

# Easy rules to keep your PC running in tip-top shape!

## \* Run a Disk Defragmenter at least once a month

For **Windows Vista / Windows 7**, you don't need to defragment, it's scheduled automatically.

For **Windows 2000/XP**, click START > ALL PROGRAMS > ACCESSORIES > SYSTEM TOOLS > DISK DEFRAGMENTER  
Click the "ANALYZE" button, and if needed, click the "DEFRAGMENT" button.

For **Windows 95/98/Me**, click START > RUN. In the white box, type "defrag" and hit ENTER. Click "OK."

## \* Protect yourself with Internet Security software and keep it updated!

A robust firewall and good security software are the bedrock of every PC. Always keep them up-to-date! Depending on what internet security program is installed on your PC, you will have an icon located in the lower-right corner of your desktop. If you double-click on it, you will be at the service screen of your security software. Check with an SSI technician to find out how to update your particular product!



Norton Internet Security  
uses both of these icons



Zonealarm Internet Security



McAfee Internet Security



Trend Micro  
Internet Security



AVG  
Internet Security

## \* Always approve Windows Updates

Occasionally you may see a yellow shield or green globe appear in the lower-right hand corner of your desktop, (system tray) where the clock is. You will also see a white notification bubble telling you that there are critical updates available. If you click on that, a window will appear. Click next and allow it to install all updates. These will keep your system up-to-date with the latest security patches and modifications from Microsoft. These are the single most important thing you can do to protect your PC!

## \* Avoid "free" music services, they're loaded with malware!

Free file-trading networks such as Limewire, Frostwire, Bearshare, etc, are prime sources of malware. When you download a file-trading client, sometimes there will be other programs installed on your system that YOU DON'T WANT! Additionally, the file-trading networks are drowning in fake music being planted by the RIAA and record labels. For the music you actually want, you have to spend way more time than you should. Unfortunately, It's now quicker and easier to just buy the CD and convert it to digital files on your PC! However, there are a few legal music services which are good choices:  
[www.napster.com](http://www.napster.com), [www.itunes.com](http://www.itunes.com), [www.rhapsody.com](http://www.rhapsody.com), and [www.amazon.com](http://www.amazon.com).

## \* Try using an alternative web browser.

We recommend either Mozilla Firefox ([www.getfirefox.com](http://www.getfirefox.com)), Google Chrome ([chrome.google.com](http://chrome.google.com)), Apple Safari ([www.apple.com/safari](http://www.apple.com/safari)) and Opera ([www.opera.com](http://www.opera.com)). They are all free web browsers, and offer better security and additional features above Internet Explorer.

## \* If it's free, cute, colorful, or animated, but especially FREE **STAY AWAY!**

Rule #1: Anything free on the internet is suspect! Smileys, screensavers, games, anything which is cute, colorful, funny, or animated could possibly install malware also! Be careful!



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