

# Windows 2000/XP Monthly Maintenance

If you do not have a computer built or serviced by Compu-Docs, you can find all of the programs below on the Compu-Docs website: <http://www.compu-docs.com/links.htm> .

On computers built or serviced by Compu-Docs, you will find the shortcuts to perform your monthly maintenance by going to the Start menu. Your maintenance items will be in the top section. Run them in the order outlined below. If you use AOL, Compuserve, NetZero, Juno, etc., you should use it to connect to the Internet first and then minimize it. **No matter which Internet Service Provider that you use, you must be connected to the Internet to run Windows Update, Office Update, Nistime, Ad-Aware's update feature, Spybot's update feature and Spyware Blaster's update feature.** You do not need to be connected to the Internet to run Disk Cleanup, Cleanup Temp Files or Disk Defragmenter. If you have any parental controls running, you will have to disable them first or you may not be able to do the updates.

## Disk Cleanup:

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If you have the Disk Cleanup icon, just click it. This will only take about 10 to 30 seconds and you don't have to do anything else. If it is working on the D drive and it freezes up, just click the cancel button. Wait about 10 seconds and run it again. You may have to do this a couple of times until it closes out on its own.

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## Cleanup Temp Files:

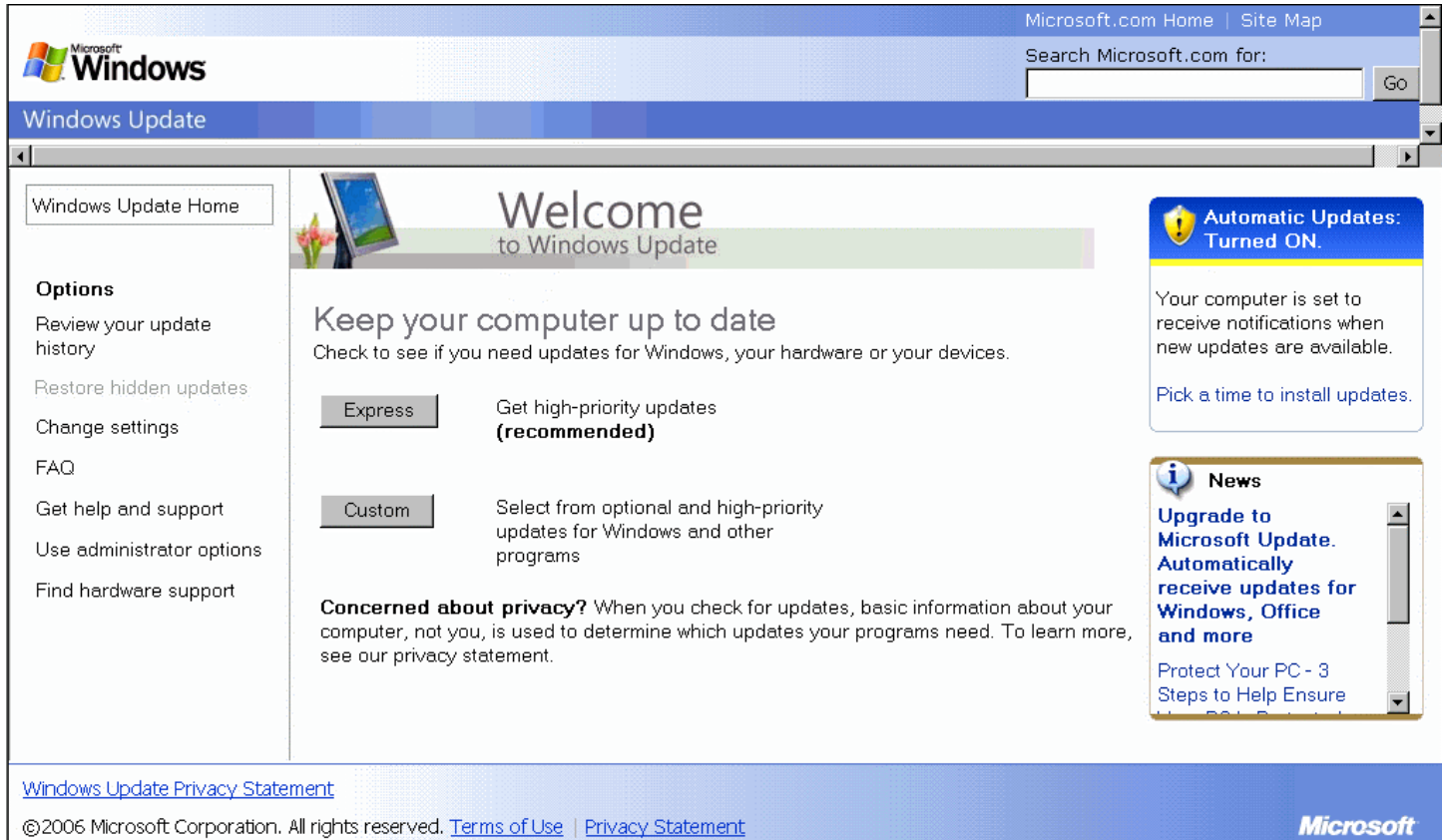
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Click the Cleanup Temp Files shortcut to remove all of your temporary files. This will only take a couple of seconds (maybe several minutes on it's first run) and you don't have to do anything else.

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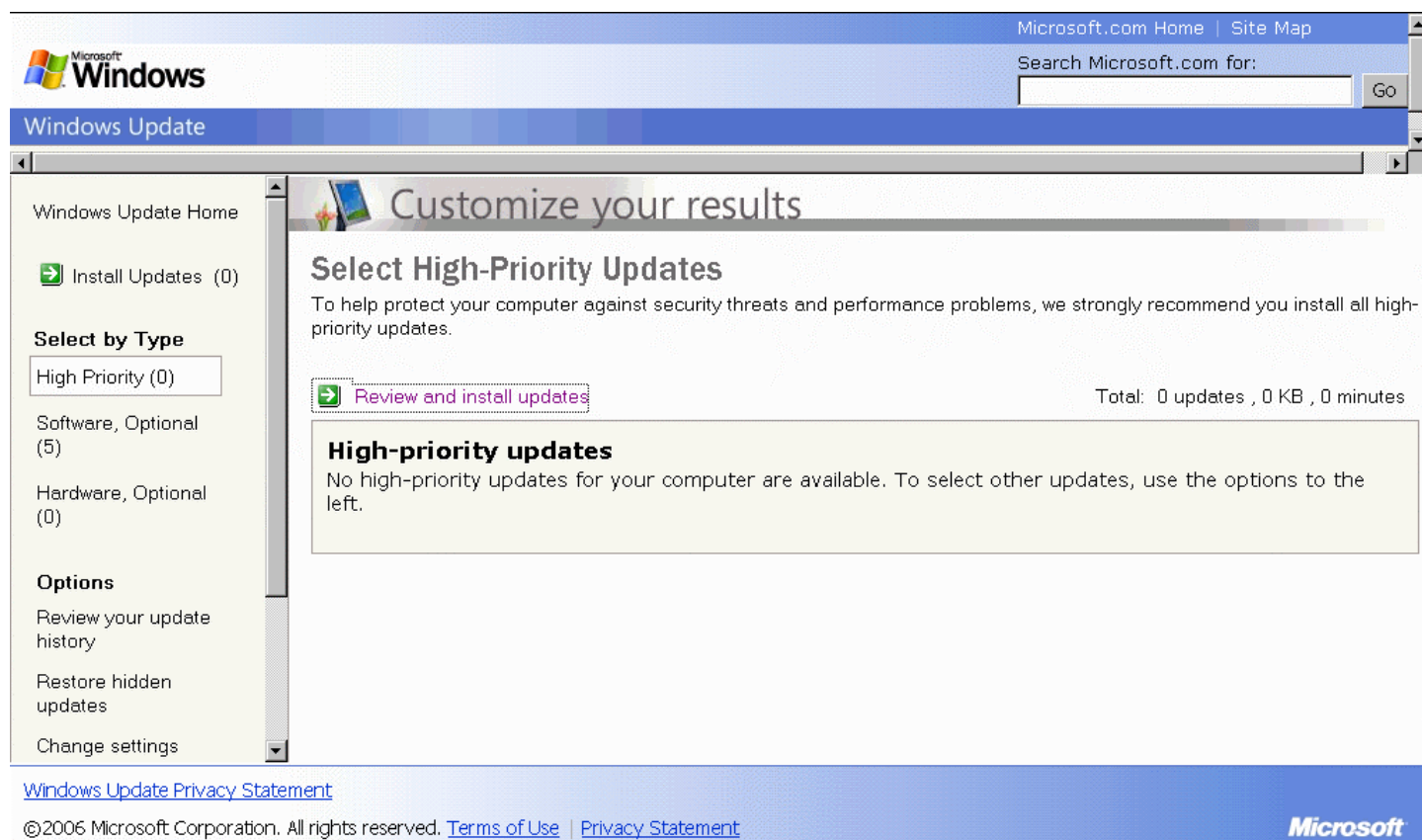
## Windows Update Instructions:

Click the Windows Update shortcut. Internet Explorer will open and take you to the Windows Update page.



Click the [Custom](#) button.

The following window will appear.



On the left, under where it says **Select by Type** are 3 categories of available updates. You should always do the **High Priority** updates. As long as you have Automatic Updates turned on for your PC, then there should usually be no **High Priority** updates available. You may or may not want to do the **Software, Optional** updates and you should NEVER do any **Hardware, Optional** updates. You can select items that you want to install by clicking on the **Software, Optional** link. Click on the **Software, Optional** link on the left side of the page.

The following window will appear.

The screenshot shows the Windows Update website interface. At the top, there's a blue header with the Microsoft logo and 'Windows Update' text. A search bar is visible on the right. The main content area is titled 'Customize your results' and 'Select Optional Software Updates'. It explains that these updates are not critical but can improve features. A button labeled 'Review and install updates' is present, along with a status 'Total: 0 updates, 0 KB, 0 minutes'. Below this, a section titled 'Optional software updates' lists five updates for Microsoft Windows 2000, each with a checkbox and a plus icon. The left sidebar contains navigation links like 'Install Updates (0)', 'Select by Type', and 'Options'. The footer includes a privacy statement link, copyright information, and the Microsoft logo.

Microsoft.com Home | Site Map

Search Microsoft.com for:  Go

Windows Update

Windows Update Home

Install Updates (0)

**Select by Type**

High Priority (0)

Software, Optional (5)

Hardware, Optional (0)

**Options**

[Review your update history](#)

[Restore hidden updates](#)

[Change settings](#)

**Customize your results**

**Select Optional Software Updates**

These updates are not critical to your computer's security or performance but they can improve how some features, programs, or devices work. To help protect your computer, make sure you install all high-priority updates.

[Review and install updates](#) Total: 0 updates, 0 KB, 0 minutes

**Optional software updates**

**Microsoft Windows 2000**

- ☐ [Root Certificates Update](#)
- ☐ [Update for Windows 2000 \(KB912475\)](#)
- ☐ [Microsoft .NET Framework 2.0: x86 \(KB829019\)](#)
- ☐ [Microsoft Base Smart Card Cryptographic Service Provider Package: x86 \(KB909520\)](#)
- ☐ [Microsoft .NET Framework version 1.1](#)

[Windows Update Privacy Statement](#)

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Here you'll see the available optional updates. Note that there are 5 available updates. Your number may be different. You may not want to install some of the updates. The choice is yours. It probably wouldn't hurt to install them all.



If you choose to not install any of the updates, you can click the + sign next to the update and place a checkmark in the box labeled “Don’t show this update again” as shown below.

The screenshot shows the Windows Update website interface. At the top, there is a Microsoft logo and the text "Windows Update". To the right, there is a search bar with the text "Search Microsoft.com for:" and a "Go" button. Below the search bar, there is a navigation bar with the text "Windows Update".

On the left side, there is a sidebar with the following links:

- Windows Update Home
- Install Updates (0)
- Select by Type
  - High Priority (0)
  - Software, Optional (4)
  - Hardware, Optional (0)
- Options
  - Review your update history
  - Restore hidden updates
  - Change settings

The main content area displays the following information:

programs, or devices work. To help protect your computer, make sure you install all high-priority updates.

[Review and install updates](#) Total: 0 updates , 0 KB , 0 minutes

**Optional software updates**

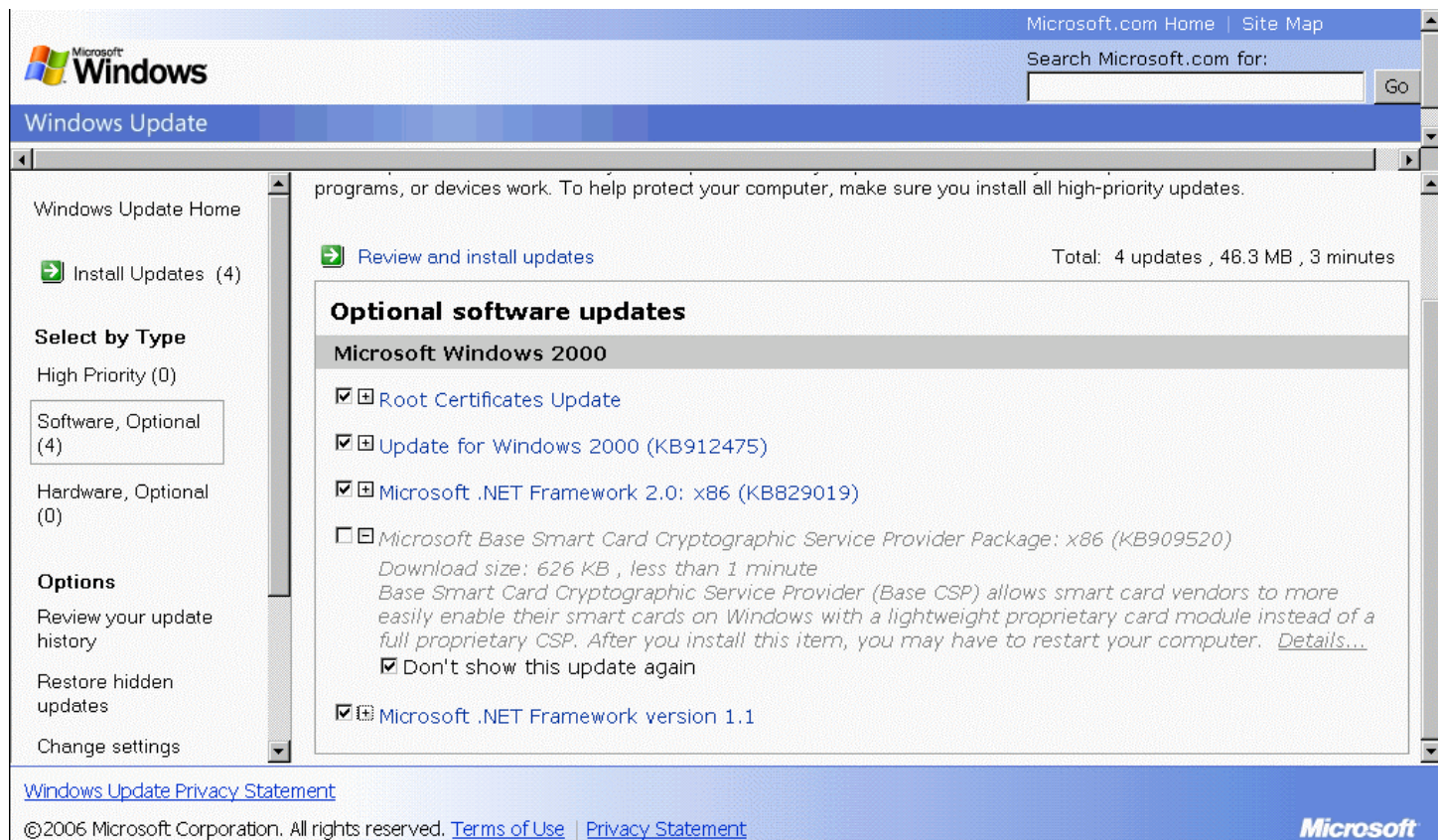
**Microsoft Windows 2000**

- ☐ [Root Certificates Update](#)
- ☐ [Update for Windows 2000 \(KB912475\)](#)
- ☐ [Microsoft .NET Framework 2.0: x86 \(KB829019\)](#)
- ☐ [Microsoft Base Smart Card Cryptographic Service Provider Package: x86 \(KB909520\)](#)
  - Download size: 626 KB , less than 1 minute
  - Base Smart Card Cryptographic Service Provider (Base CSP) allows smart card vendors to more easily enable their smart cards on Windows with a lightweight proprietary card module instead of a full proprietary CSP. After you install this item, you may have to restart your computer. [Details...](#)
  - ☒ [Don't show this update again](#)
- ☐ [Microsoft .NET Framework version 1.1](#)

At the bottom of the page, there is a footer with the following text:

[Windows Update Privacy Statement](#)  
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Check off the remaining updates that you want to install. Note that sometimes an update must be installed all by itself. In that case you have to install the one update and start all over again to get the remaining updates.



Note that all of the **High Priority** updates are already automatically added.

Click the green icon next to **Install Updates** near the top left.




Click the grey **Install Updates** button near the top middle.

Microsoft.com Home | Site Map


Search Microsoft.com for:

Go



Windows Update

Windows Update Home

 Install Updates (4)

**Select by Type**

High Priority (0)

Software, Optional (4)


Hardware, Optional (0)

**Options**

Review your update history

Restore hidden updates

Change settings

 Customize your results

Install Updates


Download size (total): 46.3 MB  
Estimated time at your connection speed: 3 minutes


**High-priority updates**


You did not select any high-priority updates.


**Optional software updates**

Microsoft Windows 2000

☒  Root Certificates Update

☒  Update for Windows 2000 (KB912475)

☒  Microsoft .NET Framework 2.0: x86 (KB829019)

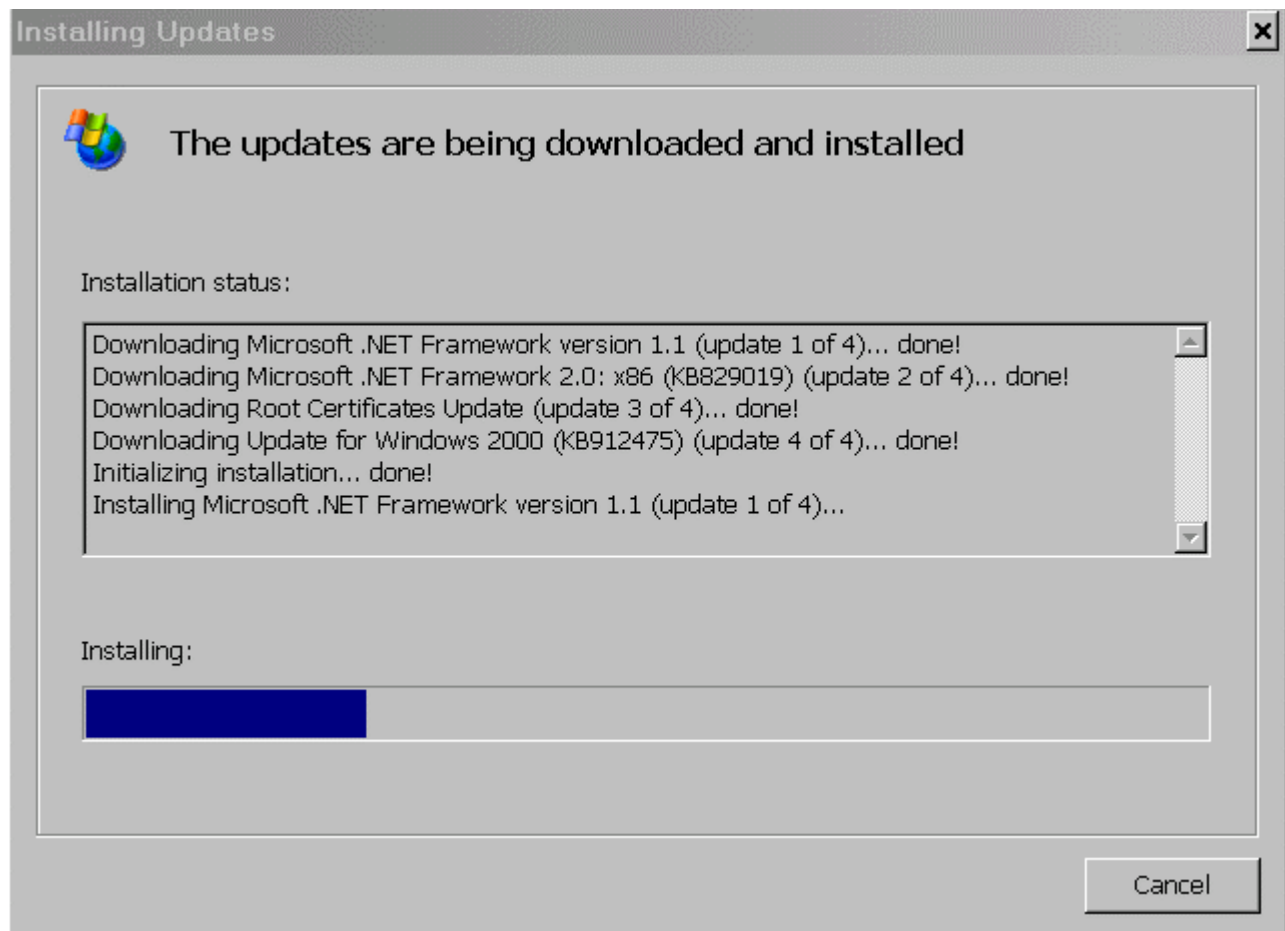
☒  Microsoft .NET Framework version 1.1

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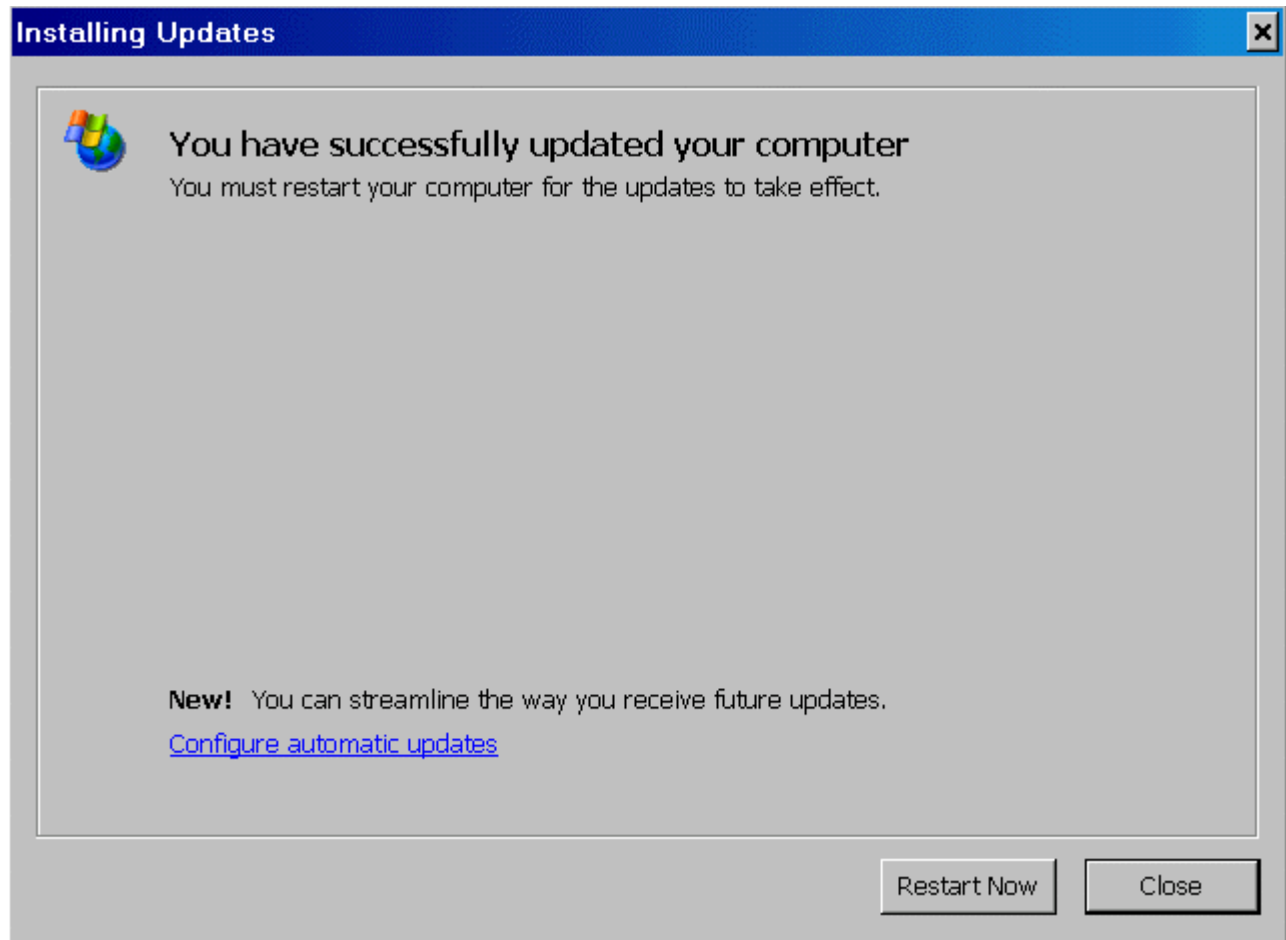
Microsoft

A progress box will pop up.





When it is finished installing the update another box will pop up.



Click the Restart Now button to restart your PC. If you had to skip some updates because of an update that had to be installed separately, then run Windows Update again after you restart your PC.

## Office Update Instructions:

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This step should be run if you any of the components of Office 2000/XP/2003 installed, which includes Word, Excel, PowerPoint, Access, Outlook (not Outlook Express), FrontPage, or Publisher. If you do not have any of these installed, you can proceed to the next topic.

Click the MS Office Update shortcut. (<http://office.microsoft.com/ProductUpdates/default.aspx>) Internet Explorer will open and take you to the Office Update page.

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United States Microsoft.com Home | Site Map

Microsoft Office Online

Search: Downloads Go

**Downloads** Help

**Office Update**  
Check for free updates that improve Office's stability and security.  
[Check for Updates](#)

New updates

- Office XP SP3
- Word 2003
- Office 2003

**Clip of the Day**  


**Office 2003 Editions**

- About Office 2003 Editions
- Reasons to upgrade
- Order a trial CD
- How to buy

**Quick links**

- See Office demos
- Protect your PC
- Find solutions
- Office guides

**Things To Do**

- Check for updates
- Suggest a download
- Get our newsletter
- Give us feedback

**Worldwide**

- Office Worldwide 

**Popular Office downloads**

- Outlook 2002 Critical Update
- Try the Microsoft Office System
- Stock Quote Add-in for the Research Task Pane

**Publisher 2003 PrePress Reference Guide**  
  
Get installation instructions, a quick start guide, and printer settings for Publisher 2003.

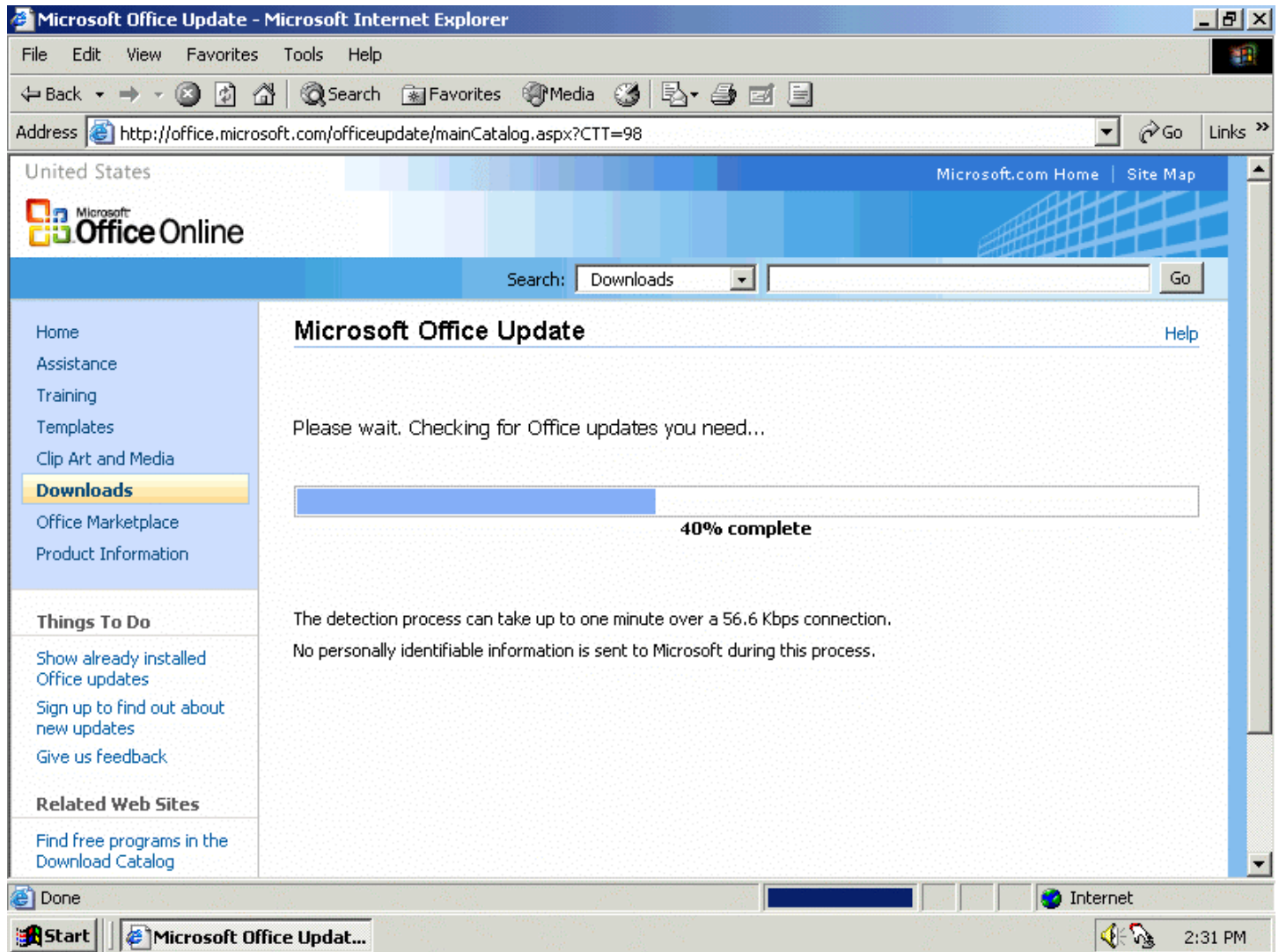
**BROWSE DOWNLOADS**

- Downloads for Office 2003
- Downloads for Office XP
- Downloads for Office 2000
- Downloads for Office 97/98

Click the Check for Updates green button.

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The following screen will appear.



During the first time that you do this, a yellow ActiveX bar may appear at the top under your address bar. Click on the yellow bar and select the option to install the ActiveX component. Another dialogue box will appear and choose OK or Yes to install the ActiveX component.



When it is finished checking, the following screen will appear.

United States Microsoft.com Home | Site Map

Microsoft Office Online

Search: Downloads Go

**Microsoft Office Update** [Help](#)

Your Office products require the critical updates listed below. The updates have already been selected for installation.  
If you do not want to install an update, deselect the check box next to it.

✓ Selected Updates: 5

Download Size: **2714 KB**

Download Time: < 1 min

**Start Installation**

**Updates for Office 2000 products**

☒ **Office 2000 Security Patch: KB822035**  
545 KB / Download Time = < 1 min at your connection speed  
The Office 2000 Security Patch: KB822035 offers the highest levels of stability and security available for Microsoft Office 2000. This update is part of Microsoft's continued effort to provide the latest product updates to customers.  
[More information...](#)

☒ **Word 2000 Security Patch: KB830347**  
885 KB / Download Time = < 1 min at your connection speed  
[More information...](#)

**Things To Do**

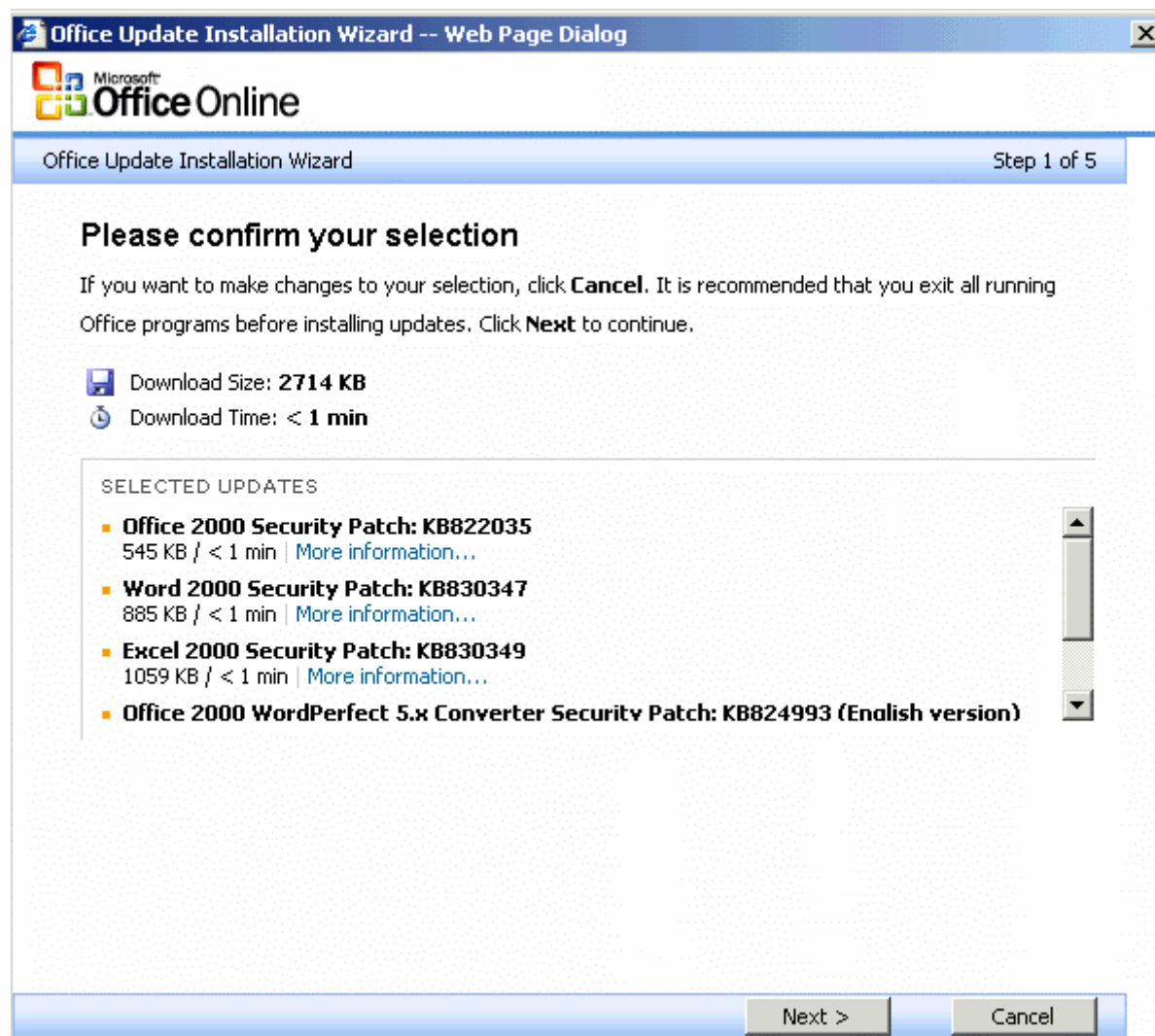
- [Show already installed Office updates](#)
- [Sign up to find out about new updates](#)
- [Give us feedback](#)

**Related Web Sites**

- [Find free programs in the Download Catalog](#)

Check off all of the available updates. Note that some updates require other updates to be installed first. Some boxes may be grayed out since you have to install an update before you install another update. If this is the case, then you have to install the checked off update and then check for updates again to install the remaining updates. Click the Start Installation button.

The following screen may or may not appear.



Click the Next button.

The following screen may or may not appear.



If your installation files are installed locally on your hard drive, you won't need the Office CD. If your installation files are NOT installed locally on your hard drive, you may or may not need your original Office/Word CD. Click the Next button.

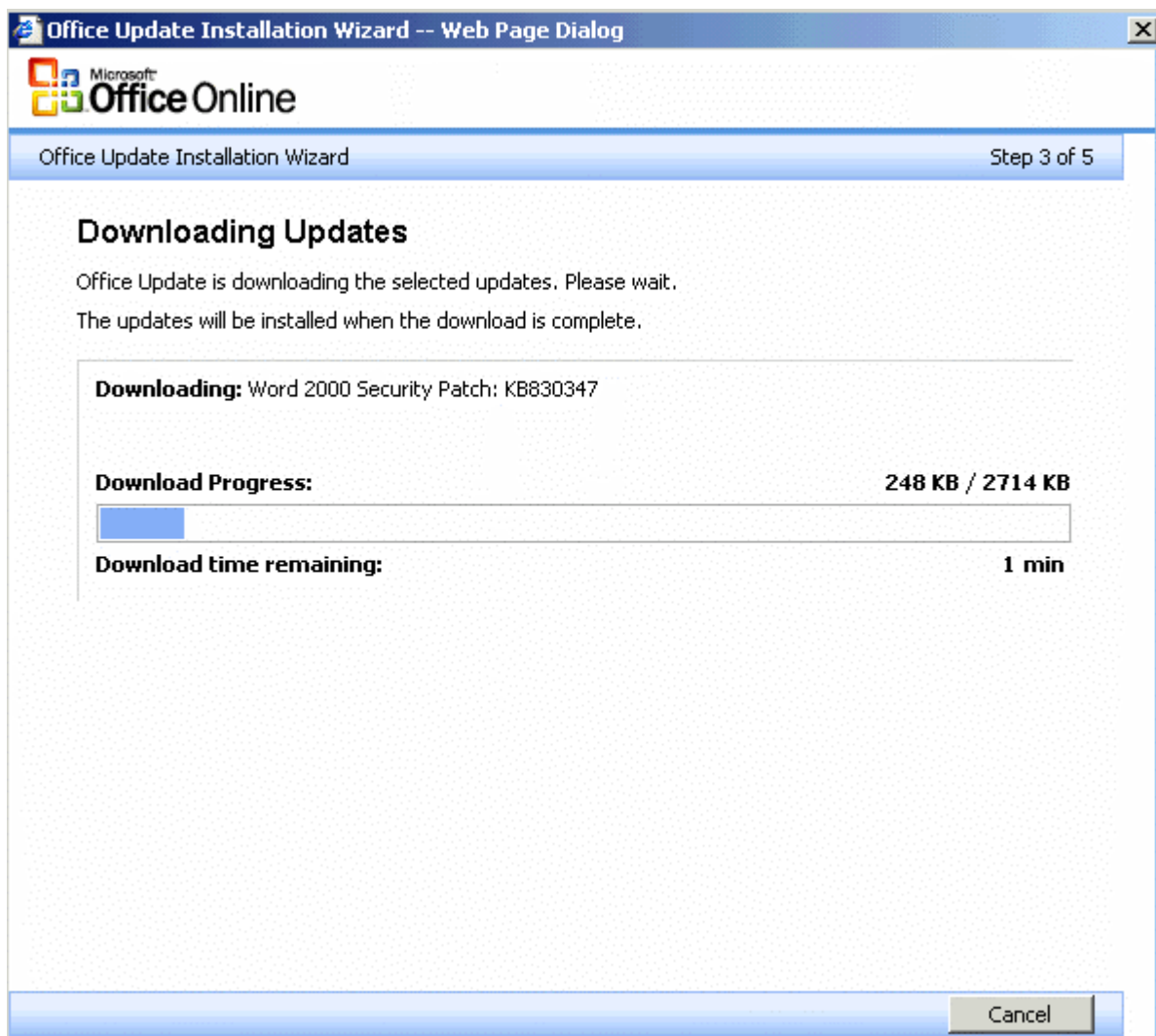


The following screen may or may not appear.



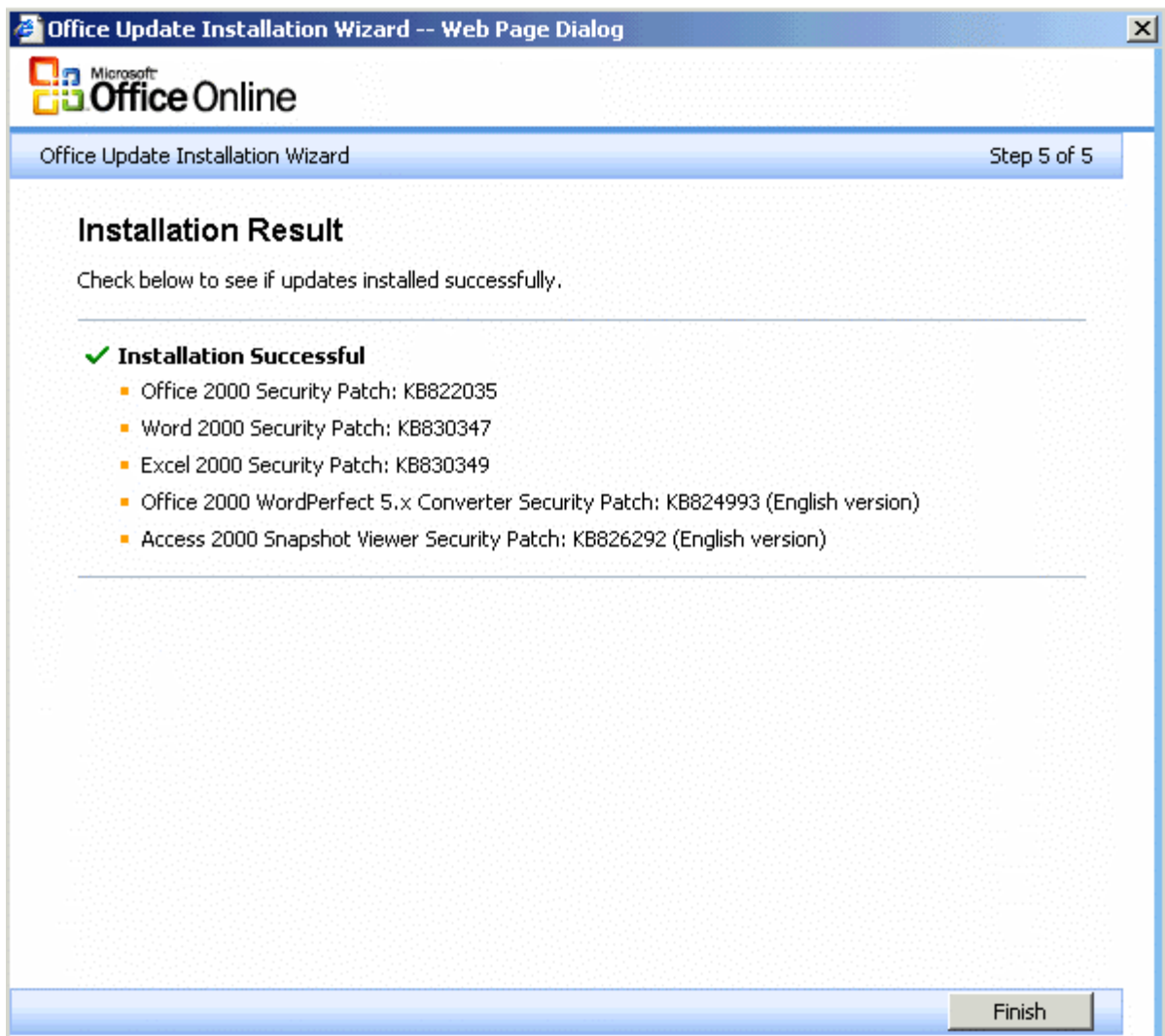
Click the Next button.

The following progress box will appear.



When it is finished installing the updates it may require you to restart the computer.

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Most times however with Office Update you do not have to restart and you will get this box. Click the Finish button.



You will see the following screen.

The screenshot shows the Microsoft Office Online website. At the top, there's a header with "United States" on the left and "Microsoft.com Home | Site Map" on the right. Below the header is the "Microsoft Office Online" logo. A search bar is present with "Downloads" selected in the dropdown menu and a "Go" button. On the left side, there's a navigation menu with links: Home, Assistance, Training, Templates, Clip Art and Media, Downloads (highlighted), Office Marketplace, and Product Information. Below this is a "Things To Do" section with links: Suggest new content, Get our newsletter, and Give us feedback. The main content area has a heading "Thank you for updating your Office products" with a "Help" link. Below the heading, there's a message: "Please visit the Office Update site regularly to make sure that your Office products are up-to-date. To help ensure that your computer is performing at the highest levels of security, stability, and critical functionality available, you should also install critical updates from the Windows Update site. Be sure to browse the Download Catalog for free programs and other useful Office downloads." At the bottom of the main content area is a button with a circular arrow icon and the text "Return to the Downloads home page". The footer contains links: Accessibility, Contact Us, Free Newsletter, Office Worldwide, and a copyright notice: "© 2004 Microsoft Corporation. All rights reserved. Legal | Privacy Statement". The Microsoft logo is in the bottom right corner.

United States Microsoft.com Home | Site Map

Microsoft Office Online

Search: Downloads Go

Home  
Assistance  
Training  
Templates  
Clip Art and Media  
**Downloads**  
Office Marketplace  
Product Information


**Things To Do**  
Suggest new content  
Get our newsletter  
Give us feedback


## Thank you for updating your Office products [Help](#)

Please visit the Office Update site regularly to make sure that your Office products are up-to-date.

To help ensure that your computer is performing at the highest levels of security, stability, and critical functionality available, you should also install [critical updates from the Windows Update site](#).

Be sure to browse the [Download Catalog](#) for free programs and other useful Office downloads.

 [Return to the Downloads home page](#)

[Accessibility](#) | [Contact Us](#) | [Free Newsletter](#) | [Office Worldwide](#) 

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Microsoft

Click the Return to Product Updates Home Page button. You should run Office Update again until it says **There are no updates available for download. Your Office products are up-to-date!**

## Nistime:

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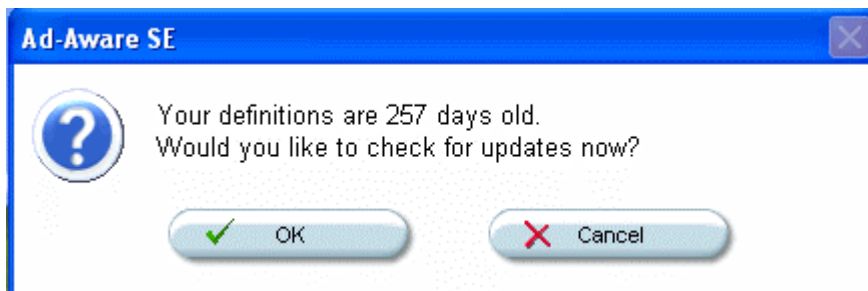
Click the Nistime shortcut to reset your clock to the correct time. This will only take a couple of seconds and you don't have to do anything else.

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## Ad-Aware:

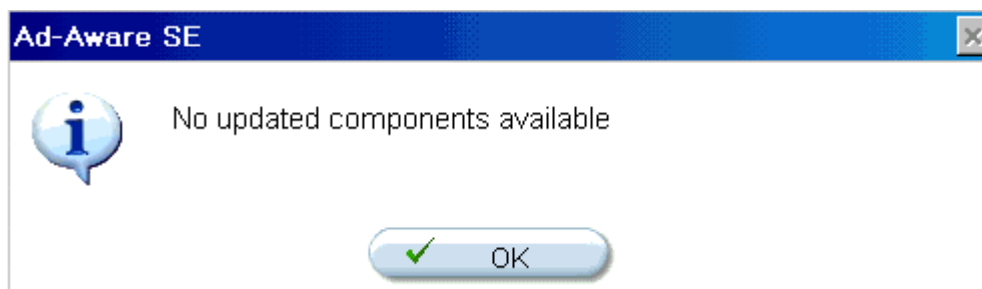
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Click the Ad-Aware shortcut and the following window may appear. If it doesn't, scroll down to the window labeled **Main Window** for further instructions.



You will receive either scenario A or B below:

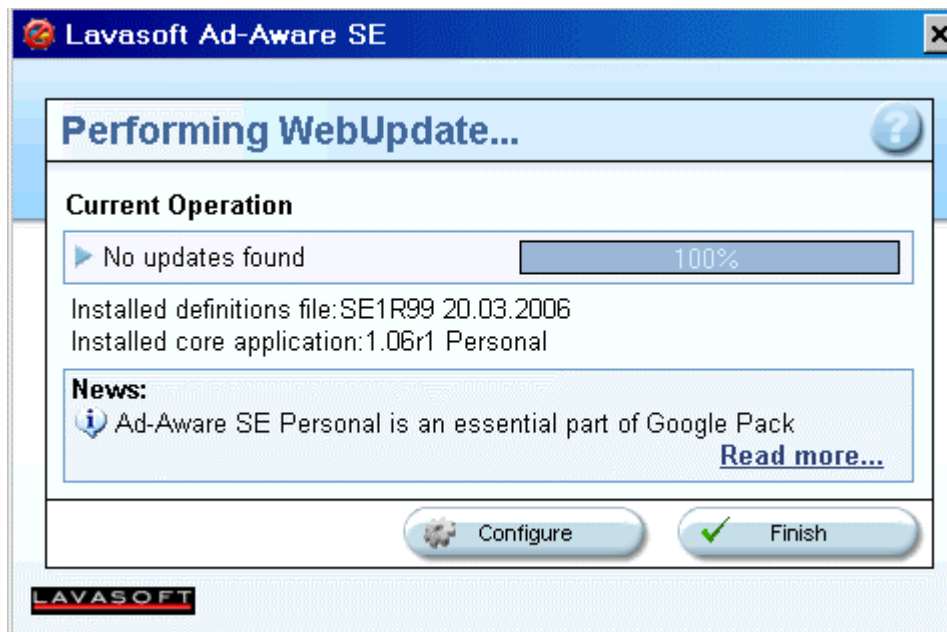
### Scenario A:



If the above appears, click OK.

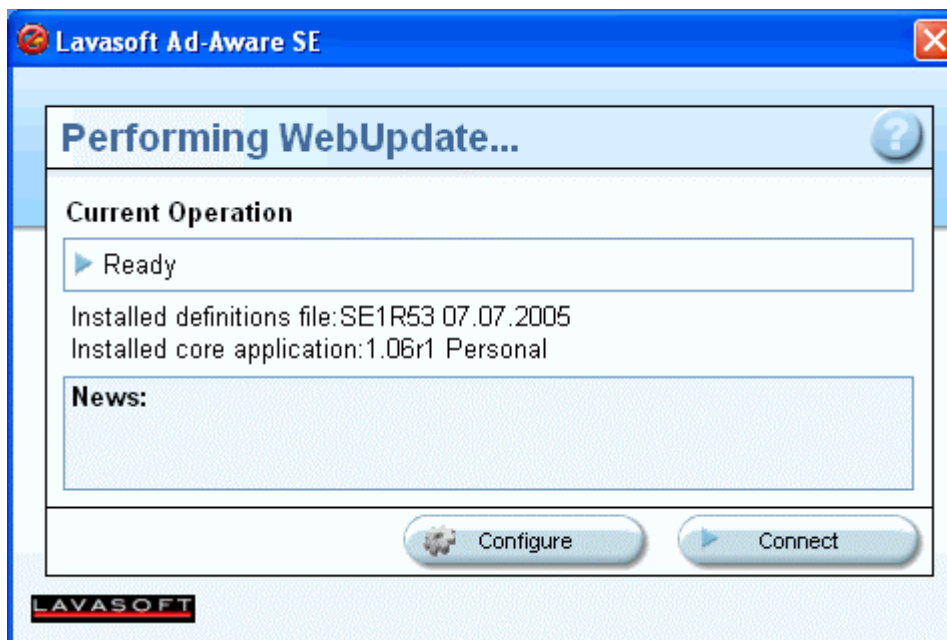
---

The following window will appear

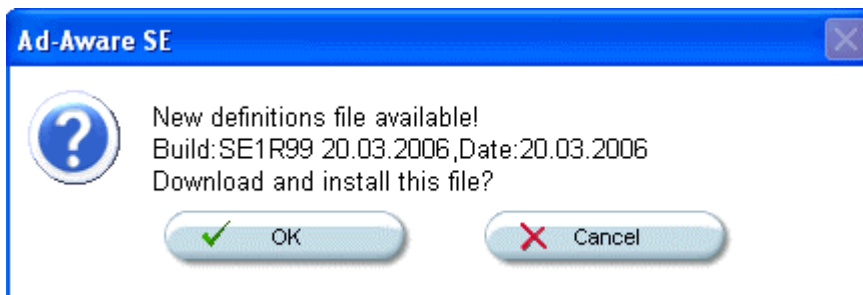


Click Finish and you will be at the Main Window. Scroll down to the window labeled **Main Window** for further instructions.

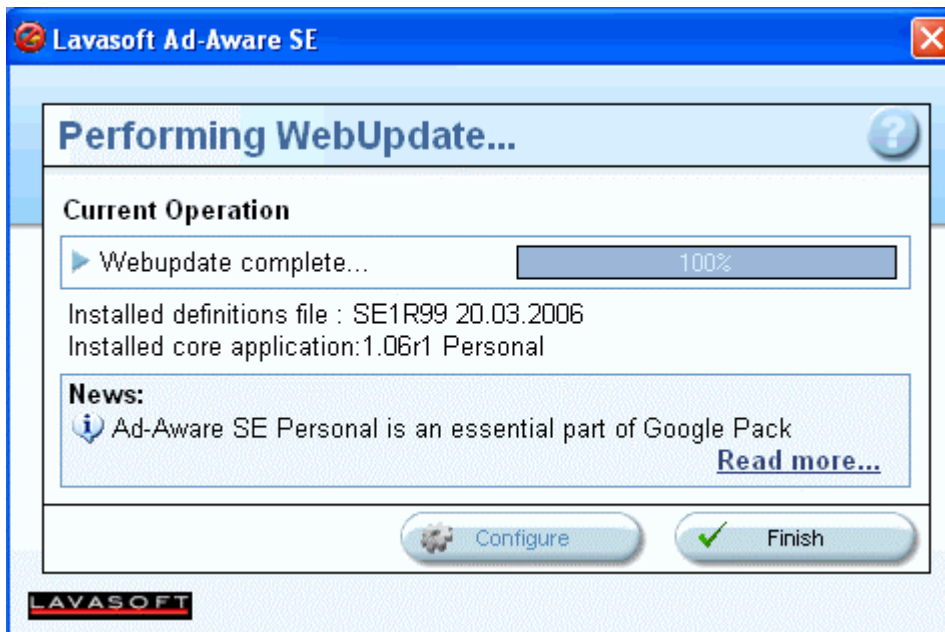
## Scenario B:



Click the Connect button and the following window will appear.



Click OK and the following window will appear.



Click the Finish button.

The following Main Window will appear.

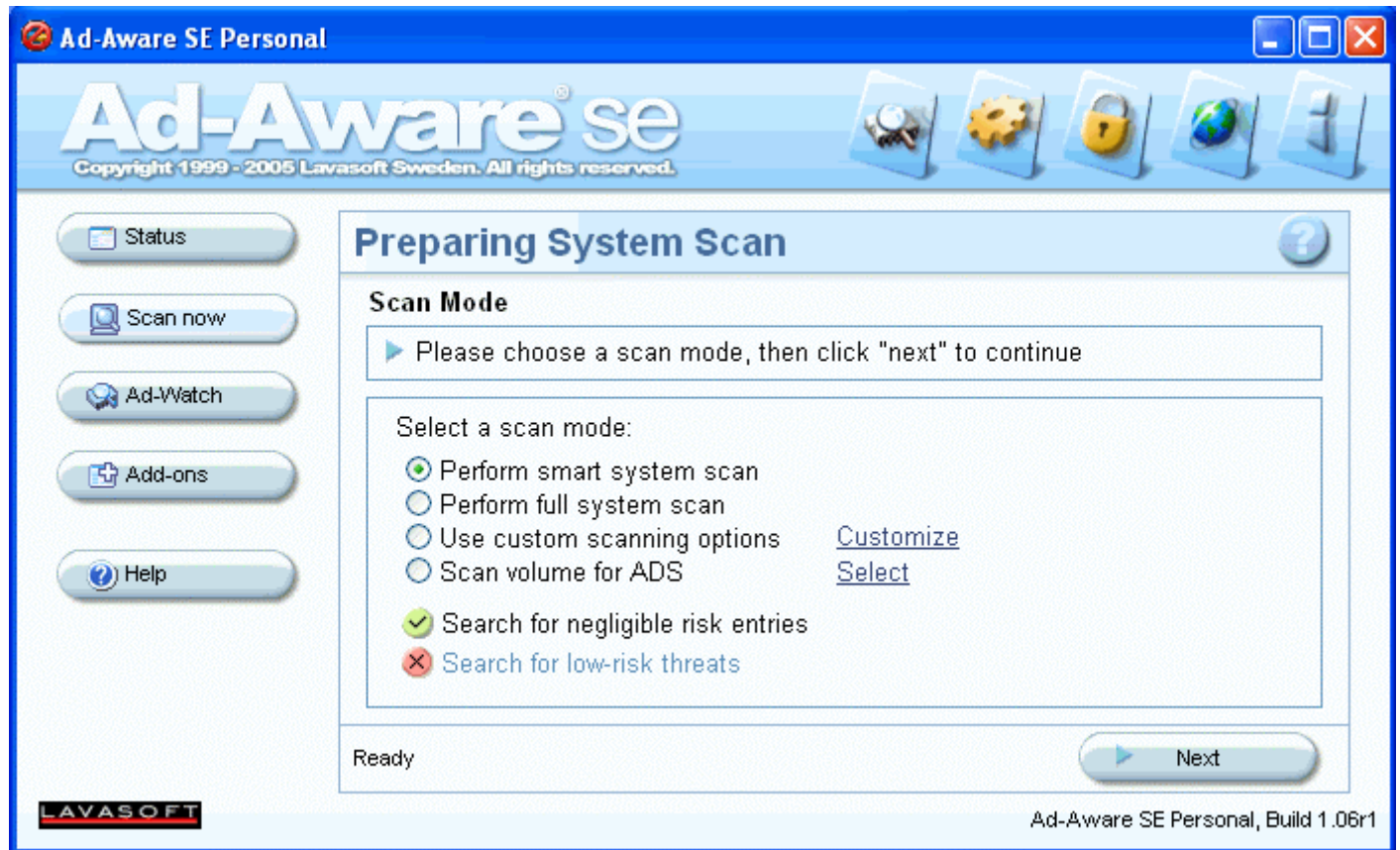
## Main Window:



If you did not just do an update, you should click the Check for updates now link above the Start button and follow the instructions starting at the top of this Ad-Aware section above before continuing.

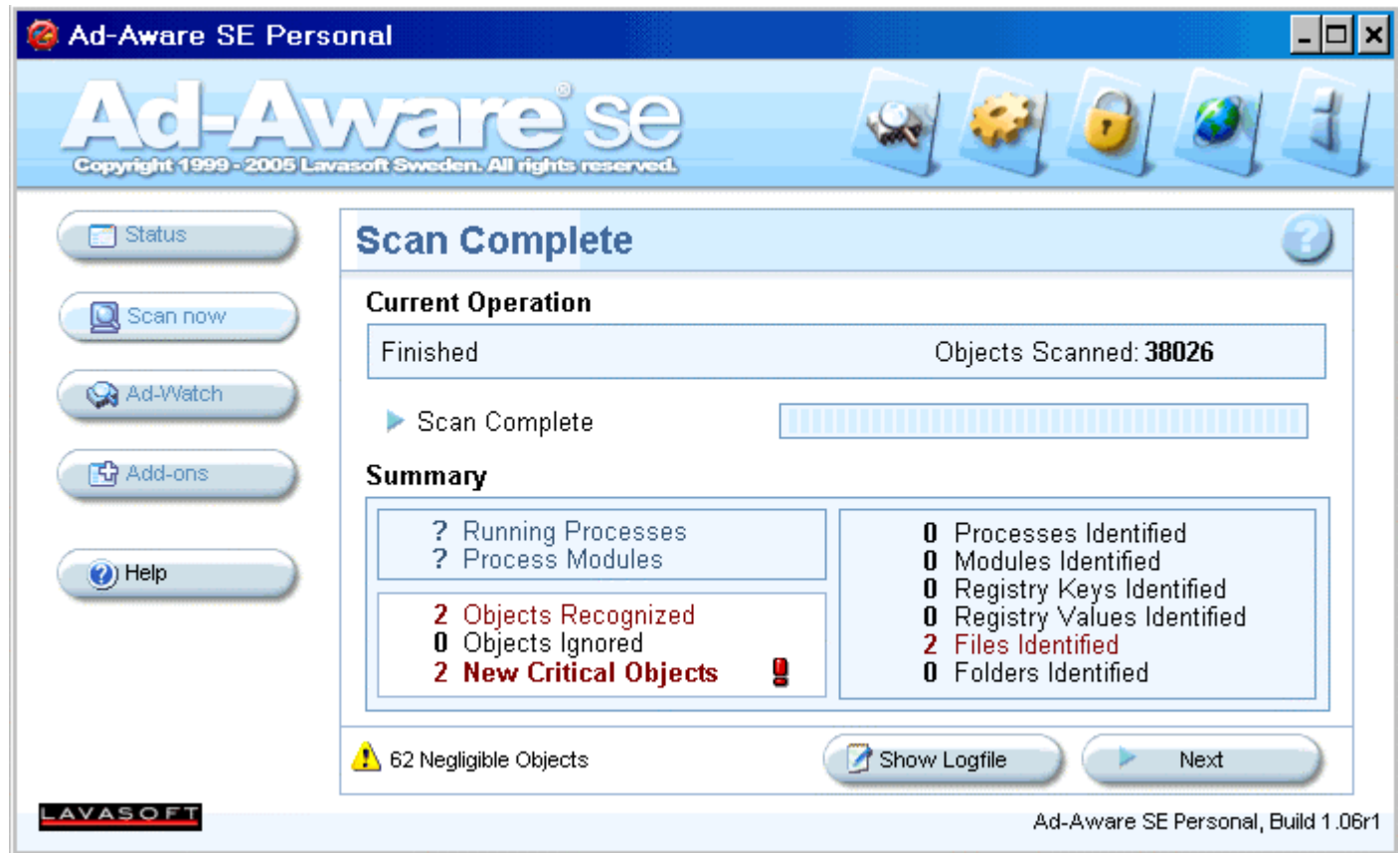


Click Start and the following window will appear.



Bullet Perform smart system scan and click the Next button.

When the scan is completed you'll either have 0 New Critical Objects with a green check mark in which case you can just exit out of the program or it will have found some Critical objects as shown below.



Click Next to get to the following window.



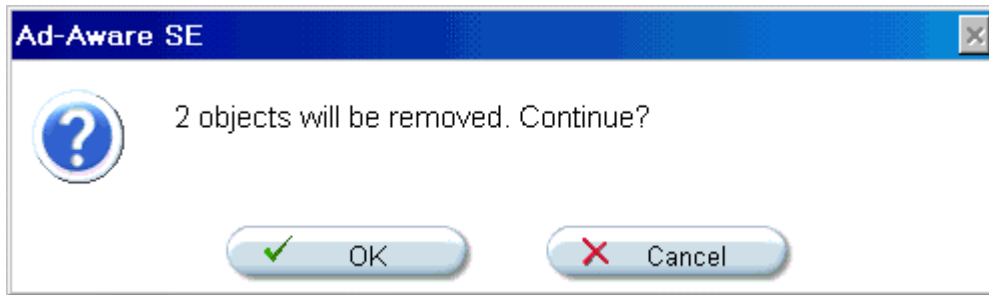
Note: The latest version of Ad-Aware splits the scan results into Critical Objects and Negligible Objects. We only need to worry about the Critical Objects.

In the above example, Ad-Aware found 2 items. If Ad-Aware finds items other than Tracking Cookies, write down the names of those items. Since some items other than Tracking Cookies were found, write down the names of the items it found and exit out of Ad-Aware using the X box on the top right to get you back to your desktop.

Go to Start->Settings and click Control Panel or Start and click Control Panel. Double click the Add/Remove Programs icon and see if any of the items you wrote down appear on the list. If so, click the item and then click the Change/Remove button and follow the prompts to completely remove the program. Repeat the procedure until all of the bad programs are removed. When you are finished, reboot your computer.

In Windows Explorer, open up Program Files on the left and see if any folders remain from the bad programs. If so, delete those bad folders.

Run Ad-Aware again to get to the point above, where we left off. Check off all items except the MRU List and click Next. The following will pop up.



Click OK and after it has removed the bad items, you will be back at the Main Window, where you can just exit out of the program. If Ad-Aware has trouble removing some items in memory, it will ask you if you want run Ad-Aware on the next restart of your computer. Click Yes or OK and restart your computer to have Ad-Aware run during the startup before the bad programs get loaded into memory.

(Note for music downloaders: Kazaa, Morpheus, Bear Share, etc. will not work if you remove their adware. For Kazaa, you should leave installed all Cydoor items found as well as Topsearch.dll. For other downloading software, you should do a search on Google to find out what components should be left in. You can place those items on the Ignore list by checking off ONLY those items then right clicking one of the items and choosing the menu selection to place them on the ignore list.)

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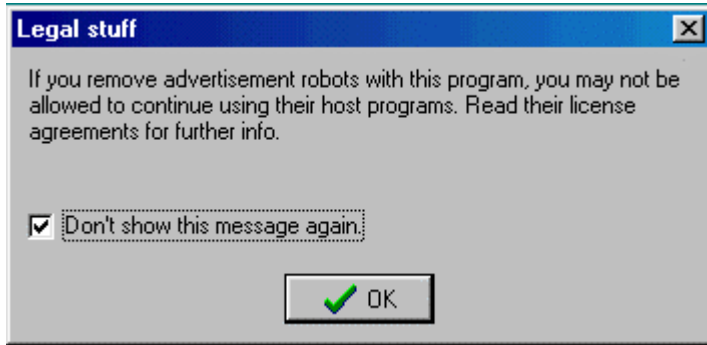
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## Spybot Search & Destroy:

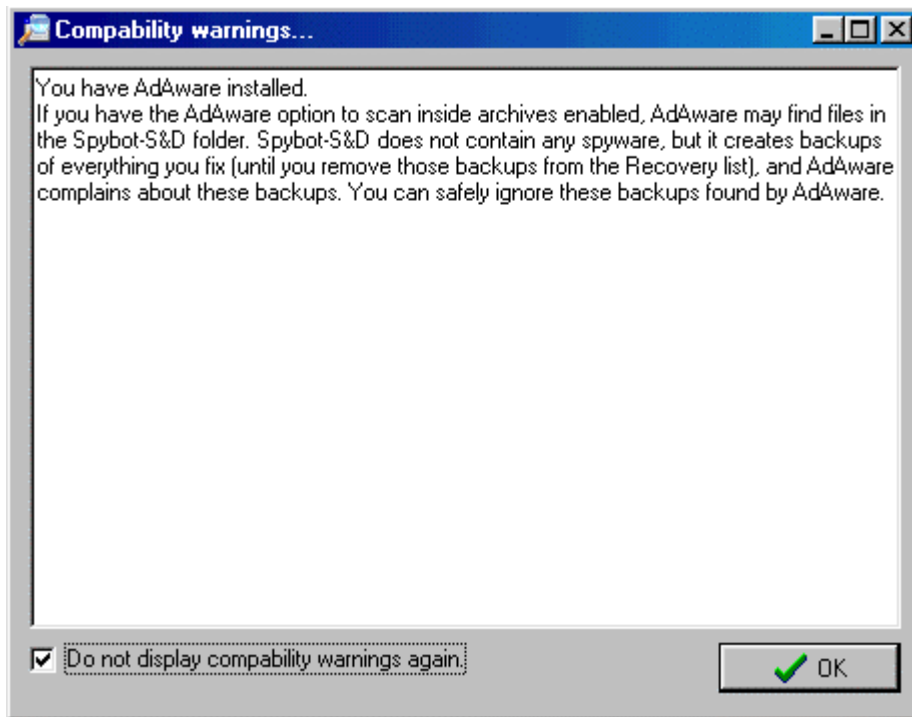
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Note: Some of the graphics below are from an older version of Spybot S & D.

Click the Spybot shortcut.



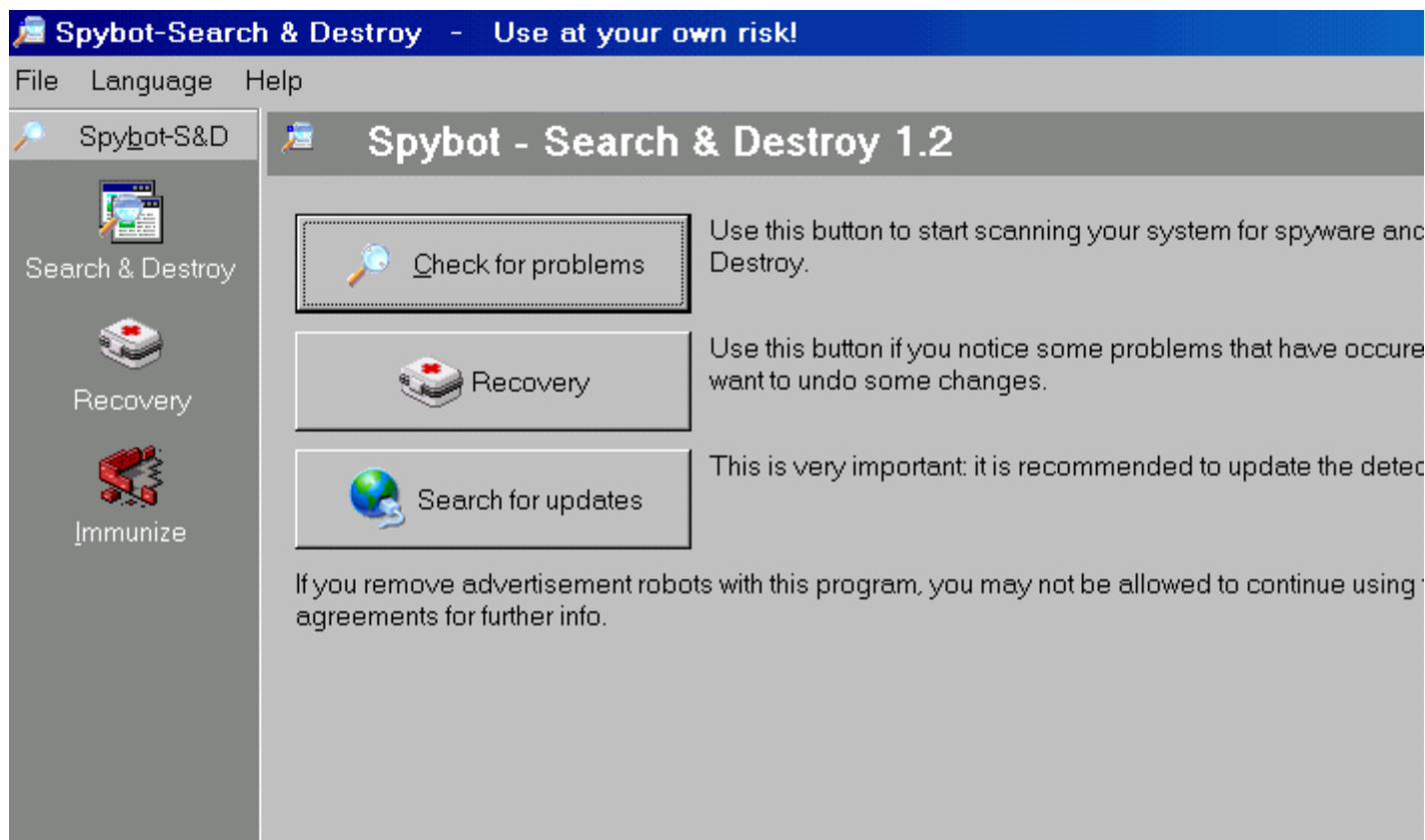
If you get the above box, place a checkmark in the white box and click OK.



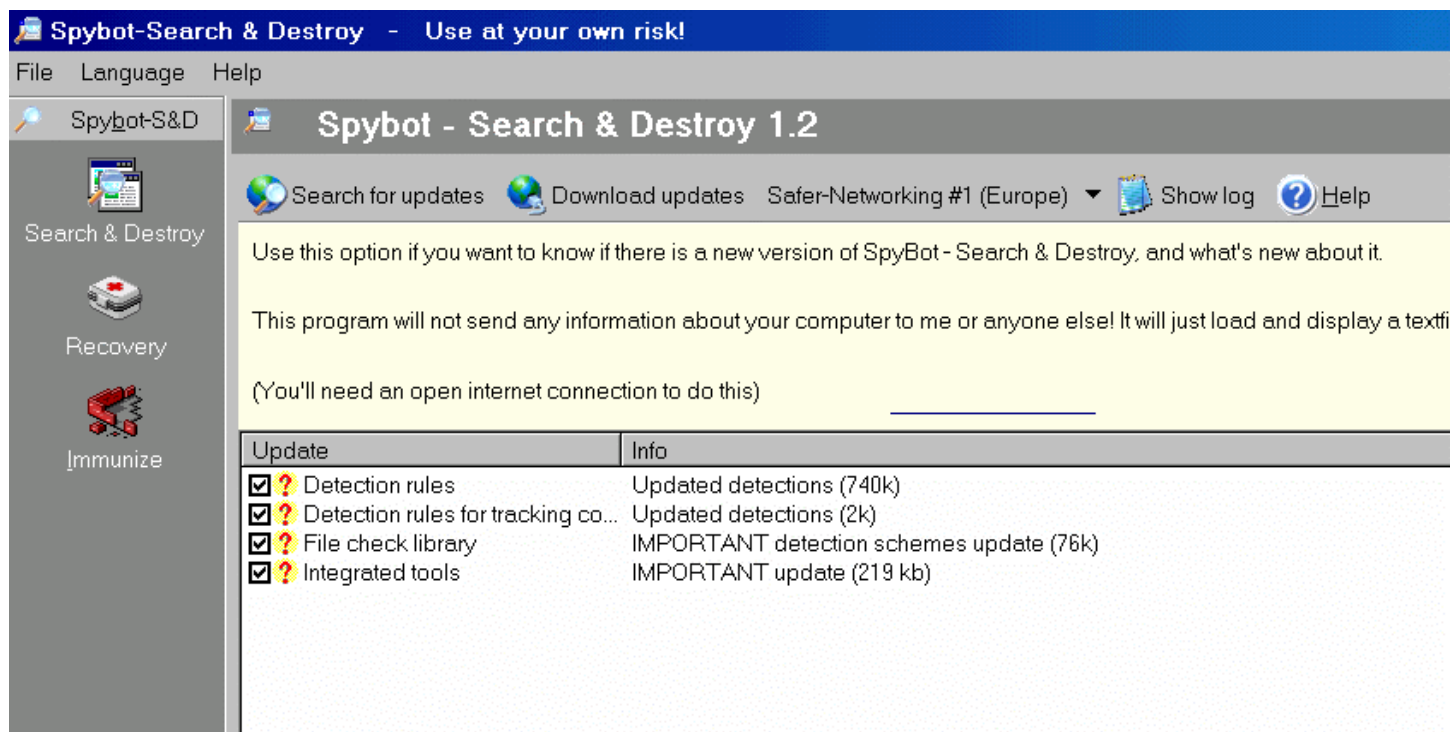
If you get the above box, place a checkmark in the white box and click OK.

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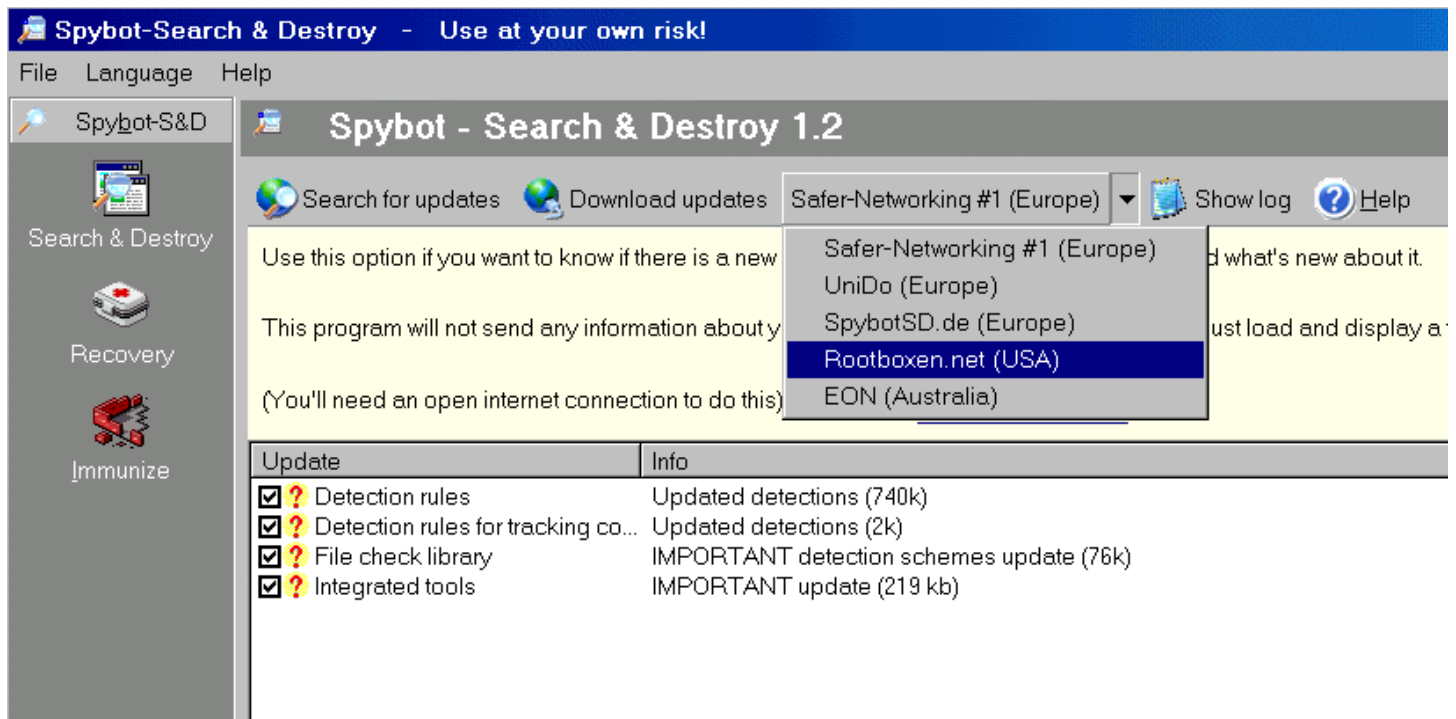




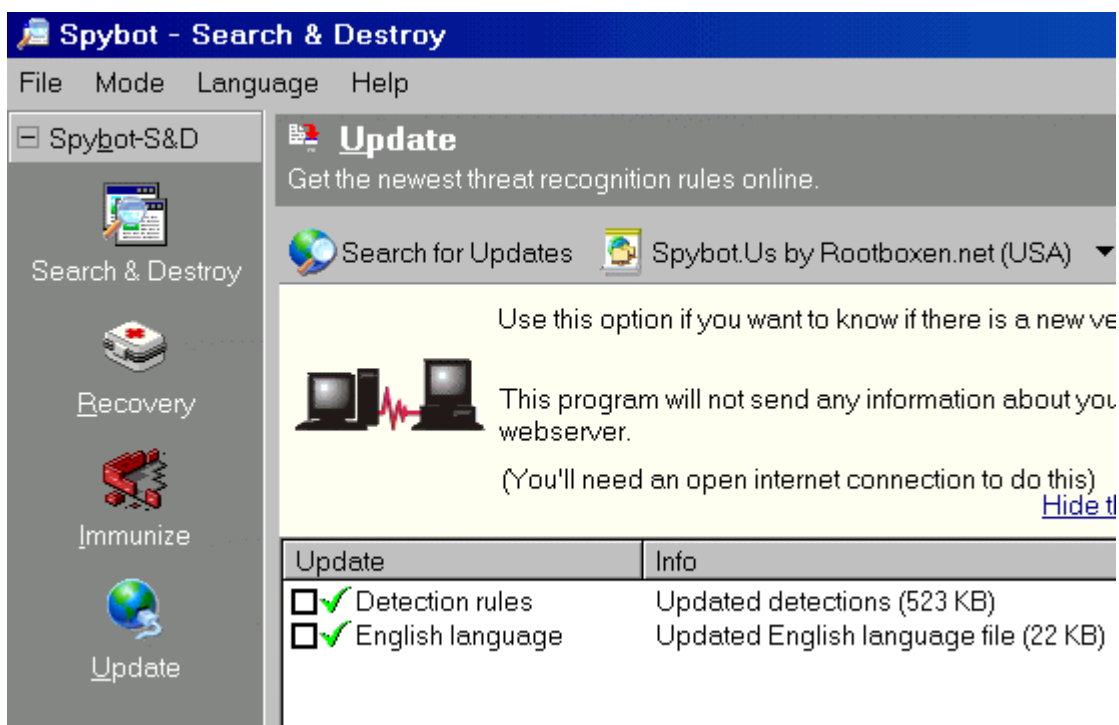
Click the Search for Updates button



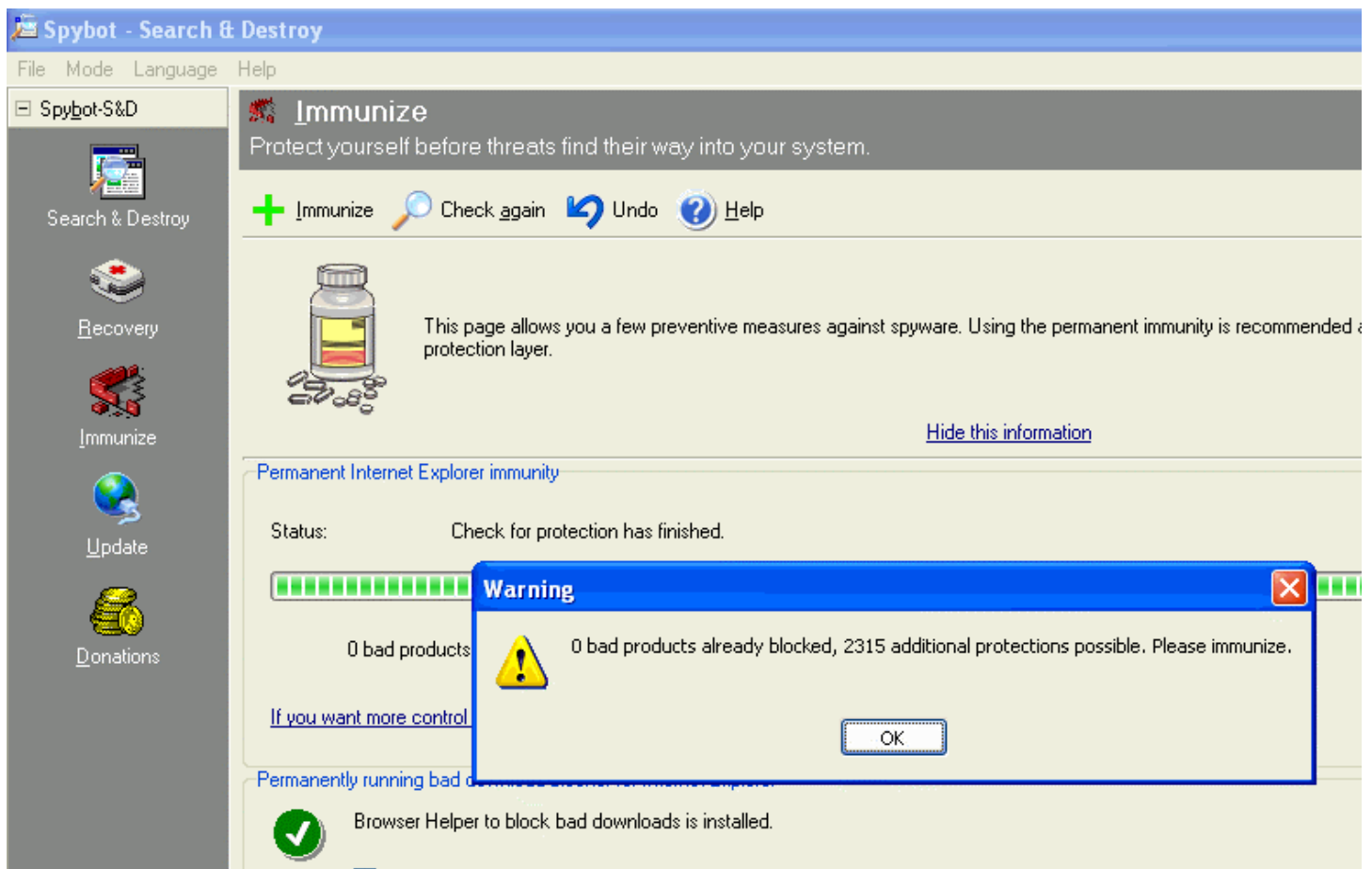
Check off all of the available updates and click the down arrow in the top middle of the page.



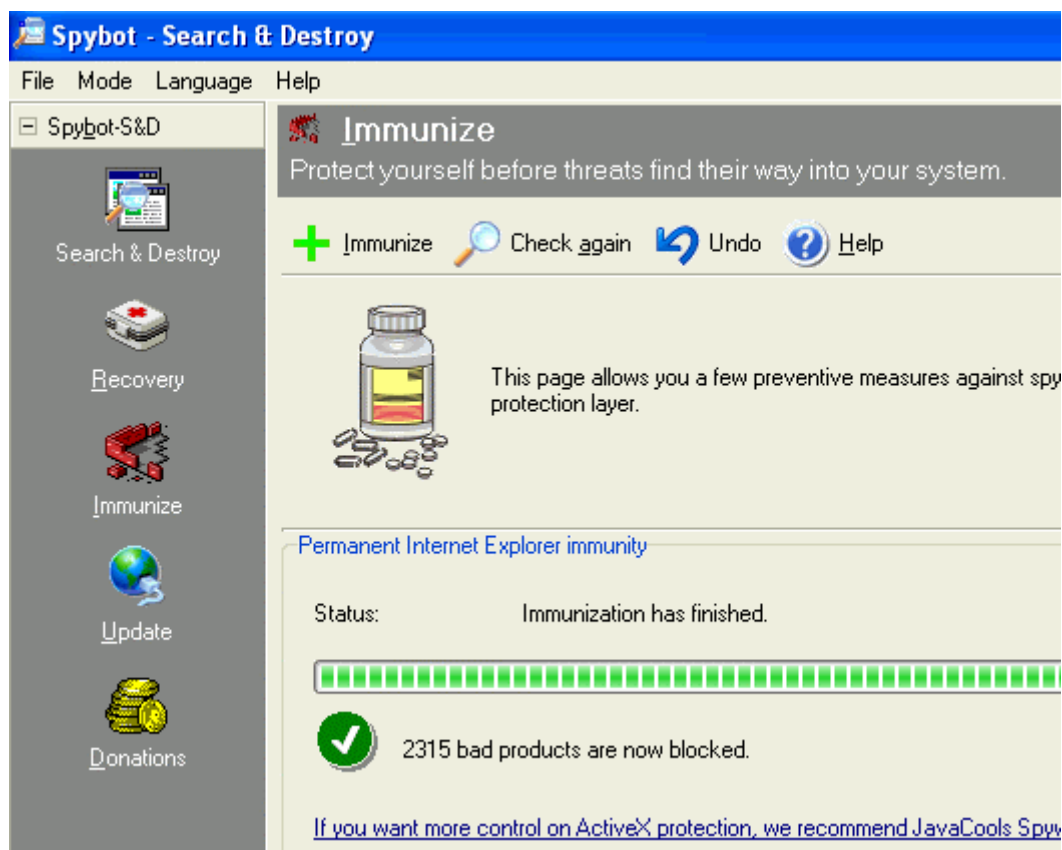
Pick a USA server (if there is a USA server on the list) and then click the Download updates button. If a USA server was not on your list, then pick the Safer-Networking # 2 server. If you chose a foreign server then it may take several minutes for the downloading to start. Be patient. If the red on yellow question marks turn into red X's then click the Search for Updates button again and choose a different server to download from. We need to see green checkmarks next to each item. If some do and some do not have green checkmarks, then click the Search for Updates button again and try again. When it is finished downloading the updates, you should have all green checkmarks. Some updates will automatically restart the program.



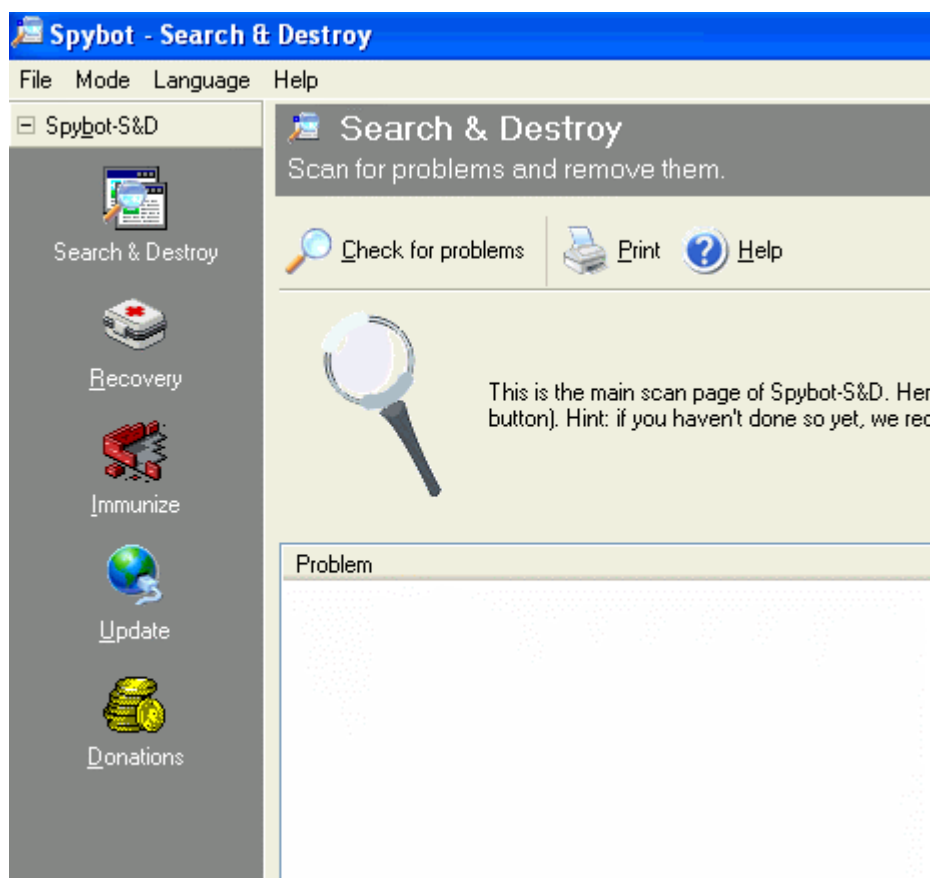
Click the Immunize button on the left.



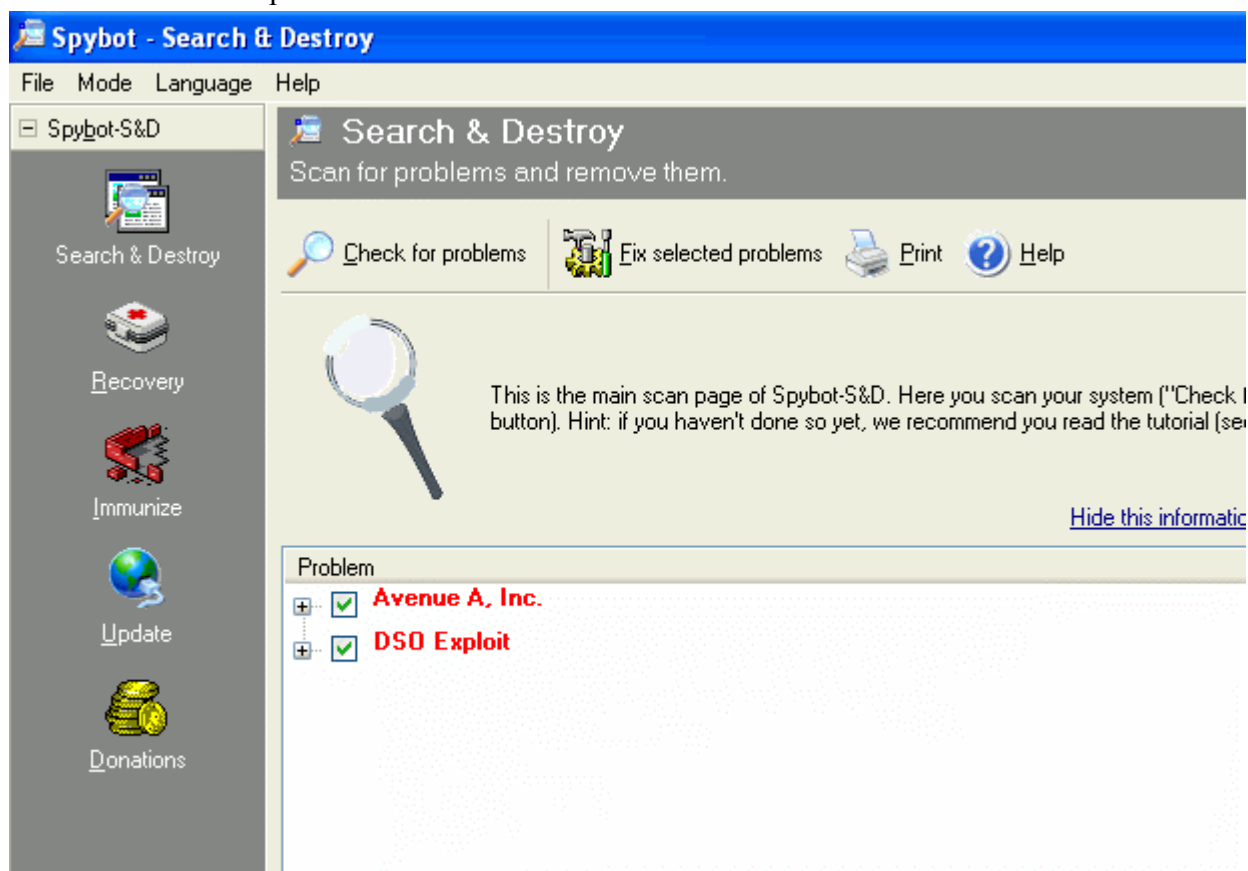
If a Warning box appears as shown above, click OK and then click the Green Immunize cross up top.



You should get a Green checkmark as shown above. Click the Search & Destroy button on the left.



Click the Check for problems button.



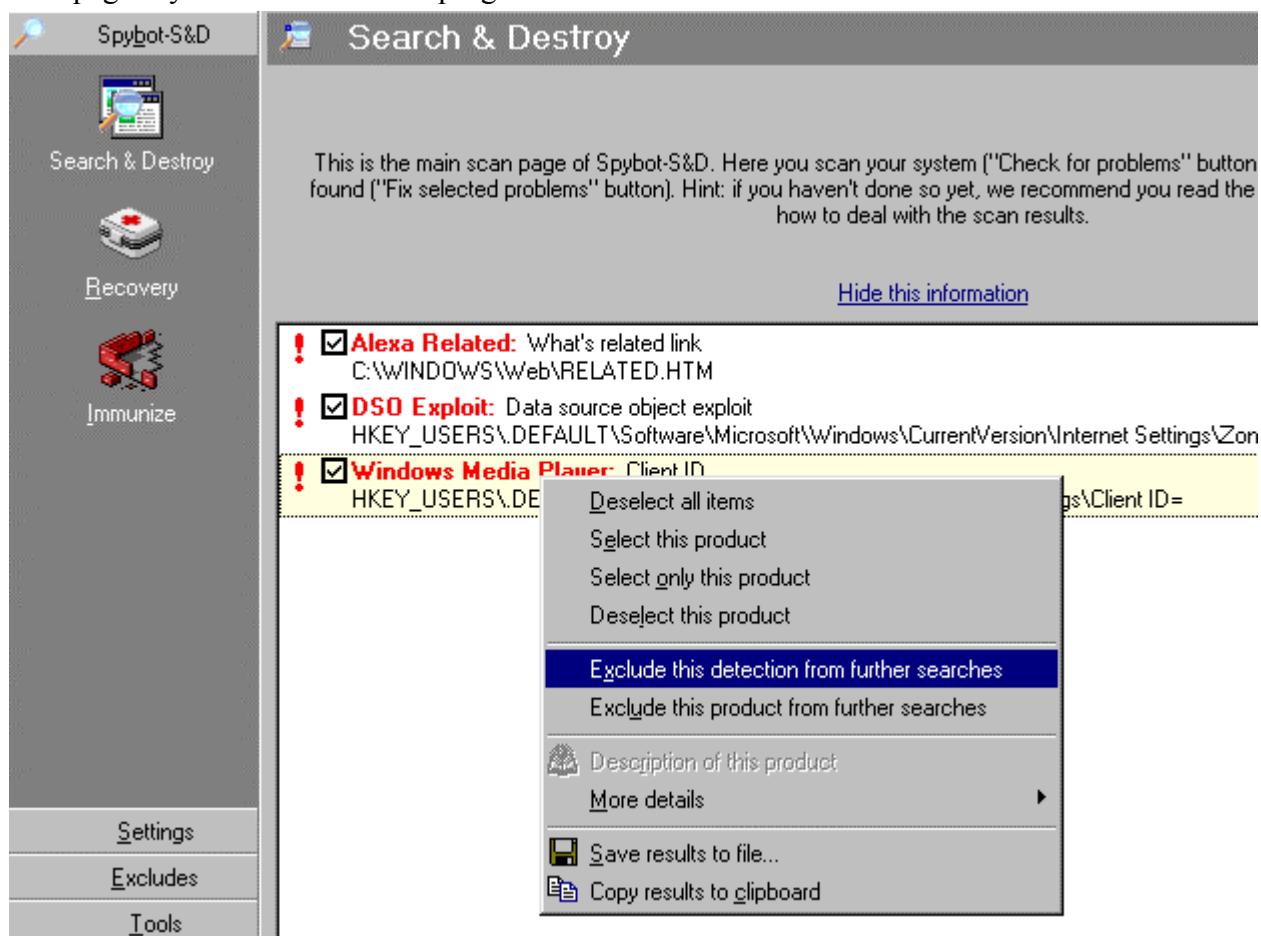
In the above example, Spybot S & D found 2 items. Note that one of these items is Avenue A. If Ad-Aware finds items other than Tracking Cookies, write down the names of those items. In this case you would write down Avenue A and DSO Exploit. Since some items other than Tracking Cookies were found, we should exit out of Spybot S & D using the X box on the top right to get you back to your desktop.

Go to Start->Settings and click Control Panel or Start and click Control Panel. Double click the Add/Remove Programs icon and see if any of the items you wrote down appear on the list. If so, click the item and then click the Change/Remove button and follow the prompts to completely remove the program. Repeat the procedure until all of the bad programs are removed. When you are finished, reboot your computer.

In Windows Explorer, open up Program Files on the left and see if any folders remain from the bad programs. If so, delete those bad folders.



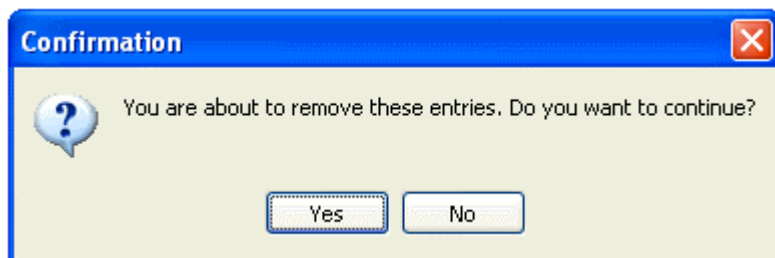
This page is only for people who use Kazaa, Morpheus, Bear Share, etc to download music. Skip to the next page if you do not use these programs.



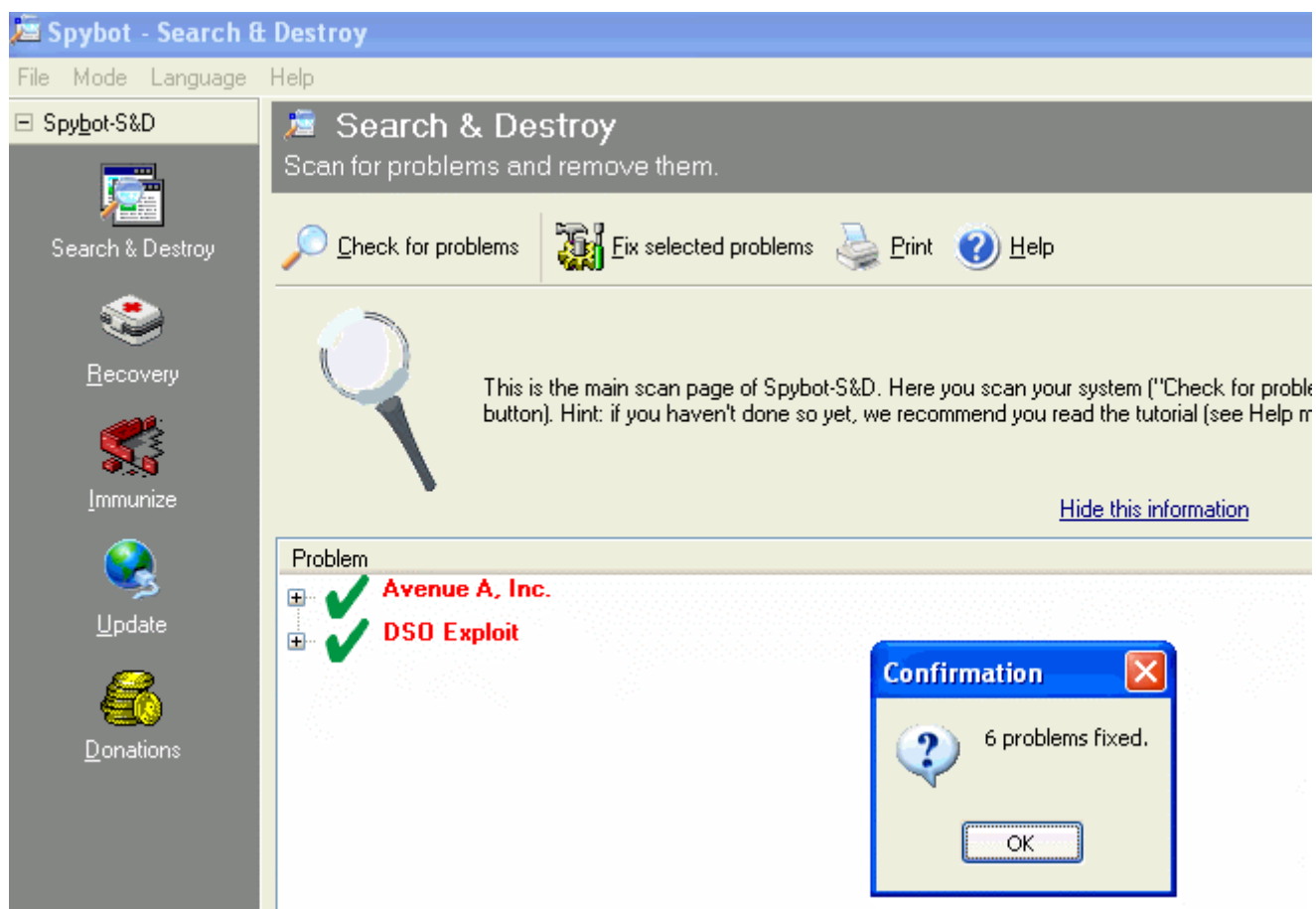
The above graphic pertains to the following note only. Disregard it if you do not download music.

(Note: For music downloaders: Kazaa, Morpheus, Bear Share, etc. will not work if you remove their adware. For Kazaa, you should leave installed all Cydoor items found as well as Topsearch.dll. For other downloading software, you should do a search on Google to find out what components should be left in. As shown above, click on the plus sign, then click on each item and then right click the item. Pick "Exclude this detection from further searches" as shown above. Highlight the next item on the list and you'll see the prior item's checkbox removed. When you get to the last item that you want to exclude, be sure to click/highlight the item below it after you exclude it in order for the checkbox to disappear from the prior item. When you are done with your exclusions, check off the rest of the items found and click the Fix selected problems button at the bottom of the window.)

Run Spybot S & D again to get to the point where we left off above. Check off the remaining items found and click the Fix selected problems button and the following box will appear.



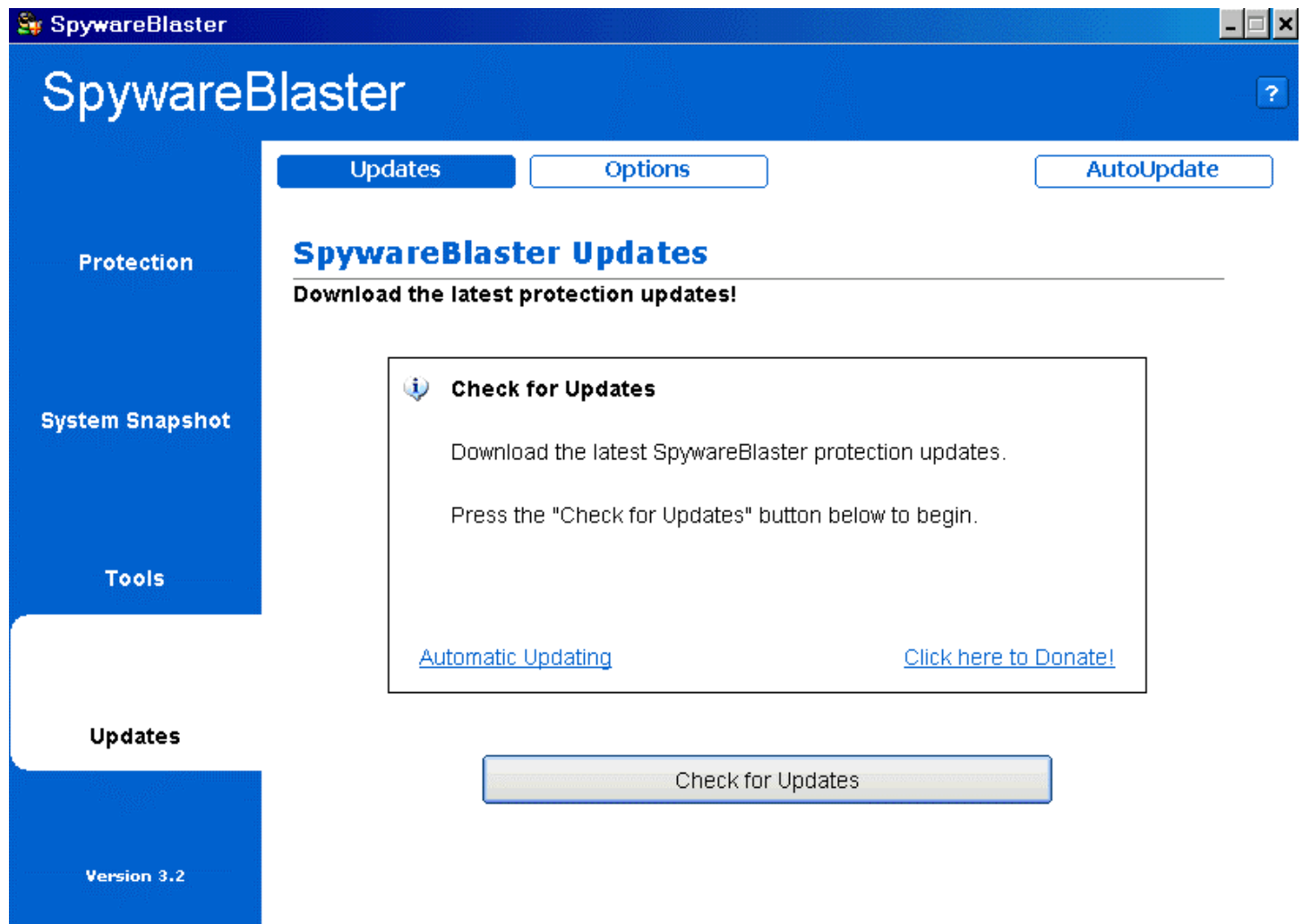
Click Yes. If Spybot S & D asks to set a System Restore point, Click OK or Yes.



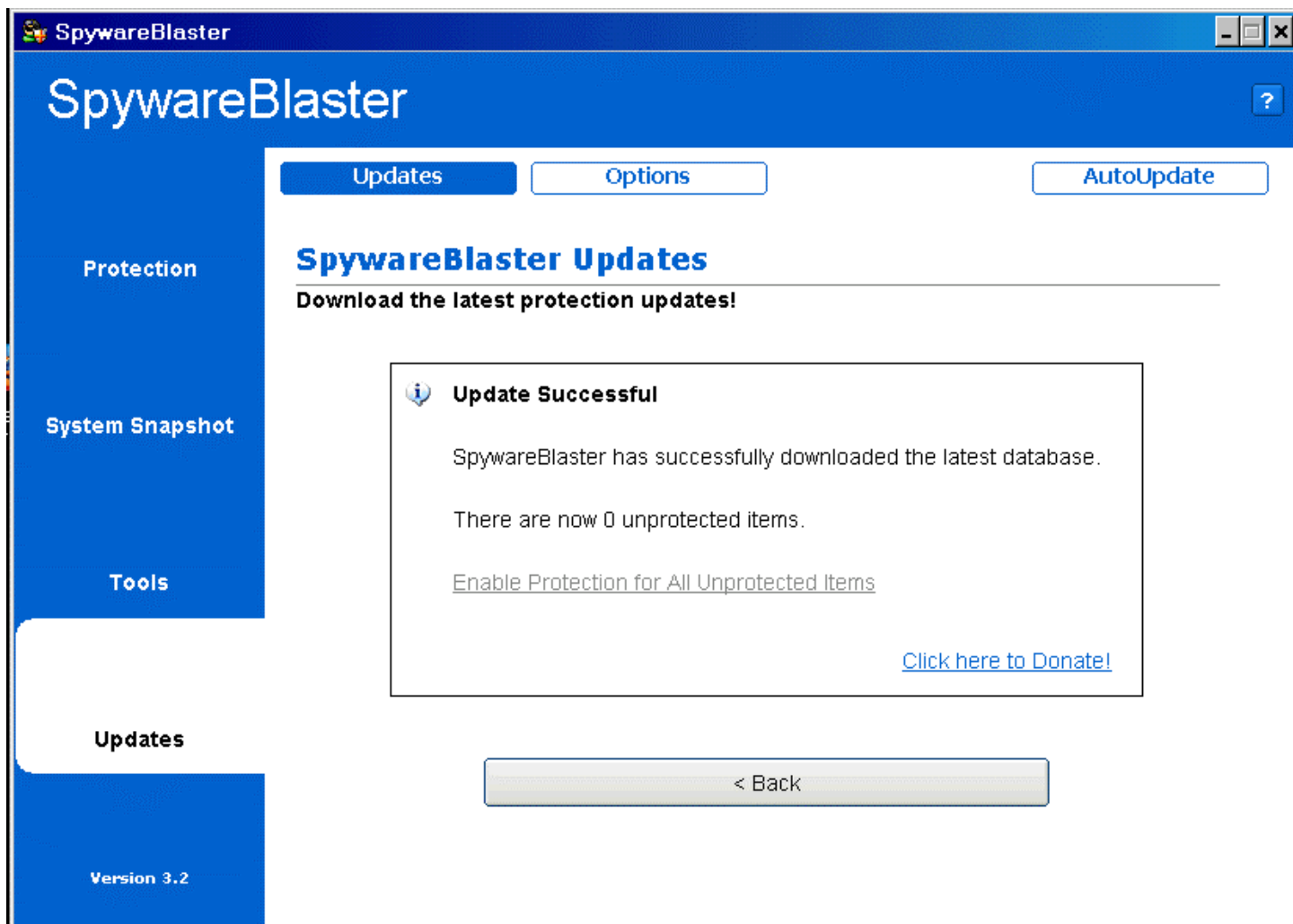
When you get this box, click OK. If Spybot has trouble removing some items in memory, it will ask you if you want run Spybot on the next restart of your computer. Click OK or Yes and restart your computer to have Spybot run during the startup before the bad programs get loaded into memory.

# Spyware Blaster:

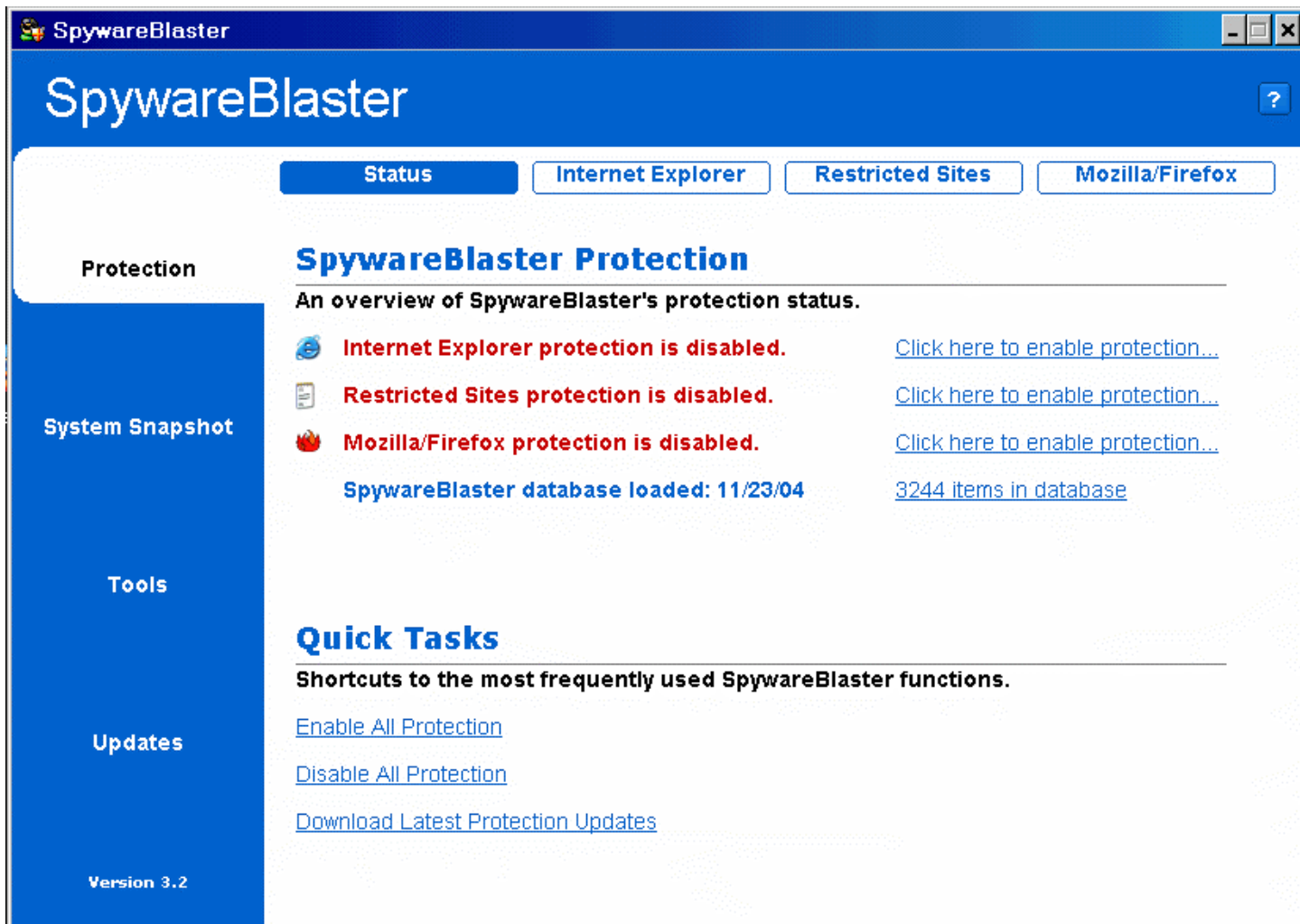
Click the Spyware Blaster shortcut.



Click the Updates link on the left and then click the Check for Updates button.

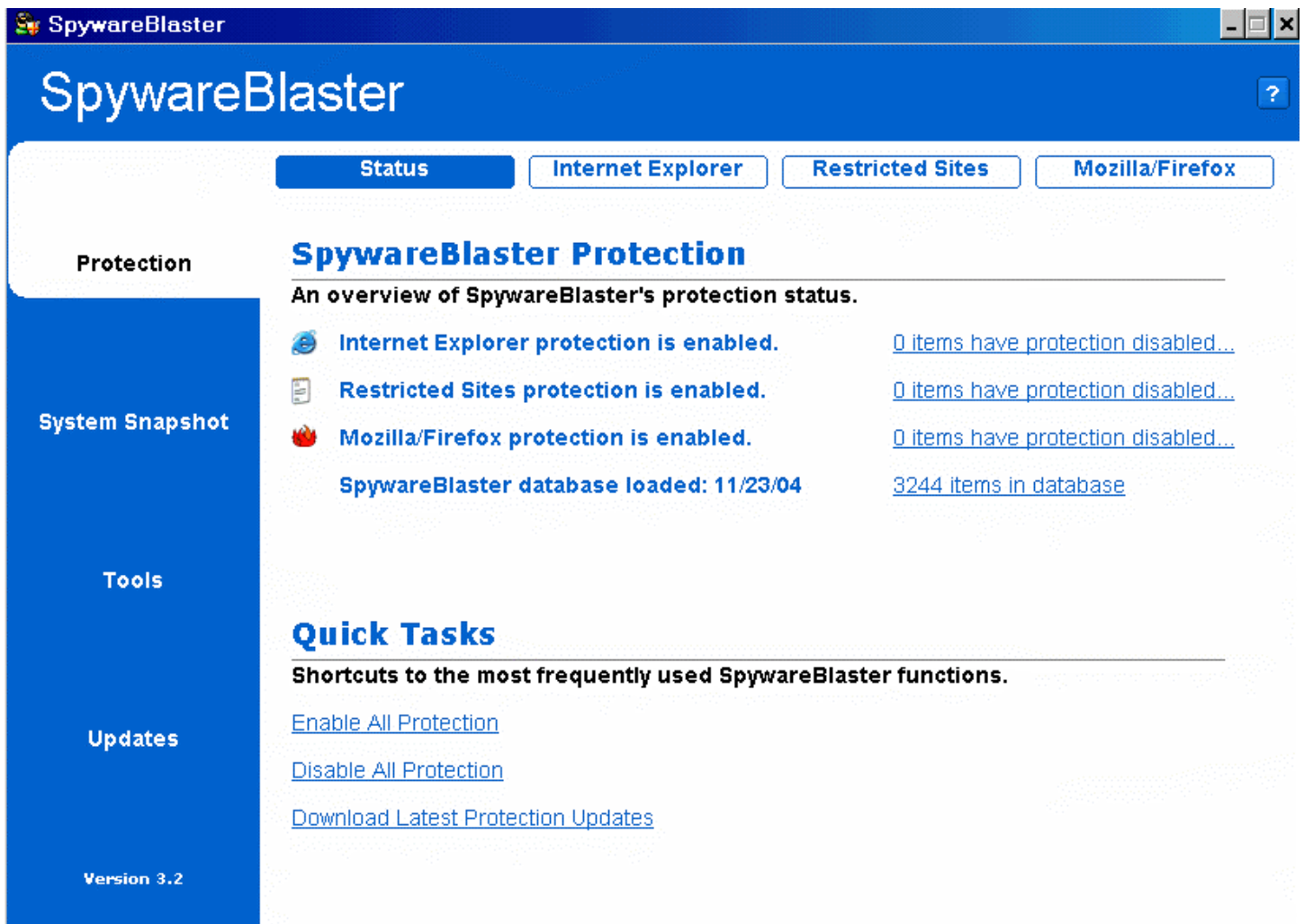


Click the Protection link on the top left.



Note: Unprotected items appear in red. Click the Enable All Protection link.





All items are now protected. If you do not have Mozilla Firefox installed, then don't worry about that item being in red.

## Disk Cleanup:

Run this again. If you have the Disk Cleanup icon, just click it. This will only take about 10 to 30 seconds and you don't have to do anything else. If it is working on the D drive and it freezes up, just click the cancel button. Wait about 10 seconds and run it again. You may have to do this a couple of times until it closes out on its own.

## Cleanup Temp Files:

Run this again. Click the Cleanup Temp Files shortcut to remove all of your temporary files. This will only take a couple of seconds and you don't have to do anything else.

## **Disk Defragmenter:**

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Click the Disk Defragmenter shortcut. It will run and close automatically. You should make sure no other windows are open before you run this. This may take a long time to run and should not be interrupted. You should not do anything else while this is running. It could be as short as 5 minutes and as long as 4 hours or more. Disk Defragmenter is finished when the Disk Defragmenter box no longer appears and you are back to your desktop. If you run this monthly, then it shouldn't take too long.

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## **Restart:**

Restart your computer. Make sure your anti-virus software is re-enabled after you restart.

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