Applications Etc. Recommended PC Maintenance

Applications Etc. over the years, has recommended various tools to clean up and maintain your PC's. We strive to let our clients know which tools and download to acquire, but with periodic changes in the web & Windows versions, remembering web site locations for multiple tools can be challenging. So we have consolidated links to these recommended tools on www.aehost.net for and in the PC Maintenance Tools & Icons for your convenience.

This document is divided into two sections in order to describe the installation and recommendation use of the tools. The first section, *PC Maintenance Tools & Icon Descriptions* explains the tools that *Applications Etc.* recommends using on a regular basis to prevent many major problems. The second section, *PC Maintenance Tools & Icons Installation* explains the process to download and install the recommended tools and tailor to your PC environment.

PC Maintenance Tools & Icon Descriptions

- 00 Download PC Maintenance Tools

  This shortcut is to www.AEHOST.net for the links to download the PC Maintenance Tools and Icons folder and recommended tools.

  "Please note any vendor licenses and restriction toward business or personal use."

- 00 PC Maintenance Readme.pdf contains the link to this *document.*

  Instructions and descriptions to the use and installation of the PC Maintenance.

- 01 Disk Cleanup

  Disk Cleanup is a Microsoft Windows Tool that helps cleanup the computers hard drive. Some of the locations that Disk Cleanup removes are Downloaded Program Files, Internet Temporary Files, Offline Web pages, Recycle Bin, Setup Log Files, Windows Temporary Files, Temporary Offline Files, Offline Files, etc.

  - To run this tool, click or double click (whichever is applicable to your PC configuration) the icon in the PC Maintenance folder. If it asks you which hard drive to scan, choose the "C" drive. (you may then choose others if you wish to clean up any secondary drives). Once you select the drive(s), the program will scan the known locations for possible extraneous files that can be removed. Once the scan is finished, Disk Cleanup will ask which file locations to cleanup. Select the check box next to all required.

    Click "ok" to clean-up the selected locations.

- 02 Check Disk

  Check Disk is a Microsoft Windows utility that checks the integrity of the filing system (FAT/NTFS), and physical integrity of the hard disk and will repairs any problems if possible. The menu provides two options. The *short scan* checks the integrity of the filing system only. The *long* scan checks the integrity of the filing system and the physical integrity of the hard disk.

  o To run this utility, right click on the icon and select ***"Run as Administrator"***. When the Command Window opens, it will indicate ***"Chkdsk cannot run because the volume is in use by another process.*** **(that would be Windows)** ***Would you like to schedule this volume to be checked the next time the system restarts? (Y/N)",*** type the letter "Y" and press enter. After the utility closes the Command Window, close all open programs and restart your computer. The computer will appear to start normally and then will enter the Check Disk utility on startup. It will give you a 10 second countdown warning to cancel and then start the Check Disk utility.

    (Note: This utility requires sol use of your computer and can not be canceled once started. The short scan will depending on the amount of files on you PC could take approximately 10 to 15 minutes. The long scan could take up to a few hours)

  o DO NOT POWER OFF THE COMPUTER WHILE CHECK DISK IS RUNNING. POWERING OFF THE COMPUTER MAY RESULT IN DATA LOSS AND/OR CORRUPTION OR BOTH.

- 02a Event Viewer

  The Event Viewer enables you to browse and manage event logs for errors and problems. It is an indispensable tool for monitoring the health of systems and troubleshooting issues when they arise. When a Check Disk is preformed, the result of the Check Disk upon startup is placed in the Application Event Log. In the left pane, expand the Windows Logs and then click on Application. Under the Source column in the right pane, search for the most recent Wininit entry. You may also use the Filter Current Log option in the right column. If you do so, pull down the Event Source and check Wininit, and OK

  Double click on the most recent entry and view the results. The results will indicate problems within the filing system such as unused indexes and security descriptors which we recommend this number below 25 if at all possible. Any problems listed below such as, Free Space Errors, MFT, BITMAP or File System corrections indicate you should repeat the Check Disk process.

  Physical hard drive statistics should indicate 0KB bad sectors. Anything other than 0KB, the above results or other discrepancies should be addressed by a certified technician. If the above results were from a Check Disk Long, then a Check Disk Short should be run or repeated to address any remaining issue. You only need to run Check Disk Long once every six months. Check Disk Short only needs to be run each maintenance interval.

To insure no problems exist, the following message should be in the results file.
"Windows has checked the file system and found no problems."

- IF THERE ARE ANY BAD SECTORS, THE HARD DRIVE IS COMPRIMISED AND STARTING TO FAIL AND SHOULD BE REPLACED BEFORE DATA IS LOST.

  Contact us for further assistance if required by calling 916-947-9641 or 916-813-7819.

- 03 Installed Antivirus Program

  This is a program of 'owners' choice and will vary depending on the Antivirus installed. Antivirus programs in general run in the System Tray (by the time) and scan files (program and documents) in real time. When opened or executed only the files and folder are checked as a result of the options of that program.

  - Each Antivirus has different steps to run virus scans on the computer's hard drives. Some Antivirus programs have scheduled times to run a Full System Scan. (ie: Full System Scan might run every Friday at 8:00pm or 2am in the morning) Refer to your program options and change appropriately to your computer usage.

    Note: Shutting down your PC for the night can defer the Full Antivirus Scan and a Full Scan might start when you turn your PC on and Windows starts up. This can make the system run slowly, and giving the impression something else might be wrong.

- 04 This category is for Malware detection. Malwarebytes Anti-Malware, Microsoft's Malicious Software Removal Tool, etc.

  This is a program of 'owners' choice and may vary. We have a link to download and install Malwarebytes on www.aehost.net. It has a proven track record and with items 03 & 05 has been found to keep most PC's in top running order when used regularly.

- 05 This category is for Spyware detection. Spybot Search & Destroy, SUPERAntiSpyware, Spywareblaster, etc.

  This is a program of 'owners' choice and may vary. We have a link to download and install Spybot Search & Destroy on www.aehost.net. It has a proven track record and with items 03 & 04 has been found to keep most PC's in top running order when used regularly.

  Please refer to the installation section for specific requirements in Windows 8 and greater.

- 06 This category is for Adware detection.

    o Ad-ware prior to 2010 was a big problem. Now, most Ad-ware is either non-existent or dealt with by other anti-infection programs, You may remove or not install this program.

- 07 Disk Defragmenter

    Disk Defragmenter is a Microsoft program that optimizes the hard drive files, folders and free space. This tool can improve the operational performance of your PC by defragmenting the drive so access of the files and folders are contiguous rather than jumping around the hard drive to find all the pieces.

    o To run Disk Defragmenter, double click the icon in the PC Maintenance folder. Chose the Analyze button to determine the percentage of fragmentation on the hard drive. (Windows Vista does not have "Analyze") If the percentage of fragmentation is over 10% we suggest you defragment. It does not hurt to defragment the hard drive regardless of the percentage. Running the defragmentation is suggested even if the analyze suggests it is not necessary.

- 08 Windows Updates

    Windows Updates are part of the life cycle support of Microsoft software. Microsoft Windows is the main focus of Updates but other Microsoft software can also be updated as well. Microsoft also provides updates and downloads for Optional Items such as Drivers, Microsoft Office, Windows Defender and Security Essentials Definition files, etc.   There are multiple ways that updates can be done. This icon will assist you performing updates manually. Acquiring updates manually allows you to complete all available updates and not just critical and security updates.

    o The first way to acquire updates is thru Automatic updates. If your computer is configured correctly Windows Updates that are critical or security fixes are downloaded automatically via Automatic Updates feature. Automatic updates in its default configuration will download and install updates automatically. The Automatic Update downloads will occur if connected to the Internet and when the operating system chooses. The installation can occur in multiple ways.

        ▪ The installation method is initiated by the computer (ie; Windows 7) at 3:00am by default but this time is customizable.

        ▪ The second installation method is on shutdown or restart.

            If your system is acting erratic, check to see if you system requires completion of updates. It has been found that some Update

automatically installed by Windows and not completed by a Restart or Shutdown has caused erratic behavior.

- The last installation method is to manually install the updates by clicking the Windows Updates icon in the PC Maintenance folder. After clicking, you may Check for updates, View update history or Install updates. Sometimes you system may require a Restart or Shutdown to complete the Updates.

  o Be very careful when installing "Optional Updates" such as hardware updates that may alter the operation of the devices on your PC. We do recommend installing all critical, security and important software updates available and only install Optional Hardware updates for devices that may be problematic.

- If you have any questions please call Adam or Steve at 916-813-7819 or 916-947-9641.

PC Maintenance Tools & Icons Installation

1.) To Download and install item 00 "PC Maintenance Tools & Icons".

    a. Go to http://www.aehost.net with your choice of web browser.
       or click on the "00 Download PC Maintenance Tools" option
       in your PC Maintenance Tools folder.
    b. Click on PC Maintenance Tools & Icons link. This is a compressed WinRAR application that will expand and execute to build the PC Maintenance folder on your Desktop.
    c. Click Run to install.

Note: All "PC Maintenance Tools & Icons" from item - 2.) through 9) of this document such as, 03 AntiVirus, 04 AntiMalware or 05 AntiSpyware should be installed before installing the PC Maintenance Icons folder. This is because the tools not installed on your computer will not be contained in the list of tools.

During the "PC Maintenance Tools & Icons" installation, your browser may present and message warning of a harmful download. This is because the PC Maintenance installation is an executable file. The message is for your protection and nothing within this file is harmful to your computer. Statements like "Action", "More Options", "More info" and "Run anyway" is associated with your Windows Operating System and may be required to continue the installation. The program will open a WinRAR archive Window. Click "Install" to create the PC Maintenance Tools & Icons folder represented by a blue round icon with a white question mark. If during the process, you are informed that files already exist, click "yes to all" to continue.

If you should have a modified PC Maintenance Tools & Icons folder with your own personalized options, you may want to rename the PC Maintenance Tools & Icons folder before installation. The PC Maintenance Tools & Icons folder will be refreshed but your personalized options may be lost. Then you can copy your personal modifications back after the installation is complete.

2.) Items 01 Disk Cleanup and 02 Check Disk are built into Windows and will be created without any user intervention.

3.) To Download and install item 03 AntiVirus Programs

    a. Go to http://www.aehost.net with your choice of web browser.
    b. Go to the Anti-Virus section and install as required. If you have a new PC or a PC using Windows 8 or greater or your PC has a trial or expired Anti-Virus, you may just want to un-install and let Windows Defender be your default protection. If you do un-install, be sure Windows Defender Starts by going the Start Button, typing Defender and opening it. If it is not started, further action will be required.

c. If you are using any other Anti-Virus, Windows Defender will be disabled.

Note: Windows Defender is installed in Windows Vista and greater natively and does not need to be installed. In Windows Vista and 7, Windows Defender will show up in item (04 - Anti-Malware) and only contains Anti-Malware & Anti-Spyware definitions and is not an Anti-Virus. If you are running or plan on running Microsoft Security Essentials (Vista & 7), Windows Defender will be disabled after MSE install.

In Windows 8 and greater, Windows Defender is a full Anti-Virus, Anti-Malware & Anti-Spyware. Running Windows Defender with no other (04 - Anti-Malware) or (05 - Anti-Spyware) is not recommended.

3) To Download and install item 04 AntiMalware. (ie; Malwarebytes)

   a. Go to http://www.aehost.net with your choice of web browser.
   b. Go to the Maintenance Programs section and install as required.

4) To Download and install item 05 AntiSpyware. (ie; Spybot Search and Destroy)

   a. Go to http://www.aehost.net with your choice of web browser.
   b. Go to the Maintenance Programs section and install as required.

   Note: If you are installing Spybot Search & Destroy on Windows 8 or greater, you will need to check if the original Antivirus (ie; Defender, etc) used is now disabled because of the Spybot realtime scan engine. If so, go to Spybot, Advanced Tools, Settings, Advanced User Mode & System Services and turn off the Security Center Service and Stop the service. Then verify you Antivirus started up again.

5) Item 06 Adware is no longer required and this category may be replaced at a later date. Since 2010, Adware is detected by most Anti-Malware and Anti-Spyware such as Malwarebytes and Spybot Search and Destroy or your choice of software in this category.

6) Items 07 Disk Defragmenter, 08 Windows Updates and 09 Windows Backup, are built into Windows and will be created without any user intervention.

7) The PC Maintenance folder should have a link(s) for each category, 00 through 10 except 06. Scroll to the bottom of the PC Maintenance folder and verify that all items have been listed.

8) If any category is missing, please verify that installations for categories 03, 04, 05 & 06 were completed or add the applicable shortcut links from the Start Menu.

9) Please report any discrepancies to *Applications Etc.* at (916) 947-9641 or (916) 813-7819.

4.) *Applications Etc.* has comprised the list of Tools & Icons in an order of priority for best results. We recommends running the PC Maintenance Tools on a monthly basis or if you are experiencing problems.

If you have any questions please call Adam or Steve at 916-813-7819 or 916-947-9641.

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