Even Computers Need Spring Cleaning

Keep your machine in great working order with regular upkeep

Learn the steps and schedules for user maintenance, including programs to run and updates to install.

FREE NIUT TECH TALK
Spring Cleaning: Keep Your Computer in Great Shape
Friday, April 14 • Noon - 1 p.m.
University Library Forum Room and Wieboldt Hall, Room 421

Please register online at www.it.northwestern.edu

NORTHWESTERN UNIVERSITY INFORMATION TECHNOLOGY
Spring Cleaning:
Keep Your Computer in Great Shape

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Spring Cleaning: Keep Your Computer in Great Shape

Agenda:
• Why do user maintenance?
• Security measures
• Computer performance
• Privacy updates
• Disaster planning
Why Do User Maintenance?

- Prevent security lapses
- Check up on vital functions
- Assess current uses and needs
- Discard junk
Security Measures

- Antiviral protection
- Firewalls
- Operating system updates
- Application updates
- Spyware protection and removal

Complete instructions available at: www.it.northwestern.edu/5steps/
Get Antiviral Protection

What:
• Keep out dangerous viruses
• NUIT provides Symantec AntiVirus for download
• Highly recommended for all machines
• Enable automatic updates, Symantec uses LiveUpdate
• Schedule daily updates

Where:
• Instructions at www.it.northwestern.edu
Get Antiviral Protection

How:

- Open Symantec from program files
- Complete a virus scan
- Exclude mailboxes
- Schedule regular scans
Use Firewalls

What:

- Enable native or third party firewalls
  - Native: Windows XP and Mac OS X have built-in firewalls
  - Third party: Zonealarm, BlackIce, Norton Personal (For use with older operating systems)

Where:

- Compare firewall software: www.it.northwestern.edu/security/securing-machine/software.html
Check Firewalls

How:

- Test your firewall protection using Web-based scanners such as Shields Up!

Go to: www.grc.com
Check Operating System Updates

**What:**
- Ensure that your operating system has the necessary updates

**How:**
- Automatic updates:
  - Enable in Control Panel in Windows
  - Enable in System Preferences in OS X

- Manual updates for Windows:
  - Log in with administrative account
  - Use Internet Explorer
  - Tools Menu in IE select Windows Update
  - More info: www.microsoft.com/security
Check Application Updates

**What:**
- Applications are a major source of system vulnerabilities
- May need frequent updates

**How:**
- Enable automatic application updates
  - Look under Help in many programs
- Replace obsolete software, if possible
- Visit vendor’s Web site
- Sign up for vendor’s mailing list
- Specific information at [www.sans.org/newsletters/risk](http://www.sans.org/newsletters/risk)
Check Microsoft Application Updates

**What:**
- **Microsoft Update**
  - Updates Windows operating system, and select Microsoft applications
- **Windows Server Update Services**
  - Best for centrally managed work environments or complex home networks
  - Requires server operating system

**How:**
- http://update.microsoft.com
Use Spyware Protection and Removal

What:
• Remove programs that watch or track the way you use computer
• Use Spybot Search & Destroy (NUIT recommended)
• Other options for non-University use: Lavasoft Ad-aware, Windows Defender

Information Technology
Use Spyware Protection and Removal

How:

• To install:
  – www.it.northwestern.edu/5steps/step4.html
  – No charge to download
  – Easy to install
  – Use immunization feature

• To use:
  – Click Check for Problems
  – Click Fix Selected Problems
Clean Out Your Browser: Manage Cookies

- Cookies can track your activity on Web sites
- Used by advertising companies
- Used to personalize Web sites

To remove:
- IE- Tools / Internet Options
- Select Delete Cookies

To manage:
- Tools / Internet Options
- Select Privacy tab
- Move slider to desired level
- May block or allow specific sites
Clean Out Your Browser: Delete History

What:
• History is a log of all visited sites
  – View with <CTRL>H

How:
• To remove:
  – IE Tools / Options
  – General tab
  – Select Clear History
Clean Out Your Browser: Remove Passwords

What:
- Remove passwords and form fillers
- AutoComplete remembers what you typed
- Can be a security issue on shared machines

How:
- To remove:
  - Tools / Internet Options
  - Content tab
  - Select AutoComplete
  - Select Clear Passwords
  - Select Clear Forms
Clean Out Your Browser: Remove Cache Files

**What:**
- Cache saves files and images from visited sites
- Creates a record of Web activity

**How:**
- To view:
  - IE Tools / Internet Options
  - General tab, Settings
- To remove:
  - IE Tools / Internet Options
  - General tab
  - Delete Files
  - Check Delete all offline content
Clean Out Other Browsers

Firefox:
• To remove private data:
  – Tools / Clear private data now
  – Select what you would like to clear

Opera:
• To remove private data:
  – Tools / Delete private data
  – Select Delete
  – Select Advanced to alter deletion settings
Check System Performance

- Remove temporary files
- Check hard drive for errors
- Defragment drives
Remove Temporary Files

What:
- Includes downloaded files and programs
- Clean out the junk to free up disk space

How:
- Disk cleanup
  - Start / Run
  - Type: Cleanmgr
  - Click OK
  - Select what you want to delete
  - Temporary Files and Recycle Bin are safest
Check Hard Drive for Errors

**What:**
- Check the hard disk for file system errors and bad sectors

**How:**
- Perform a monthly check
- Run graphic error-checking tool
  - Select local disk
  - Right click for Properties
  - Tools tab
  - Check Now
Defragment Drives

What:
- Fragmented drives:
  - May hinder performance
  - Greatly reduces chances of recovering files in case of system problems

How:
- Run Disk Defragmenter monthly
  - Start / All Programs
  - Accessories
  - System Tools
  - Disk Defragmenter
  - Select drive and Analyze, then Defragment
Plan for a Computer Disaster

- Make a Backup
- Know about System Restore
Make a Backup

• Are you prepared to lose data?
• Make a plan!

• For Windows backup
  – Start / Run
  – Type ntbackup
  – Click OK

• Third-party tools available
  – Ghost
  – Retrospect
  – .mac
  – Others
Make a Backup

Backup media
- Second hard drive
- External hard drives
  - Many come with backup software
- Optical media such as CDs, DVDs, or flash drives
- Network drive such as mapped drive, server space
- Web-based tools or sites

Automatic or manual?
- Automated backups are best
Know About System Restore

• Go back in time with system restore
  – Restores PC to a previous configuration
  – Does not affect data
  – Used by Windows XP only
  – Directions on how to check to see it is enabled and working:

http://www.microsoft.com/windowsxp/using/helpandsupport/learnmore/systemrestore.mspx
Clean Your Desktop

• Don’t use your desktop as your primary file storage area
• In a System Restore, some desktop files may be deleted
• Store files in My Documents or Drive folders
Questions?

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NUIT Resources

Learn more at www.it.northwestern.edu/

“Get Control” Web site
www.it.northwestern.edu/5steps/

Other support resources
www.it.northwestern.edu/support/
Please Join Us for Upcoming Tech Talks:

Meeting Maker Best Practices

Tuesday, April 18, 2005
Same locations, 9 – 10 a.m.

Please register online: www.it.northwestern.edu
Please Join Us
for Upcoming Tech Talks:

Evaluating and Selecting a Web Hosting Service for Personal Use

Friday, April 28, 2005
Same locations, Noon – 1 p.m.

Please register online: www.it.northwestern.edu