

Safe and Sound

In this session, you learn essential tools to keep your PC running smooth and safely. Here's a recap ...

»» **To get the safety and maintenance programs we are using in class**

- *Windows Update* is included in XP and Vista.
- *Windows Firewall* is included in Vista and Service Pack 2 for XP.
- *UAC* is included in Vista; not available for XP.
- *Disk Defragmentation* for XP and Vista is included in XP and Vista.
- *Disk Cleanup* for XP and Vista is included in XP and Vista.
- *Antivirus*: Check the following site for reliable antivirus programs: <http://www.windowmarketplace.com/>.
- *Windows Defender* is included in Vista. For XP, download directly from: http://www.microsoft.com/downloads/details.aspx?FamilyId=435BFCE7-DA2B-4A6A-AFA4-F7F14E605A0D&displaylang=en&mg_id=10134.
- *Instant Search* is included in Vista; not available for XP.

XP SP2 can be downloaded from Windows Update or directly from: <http://www.microsoft.com/downloads/details.aspx?FamilyID=049C9DBE-3B8E-4F30-8245-9E368D3CDB5A&displaylang=en>

»» **Checking for updates**

Updates to the programs you are running are available on the Internet on an almost daily basis. These updates fix problems in your software and generally help it run better. An automated update system is a way to locate these updates regularly.

1. In the Instant Search window, type "Update"
2. Click on *Windows Update*
 - To set automatic updates, click *Change Settings*
 - To run search for updates immediately, click *Check for Updates*
 - To install updates found, click *Install Updates*

»» **Using Windows Firewall**

A firewall protects your computer from hackers trying to enter your computer and malicious programs trying to leave your computer. It protects connections. Every computer connected to the Internet should have a firewall.

1. In the Instant Search window, type "Firewall"
2. Click on *Windows Firewall*
3. Click *Change Settings*:
 - You can turn Firewall on or off
 - You can add programs that can get through the Firewall from the Exceptions tab

»» **Defragging your computer**

Defragging organizes the files stored in your computer to make your computer run more quickly. You should defrag your computer once a week.

1. In the Instant Search window, type "Defrag"
2. Click on *Disk Defragmenter*:
 - You can set the defrag schedule
 - You can set the specific volumes (parts of the computer) you want defragged
 - You can launch defrag immediately as a troubleshooting measure



»» **Eliminate unused files with Disk Cleanup**

Eliminating unused files on your computer will help it run more quickly and generally eliminate opportunities for problems. You should eliminate unused files on your computer once a week.

1. In the Instant Search window, type "Cleanup"
2. Click on *Disk Cleanup*
3. Run program to eliminate unused files for regular maintenance or to troubleshoot a problem

»» **Running an anti-virus check**

Anti-virus programs provide an additional level of protection against viruses or other problems that may have made it through the Firewall. Windows does not come with anti-virus software, but many are available at <http://www.windowsmarketplace.com>. In the Digital Workshop, we use *eTrust*.

»» **Running an anti-spyware check**

Spyware are programs that infect your computer and then "spy" on you – installing programs you don't want or collecting your personal information. An anti-spyware program prevents such infections as well as eliminates them if they get in. You should run a spyware check daily.

1. In the Instant Search window, type "Defender"
2. Click on *Windows Defender*
 - You can set the scan schedule from the Tools button.
 - You can launch a scan immediately as a troubleshooting measure