Using Malwarebytes

1. Find the Icon on desktop and double click.
2. The window that comes up is the control panel for Malwarebytes. It may say Your Database is out of date with a fix just click on fix and it will update.
3. Look at Status in second section on right. It may say current. If current click on Scan Now. If not current it reads Check for updates. Click on check for updates and wait to finish.   It will then read current.
4. Click on **SCAN NOW**
5. When complete there will be a list of items that the program has found and need to be removed. If the boxes are not checked go to the top of the list and there will be a box in the header **clicking on that box** will mark all of the boxes below.
6. Click on **Quarantine** and allow the program to remove the selected items and finish. There may be some delay before it starts the removal process.
7. Or if there are no problems it will say Close just click on **Close** Close the program when finished.
8. Note: If you get a message in the lower right corner that reads an **UPDATE IS AVAILABLE** click on ok and allow to install

<u>**Run Malwarebytes monthly**</u>

Using Disk Cleanup

1. Double click on Disk Cleanup Icon
2. That brings up a window Click on OK
3. The next window shows a green bar moving on the screen,
4. The next window shows several boxes unchecked.
5. Place the mouse on each and click putting a check in the box. Don't forget the slide bar look for more boxes.
6. Then click on OK
7. The next window to appear reads **Are you sure you want to permanently delete these files.**
8. Click on Delete Files.
9. It will now take a few minutes for the program to finish and the window will go away.
10. <u>**Run this program monthly.**</u>

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. Click on OK to allow the program to do an 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. Then click on **Quick Scan.**
6. The program will check to see if there are any unwanted programs and will ask you to uninstall them. Click on the empty box which puts an X in the box. Then you must delete or skip these programs before it will start to scan.
7. Once scan is complete, click on continue. The next screen lists the items found. Most of the time it will be cookies which are ok and will return the next time you go to the internet.   Click Continue Again the program will remove all the files found. Click Continue again.   And you will be returned to the main screen. Close the program with upper right red X.
8. Note: If you get a message in the lower right corner that reads **UPDATE IS AVALIABLE** click on ok and allow to install.

9. **Run Super Anti Spyware weekly for best results.**

Using Glary

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. When the program opens there are three boxes across the top.

Click on the **Overview**. On the right side, click on **Check for Updates.   Click** on OK.
3. Click on **1- Click Maintenance** to open Utility programs.
4. In the lower center of the screen is a green box that reads **Scan for Issues**. Clicking on that button will start the program to scan your computer.   Allow it to complete the scan. Now the box reads **Repair Problems**. **Click** on that box and allow Glary to remove the problems. After problems are removed the box returns to Scan for Issues.
5. Click on the **Advanced Tools**. On the far right of the window are 2 circles one is blue. Verify that the upper circle is blue . If not **click** on the upper circle and it will become blue.
6. Choose **Optimize and Improve** in the left hand column.   From the list on the right, click on **Disk Defrag.**
7. The next window to open is the Defrag Screen. Click on **Defrag** near the middle of the screen.
8. When complete, you can exit the defrag program by clicking on the **X** in the upper right corner.
9. **Click** on the **X** in upper right corner to close the Glary program.