

Managing your computer:

Here are the steps to taking control over your computer. It starts with making sure your computer is secure and ends with organizing your work.

First on the security list is adding and updating a anti-virus program. We have many members who say that their computer came with an anti-virus but when checked out we find they have not kept it updated. If you do not have an anti-virus a free product "AVG" can be obtained on the internet.

Next would be a Malware detector. We recommend that you use 2. Spybot "free" and Adaware also "free". Both can be obtained on the internet.

None of the above will do you any good unless you keep them updated and run them.

AVG will update automatically every time you log on and a update is available. It also can be scheduled to run automatically.

AVG Antivirus: No cost anti-virus.

http://www.download.com/AVG-Anti-Virus-Free-Edition/3000-2239_4-10320142.html

Using Spybot:

1. Double click the *Spybot icon* on your desktop
2. Click on *Search for updates*.
3. If that returns multiple updates, right click the top box and check *select all*.
4. Next click on the chevron next to the download site and select a mirror (we recommend TDS USA).
5. Now click on download updates.
6. After download is complete click on *Immunize* the resulting box will tell you how many items are blocked and how many can be blocked.
7. If more items can be added to the blocked list click on *Immunize* located at the top of the Spybot screen. This will return and answer that now xxxxx items are blocked.
8. Now click on *Spybot Search & Destroy* and select *Check for problems*.
9. After the check is complete select *Fix selected items* and answer OK to the "are you sure question".

You have now updated Spybot, Immunized your computer from future attacks, and eliminated the current running spyware. The club also suggests that you click on the tools box and look at the other tasks that Spybot can perform for you.

Spybot: Malware detection and removal.

http://www.download.com/Spybot-Search-Destroy/3000-8022_4-10122137.html

Using Ad-aware:

1. Double click the AdAware SE Personal Icon on your desktop.
2. On the lower right side click on *check for updates now*.
3. Next box click connect.
4. If there are updates available select the Ok option.
5. After downloads are complete click on *finish*.
6. Now click on *Scan Now*. If you have not scanned lately move the radio button to *Perform Full System Scan*, if you do it regularly select *Smart Scan*.
7. After Scan is complete check the box next to all items except *MRU* (most recently used) and then select finish.
8. When removal is complete you will have updated signatures and scanned your computer for Malware.

We recommend that members run both Spybot and Ad-Aware on a weekly basis after updating.

AdAware: Malware detection and removal.

<http://www.download.com/3000-2144-10045910.html>

All of the above can be downloaded from the internet, either directly or by the links supplied on www.svecc.com/computer_help.htm

Next on the list of priorities for securing your computer is to run Windows Update. After connecting to the internet you can go to *Start/ All Programs/* and scroll to the top of the first column where you will find *Windows Update* listed. If you right click this entry you can then select from the menu "*Pin to Start Menu*" Double click to start updates and follow the prompts until you reach Express install and Custom install. Express is recommended but custom is where you will find things such as the latest version of Media Player.

Microsoft publishes new updates every month on the 2nd Tuesday. We recommend you check these out on the 2nd Wednesday or Thursday. Do not wait for Automatic update to handle this for you. We see many instances of no updates ever having been made because members think it will all be done for them, or because they see it will take a long time. The help group will no longer do these updates for you at no charge it often takes hours, even on high speed to handle something you should have been doing for yourselves.

Once the security has been taken care of, you can now turn your attention to handling your files and folders. New folders can be created almost anywhere by right clicking a blank portion of the screen and selecting "new" and then "folder" from the resulting menu. You can create folders within folders within folders if you desire, so live it up and get those files organized. Most e-mail programs also allow you to create many folders to handle your important mail, so check their instructions to better organize your mail box.

Other handy things to do include using the advanced portion of task bar and start menu to customize how your computer looks and feels. Just right click the start menu and select properties then, customize or advanced, to look at the available options.

By right clicking the desktop and selecting properties you can then check out the various menus to change the outward appearance of your Windows computer. Here is where you can change everything from background to size and color of windows boxes.

Check out these many features in your copy of "Windows Guide for you" if you don't have a copy borrow one from a fellow member or order one through Dolores Bruno.

We also recommend that you install a second browser namely "Firefox" and if you use Outlook Express we recommend that you switch to "Thunderbird" both of these are free downloads through the Mozilla foundation and you will find that both are easy to work with and also safer for your computing health. Thunderbird is much easier to train for spam fighting than Outlook Express and Firefox offers many extra features and add-ons not available for Internet Explorer.

Clean up temporary files. Right click your Internet Explorer icon select *properties* and then select delete temporary files, cookies, and offline information. Next go to the start menu and select *search*, check all files and folders and in the search box type *.temp, this will locate all temporary files and you can then delete all by pressing shift+a to highlight and then press delete twice to permanently delete.

Now you are ready to do your final clean up. Go to *Start/ All Programs/ Accessories/ System tools/ defragmenter*. Start the defrag process and when it is finished you will have taken control of your computer.

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