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](http://www.compu-docs.com/links.htm) or they are already built into your computer.

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:**

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:**

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 its first run) and you don’t have to do anything else.
Click the Windows Update shortcut. Internet Explorer will open and take you to the Windows Update page.

Click the Scan for updates button.

The following window will appear.
On the left, under where it says Pick updates to install are 3 categories of available updates. You should always do the Critical Updates and Service Packs. You may or may not want to do the Windows 98 and Windows 98 Second Edition updates and you should NEVER do any Driver Updates. You can remove items that you do not want to install only from the Windows 2000 updates. Click where it says Windows 98 and Windows 98 Second Edition.
The following window will appear.

Here you’ll see the available optional updates. Note that there are 5 available updates. Your number may be different. Some of the updates here you may not want to install. I do not install the following for example:

**Euro Conversion Tool** (since I don’t use Euros)
**Microsoft .NET Framework** (since I don’t connect to a .NET server)
I can remove these from the list by clicking under Other Options the Personalize Windows Update shortcut.

Uncheck the items you don’t want to appear anymore and click the Save Settings button. Now go back and click the Windows 98 and Windows 98 Second Edition shortcut on the left and click the Add buttons for the items you want to install. Note that some items must be installed separately from any of the other items as shown in the red text below. So you’ll have to install them all by themselves and come back to Windows Update to install the other items.
Click the **Review and install updates** shortcut on the left.

Note that all of the critical Updates and Service Packs are already automatically added.

Click the **Install Now** button. A license agreement box will pop up.
Click the Accept button. A progress box will pop up.

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

Click the Check for Updates green button.
The following screen will appear.
When it is finished checking, the following screen will appear.

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 will appear.
Click the Next button.

The following screen will 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 WILL need the Office/Word CD. Click the Next button.

The following screen will 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.
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.

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:

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.

Ad-Aware:

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.

![Ad-Aware SE window](image)

Click OK and the following window will appear.

![Lavasoft Ad-Aware SE window](image)

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.)
Spybot Search & Destroy:

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.
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.

![Confirmation]

You are about to remove these entries. Do you want to continue?

Yes  No

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.
SpywareBlaster Protection
An overview of SpywareBlaster's protection status.

- Internet Explorer protection is disabled. [Click here to enable protection...]
- Restricted Sites protection is disabled. [Click here to enable protection...]
- Mozilla/Firefox protection is disabled. [Click here to enable protection...]

SpywareBlaster database loaded: 11/23/04
3264 items in database

Quick Tasks
Shortcuts to the most frequently used SpywareBlaster functions.

- Enable All Protection
- Disable All Protection
- Download Latest Protection Updates

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.
Before you run EndItAll you should disable/turn off your anti-virus software. With Norton anti-virus, you can right click the icon in the system tray (bottom right hand corner near the clock) and select “Disable Auto-Protect” or go into Norton anti-virus and click the Options button. Under Auto Protect, uncheck the box where it says Enable Auto-Protect (recommended).

Once your anti-virus is turned off, click the EndItAll shortcut to shut down all the additional programs running in the background. These programs can interfere with Scandisk and Disk Defragmenter from completing their tasks, so it is necessary to shut them down before running Scandisk and Disk Defragmenter.

Click the large end it all button:

When it has closed the programs, you should see a screen similar to this:
Click the Exit button.
Scandisk:

Click the Scandisk shortcut and make sure that the standard button is selected and that the Automatically fix errors checkbox is checked. Your C: drive should be highlighted. Click the Start button:

When it is finished scanning your C: drive you will see a box like this:

Note where it says that it found 0 bytes in bad sectors. If this number is not zero, you may have a hard drive starting to malfunction and you should rerun Scandisk and choose the Thorough option. This will
take a considerable amount of time up to 5 hours, so plan on not using your PC during this time. If you have any bad sectors, you should rerun this Thorough test every week for several weeks. If you see the number of bad sectors increasing, then you should replace your hard drive.

This box may also say that it found errors on the drive and fixed them all, which is OK.

Note that this PC has a second D: drive so we should run Scandisk again on the D: drive. Make sure that the standard button is selected and that the Automatically fix errors checkbox is checked. Your D: drive should be highlighted. Click the Start button:

Again, when it is finished scanning your D: drive you will see a box like this:

If there are any bad sectors, follow the instructions shown above for the C: drive.
Click the Disk Defragmenter shortcut.

If you only have a C: drive click OK to start defragmenting the C: drive:

If you have additional drives, instead of picking each drive one by one, you have the option to defragment All Hard Drives as shown below. Click the drop down arrow and select All Hard Drives. Then click OK to start defragmenting All Hard Drives:
You’ll see the following progress bar:

The progress bar may quickly run up to 10% Complete but it really isn’t 10% complete. It may stay at 10% for quite some time. Eventually you will see it start to move again. You can click the Show Details button to see a pretty neat view of it moving files around. This will slow the defragmentation progress down a little bit, so you may want to click the Hide Details button to get back to the progress bar shown above. When it is completed, you’ll see the box below:

The drive letter may be different if you chose All Hard Drives. Click Yes to exit.

**Restart:**

Restart your computer so that the programs you had previously shut down can restart. Make sure your anti-virus software is re-enabled after you restart.