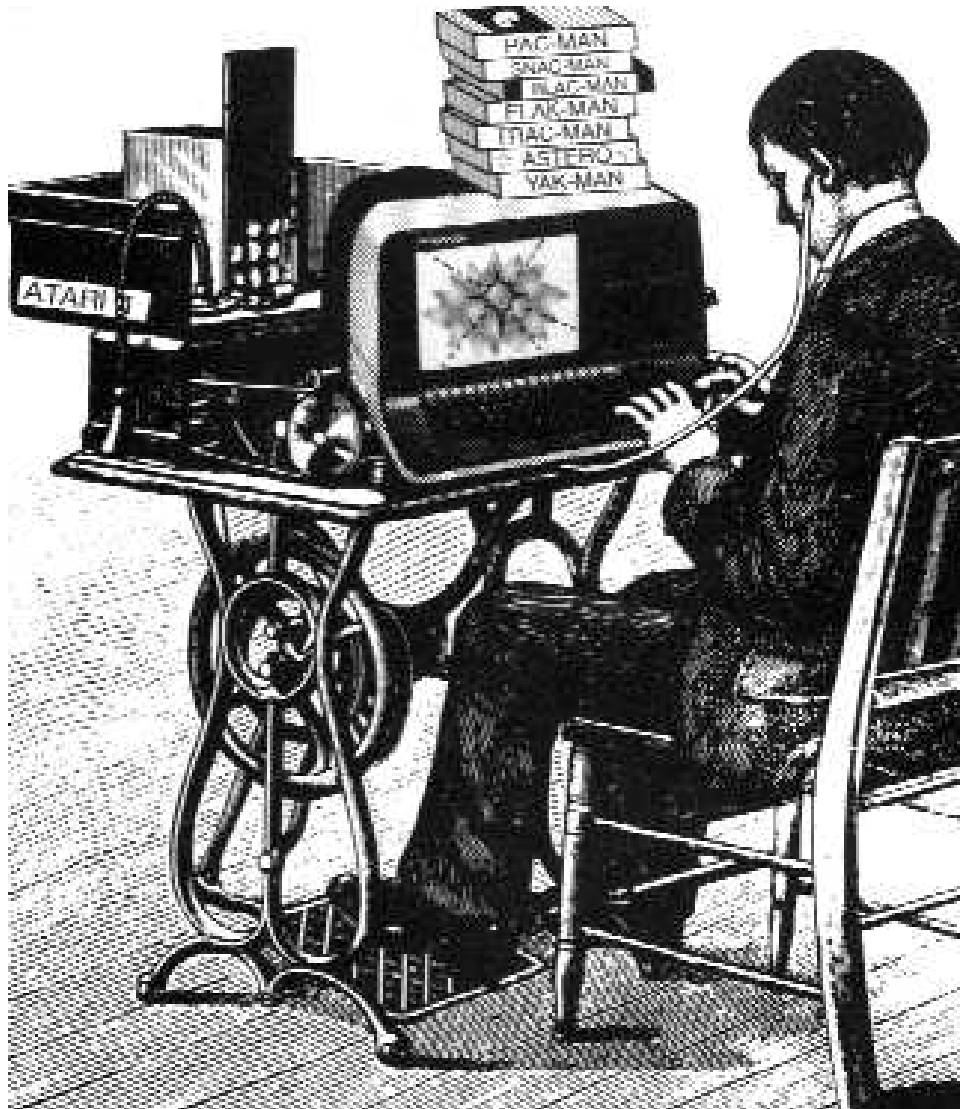


The New York Society Library Presents:



PC Cleanup

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PC CLEANUP



BACK UP YOUR COMPUTER

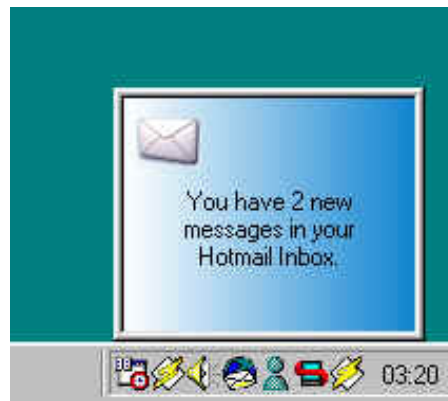
Start → Programs → Accessories → Windows Explorer

A backup copy allows certain flexibility - you can significantly change or modify files on your computer without worrying that you will lose any information.

When you back up your computer, don't worry about backing up the entire hard drive. Only back up files that you've created or have had sent to you (i.e. letters, memos, pictures, e-mail, and bookmarks). The operating system (Microsoft Windows XP, etc) and installed programs (Microsoft Word, Excel, and AOL) all have their own installation CDs. If disaster strikes, you will need to install these programs directly from their own CDs instead of from your backup.

1. To make backups easier, store all of your original files (letters, writing, e-mail, photos, etc) in one folder on your computer. The "My Documents" folder on the C: drive is the default storage folder for Microsoft products. This folder can be divided into sub-folders.
2. People used to back up their computer onto a floppy disk (1.44 MB) or Zip disk (100/250 MB). Nowadays, it is easier to back up your data onto a memory key (128-256 MB), a blank CD (700 MB) if you have a CD-RW drive, or blank DVD (4.7 GB), if you have a DVD-RW drive.
3. To backup your files: Open Windows Explorer ("Start → Programs → Windows Explorer" or "Start → Programs → Accessories → Windows Explorer").
4. Click the checkmark next to "Local Disk C:" to expand the column. Find your folder (i.e. "My Documents") and click and hold the left mouse button down. Drag the entire folder onto the zip or memory drive. Release the left mouse button. The files will start copying onto the new drive.
5. If you are backing up onto CD or DVD, start your software burning program (e.g. Adaptec Easy CD Creator, Nero – Burning Rom, Iomega DVD Wizard) and copy the files onto a blank CD or DVD.

PC CLEANUP

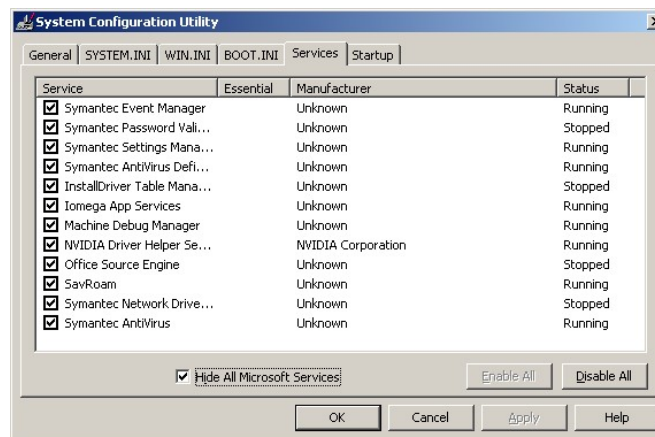


REMOVE UNNECESSARY STARTUP PROGRAMS

Click Start → Run → msconfig → Startup

The System Tray is located in the bottom right-hand corner of the screen and includes any programs that your computer automatically runs at startup (virus scanners, sound programs, display information). None of these programs are essential for your computer to run, and many of the slow your computer down at startup.

To remove programs from the system tray, click Start→ run→ msconfig→ Startup and uncheck the appropriate box (you can always reload it later). For all computers: keep your Antivirus software & your CD-burning tools. Restart your computer.



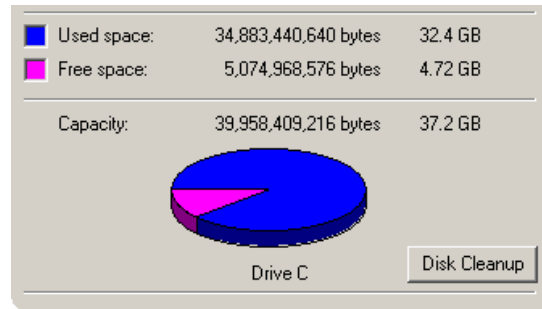
REMOVE UNNECESSARY SYSTEM SERVICES

Click Start → Run → msconfig → Services

The system services start when your computer boots up. Be careful about disabling Microsoft Services – some of them are necessary for your computer to start. I'd recommend checking the "Hide all Microsoft Services" box and looking at the remaining services. Keep your antivirus software, and investigate the other services.

Each time you uncheck a box and restart your PC, you'll get a warning that you've used the System Configuration Utility to disable a program from starting automatically. If you don't want to see that warning, disable it by checking the box in the dialog itself.

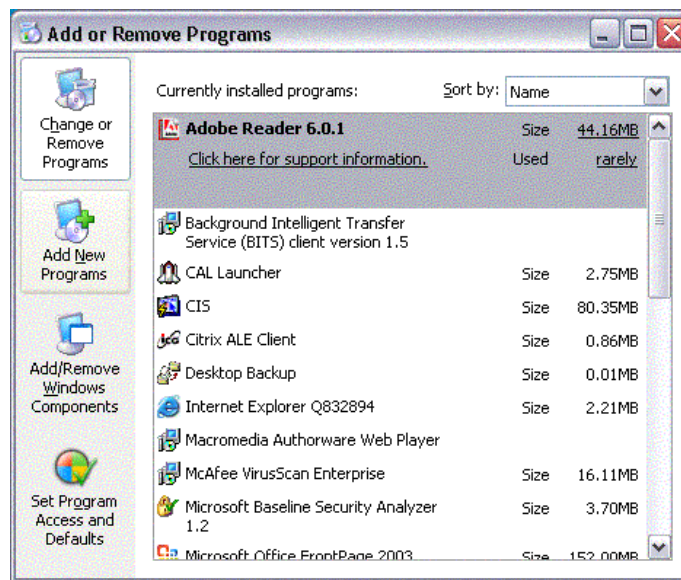
PC CLEANUP



CLEAN UP YOUR HARD DRIVE

Open My Computer → Local Disk C: → Properties → Disk Cleanup

Keep at least 15% of your hard drive space free. Double-click on "My Computer" and right-click on the C: drive. Select "Properties" from the drop-down menu. This will tell you how much space you have left on your hard drive, as well as which unessential files to delete to free up space. Click on "Disk Cleanup". Ignore "compress old files" unless you drastically need to add more space to your hard drive. Check the other boxes and click "OK" to remove these files.



REMOVE UNUSED PROGRAMS

Click Start → Settings → Control Panel → Add or Remove Programs

If you are using Microsoft XP or higher, the "Change or Remove Programs" option will give you the size of the program, the date last used and the frequency of use. Windows measures the number of times the program has been run in the past 30 days and labels it accordingly: rarely, occasionally and frequently.

Click on "REMOVE" to uninstall the program and restart your computer every time you're asked to do so. Also, as a good rule of thumb, restart your computer after uninstalling 2-3 programs, even if it doesn't ask you to restart (many of these programs lie in resident memory; restarting will clear them out).

PC CLEANUP

Problem	Kind
<input checked="" type="checkbox"/> 180Solutions	3 entries
<input checked="" type="checkbox"/> Alexa Related	1 entries
<input checked="" type="checkbox"/> BackWeb lite	7 entries
<input checked="" type="checkbox"/> Bargain Buddy	1 entries
<input checked="" type="checkbox"/> BlazeFind.AUupdate	1 entries
<input checked="" type="checkbox"/> BrowserAid.FeaturesResults	21 entries
<input checked="" type="checkbox"/> BrowserAid.LetsSearch	1 entries
<input checked="" type="checkbox"/> Common hijacker	2 entries
<input checked="" type="checkbox"/> Connect MFC Application	11 entries
<input checked="" type="checkbox"/> Domestic Germany	1 entries
<input checked="" type="checkbox"/> DSO Exploit	1 entries
<input checked="" type="checkbox"/> eBates MoneyMaker	3 entries
<input checked="" type="checkbox"/> eGroup.InstantAccess	6 entries
<input checked="" type="checkbox"/> GAIN.DashBar	1 entries
<input checked="" type="checkbox"/> GAIN.Gator	13 entries
<input checked="" type="checkbox"/> GigaTech SuperBar	2 entries
<input checked="" type="checkbox"/> IGetNet	3 entries
<input checked="" type="checkbox"/> IPinsight	1 entries
<input checked="" type="checkbox"/> MainPean	8 entries
<input checked="" type="checkbox"/> n-Case	6 entries
<input checked="" type="checkbox"/> RapidBlaster	2 entries
<input checked="" type="checkbox"/> VX2/e	1 entries
<input checked="" type="checkbox"/> WildTangent	10 entries

REMOVE SPYWARE:

<http://www.safer-networking.org>

Spyware is a program installed on your computer that keeps track of your web surfing and sends the information back to the owner. It isn't illegal, but it will compromise your privacy online by sending pop-up ads geared towards you and will bog down your Internet connection by using it to send and retrieve information about you from your computer.

To remove spyware: Go to <http://www.safer-networking.org> and download "Spybot: Search & Destroy" (it's free; donations accepted). Install it, update it, and run it on your computer. You may have to restart your computer to completely clean it from all Spyware.

SPYWARE REMOVAL TOOLS:

1. Windows Defender: <http://www.microsoft.com/athome/security/spyware/software/default.aspx>
2. Lavasoft's Ad-Aware: <http://www.lavasoft.de/software/adaware/>
3. SpywareBlaster: <http://www.javacoolsoftware.com/spywareblaster.html>
4. InstallSpy: <http://www.snapfiles.com/get/installspy.html>

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Top 10 viruses reported to Sophos in March 2006

Position	Last month	Virus	Percentage of reports
1	4	W32/Zafi-B	17.3%
2	1	W32/Netsky-P	15.3%
3	2	W32/Nyxem-D	7.9%
4	Re-entry	W32/MyDoom-AJ	4.1%
5	6	W32/Mytob-EX	3.6%
6	New	Troj/Clagger-I	3.4%
7	7	W32/Mytob-BE	3.1%
8	9	W32/Netsky-D	3.0%
8	5	W32/Mytob-FO	3.0%
10	Re-entry	W32/Mytob-Z	2.8%
Others			36.5%

REMOVE VIRUSES

<http://vil.nai.com/vil/stinger/>

If your computer is running slower than usual or if strange icons have appeared on your desktop, or if you are unable to connect to the Internet, your computer may be infected with a virus. The easiest way to check and make sure is to run a virus scan on your computer. The tools listed below are all free to download or scan online; anti-virus companies make their money off of ongoing subscriptions - not removing the viruses on your computer.

SCANNING TOOLS:

- McAfee ADVERT Stinger: <http://vil.nai.com/vil/stinger/>
- Symantec Security Check: <http://www.symantec.com/cgi-bin/securitycheck.cgi>

ANTIVIRUS TOOLS:

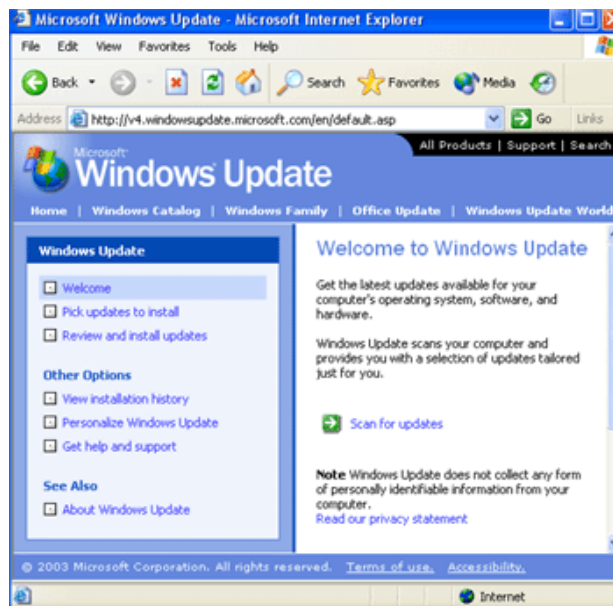
- BitDefender 8: <http://www.bitdefender.com>
- Avast! 4: <http://www.avast.com/>
- AVG Antivirus Free: <http://free.grisoft.com/doc/1>

ANTI-TROJAN TOOLS:

Trojan Horses or Backdoors open your PC from the inside to attackers. Once a Trojan is installed, someone can take full control of your computer. Most Trojans are delivered via email and just previewing the email can activate the Trojan.

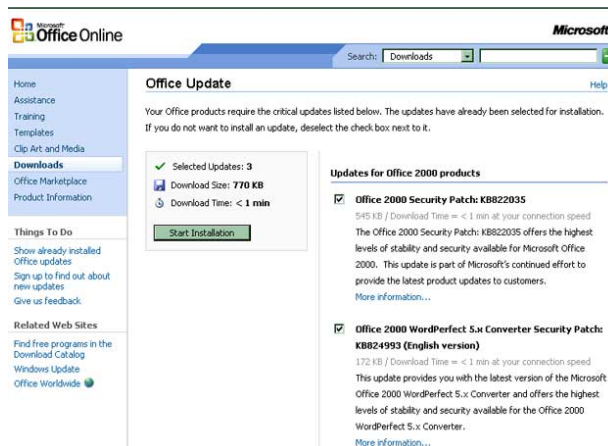
- a-squared free: <http://www.emsisoft.com/en/software/free/>
- ewido anti-malware: <http://www.ewido.net/en/>
- RootKitRevealer: <http://www.sysinternals.com/Utilities/RootkitRevealer.html>

PC CLEANUP



DOWNLOAD CRITICAL UPDATES <http://windowsupdate.microsoft.com>

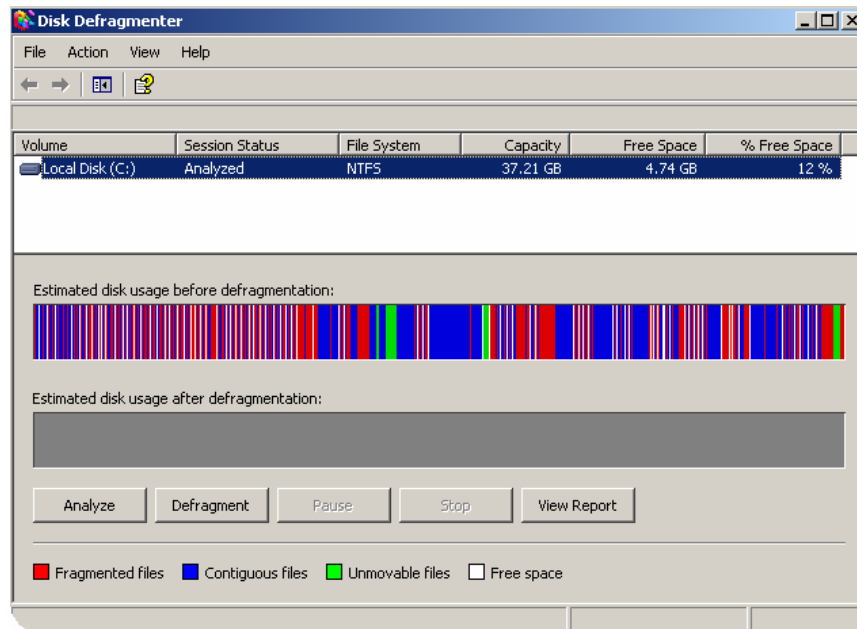
If you are using a Microsoft operating system (i.e. Windows 98/2000/ME/XP), visit: <http://windowsupdate.microsoft.com> and download the Critical Updates for your computer. It's free, and it will patch up many of the security holes that the viruses exploit on your system.



DOWNLOAD MICROSOFT OFFICE UPDATES <http://office.microsoft.com>

If you are using Microsoft Word and/or Excel, you may also wish to download Microsoft Office updates. These are also free and will patch problem holes with your Office products. You may need to have your installation CD-ROM available for these downloads.

PC CLEANUP



DEFRAGMENT YOUR HARD DRIVE:

Click Start→ Programs→ Accessories→ System Tools→ Disk Defragmenter

Defragmenting your hard drive takes all the programs installed on your computer and puts their data files next to each other, freeing up space and speeding up the computer (the computer spends less time looking for all sections of the program). This program is useful to do once a month or after you've installed or removed new programs on your computer.

1. Choose "Defragment now". Once you're at this box, click "Analyze" (Windows XP). In a few minutes, it'll return a message that will tell you whether or not you actually need to defragment your hard drive.
2. If you receive a message that tells you that you should defragment your disk, choose "Defragment now."
3. It's essential that you allow the defragmentation to continue without using your computer for any other function; the defragmentation will continue for several minutes or hours until it is completed.
4. Special Note: If the defragmentation takes a very long time, you may need to turn off your screensaver. Do this by going to Start→ Settings→ Control Panel→ Display and selecting (None) under "Screen Saver".

PC CLEANUP

NOTES: