

## Disk Cleanup

1. Double click on Disk Cleanup Icon
2. When the Disk Cleanup window appears, Click on OK
3. The next window shows a green bar moving on the screen. This window appears only briefly and is easily missed.
4. The next window shows several unchecked boxes in a “Files to Delete” window.
5. Place the mouse cursor on each of these boxes and Left click, placing a check mark in each box. If you want to save your downloaded app installation files, remove the check mark in the “Downloads” check box. Don’t forget to use the slide bar to reveal all the available boxes.

**NOTE:** On some computers one of these boxes may read “Deletes all system restore points”. If your computer includes this entry in the “Files to Delete” window **do not** put a check in this box. If there already is a check in this box, remove it.

6. Once all boxes are checked to your satisfaction, click on OK.
7. The next window to appear reads **Are you sure you want to permanently delete these files.** Click on “Delete Files”.
8. It will now take a few minutes for the program to finish. Once the window goes away Disk Cleanup is done.
9. **Run this program monthly**

# Using Super Anti Spyware

1. Double click on the Super Anti Spyware Icon which is the red circle with the line through the middle.
2. When it opens in the lower right corner of the screen you may see a box that reads there is an update to the program. If you see this, click on OK to allow the program to do the update. Then continue.
3. In the lower right corner there is a line that reads **Click Here to check for updates**. Click on that line and let the program update its database.
4. When complete click on OK
5. Click on Scan This Computer and select either Complete Scan or Quick Scan to start the scan.
6. If a box stating, “SuperantiSpyware will now close all internet browsers before scanning. Do you wish to close the browsers and continue?” Click “Yes”.
6. The program will check to see if there are any unwanted programs and will ask you to uninstall them. If any unwanted programs are found the scan will stop until you either delete them or tell the program to ignore them. These programs will be listed with a check box to the left of each. To delete the programs place a check mark in each box and click Continue.
7. Once scan is complete, click on continue. The next screen lists the items found. Most of the time they will be cookies which are ok and will return the next time you browse the internet. Click Continue again the program will remove all the items found. Click Continue again. And you will be returned to the main screen. Close the program by clicking on the red X in the upper right hand corner.
8. **Run Super Anti Spyware weekly for best results.**


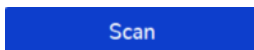
## Using Malwarebytes

1. Double click on the MalwareBytes icon.. This opens the Malware Bytes program page. On the lower section of the screen you will see three boxes labeled “Detection History”, “Scanner”, and ”Real-Time Protection”.

**Detection History** - Clicking on this box will open the Detection History window. This is where you’ll find any quarantined items from past scans. This is where you’ll also be able to re-install or permanently delete selected quarantined items if you wish. To return to the main MalwareBytes screen click the arrow in the right upper corner of the Detection History screen.

**Scanner** - this is where you start your scans.

**Real-time Protection** - these options are only available to those who have paid for the pro version. To return to the main MalwareBytes screen click the arrow in the right upper corner of the Real-time Protection screen.

2. Prior to starting a scan you should make sure you are using the most up-to-date version of MalwareBytes available. Left click on the gear () icon in the upper right corner. This opens the “Settings” page. Under “Application Updates” left click on “check for updates”. Once the “Updates Complete” dialogue appears close the “Settings” page by clicking on the X to the right of “Settings” and below the question mark.
3. Now it’s time to scan. Click on the blue “Scan” button (  ) located at the bottom of the “Scanner” box and the scan begins. Once the scan is complete if no threats are detected click “Done” and the app closes.
4. If the scan finds threats, PUP’s (potentially unwanted programs), or PUM’s (potentially unwanted modifications) these should be quarantined and eventually permanently deleted.
5. Once you finish with the above steps the app is done and can be closed.

### Run Malwarebytes monthly

## Glary Utilities

Glary Utilities is a comprehensive system cleaner and performance booster for your PC that includes an excellent suite of tools. You can take advantage of 1-Click Maintenance, or pick and choose the operations you'd like the app to perform.

1. Open Glary by double clicking the Icon on the desktop.
2. The “User Account Control” box will appear and ask “Do you want to allow this app to make changes to your computer?” Click “Yes”.
3. When the program opens there are three Tabs located across the top.



Click on the “Overview” tab. On the right side, click on “Check for Updates.” Once updates are complete click “OK”.

4. Now click on “1- Click Maintenance” to open the Utility programs. Insure that all boxes on the left are checked except “Disk Repair”.
5. In the lower center of the screen there is a green box that reads “Scan for Issues.” Clicking on that box will start the program scanning your computer. Allow it to complete the scan. If repairable issues are found, the box in the lower center now reads “Repair Problems.” Click on that box and Glary will repair the problems. After the problems are repaired the box returns to “Scan for Issues.”

### CAUTION:

If you have a SSD (Solid State Drive) **STOP HERE**, Do not continue to step #6. SSD's should **NOT** be defragmented. If you have a HDD (traditional hard disk drive) continue on to step #6. If you don't know which you have continue to step #6 and beyond and if you have a SSD once you get to step #8 the app should stop you.

6. Click on “Advanced Tools”. On the far right of the window are 2 small circles one of which is blue. Verify that the upper circle is the blue one. If not click on the upper circle and it will become blue.
7. Choose “Optimize and Improve” in the left hand column. From the list on the right, click on “Disk Defrag.”
8. The next window to open is the Defrag Screen. Make sure there is check mark in the “Local Disk (C)” box listed under “Drive Name”. You may choose to defragment the other listed drives as well but this is not necessary as these drives rarely change. Click on “Defrag” near the middle of the screen.

When the “Status” column in the Local Disk (C) row reads “Defragmented” the operation is complete.

9. When complete, you can exit the defrag program by clicking on the X in the upper right Corner.
10. Click on the X in upper right corner to close the Glary program.