

**You should run disk clean-up at least once every month**

In Windows XP, 7 and Vista

Click Start

Click Computer or My Computer

\*\*\* go to next step

In Windows 8

press the windows key + q type this pc in the search box

Click on this pc below the search box \*

\*\*\* Right click on the C: Drive or whichever drive you want to run disk clean-up on.

Click on properties

Click disk clean-up

Wait for the box to come up

Put a check mark on the files you want to clean (I check all boxes)

Click Ok

Click delete files

Wait for it to finish

Click Ok

**You should delete your cookies and temporary internet files at least weekly (Daily would be better)**

Internet Explorer

Open Internet Explorer

Click Tools or press alt + x

Click internet options

In browsing history, click delete

Put a check next to Temporary Internet files and Cookies (I check all the boxes, your choice)

Click delete

Wait for the box to finish

Click ok

Exit Internet Explorer

Internet Explorer 9 ,10 & 11 might cause browser problems.

**Dimensional Data  
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# Basic Maintenance Information

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Internet Security and Virus Protection

To protect your computer from Virus and Malware (spyware) you will need a good Antivirus and Malware program installed on your computer.

If it is already installed skip to the next step. \*

If not installed use the URL below to download and install.

<http://www.malwarebytes.org/>

\*Malware is different than antivirus. This should be run at least once a week. It must be run manually it does not run in the background. You should not be using your computer or have any programs open while it is running.

**\*\*\*\*When updating Malwarebytes be sure and uncheck the box that says to enable the free trial version. If you install the trial version then in 30 days it will expire and you will have to pay for Malwarebytes. If you don't enable the trial version then it will remain the free version.\*\*\*\***

Scan with Malwarebytes weekly.

Double Click Malwarebytes Icon

Click yes if it ask you to update

Click Update Now

Click Scan Now

When the scan is finished

Tell it to Quarantine All

Click on the History Tab

In the quarantine folder Click delete all

Exit out of Malwarebytes

### **Only one antivirus program should be installed on your computer.**

Be sure and remove your current antivirus program before installing a new antivirus program

If it is already installed skip to the next step. \*

If not installed use the URL below to download and install

[http://www.microsoft.com/security\\_essentials/default.aspx](http://www.microsoft.com/security_essentials/default.aspx)

\*After installation

Open Microsoft Security Essentials

Choose settings tab

Put a check mark next to "Run Scheduled Scan"

Change the day and time you want the scan to run

Choose full scan

Put check marks next to Check for latest Virus definitions and Start Scheduled Scan

Click Save Changes.

If Microsoft Security Essentials alerts you to a problem read the information and if needed tell it to clean the computer.

Open Microsoft Security Essentials daily

Check the update tab

Click update

Check the history tab

Choose all detected items

If there are items listed

Scroll up or down to see what action was taken

Click delete history (lower right corner)

Choose Quarantined Items

If there are items listed

Scroll up or down to see what action was taken

Click remove all

Windows 8 **has a full antivirus/antimalware product installed.** Windows Defender it is more like Microsoft Security Essentials than like Windows Defender on older versions of Windows.

Don't use Windows Defender on Vista or Windows 7 It is not a **full antivirus/antimalware product Use Microsoft Security Essentials. The Windows Defender that comes with Windows 8 is a full antivirus/antimalware product .**

Windows XP Support ends in April 2014, it means that Microsoft will no longer be issuing any security updates for this operating system. You'll still be able to download and update patches up to this date.

Microsoft will also stop updating Microsoft Security Essentials software for XP users.

If you want free protection for XP try, AVG Free, or Avast Free.