

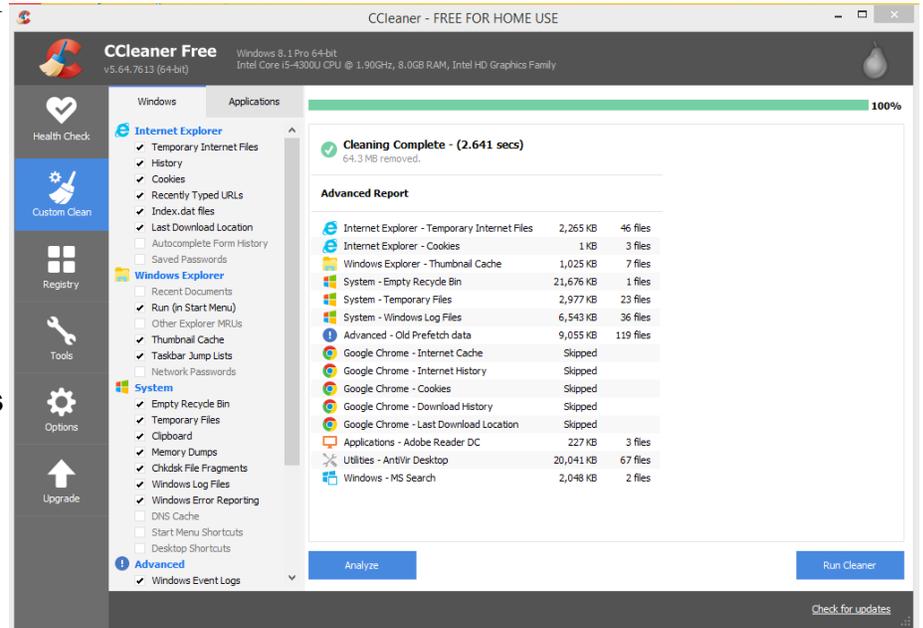
## 1. Clean your Hard Drive & Registry

Twice a month

Windows creates files for many reasons and stores them in folders all over your hard drive! You **MUST** clean out these junk files. Hard drives fail due to lack of maintenance! Regularly use **CCleaner** on each user. **Run this program 1<sup>st</sup>. All other steps will run faster!**

Double Click the **CCleaner** icon.

1. When it starts, CCleaner has the default settings checked. Click the **Run Cleaner** button.
2. It will then delete all unneeded files.
3. Next you should click the **Registry** button. This is a Registry file cleaner.
4. Click the **Scan for Issues** button.
5. When it is done scanning click the **Review selected issues** button.
6. Then click the **Fix All Selected Issues** button.
7. **Close** all Windows.



## 2. Defragment your Hard Drive



Twice a month

**NOTE: Solid State Drives (SSD) can not be defragmented. Skip this step if you have an SSD.**

As you use your spinning hard drive to store files it becomes fragmented. Fragmentation is the scattering of file parts all over the disk. Fragmentation occurs as files on a disk are deleted and new files are added. It dramatically slows disk performance. Defragmentation is the process of rewriting the parts of a file to adjacent sectors on a hard disk to increase the speed of access and retrieval. As files are enlarged, your PC saves the additional information on new empty spaces on the hard disk. When files are thus fragmented, the computer must search the hard disk each time the file is opened to find all of the file's parts, which slows down response time. Defragmenting reorganizes your computer's hard disk. **You should defrag your hard drive right after CCleaner. All scans will be faster after defragging.**

Click on the **Defraggler** icon. Then click on the **Defrag** button.

### 3 Optimize & 4 Backup your Registry

Twice a month

The Registry is the most important set of files (hives) on your PC. Nothing happens on your PC without the Registry being consulted. The Registry contains instructions, settings, parameters, lists of programs, history, startups and more. After a while your Registry becomes bloated and slow. **Running these two programs will make all other steps faster.**

**NTREGOPT** is a free program that optimizes these critical files (Hives). It works on every version of Windows. It will keep your registry files compact and efficient!

1. Double Click on the Icon to start it.



2. Click the **OK** button.

**Click YES every time you get a pop-up “Error optimizing registry hive”.**

3. Click **NO** on the final (Optimization Complete) window.

**ERUNT** (Emergency Registry Utility NT) is a free program to back up the Registry.



1. Double Click on the Icon to start it.

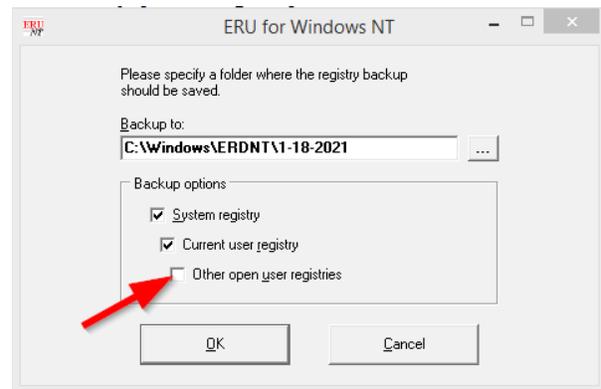
2. You can agree to every screen. For example: click **OK** on the first screen.

3. Check the third box on the 2<sup>nd</sup> window

4. Let it store the backup where it wants.  
It will create a folder with the current date as the name.

5. Restart your PC now.

Using this backup PC Bits can easily recover your Registry if it becomes corrupt. We can also fix hacker encryption of registry files!



## AVIRA your Anti-virus Program



Your Anti-virus program is Avira. Its logo is the red umbrella. When you see it down by the clock in the right hand corner of the Taskbar it is protecting your PC from viruses. It will scan any file as it is read or written before you can use it.

**New viruses come out hourly!** Avira has an automatic update feature. Avira automatically updates every two hours.

NOTE: Close all advertisements. **NEVER buy Update or Upgrade Avira. Don't install any other Avira product(s).**

### Scan with Avira

### Twice a Month

The automatic update of Avira is not enough. You should scan your hard drive for viruses twice a month or if you suspect you might be infected.

1. Double Click on the **Avira** Icon on your Desktop.
2. Click on the **Security** button in the Left Column.
3. Click on the large **Virus scans** button.
4. Click the **Scan** button under **Full scan**.
  - The full scan is thorough. It may take a while based on the speed of your computer, hard drive, and the number of files you have on your hard drive. Be patient.
  - Viruses detected will be automatically deleted.

## Update your Manual Programs

AVIRA is not enough. If you do not immunize your PC regularly (**At least twice a month**) it **WILL** get infected. Spyware, browsers, hijacking, and file sharing software are used by “hackers” as doors into your PC. Poorly written software can allow viruses to enter. The most important thing is to NEVER download file-sharing software (Bit-Torrent), Driver updaters, toolbars, Search engines, “Optimizers” and other free programs. Free games are often bait to attract the unwary.

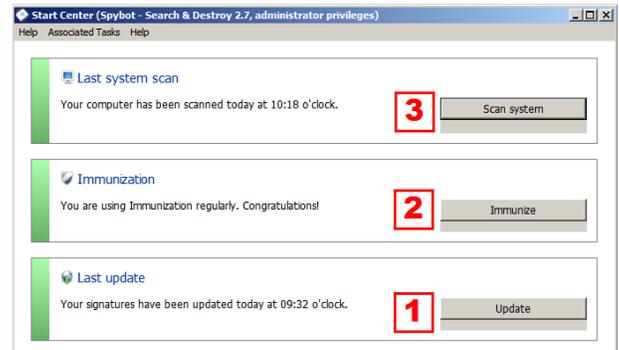
### Update Spybot Search & Destroy

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Twice a month



1. Double Click on the **Spybot-S&D Start Center** Icon
2. When the main screen opens click on the **Update** button.
3. Spybot opens the **Update** window. Click the **Update** button.
4. Close the **Update** window after all updates install.
5. Next you should **Immunize** your PC. Click the **Immunize** button.
6. Spybot opens the **Immunization** window. Click the **Check System** button.
7. Next click the **Apply Immunization** button.
8. After All entries are immunized, close the **Immunization** window.
9. Click the **Scan system** button. The scan starts when the window opens. **The scan will take a while.** When the scan finds “results” click the **Fix selected** button. You should then see a green check mark next to each result and the **Fix selected** button will be gray.
10. Close all Spybot windows.



### Scan your PC with Malwarebytes

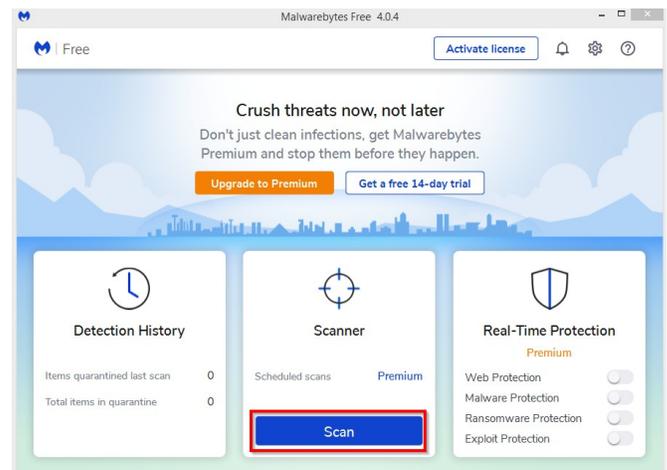
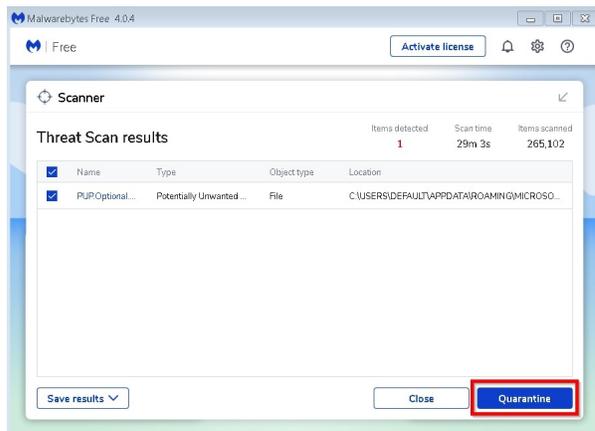
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Twice a month



You should also scan if you suspect a virus.

1. Double Click on the **Malwarebytes** Icon.
2. Click the large blue **Scan** button.
3. Malwarebytes will do the rest!
4. When the scan is finished and/if Malwarebytes finds threats, click the **Quarantine** button. If it wants to reboot, reboot immediately.
5. Click the **Done** button if it finds nothing.



## Update SpywareBlaster

Twice a Month

SpywareBlaster is a product by Java Cool Software. It will teach your PC to never run dangerous “programs”.



1. Double Click on the **SpywareBlaster** Icon.
2. After the main screen opens click on the **Download Latest Protection Updates** link.
3. Click on the **Check for Updates** button.
4. After the updates are downloaded click on the **Enable Protection for all unprotected items** link.
5. Close SpywareBlaster.

## Update Windows

Twice a Month

**Note:** Although Microsoft Windows 10 claims updates are fully automatic, they often have issues that prevent them from installing! You must make sure they are installed. Take control and do it yourself.

Windows has a LOT of programs that use the Internet. You may have 25 or more “programs” sending and receiving data over the Internet. Many of these programs are found to have “vulnerabilities,” weak places in their computer code that will allow a hacker to break into the program and infect your PC! As Microsoft writes or updates programs, new vulnerabilities are discovered. **These are not viruses and therefore Avira does NOT protect you from them! You MUST** update Windows.

**Note: Microsoft updates Windows on the 2<sup>nd</sup> Tuesday of each month. They often update more than once a month.**

1. Click the **Start** button.
2. Next click on the **Update & Security** icon.
3. We want to click the Grey button until you see “You’re Up To Date.”
  - a. Click the **Check for updates** button if no updates are showing.
  - b. Click **Download now** if / when you see the button.
  - c. Click **Install now** if / when you see the button.
  - d. Click **Restart now** if / when you see the button.

Windows 10 will begin installing only the updates they need to install (Important). There is no way to skip ones you don’t want. Optional updates will be labeled and should not automatically install. **I do NOT recommend installing Optional Updates.**

Microsoft Windows 10 **Feature** updates are released once a year. Each feature update is given a 4-digit name. For example: 21H2. The 21 stands for the year and H2 stands for the 2<sup>nd</sup> feature update of that year. Microsoft will support Feature updates with monthly quality updates for 18 months after the date of the release. This means NO Updates after 18-months if you don’t download and install Feature releases.

**Note:** You must also update LibreOffice, Adobe Reader, iTunes, QuickBooks, Quicken and all other programs you have downloaded and/or purchased. Hackers break into all of them. If the manufacturer of the program notifies you of an update please put it in. Look in my blog [www.pcbitynews.com](http://www.pcbitynews.com) for news and instructions on these updates.