

#5 – ADAWARE OR MALWAREBYTES

Open this tool to verify that this software is updated and to process any found items.



One of these is installed as a 'secondary' tool to the primary AntiVirus software and is often better at finding and removing spyware.



#6 – AVIRA OR MS SECURITY ESSENTIALS

Open this tool and verify that it's working as expected.



2SS.Com clients have this or an enterprise tool like Symantec Endpoint. In every case the objective of this item is to verify that this software is updated and working as desired.



#7 – CCLEANER (ONLY REGISTRY SCAN)

CCleaner is powerful and should be used carefully. On startup Windows User Account Control will ask for permission to allow it to access your PC, and then it will often ask about updating the software version which we suggest you **DO NOT** authorize.



Once it's running we suggest you use it for only [Registry Scans] (second choice down, on the left), when finished choose [Fix Selected issues] and [Yes] to save a backup of the changes, then [Save] to actually save the file of changes, and finally [Fix All Selected Issues] to apply CCleaner's fixes to your PC.

The rule of thumb is, with most scans and CCleaner too, if you find items to correct, run it again until no items are found.

#8 – AT LEAST WEEKLY POWER OFF

Giving your PC a 'fresh' start at least once a week helps to refresh its resources and insure the best performance for you.



This powering off for 30+ seconds is to insure that memory is completely cleared. Longer than 30 is 'OK', as is keeping your PC on and ready most all the time.

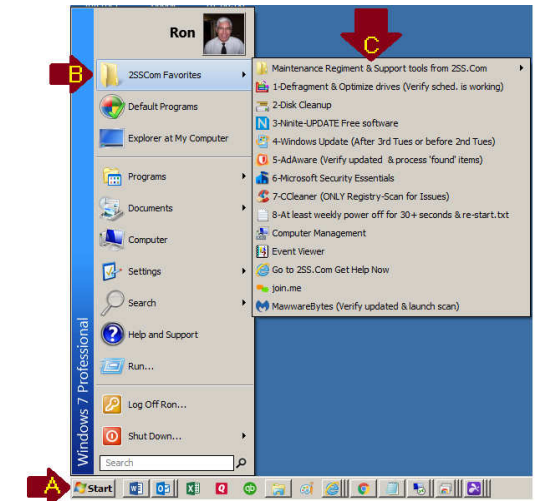
There is a debate about turning off PCs daily, and in general we believe it's not worth the cost of start-up delays, start-up related wear-and-tear, and giving up remote access.

For support, questions, assistance, etc. please don't hesitate to contact us:

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MAINTENANCE REGIMENT

For Windows 7, 8, and 10 PCs



This maintenance regiment is customized for individual PCs. It was developed as a standard for our 2SS.Com clients over several years and hundreds of PCs.

You can begin using it as easily as:

- Selecting [Start] (at 'A'),
- Selecting *YourCo* Favorites (at 'B') and then,
- Select individual tools (at 'C') one-by-one

Following are guidelines on using these individual tools.

#1 Defragment & Optimize.....	2
#2 Disk Cleanup.....	2
#3 Ninite-UPDATE Free software.....	3
#4 Windows Update.....	4
#5 AdAware (or Malwarebytes).....	5
#6 Avira or MS Security Essentials ...	5
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#8 At least weekly power off.....	6

OVERVIEW

Our intention is that you will weekly or monthly go through these 6 or 8 steps depending on the needs and configuration of your notebook or PC.

The order is significant, but **NOT required**. If you follow the steps in order you will generally end with all items found, resolved, organized, etc., but it's much more important to go through the steps then to do them in order since any items not found and resolved will be minimal.

Several of these items can be run simultaneously so we recommend if you can that you initiate the needed virus, spyware, and defragmentation runs at the same time. Microsoft Windows and Ninite updates should be applied one set at time, and in general **NOT** when defragmenting, removing temp files, or using CCleaner.

Whenever you do scans that produce results (e.g. *Spyware, AntiVirus, System and registry errors*) you should

keep doing full scans until **NO PROBLEMS** are found. The same is true for Windows updates, whenever you process them be sure after re-booting to check for more.

#1 – DEFRAGMENT & OPTIMIZE...

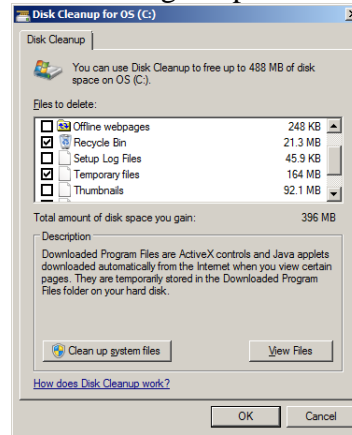
This built-in windows tool is set to run weekly typically at 1:00 AM every Wednesday morning. This step opens the tool so you can verify that it's running as scheduled.



If it's not, plan to use the [**Defragment disk**] option at a convenient time, ideally when you will be away from the PC maybe overnight.

#2 – DISK CLEANUP

Disk Cleanup is another built-in tool, we recommend using it whenever there are performance concerns or just to insure good performance.



It's 'OK' to select everything, but we encourage you to take a moment to be selective since '**not checking**' (e.g. *leaving in place*) items like '*Setup Log Files*' and '*Thumbnails*' can be useful.

#3 – NINITE-UPDATE FREE SOFTWARE

Ninite is a software tool that automatically finds and applies updates to various FREE software titles. 2SS.Com has subscribed to it for years to assist clients in maintaining PCs.



On startup Ninite opens a Windows **User Account Control** box to request an [**OK**] to proceed. If you then click on [**Show Details**] at top-left you will see the list of software as its being updated.

#4 – WINDOWS UPDATE

This is the source for Windows updates. For Win 7 & 8 users we set up new PCs with auto-updating turned off so you can do this at a time you choose. This item is not included for Win 10 which has only automatic updates. Whenever there are more than a few updates to apply, apply them, re-start, and check again for more.



For support, questions, assistance, getting more copies of this brochure, etc. please don't hesitate to contact us:
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