

Windows 7 / Vista Tune-Up Checklist



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Note: A copy of my "Windows 7 - Improve Display Readability" may be needed.

PC Make, Model: _____

OWNER Name, Date, & Phone: _____

Date's Worked: _____

CPU: _____ @ _____ GHz, _____ MB RAM, _____ GB HDD, (_____ GB Free on HDD)

OP System (XP Home/Prof/MCE (SP1/2/3): _____

XP COA Product Key: _____

XP Product ID: _____ Key to chg Boot= _____

Registered Name: _____ BIOS: _____ Key to Enter BIOS= _____

Registered Org: _____ Computer Description: _____

Computer Name: _____ Workgroup: _____

COMMENTS/PROBLEMS: _____

1. BOOT TEST & BENCHMARK:

- At this point, just assume the PC is infected with some kind malware and take the proper precautions.
- UNPLUG ALL EXTERNAL DRIVES AND THE NETWORK CABLE.**
- Boot the system, ----> ----> ----> ----> and measure the bootup time = _____ min
- PROCESSES count: Open the Task Manager > Processes tab. Make sure the "Show processes from all users" box is checked. # of processes running after boot = _____ processes
- Go into the BIOS and copy down the various settings, as all will reset when you check the battery later.

2. SYSTEM IMAGE BACKUP: Space used on Drive C. _____ GB used (size to backup).

- Install "HD Tune" & run an Error Scan on drive C and look that all boxes are green. Verify Hardware Health is OK. If in doubt about the Health, use "Crystal Disk Info". If OK, continue. If not, run "chkdsk /f /r" to clean errors. See my XP TIPS sheet for details on running chkdsk.
- Install Belarc Advisor and save the results to the My Documents folder or to a flash drive or floppy drive. **Use Caution, as the PC may be infected.**
- Power down, then plug-in an external HDD or Network cable that will get you to a hard drive.
- USING A RESCUE BOOT CD, DO A FULL IMAGE BACKUP to a different hard-drive (All Partitions).
- After the back-up, UNPLUG the Network cable and/or the External HDD before powering up the PC.**

3. CONTROL PANEL VIEW: (Control Panel) Record the current Control Panel view. _____, then change it to the "Classic view" for the rest of the Tuneup.

4. **POWER PLAN:** (*Control Panel > Power options*).
 - a. On the left, choose the "Power Button" action, the "Close Lid" action, the "When to turn off the display" action, and the "When the computer sleeps" action.
 - b. Click "Show additional Plans" if necessary, then set the "Power Plan" to "⊙ High Performance" (unless you run a lot on batteries), then customize settings as desired by clicking: "Change Advanced Power settings". Some settings are found by clicking: "Change plan settings". The default LCD Brightness can be set at this time if you are on a Laptop.
 - c. Write down the current Power Options setting for the display timeout and sleep timeout:
_____, then set it to "Never" so the system will never shutdown by itself during the Tuneup scans.
5. **SYSTEM RESTORE:**
 - a. (*Control Panel > System > System Protection*). Verify that Windows System Restore, GoBack, or some other automatic restore program is running. **WARNING: The PC should only be running ONE restore program, and only on Drive C. NOTE: Running System Restore along with other automatic restore programs like Norton "GoBack" will slow down the PC dramatically, and is a BIG waste of hard drive space. Also, running System Restore on multiple drives wastes space and time.**
 - b. SET A RESTORE POINT (*Control Panel > System > System Protection*). Click "Create")
6. **RUN ANTI-MALWARE SCANS: *** JUST ASSUME THE PC IS INFECTED WITH SOME KIND OF MALWARE AND USE PROPER PRECAUTIONS SO YOU DO NOT INFECT OTHER PC's.**
 - a. For malware removal, see my "Anti-Malware Tools & Tips" sheet. (www.jimopi.net)
 - b. Disable the real-time protection in any installed anti-virus programs. Especially Norton, McAfee, or Trend.
 - c. Run multiple anti-virus/anti-malware scans. Install or run these from a CD/DVD or write-protected Flash drive. Since you are not on the internet yet and cannot do updates, you need to install the most up-to-date version of SuperAntispyware, and MalwareBytes Anti-malware (MBAM), etc.
 - d. MSRT (Malicious Software Removal Tool): Make sure it is the most recent version. (*Start > Run > MRT*). Run a Full-scan. Note: The date of the version is in the window title bar.
 - e. Make sure the Windows Firewall is turned on. (*Control Panel > Windows Firewall*). A third party firewall is OK, but not recommended at this point. Some AV suites prevent the Windows Firewall from being turned on.
 - f. **Connect to a standalone network (with no other PC's connected).**
 - 1) If MSE or Windows Defender is installed, make sure it is up to date and then run a scan.
 - 2) Run on-line updates for SuperAntispyware and MBAM, then run full scans again.
 - 3) Run a Microsoft OneCare Live Protection Scan. (onecare.live.com). *Does not work on win7 or Vista ???*
7. **USER COMPLAINTS:** Try to reproduce and fix any specific problems the user is complaining about.
8. **HARDWARE INSPECTION:**
 - a. PC TEMPERATURES: Install and run the SpeedFan Utility to benchmark PC temperatures. Core = _____ °C
 - b. CHECK THE "BACKUP" BATTERY VOLTAGE IS 3.0v or more. It *may be hard to find on laptops*.
 - c. AIR FLOW: Inspect all fans, intake grills, outgo grills, and heatsink fins. Clean as necessary. Note: If the PC has a separate Video card, be sure its heatsink is VERY clean. Many GPU's run too hot.
 - d. MOBO: Visually inspect the Motherboard for swollen or leaky capacitors. (Desktops only).
 - e. FAN CHECK: Power up the PC and make sure all fans are rotating. *For laptops, you can get the fans running by running the Stress Utility called PRIME95.*
 - f. PC TEMPS AGAIN: Run SpeedFan again to make sure the system temperatures are OK. If not, clean it more. Record the SpeedFan core temp readings while an A/V scan or prime95 is running to work the CPU hard: _____

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9. **BIOS UPDATE:** Only do this if it is needed to fix an issue. Be aware there is a risk of damaging the MOBO.
10. **REMOVE PROGRAMS.** Remove all old versions of Adobe Reader, FLASH FF, FLASH IE, Shockwave, & all JAVA's. With User's permission, remove any old or unnecessary programs using "Add/Remove" Programs or Revo Uninstaller. Remove "Site Advisor" if installed. *It conflicts with newer anti-malware programs.*
11. **UTILITY PROGRAMS INSTALLATION:**
- a. Create folders:
- 1) Work_MISC: Create a folder on the C Drive called C:\Work_MISC (to use for downloads & stuff)
 - 2) CCLEANER BACKUP FILES: Create a folder in "My Documents" called "CCleaner_RegBU_Files".
 - 3) "UTILITY PROGRAMS" FOLDER: On the Desktop, create a new folder called "UTILITY Programs".
Note: You can customize this Folder's Icon Image by (Right-clicking Icon > Properties > Customize Tab > Change Icon button. Select an Icon and click <OK>, <OK>). The new Icon Image should now be there.
 - 4) "ANTI-MALWARE PROGRAMS" FOLDER: On the Desktop, create a new folder called "Anti-Malware" Programs. Customize the Icon as desired.
- b. If not already installed, add the following utility programs:
- BELARC ADVISOR CCLEANER Codestuff STARTER
 REVO UNINSTALLER SECUNIA PSI ULTIMATE WINDOWS TWEAKER SPEEDFAN
- c. Drag the Icons for all the above programs into the new "UTILITY Programs" folder.
- d. BELARC ADVISOR: Run a pass of Belarc Advisor and save the results to a Flash or floppy drive.
- e. CLEAN FILES & REGISTRY: ***RUN THE FOLLOWING TASKS FOR EACH USER ACCOUNT!***
- 1) Start > Run > %temp%. Delete all files that are found.
 - 2) CCLEANER: Set-up & configure CCleaner. Verify that the latest version is installed. Run "File Clean" and "Registry Clean". then re-run the Reg clean until no more issues show up:
FILES cleaned: _____MB, Registry issues cleaned: _____Reg, _____Reg, _____ Reg.
12. **SAVE AN IMAGE OF THE "DESKTOP" LAYOUT:** Do a <Print Screen> & paste the image into any kind of word processing document. *If you screw up the layout, you can use this to put icons back in place.*
13. **FOLDER OPTIONS SET-UP**
- a. DEFAULT FOLDER VIEW: This sets the Default view for "All Folders". Open the "Documents" folder and change the view to your preferred default view for ALL folders. (I prefer the "Details" view). Then (*click Organize > Folder and search options > View Tab > and click the "Apply to All Folders" button [near the top]*).
- b. OTHER FOLDER VIEW OPTIONS: (*Control Panel > Folder Options > View Tab > Advanced*).
- 1) Verify the following boxes are checked as shown:
 - Display simple folder view in Explorer's Folders List
 - Display the full path in the title Bar.
 - Hidden files and folders
 - Show Hidden files and Folders
 - Hide extensions for known file types. ***Un-check this one!***
 - Hide protected operating system files
 - Remember each Folder's view settings.
 - Show encrypted or compressed NTFS Folders & files in color
 - 2) Click the <Apply> Button at the bottom.
14. **TEST THE INTERNET CONNECTION & SPEED.** Using a wired or wireless connection, and your browser, verify the connection works & check the speed of the internet connection.
<http://www.speakeasy.net/speedtest/> . _____kbps.

15. WINDOWS UPDATE:

- a. CHANGE SETTINGS: (*Control Panel > Windows Update > Change Settings*)
 - 1) TURN OFF AUTOMATIC UPDATES: First record the preferred user "Automatic Updates" setting, _____ then set Automatic Updates to "Never Check for updates". We will turn this back on later..
 - 2) RECOMMENDED UPDATES: It is a good idea to activate "Include Recommended Updates".
 - 3) MICROSOFT UPDATE: Even if you do not have "Microsoft Office" installed, it is a good idea to activate "Microsoft Update". Once activated, "Microsoft Update" will keep all Microsoft products secure and up to date. To activate, check the box " Use Microsoft Update"
- b. VISTA only: Verify Service Pack 2 is installed: (*Control Panel > System*). If not, you should install SP2 before any other updates. Install from CD if possible.
- c. MANUAL UPDATES: Run Windows Update manually (*Start > All Programs > Windows Update > Check for Updates*).
 - 1) If "High priority" updates are found, install them.
 - 2) Keep re-running Windows Update until no more "High priority" updates are found.
 - 3) Select any desired "Software, Optional" updates for install.
 - 4) Install all desired "Hardware, Optional" driver updates. (*the latest Microsoft approved Drivers*). USE CAUTION: These can be a LOWER Level than is already installed on the PC. If a lower level, "Hide" them.

16. OPEN OFFICE (optional):

- a. If it is already installed, make sure it is the latest version. If not, install it, then delete the install work folder from the desktop.
- b. Put an Icon for the "Open Office Tutorials" website on the Desktop: <http://www.tutorialsforopenoffice.org/>

17. DEVICE MANAGER ISSUES: (*Control Panel > Device Manager*).

- a. In Device Manager, make sure there are no devices with Exclamation marks, Question marks, or X's.
- b. If you see any exceptions, delete or un-install the bad entries and reboot to see if XP can re-detect & re-install the devices OK.
- c. **Fix all issues before continuing!**

18. HARD DRIVE CHECKS: Go through any uncompleted steps of my "SPEED UP XP" Checklist, especially:

- a. **VERIFY FREE SPACE:** Verify there is adequate free space on Drive C. (*15% minimum for Windows.*)
- b. **RUN ERROR CHECK**
 - ✓ Run (chkdsk /f /r) on all hard drives. See my *WINDOWS 7 TIPS* sheet for details on running chkdsk.
 - ✓ After running on drive C during boot, inspect the Log to see what it found. (*Control Panel > Administrative Tools > Event Viewer > Windows Logs > Application > "Winit"* entry for the time and date of the scan).
- c. **DEFRAG:** ???? Check to see if a defrag is needed (>5% fragmented). File Frag: ____% Before, ____% After.
- d. **SPINRITE SCAN:** If time allows, be sure to run a "level 4" SpinRite Scan on all hard drives.

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19. SYSTEM PROPERTIES:

- a. **COMPUTER REGISTERED OWNER & ORG:** (*Start > type: winver > Enter*) Verify the Registered Owner and Registered Org are correct. If wrong, search the registry (*using Start > run > regedit*) using the old data, and correct the info in each instance found. Usually three or so.
- b. **COMPUTER NAME + STUFF:** (*Control Panel > System*). Verify the PC has a good Computer Name (i.e. Dell-D8300), a good Computer Description (i.e. Jim's Dell PC), and the desired Workgroup: (i.e. MSHOME).
Note: The Workgroup Name on every PC in a home network must be exactly the same to communicate between PC's.
- c. **STARTUP & RECOVERY:** (*Control Panel > System > Advanced System settings > Advanced Tab*). Under Startup and Recovery, click the "Settings" button). Under "System Failure", un-check "Automatically Restart".
- d. **VIRTUAL MEMORY:** Verify the virtual memory settings are correct. (*Control Panel > System > Advanced Tab > "Performance", <Settings> button > Advanced tab > Virtual Memory, "Change" button*). Choose "Automatically manage.....". (*If there is a second internal physical hard-drive in the system, put the paging file on that drive for improved PC speed. Click the Set button*).
- e. **VISUAL EFFECTS:** (*Control Panel > System Icon > Advanced system settings > Advanced tab > Performance, click <Settings>*). To improve speed, on the Visual Effects Tab, uncheck all boxes except:
 - ✓ "Smooth edges of screen fonts" "Use Drop Shadows"
 - ✓ "Use visual styles on windows and buttons" (optional)
 - ✓ *Warning: Every time you make a change here, most of the Desktop Appearance Settings will reset back to default.*

20. DISABLE AUTOPLAY/AUTORUN:

- a. To turn this off, go to (*Control Panel > Autoplay*) and un-check the box for: "Use Autoplay for all Media and devices", then click "Save".
- b. To totally turn off autoplay in the registry, install and run the "Ultimate Windows Tweaker" utility program. (*see my UTILITY PROGRAMS sheet for details*). In the left column, click "Security Settings". Then, check the box: "Disable autoplay for removable devices". *This way is most secure.*

21. MOUSE: (*Control Panel > Mouse*)

- a. **Buttons Tab:** Drag the "Double-click speed" lever to the SLOWEST setting,
- b. **Pointers Tab:** Scheme: Choose the "MAGNIFIED" system scheme. If desire, customize the Normal Pointer with any special Pointer using the Customize box. UN-CHECK the box for "Enable Pointer Shadow".
- c. **Pointer Options Tab:** Set "pointer speed": medium to fast. Check the boxes:
 - "Automatically move pointer to the default button.."
 - "Show location of pointer when I press CTRL key."
- d. **Wheel Tab:** Choose a setting of 3 or 4 lines at a time. (*Personal preference*)
- e. **TAP:** If on a laptop: TURN OFF TAP!!! (also called "Tap-to-click"). *Very annoying feature.*

22. **DISPLAY/DESKTOP optimizations:** (*Control Panel > Personalization*).

- a. **See my (WINDOWS 7 or VISTA) IMPROVE DISPLAY READABILITY sheet for details and more items.**
- b. **CLEARTYPE:** If you are using an LCD or Plasma Monitor, you should turn on ClearType.
 - 1) VISTA: (*Control Panel > Personalization > Windows Color and appearance > Effects > Use the following: ClearType*).
 - 2) WINDOWS 7: (*Control Panel > Appearance and Personalization > Personalization > Display > Adjust ClearType text*). Check the box: " Turn on ClearType". click "Next", then follow the instructions for "ClearType Tuning".
- c. **SCREEN SAVER Tab:** (*Control Panel > Personalization > Screen Saver tab*).
 - 1) Verify the Screen Saver settings are set the way the User wants.
 - 2) "Power" button: Leave the Power Options set to "Always On" for now. If Hibernation feature is desired, then while still in the "Power Options Properties" window, click the Hibernate Tab and check the box for " Enable Hibernation". Then click the Advanced Tab and choose if you want a password or not after waking up. Click OK, OK to exit.

23. **DESKTOP ICONS:**

- a. If the Desktop Icons have moved as a result of changes to the Display Properties, restore them to their original positions using the Desktop image saved in an earlier step.
- b. Delete any unneeded Icons from the Desktop or create a folder on the Desktop, call it "Old Icons" and drag the Icons into that folder. That way you don't lose them. **WARNING: Removing any ICONS from the Desktop or dragging them into folders can affect other User's Desktops.**
- c. Copy any favorite Start Menu ICONS from the Start Menu to the Desktop using "Right-click & drag".

24. **START MENU:**

- a. Find the "Windows Update" start Icon under (*Start > All Programs*). Right-click, & click "Pin to Start Menu". If desired, do the same with the "Command Prompt" Icon. (*Start > All programs > Accessories*) and any others.
- b. Remove any unwanted ICONS from the Start Menu and the Desktop.
- c. Turn off "Highlight newly installed programs". (*Right-click START > Customize > Advanced tab*). Uncheck the box for " Highlight newly installed programs".
- d. Verify the "All Programs" Menu is fully visible. If not, tune it up per my "Windows 7 Install" sheet.

25. **TASKBAR:**

- a. VISTA: Verify the Quick Launch bar is visible. If not, (*Right-click the Taskbar > Toolbars, then click (to check) "✓Quick Launch"*).
- b. VISTA: Add Quick Launch Bar Icons: Drag any desired Icons to the Quick Launch Area. If the Icons won't drag, unlock the Taskbar. If the Icons do not all show up, unlock the Task bar, then drag the separator to the right until the Icons all show up.
- c. VISTA: Verify the Taskbar is locked. If not, right-click the Taskbar, then click (to check) "✓Lock the Taskbar"

26. **SYSTEM TRAY:** (*Right-click Taskbar > Properties > Customize*), and set up desired Icons to "Always Show" in the system tray. Items like; Volume, MSE, Network, Messenger, Synaptics, etc.....

27. **FIREFOX BROWSER:** Install if desired.

- a. Be sure to do a restart after installing Firefox or antivirus programs will not recognize that it is installed.
- b. Configure all Firefox options (*Tools > Options*) per my FIREFOX TIPS Sheet.

28. **SET BROWSER CACHE SIZE (Firefox, IE6, & IE7).** For details on this see my XP Tips.

- a. FIREFOX: *Tools > Options > Advanced > Network tab > set Cache to 50 MB > click OK.*
- b. IE6: *Tools > Internet Options > General Tab. Under Temporary Internet Files, click Settings & select 50 MB.*
- c. IE7/8: *Tools > Internet Options > General Tab. Under Browsing History, click Settings > select 50 MB.*

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29. **THUNDERBIRD E-MAIL:** If desired by the owner, install Thunderbird and configure the user's e-mail per my THUNDERBIRD SETUP sheet.
30. **ADOBE READER** (or Adobe Acrobat)
- Verify either Reader or Acrobat is installed & that the latest on-line updates are on. (If downloading the free Adobe Reader, be sure to un-check " Add Google Toolbar" every time it asks)
 - To configure Reader or Acrobat to properly display PDF's from a browser, click (*Edit > Preferences > Internet*) and UN-CHECK the box: " Display PDF in Browser".
31. **MULTIMEDIA UTILITIES:** Make sure the latest versions of these programs are installed:
- JAVA FLASH for FIREFOX FLASH for IE
 - SHOCKWAVE QUICKTIME POWERPOINT VIEWER 2003
 - WINDOWS MEDIA PLAYER 11.
 - MENUS: Right-click in the menu area and select "View". If Classic menus is not already checked, check it.
 - Verify the usage rights option is off. Click (*Tools > Options > "Privacy" tab*), and make sure box for " Download usage rights automatically..." is UN-CHECKED.
 - FILE TYPES: Unless iTunes or some other preferred Media player is installed, click the following to make WMP is the default Media Player for all: (*Tools > Options > "File Types" tab > "Select all" button > click OK*)
 - DirectX 10. Verify the latest version is installed: Ver 9.0c or higher: (*Start > dxdiag > OK > no*).
 - If any of the following programs are on the system, make sure they are the latest versions:
 WINAMP, iTUNES, & REALPLAYER ALTERNATIVE.
32. **SECURITY & ANTI-MALWARE PROGRAMS:**
- ANTI-VIRUS: Make sure some kind of Antivirus Program is permanently installed for the user. It must include automatic updates, real-time protection, and scheduled scans. *I currently recommend Microsoft Security Essentials (MSE). WARNING: Older PC's will run noticeably slower when using a big Antivirus Suite like Norton, McAfee, Trend, or AVG. MSE is the best alternative for older PC's.*
 - SCHEDULED SCAN: Verify the AV program is set to automatically scan at least weekly. (*See my "ANTI-MALWARE TOOLS & TIPS" sheet for set-up suggestions for various AV Programs*).
 - UPDATES: Manually check & re-check the on-line updates until no more show up. Make sure the program is setup to do Automatic Updates.
 - ANTI-SPYWARE:
 - Verify the following programs are all installed. If not, download and install them.
 MSE (Microsoft Security Essentials) SPYWARE BLASTER, SECUNIA PSI
For details see my "ANTI-MALWARE TOOLS & TIPS" sheet.
 - MSE: Verify that it is set up to automatically run a weekly scan, not daily.
 - ONECARE LIVE PROTECTION SCAN: **Does not seem to work on VISTA or WIN 7**
 - ✓ Install this online scanner from Microsoft into Internet Explorer. *For details, see my article: "Free Anti-Malware Tools from Microsoft"*.
 - ✓ Create a shortcut icon for the "OneCare Live Protection Scan" that opens Internet Explorer & goes directly to the OneCare Live Protection Scan website. *Details are in my article: "Free Anti-Malware Tools from Microsoft"*
 - MSRT: Create a shortcut Icon for the Malicious Software Removal Tool: (*Right-click desktop > New > Shortcut*). In the Location box, enter: %windir%\system32\MRT.exe & name the shortcut: "MSRT Run".
 - Drag Icons for all the above programs into the "Anti-Malware Programs" folder created on the Desktop earlier.
 - Set-up & configure all the above programs. Then do the "On-line updates" for each one, repeatedly until no more updates are available.

33. TESTING:

- a. Do the following three checks for every Application Program:
 - 1) Make sure that each Program opens OK. (*NOTE: Updates to the .Net Framework and/or Java can cause some programs to NOT Load correctly.*)
 - 2) Verify that all user data files are accessible from the Program.
 - 3) If possible, try a test-print from each Program to each Printer on the system.
- b. Check that the system "Sounds" are working OK. (*Control Panel > Sounds & Audio Devices > Sounds*)
- c. Test the Front Panel Headphone Jack that you hear sound and that it cuts off the speaker sound.
- d. MUSIC CD: Load & play a Music CD. The Default music player is: _____
- e. DVD MOVIE: Load & play a DVD Movie. The Default Video player is: _____
- f. WINDOWS PICTURE VIEWER: Open a .jpg file
- g. POWERPOINT VIEW: Make sure a sample .ppt or .pps Powerpoint file plays OK.
- h. TEST WINDOWS MEDIA PLAYER: Play the following file types: .
 MP3, WMA, WAV, MID, AVI, WMV, MPG, AU, and www.mp3.com/video.
If problems occur trying to playing these, install the "K-Lite codec pack Full".
- i. JAVA FF: Using Firefox, Google: Java test and select the java.com test site to verify latest version works.
- j. JAVA IE: Using IE, Google: same as above.
- k. FLASH FF: Play a www.youtube.com video using FIREFOX
- l. FLASH IE: Play a www.youtube.com video using IE
- m. Play a QUICKTIME video file: A "regular" .mov file or an "h.264" .mov file)
- n. Play a QUICKTIME video from IE to test the Quicktime plugin. (apple.com/trailers)
- o. Play a QUICKTIME video from Firefox to test the Quicktime plugin. (apple.com/trailers)
- p. REALPLAYER/REAL ALTERNATIVE: Play a REAL video file: Try .ram file or .ra file (guide.real.com)
- q. CD/DVD BURNING: Try burning a data CD & DVD. The Default CD/DVD burning program is: _____
- r. WIRELESS: If wireless is installed, make sure it will connect to a network and access the internet.

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34. **SCANS:**

- a. **DELETE "TEMP" FILES:** Do a (*Start > Run > %temp%*), for each User. Delete all files that are found,
 - b. **CCLEANER SCAN:** Verify the latest version of CCleaner is installed, then for each User, run both "file clean" and "registry clean" again.
FILES cleaned: _____ MB, REGISTRY issues cleaned: _____ issues, _____ issues, _____ issues.
 - c. **SECUNIA PSI SCAN:** Run a full scan http://secunia.com/software_inspector/ . See the Secunia Overview in my "VIRUS-MALWARE TOOLS & TIPS" sheet. **Fix all issues before continuing.**
 - d. **ANTI-MALWARE Scans**
 - 1) Anti-virus of choice: Verify automatic updates & real-time protection are on.
 - 2) MSE: Verify automatic updates & real-time protection are on. Do online updates, then a Full Scan.
 - 3) SPYWAREBLASTER: Do online updates then activate all protections.
 - 4) MSRT - Full Scan (*Malicious Software Removal Tool from Microsoft*)
 - 5) OneCare Live Protection Scanner - Full scan. (*Online scan from Microsoft*)
35. **EVENT VIEWER:** Review the Event Viewer Logs and resolve any errors found. (*Right-click My Computer > Manage > Event Viewer*). Check both "System" and "Application" Logs. **Fix all issues before continuing.**
36. **BENCHMARKS:** Bootup time = _____ min. Number of processes now running: _____ processes.
37. **HIBERNATE & STANDBY:** Verify that "Hibernate" and "Standby" function OK. If the Hibernate option is not there, Open a Command prompt in (Run Administrator mode), type: `powercfg -h on` <enter>, then: exit
38. **BELARC ADVISOR:** Run another pass of Belarc and save the results to a Flash-drive.
39. **CLEAR THE "SYSTEM RESTORE" HISTORY:** (*Control Panel > System > System Protection*). Uncheck the boxes for all hard-drives, and click Apply. Then recheck the box for Drive C and click Apply again, then OK to exit.
40. **PC USERS GUIDE:** Make sure there is a PDF version of the PC User Guide/Manual on the PC. Put it in "My Documents" and then put a shortcut to it on the Desktop.
41. **DEFRAG:** ?????? Check to see if another Defrag is needed. File Fragmentation: _____% Before, _____% After.
42. **SYSTEM BACKUP:** At this point it is a good idea to do a full image back-up of the system to an external Hard-drive, as well as User-Data backup to CD or DVD to save off-site (safe deposit box).
43. **RESTORE THE POWER PLAN:** (*Control Panel > Power options*). Under "Ⓞ High Performance", set the Power Options setting for the display timeout and sleep timeout back to that recorded earlier.
44. **AUTOMATIC UPDATES:** Restore the original Windows Update "Automatic Updates" setting as recorded in an earlier step. (*Control Panel > Automatic Updates*). I recommend "Ⓞ Automatic" for most users.
45. **UAC:** Make sure UAC is turned on.
46. **SECURITY CENTER:** Go to the Windows Security Center and make sure it is running and everything is GREEN. (*Control Panel > Security Center*).
47. **CONTROL PANEL:** Make sure the Control Panel view is set back to that recorded earlier.
48. **DEMO THE UTILITY PROGRAMS:** Show the User how to regularly run the scans in step 36.
49. **Make sure the CD/DVD Drive is empty before powering down PC!**

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