then <u>For each User</u>, 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:** (From an Administrator Account)
    a. **ADEQUATE FREE SPACE:** Verify there is a minimum of 15% free-space on drive C).____GB Free

    b. **DEFRAG:** Make sure the auto-defrag schedule is set up properly.

13. **DISABLE AUTOPLAY:** Turn off AutoPlay for all devices. *(Control Panel > Hardware and sound > AutoPlay).* Un-check the box: "☐ Use AutoPlay for all media & devices". Then select for Audio CD's and DVD's, "Play with Windows Media Player" (or as desired), and click "Save".

14. **START MENU:**
    a. Turn off "Highlight newly installed programs". *(Right-click START > Properties > Customize).* Uncheck the box for "☐ Highlight newly installed programs".

    b. Verify the "All Programs" Menu is tall enough. If not, tune it up per my "Start menu Customizations" sheet for Windows 7.

15. **TASKBAR:**
    a. TASKBAR LOCKED: Verify the Taskbar is Locked. *(Right-click the Task bar)*

    b. NOTIFICATION AREA: *(Right-click Start > Properties > Taskbar tab > Notification Area > Customize).* Check the box for "☑ Always Show all icons and notifications on the taskbar".

16. **INTERNET EXPLORER:** Do the first-use set up. Verify Cache size: *(Tools > Internet Options > General Tab. Under Browsing History, click Settings > select 50 MB)*. Secure IE 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 WINDOWS 7" sheet at www.jimopi.com for instructions)*

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

    b. ☐ WINDOWS MEDIA PLAYER 12*.*
       1) MENUS: Right-click in the menu area and select "View". If "Show Menu bar" 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.

19. **BELARC ADVISOR:** Make sure it is the latest version, run a pass, and save the results to a Flash-drive. Fix any issues.

20. **SECURITY:**
    a. Re-enable REAL-TIME PROTECTION*. (Note: Only one program should be running real-time protection).*

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

    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.*

21. **ACTION CENTER (Vista = Security Center):** Open Action Center and make sure there are no warnings or error messages.

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