



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. Down below on the line that says "Database Version:", click on the "Update Now >>" link to the far right. The message, "Checking for updates" will appear. If updates are available the message will change to, "Updating database". Once the update is complete you will see a green check mark along with the current database version.
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 4. Otherwise, click 'OK' to allow the installation process to proceed. The "Select Setup language" prompt will appear, select English from the drop down menu and click 'OK'. The "Welcome to the Malwarebytes Anti-Malware Setup Wizard" window will appear. Click 'Next >'. A license agreement will appear, click on the selection button next to "I accept the agreement" then click 'Next >'. Continue to click 'Next >' for each new step of the setup wizard until you see a message that says, "Ready to Install", then click 'Install'. When the installation finishes a message will appear saying, "Completing the Malwarebytes Anti-Malware Setup Wizard". Uncheck the box next to "Enable free trial of Malwarebytes Anti-Malware Premium", then click 'finish' to open the program.
4. Click on the 'Scan' tab at the top of the window. Under "Select a Scan to Perform:", click on the selection button next to "Threat Scan", then click the green button labeled "Scan Now>>" to the lower right.
5. Malwarebytes' Anti-Malware will now conduct a scan of your computer in search of malware. This will take a while (the average computer takes about 15 minutes), depending on the speed and contents of your computer. When the scan finishes, if no malware is detected a green check will appear along with the message, "Scan completed successfully! No malicious items were detected!" You may close the program. Otherwise proceed to step 6.
6. When the scan finishes, if malware is detected a window will appear stating, "Threat Scan Results", with a list of detected items below. Click the button labeled "Remove Selected" to the bottom center of page to remove all threats. The next page that appears will state "Threat Scan: 0 threats successfully quarantined". The count will increase until the number matches the number listed under "Threats Identified:" below. Then click the button labeled "Finish" on the bottom center of page. You may also 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.

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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