

# Ted E's Computer Services Recommended Maintenance Routine

## Once Per Week (CCleaner, SpywareBlaster, Malwarebytes' Anti-Malware)

### CCleaner:

1. Double Click on the CCleaner icon  on the desktop.
2. When the main program window opens, click the button labeled "Analyze". When the analysis scan completes, the message "Analysis Complete" will appear in the main window along with a report of files to be deleted and amount of data that will be freed.
3. Click the button labeled "Run Cleaner". A sub window will appear stating, "This process will permanently delete files from your system. Are you sure you wish to proceed?". Click OK to allow the cleaning to begin.
4. When the cleaning process completes, the message "Cleaning Complete" will appear in the main window along with a report of files that have been deleted and the amount of data that was freed. CCleaner is finished and you can now close this program.

### SpywareBlaster:

1. Establish an internet connection.
2. Double Click on the SpywareBlaster icon  on the desktop.
3. When the SpywareBlaster Protection Status window appears, Click "Download Latest Protection Updates" at the very bottom of the page.
4. The SpywareBlaster Updates window will appear. Click the button labeled "Check For Updates". If no new updates are available the message "No Updates Available" will appear. You can now close SpywareBlaster at this time. Otherwise, after any new updates finish downloading the message "Update Successful" will appear. Click "Enable Protection for All Unprotected Items" below.
5. You will be returned to the SpywareBlaster Protection Status window, and the shield icon will turn green with a checkmark in it when all available protections have been enabled. You can now close SpywareBlaster.

## Malwarebytes' Anti-Malware:

1. Establish an internet connection.
  2. Double Click on the Malwarebytes' Anti-Malware icon  on the desktop. The Malwarebytes' Anti-Malware Dashboard screen will appear. Under the "Scan Status" section on the right side of window, click the check for updates icon which looks like this . The message "Checking" will appear next to "Updates:" below. If updates are available they will download and be applied, and once completed the status message will change to, "Current". You will also see a green check to the left of "Updates:" that looks like this .
  3. If a new version of the program is available, a message will pop up stating, "A new version of Malwarebytes Anti-Malware is ready to be installed. Install now?" If you do not see this message, then proceed to step 5. Otherwise, click 'OK' to allow the installation process to proceed. If a User Account Control prompt appears stating, "Do you want to allow the following program to make changes to this computer?", listing Malwarebytes as the program name, click 'Yes'. The "Select Setup language" prompt will appear, select English from the drop down menu and click 'OK'. The "Welcome to the Malwarebytes Setup Wizard" window will appear. Click 'Agree and Install'. The installation process will begin, and once complete you will see the message "Your Malwarebytes installation is now complete." Click 'Finish' to return to the Dashboard. If the Dashboard does not appear, reopen Malwarebytes' by double clicking on its icon on the desktop once again.
  4. If the Dashboard opens up stating 'Premium Trial' across top header, you can revert back to the free edition by clicking 'Settings' in left column, click 'My Account' tab to the upper right of window, then click 'Deactivate Premium Trial' button below. A message will pop up stating, "Deactivating your premium trial will revert to the free version, removing protection and all other premium features. Are you sure you want to deactivate?" Click 'Yes'. A User Account Control window may appear again, if so click 'Yes'. If a window pops up that says, "Your Premium Trial expired", check the circle next to "I don't need real-time protection", then click 'OK'. Click the 'Dashboard' button in top left column to return to the Dashboard.
5. Click on the 'Scan Now' button which looks like this .
6. Malwarebytes' will now conduct a Threat Scan of your computer searching for malware. This will take a while (the average computer takes about 15-30 minutes), depending on the speed and contents of your computer.

When the scan finishes, if no malware is detected a window will appear on lower right corner of screen stating, "Scan complete – Awesome! No threats were detected." Click "View Report", close the report that appears by clicking 'Close', then close the Malwarebytes' main window by clicking the red X in upper right corner. Otherwise proceed to step 7.

7. When the scan finishes, if malware is detected a window will appear on lower right corner of screen stating, "Scan complete – One or more threats were detected. View the scan results and take action now." Click "View Scan Results" to go to the Threat Scan Results page showing a list of detected items. Click the button labeled "Quarantine Selected" to the lower left of page which looks like this  to remove all threats. A message will appear in middle of the screen counting the number of threats removed. The count will increase until the number matches the number of threats detected. You may see a pop up window stating, "All selected items have been removed successfully... Your computer needs to be restarted to complete the removal process. Would you like to restart now?" Click 'Yes' to restart your computer and finish the removal process. Otherwise you may close the program by clicking the red X in upper right corner.

## Once Per Month (Check Disk, Disk Defragmenter)

### Check Disk:

1. Open "My Computer", RIGHT click on the C drive icon, choose "Properties".
2. When that loads, click on the "Tools" tab, then click on the "Check Now" button in the "Error Checking" section.
3. In the following window, check the box next to "Automatically fix file system errors", then click "Start".
4. A window will appear notifying you that Windows will need to restart in order to run Check Disk. Click "Yes", then restart your computer. Check Disk will run automatically after the restart. When it is finished Windows will reboot normally.

### Disk Defragmenter:

1. Close all running programs.
2. Double click on the Disk Defragmenter icon  on the desktop.

3. When the Disk Defragmenter window appears, click on the C: drive highlighting it, then click the “analyze” button.
4. Disk Defragmenter will take a look at the C drive and make a suggestion. If it reports that “You do not need to defragment this volume”, click “Close” and exit Disk Defragmenter. Otherwise if it reports that “You should defragment this volume”, click “Defragment” to start the file defragmentation process.
5. This process can take a long time, sometimes up to two or three hours if there is a lot of file fragmentation. During this time it is best to not run any other programs, thus avoiding possible interruptions. Once the task completes, exit Disk Defragmenter. You’re Done!



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