The Manual and the www.c-a-l-m-m.com website provide multi-layered security against Malware (Viruses), Spyware, Identity Theft, Phishing Scams and more. It is a power house of knowledge, teaching practical steps to recover a computer and maintain it at peak performance.

Computer Appliance Learning Maintenance Manual (C-A-L-M-M)

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COMPUTER APPLIANCE LEARNING MAINTENANCE MANUAL (C-A-L-M-M)

Protect Your Computer | Protect Your Identity

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The Authors

This Manual was created to help improve the knowledge of the everyday user and for the comfort of new users. The instructions were developed so that while learning, doing happens at the same time. No need to wait to begin securing and improving the performance of the computer and to bring safety on the Internet. In the increasingly hostile environment of the Internet no person should be deprived of the vast resources available to support their life.

The goal is to guide each user who may be intimidated by Computers and the talk of Viruses, Malware, Phishing, Scams, Spyware and more to find peace on-line.

One of the Authors comes from a highly technical background while the other comes from an artistic and spiritual background. The pairing of these strengths was used to mold a Manual that flows. We hope that you will experience an illumination that allows moving from seeing a computer as intimidating and frustrating to understandable and useful.

Table of Contents

#1 OVERVIEW I-1
Windows XP and Windows Vista 4
✓ THE PARTS OF THE MANUAL 7
Registering 9
Identifying Key Information 9
Battery Back-up 12
✓ GETTING STARTED 13
Windows Basics 16
Explore Windows 22
Software 26
✓ USER ACCOUNTS 28
Run as … Command 34
✓ DOWNLOADING SOFTWARE 39
Software Download Problems 42
Software Download Details 55
#2 Recovery, Where are the grapes? II-1
✓ IDENTIFY THE PROBLEM 2
✓ COMPUTER FAILING TO START 2
✓ HARD-DRIVE PROBLEM 4
✓ HARDWARE CONFLICT 7
✓ MALWARE SIGNS & TROUBLES 11
✓ RESTORING TO AN EARLIER TIME 14
✓ SOFTWARE CONFLICT 21
✓ FINAL DECISIONS 25
#3 Security, Protect the grapes III-1
Explaining Computer Security: 1
✓ DISABLING PROGRAMS 6
Starting with Basic Security 8
Insurance 12
✓ Anti-Malware Software: 17
Confirming Anti-Malware Software 21
INSTALLING ANTI-MALWARE SOFTWARE 27
[Evaluate]: Picking an Anti-Malware Program 27
[Migrate]: Migrating to New Anti-Malware Software 31

[Updating]: Updating Detection Signatures 38
[Scanning]: Performing an Anti-Malware Scan 41
[Detection]: Removing Detected Malware 49
[Configuring]: Common Settings for Anti-Malware Software 57
✓ FIREWALL 65
THE SCOOP on Firewall Programs: 65
Configuring Windows Firewall 71
Alternate Firewalls 79
[Evaluate]: Picking a Firewall 80
[Migrate]: Installing a New Firewall 81
[Configure]: Setting up a Firewall 85
[React]: Respond to an Intrusion Alert 89
✓ UPDATING WINDOWS: 90
✓ INTERNET BROWSER: 95
#4 Backing Up, Let's not loose the Recipe IV-1
✓ MEMORY 18
✓ MY BACKUPS & SUB-FOLDERS 19
✓ BACKUP FILES 23
Backup File Process 25
✓ COPY & PASTE 32
Searching for Files 39
✓ BACKUP 43
How Much Backup Space? 43
Backup Media 45
Complete the Backup 49
Compress the Data, if absolutely necessary 51
Clear out the Sub-Folders 54
Backing Up Future Changes 55
#5 Maintenance, Good wine requires a clean operation: V-1
Basic Concepts 1
✓ FREEING UP SPACE 11
Add or Remove Programs: 11
Clean Out Files: 20
✓ DEFRAGMENT THE HARD DRIVE 26

✓ DISK ERROR CHECKING 28
✓ SYSTEM FILE CHECKER 30
✓ RELIABILITY AND PERFORMANCE MONITOR 33
✓ SYSTEM DIAGNOSTIC [Vista Only] 37
✓ REPAIR OF WINDOWS 37
Startup Programs & Services 40
Program Updating & Repair 53

#1 OVERVIEW

Thank you for purchasing the **Computer Appliance Learning Maintenance Manual (C.A.L.M.M.)** series. This manual uses ***instruction combined with visual cues*** to aid quick learning and ease finding instructions.

If new to computers, review the parts of the **Backup Section** that explains in detail working with **Files & Folders**. A shorter lesson is presented in this Section.

Computer Terminology and ○**Key Lessons**○ teach important Computer Skills and are placed before the instructions where this information will be helpful.

○○○○○○○○○○○○ **VISUAL CUES** ○○○○○○○○○○○○

[**VISUAL CUES**]: Are combined with text throughout the manual as an aid in following the instructions. These visual cues are for the computer mouse & indicated what mouse button to click;

for a **Left**-**Click** once on the **left mouse button** and

for a **Right**-**Click** once on the **right mouse button**. The slightly more advanced mouse operations are

for a **Double**-**Left**-**Click twice** on the **left mouse button** and

for a **Left**-**Click**-**Hold** by depressing the **left mouse button** and **holding** it down.

The **Left**-**Click**-**Hold** operation is typically used to select and drag something on the monitor by moving the mouse arrow to the new location and releasing.

○○○○○○○○○ **Managing Windows** ○○○○○○○○○○○○

[**Managing Windows**]: **Windows** can be **Minimized**, **Maximized** and **Closed** by a **Left**-**Click** on the controls in the upper right corner of every Window.

The **first button** ***Minimizes*** the Program so that only the **Programs Task Bar** button at the bottom of the monitor remains visible. A **Left**-**Click** on this **Task Bar** button will expand it to the original size.

The **second icon** ***Maximizes*** so that if the window does not fill the monitor, this button will expand it to full size. For each **Left**-**Click** this 2nd icon the Window will alternate between full expansion and a smaller Window on the monitor.

The **third icon** ***Closes*** the Program so that it is no longer running. If there are unsaved documents a **Pop-Up** will ask if it should be saved first. **Anti-Malware Programs** will keep running even after the **Console Window** is closed.

○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○

Organized individuals and groups search for personal information to use for both aggressive advertising campaigns and criminal intent. This manual teaches important techniques to protect the computer from these threats along with practical information to improve its performance. So let's get started!

The ***Microsoft*** **Operating System** (**OS**) **Software** is the coordinator that keeps **Software Programs** running smoothly. Protecting the **OS** is essential and one of the most effective ways is using a **Limited** or **Standard User Account**. We will discuss this later but it is mentioned here to emphasize its importance.

The ***Microsoft*** **Operating System** (**OS**) **Software** has a major upgrade periodically and the new version is renamed each time, such as ***Windows ME***, ***Windows 2000***, ***Windows XP***, and ***Windows Vista***. Over time ***Microsoft*** drops support of older versions, and for any users running ***Windows ME***, be alerted that ***Microsoft*** stopped supporting this software as of **July 11, 2006**. This means no **Security Patches** will be issued for discovered vulnerabilities. However, the guidelines

contained in this manual will build an effective barrier for protecting the computer even if using earlier versions.

Windows XP and Windows Vista

Many of the **VISUAL CUES** used in the manual to represent **Operating System** items are drawn from ***Windows XP***. The computer layout of ***Windows XP*** and ***Windows Vista*** are close with no change for the location of the **Start button**, **Task Bar**, **Quick Launch area**, **Systray**, and **Computer Time**. Many of the perceived changes are from the **Internet Browser** feel of ***Windows Vista***. All the instructions in the manual have been verified for both **Operating Systems** and if there is a slight difference it is noted by showing the corresponding ***Vista*** information in **[square brackets]**. That is <u>any information specific to ***Vista***</u> is shown in **[square brackets]**.

One method that can be used to an advantage in ***Windows Vista*** is the convenient search tool available after a **Left**-**Click** on . To find a **File**, **Folder**, ***Windows*** **Utility** or any item on the computer, type in the name and a results list will appear above. **Double**-**Left**-**Click** on the item needed and it will open the related Window, start the **Utility** or **Program**. **Wildcards**, discussed later, can also be used in this search box.

Here are some differences to note:

1. The **START** button in ***Vista*** looks like .

2. My Computer in ***VISTA*** drops the '**MY**'; .

3. Document & **Settings** in ***Vista*** is .

4. To increase the default security of the ***Windows*** **Operating System** ***Vista*** implemented some changes that effectively make the Computer work like a ***Windows XP*** **Limited User Account** and automatically require the **Administrative** ***Password*** or a confirmation before changes to important system files and settings can be made. This **Section** discusses in detail the use of **User Accounts**.

5. The **Security Center** for both **Operating Systems** is very close but, ***Vista*** comes with the ***Windows Defender Software*** installed. It is identified as **Anti**-**Spyware** Software and has a mixed performance rating. It is discussed further in the **Security Section** of the **Manual**.

6. ***Vista*** tends to require fewer **Double**-**Left**-**Click's** to perform actions or move to the next screen since the windows use more **links** and not **Short**-**Cut Icons**.

7. Using a **Limited User Account**, discussed in this **Section**, is challenging in ***Windows XP*** but the security

benefit outweighs the challenges. In ***Windows Vista*** the **Standard User Account** achieves the security benefit and eliminates having to use the Run as... command since it will automatically prompt for **Administrator Account** privileges when needed.

To verify the computers **Operating System** (**OS**) **Software** V**e**rsion, follow these instructions:

Either, **Left**-**Click** on start,

Right-**Click** on My Computer

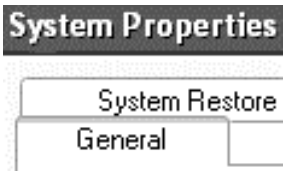
OR

Right-**Click** on start,

On the **Pop-Up Menu** **Left**-**Click** on Explore.

Next, a Window will open and look for My Computer **[**for ***Vista*** Computer **]** on the **left side**, and **Right**-**Click**,

Left-**Click** on Properties .

A new Window will open 

[for ***Vista*** **Left**-**Click** on

] showing the **Operating System** (**OS**) version.

[SHORTCUT: Hold the button on the keyboard and **without releasing**, **press** the **Break** key

typically located in the upper right of the keyboard and **release**, which will open the same **System Properties** window.]

✓ THE PARTS OF THE MANUAL

The **Sections** of the **Manual** are presented in the order of importance.

Recovery, *Where are the grapes?* This **Section** addresses serious operational computer problems. *If the computer ever stops working, stalls, or locks-up* while starting, or there are problems with a newly installed computer device, refer to this section. A review of this Section will give an idea of computer problems that can occur.

Security, ***Protect those grapes***. This section is focused on **properly protecting** the computer with the **basic three** of a **Firewall**, **Anti**-**Malware Software** and **Automatic Updates**. An important part of computer protection is the security settings of the **Internet Browser**. Because these change more often these instructions are available as a free download from the Website.

Backing Up, ***Let's not loose the recipe***. This section walks through creating a successful and complete **back-up** to protect important files and information. It provides detailed information about working with **Files** & **Folders**. After completing this Section once, the created **Sub**-**Folders** will act as a backup **check off list**.

Maintenance, ***Good wine requires a clean operation***. In performing a series of **Computer Maintenance Operations** the computer will be cleaned up, will have increased **Hard**-**Drive** space and the computer will be in peak operating condition.

Registering

Protection Software, technology and threats change daily so be sure to stay up-to-date through the website;

www.c-a-l-m-m.com [be sure to type the dashes]

Follow the **Sign**-**In / Log-in** link (**Left**-**Click**) at the top of the website to register.

Registration gives access to the latest **Software Evaluations** for **Anti-Malware**, **Anti-Spyware**, **Firewalls**, **Utilities** for the computer**, Frequently-Asked-Questions** page, the **Community Forum**, and more. Spam catchers and other events can prevent emails from reaching you so please check the Spam or other special folders for follow up emails.

The web-site pages available to registered users match the **Section Names** used in this **Manual** to provide an easy cross-reference.

Identifying Key Information

Key lessons and ***explanations of Terminology*** give important information in understanding each Section:

[**Items**]: These titles are placed on the left side of the page to assist in scanning for specific information and instructions.

Important **Computer Terms** are explained under **Terminology** such as; **"**[**Word**]**:"** followed by the definition with an expanded explanation.

THE SCOOP presents an analysis of certain aspects of Computers to help in understanding and making important decisions concerning its operation.

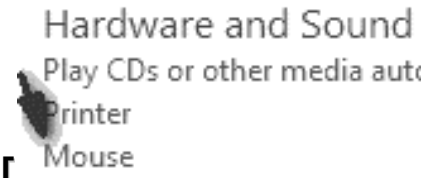
An important concept for computers is the role of the **Left** & **Right Mouse Click**.

[**Changing Mouse Button Operation**]: If left handed and using a mouse on the left side of the keyboard the mouse button operation can be reversed such that the **Right Mouse Button** works like a **Left-Click** and the **Left Mouse Button** works like a **Right**-**Click**.

To change the mouse button operation **Left-Click** on ,

Left-**Click** on ,

in the **Pop-Up** window **Left-Click** on

[

for ***Vista*****]** and this will bring up the mouse settings window where the mouse button operation can be reversed. If the buttons are reversed remember to mentally reverse the mouse button operations when following the **Manual**.

○○○○○○○○○ **MOUSE CLICKS** ○○○○○○○○○○○○

[**Left-Click** or **Right-Click**]: the mouse that controls the arrow movement on the monitor has a button on the left and one on the right. Clicking once on the **left button** (**Left-Click**) will **Select** or **Highlight** an item or *start an action*. Clicking on the **right button** once (**Right-Click**) will **Pop-Up** a **menu** of options. A **Left-Click** will select an item from the **menu**.

Remember, **Left-Click** selects or **causes an action** AND **Right-Click** gives a **menu**.

The position of the arrow on the monitor is important since it determines the next action taken for a **Left-Click** and what **menu Pops-Up** for a **Right-Click**. This is referred to as **Location Sensitivity**.

○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○

Here is practical piece of information before continuing with the lessons.

Battery Back-up

An **Uninterruptible Power Supply** (**UPS**) is available from a local office supply or computer supply store and *prevents power disturbances from disrupting the computer*. It has a battery and when the power fails the **UPS** keeps the computer running long enough to save valuable work and files that may be open. A larger **UPS** can allow working through a longer power outage.

✓ GETTING STARTED

The following explains important concepts for working with **Computers**, **Software** and **The Internet**:

Terminology:
[**User Accounts**]: ***Windows*** can configure a computer to allow multiple people (**Users**) to each have a **User Account** with its own name, personalized desktop, and a dedicated place called **My Documents [Documents**] for files and information. For ***Vista*** the folder that has the **User's** name on it contains the **Sub-Folders** associated with the **User Account**.

User Accounts are assigned at one of three available levels:

Administrator, has all rights,

PowerUser, (not available on ***Windows XP*** **Home Edition**), has many abilities, and

Limited User [Standard User for ***Vista***], has limited abilities.

To install **Programs** and to change system settings, ***Windows***, requires the logged on **User** to be at least a **Power User** since this gives access to the working components of the **Operating System**.

For this reason, by using a **Limited User [Standard User] Account** for day-to-day use, a powerful security layer is

added to the computer. Look for further explanation of a **Limited User Account** throughout the **Manual**.

[**Software / Hardware**]: As an introduction, **Software** is a **Program** written by **Programmers** to perform an action on the Computer. **Anti-Malware** (**Virus**) **Software** searches for malicious Program code (**Malware**) on the computer.

Hardware, are physical devices such as **Monitors**, **Printers**, and **Hard-Drives**. These terms are repeated and expanded on throughout the **Manual**.

[**Software Downloading**]: Is the process of connecting to an **Internet Website** and retrieving Software to the computer. This **Manual** explains the process, and what might interrupt or block downloading software, and how to fix it. Use this **Section** when directed for help in downloading **Security Software**.

Internet Connections:
The following reviews the various options for connecting to the Internet:

✓ [**Dial up**]: Dial-up was the original method of connecting to the Internet. A **modem** dials the telephone line and connects to the **Internet** through an **Internet Service Provider** (ex. ***AOL***). This type of connection is appealing because of price but, for many users, the speed of connection is too slow.

✓ [**DSL**]: this service requires a **DSL Modem** provided with an installation **CD** by the **Internet Service Provider** (**ISP**). Once setup, **DSL** is an **always on** type of service, which means that once a computer is turned on, unless physically disconnected an **Internet** connection is maintained. It is extremely important for this type of connection to have a **Firewall** operating to protect the computer. The cost of this service is approximately 3 times greater than **Dial-up**, and provides faster speeds for accessing the **Internet**.

✓ [**Cable Modem**]: Cable TV service, also an **Internet Service Provider** (**ISP**) offered as **Broadband Internet services,** is an **always on** connection. This service can cost more than **DSL** but typically has faster communication speeds. A **Cable Modem** is connected to the computer and requires more technical know-how, so the cable provider normally installs this equipment.

✓ [**Fiber Optic**]: this is the newest type of **Internet Service** available and it is fast. Setup and service is similar to **Cable Modem** service. It is rapidly expanding so check for availability.

✓ [**Wireless**]: some cities in partnership with an **Internet Service Provider** (**ISP**) offer a free standard **Wireless Internet Access** or a faster connection speed requiring a fee. For this service a wireless card is required or wireless communication built into the computer. This type of **Internet** service is not recommended for **Internet banking** or using on-line forms with personal information, because the information can be captured before it reaches an encrypted website.

This next part will explain the basics of working with the computer.

Windows Basics

Working with the ***Windows*** **Operating System**:

Terminology:

[**Task Bar**]: is used to see what **Software Programs** are open and for switching between **Software**. It will look similar to the **Task Bar** shown below having a

or button on the left end and the **Computer Time**

on the right end.

Example Task Bars:
Windows XP;

Windows Vista;

Each open **Software Program** will show up on the **Task Bar** as a button

, and a **Left**-**Click** on an individual button will switch between **Programs**. A **Left**-**Click** on the **button** of a **Program** open on the computer screen will instead minimize the **Program**.

[**Shortcuts** & **Icons**]: Between the

button and the **Computer Time**

, will be **Shortcuts** or **Icons** used to either start a **Program** or access options for a **Program**. The **Icons** in the **System Tray** next to the **Computer Time**, called **Systray**, show **Programs** that are loaded at startup. If an arrow is shown next to these

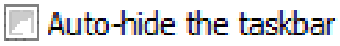
Icons a **Left-Click** will reveal other **Icons** currently not shown. **Utility** programs such as **Anti-Malware, Firewall** and other similar **Programs** will appear here when running.

Important Tip (**Task Bar Locking**): if the **Task Bar** is fixed, **Right**-**Click** in an unused area on the **Task Bar** and **uncheck** the Lock the Taskbar in the **Pop**-**Up Menu**, which will allow changes.

If the **Task Bar** is hidden it may be in **Auto**-**Hide Mode**. **Move** the **mouse arrow** to the bottom of the screen and it will appear,

Right-**Click** for a **Menu** of control options,

Left-**Click** on **Properties**,

Uncheck 

with a **Left**-**Click**, and

the **Task Bar** will now remain visible.

[**Managing Task Bar Icons**]: To **Show** or **Hide** certain icons;

Right-**Click** on ,

Left-**Click** on **Properties**,

Left-**Click** on Customize... under the Taskbar tab [Notification Area for ***Vista***],

Left-**Click** on the words in the Behavior column next to the name of each Program and **choose** Hide when inactive, Always hide, or Always show, **and** if a **Program's Icon** does not need to show, **choose** Always hide.

[**Location Sensitivity**]: The computer tracks the location of the mouse arrow on the monitor. What action occurs or which **Menu** is shown for a **Left**-**Click** or **Right**-**Click** is dependent on the arrow's location.

The **Menu** can be anticipated for a **Right-Click** by noting that as the mouse arrow moves over each of the following areas and items the **Pop**-**Up** menu that appears will change:

Desktop, the central area of the computer

Open Taskbar Programs, any **buttons** currently shown on the taskbar (ex**.**

)

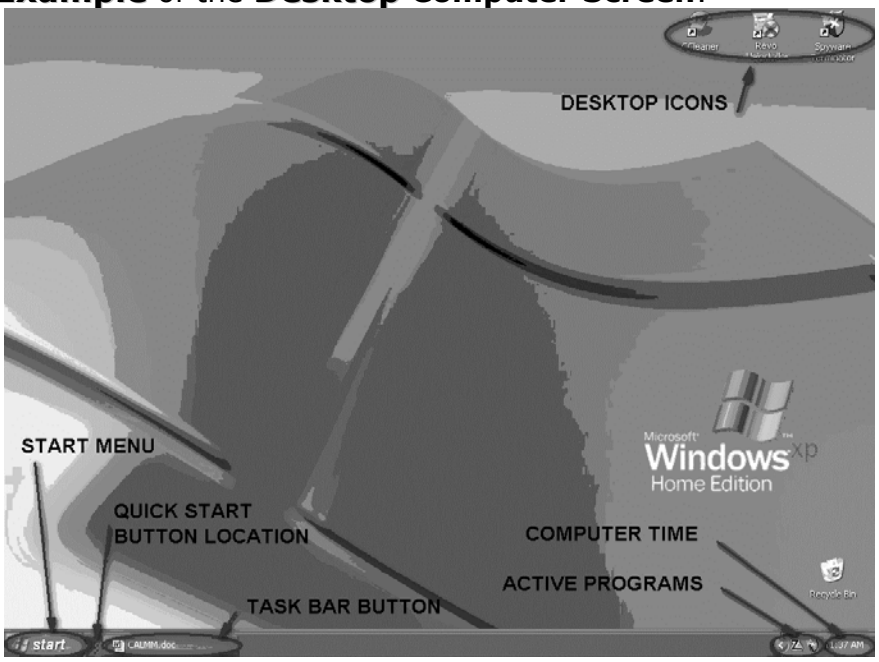
Short-Cut Icons, any **Program short-cuts** on the computer

The

or button

The **Computer Time**

Example of the **Desktop Computer Screen**:



[**Left & Right Clicking**]: to reinforce this crucial knowledge, **clicking** the button on the **Left Side** of the mouse is the most common way to **start an action**. Due to **Location Sensitivity**, a **fast**-**double**-**click** is sometimes required;

A **Double**-**Left**-**Click Starts Programs** from **Icons** located on the **Desktop**.

A single **Left**-**Click Starts** a **Program** in the reached via the or button.

A **Right**-**Click** anywhere will **Pop**-**Up** a **Menu** of items to choose from followed by a **Left**-**Click** to **activate** a **Menu Item**.

[**Back-up**]**:** is essential for the safety of **Files** & **Folders** and involves making a copy to be stored in a safe location. A **Malware** attack, someone accidentally erasing the data, a program error, a computer failure, or an environmental mishap like water and fire, can all destroy valuable information.

Explore Windows

The following is a brief introduction to working with **Files** & **Folders** and demonstrates a concept seasoned computer users may not know. Expanded instructions are found in the **Backup Section**.

Any time an **Explore** type **Window** used to both navigate the computer to find **Files** & **Folders** or to **Download** a file is open the window can be used to organize the computer. This part will introduce how to navigate and some cool techniques.

[**Files** & **Folders**]: Every **Memory Device** attached to the computer is assigned a **Drive Letter** to identifiy it. The primary **Hard**-**Drive** or **Home Drive** is normally the **C:** Drive. When a **Folder** is created on the memory device a **Path** is formed and any **File** in a **Folder** becomes the end of the **Path** name giving the file's address. A **File** called **Tree.exe** that is in a **Folder** called **Documents and Settings** on the **C: Hard-Drive** will have a **Path** name that looks like **C:\Documents and Settings\Tree.exe**. The back-slash **** separates the initial **Drive letter**, and each **Folder** leading to the **File** name. This is how files are located on a Computer.

In the **Explore Window** shown next, to navigate to see different **Files** & **Folders** **Left**-**Click** on the ⊞ **[▷]** or ⊟ **[◢]** symbols to **expand** and **collapse Sub**-**Folders**.

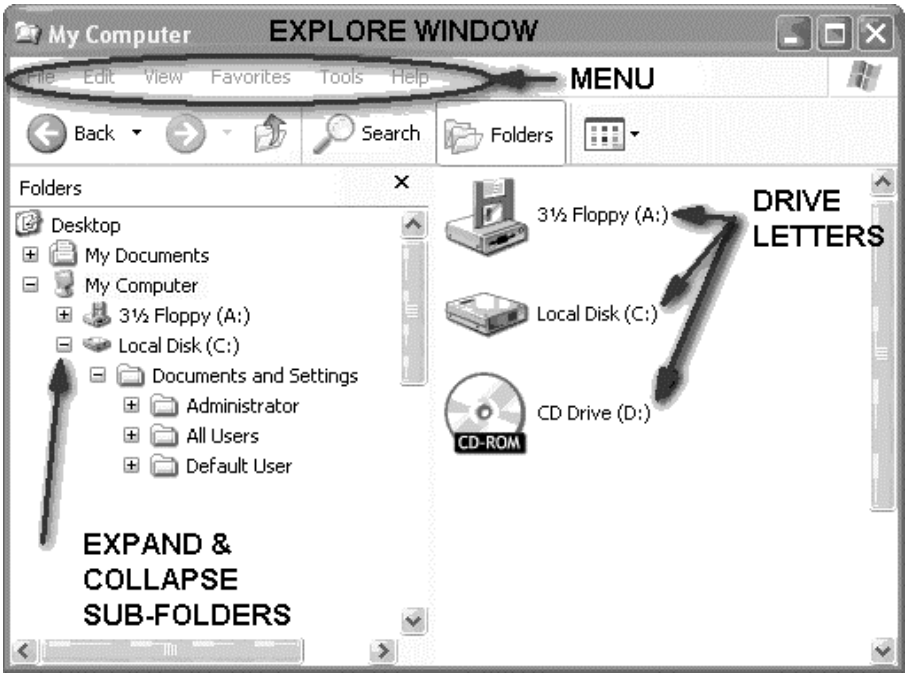
Each **Memory Device** with its associated **Drive Letter** and each **Folder** will have one of these symbols next to it. Open Explore either by:

a **Right-Click** on the start button and

a **Left-Click** on Explore

OR, **Left-Click** the start button and

Left-Click My Computer [Computer].

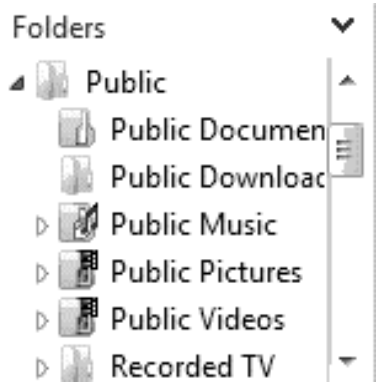


If a **File** is being saved using a **Program** the **Explore Window** that appears allows deleting **Files** & **Folders** and creating **Folders** before saving a **File**. The next graphic below shows this type of **Explore** Window and the symbol used to create a new **Folder [**In ***Vista*** the symbol looks like this

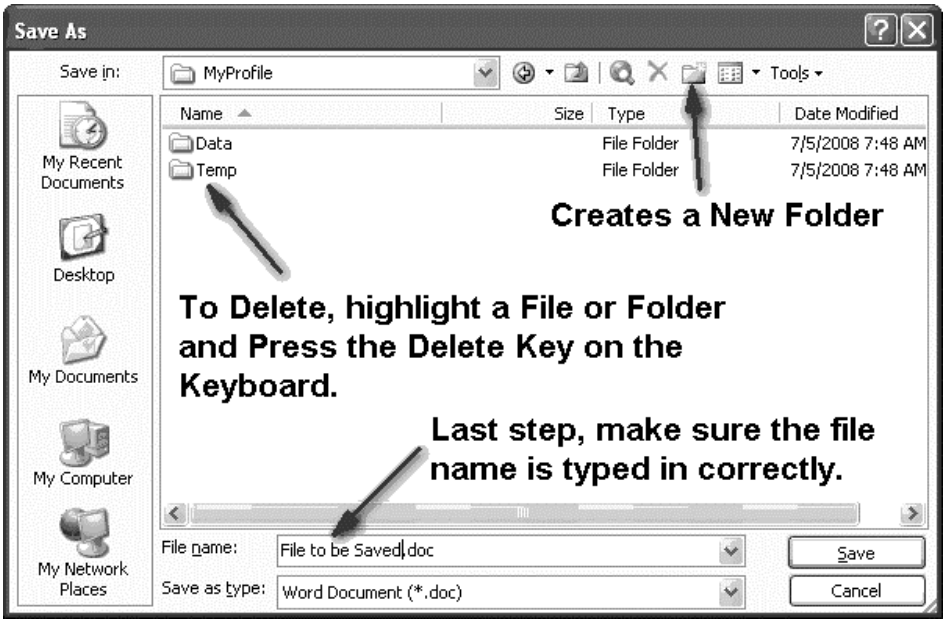
].

To navigate using this type of **Explore Window** **Double**-**Left**-**Click** on a **Folder** to open its contents. To return to the original level or go to a folder higher up, **Left**-**Click** on .

In ***Vista*** navigating is more intuitive for some and the styles of **Explore Windows** are more consistent. Navigating to a particular location is achieved via the **left navigation screen** that is always visible.



Here is an **example** of an **Explore** Window when saving a file.



To delete a **File** or **Folder** before the **Save** Button is clicked, **Left-Click** on the **File** or **Folder** in the window and **Press** the **Delete** key. **Note**, that after highlighting a **File** or **Folder** the File name: has changed so **Re-Type** the **File Name** before completing the operation.

For further help refer to the **Backup Section** instructions that gives extensive knowledge on working with **Files** & **Folders**.

[Commands in ***Windows Vista***]; The **Manual** gives the detailed instructions for accessing utilities and commands in both ***Windows XP*** & ***Vista***. Be alerted to a new feature of ***Vista*** that provides for locating **Commands**, **Files** and **Folder** quickly. **Left**-**Click** on and start typing the name of anything in the **Search** box. Any matching results for **Programs** or **Files** that are found will start appearing. Once a matching item appears, if highlighted, **Press** the **ENTER** key or else **Left**-**Click** on it. This feature can shorten starting a utility or locating a **File** or **Folder**.

Software

There are **three types** of **Software Programs** referred to in this **Manual**:

1. *Microsoft* Operating System (**OS**) **& Utilities**: The **Operating System** (**OS**) is the coordinator of the computer. Protecting the **Operating System** and its files is essential to the stability and health of the computer.

2. Security Software: This includes **Anti-Malware** Software for detecting and stopping malicious programming code. There are many categories of programming code that can be used by malicious programmers, such as **Cookies**, **Dialers**, **Hijackings**, **Key-loggers** that, without proper protection, can be used to track the computer activities on the **Internet** and steal personal information including **User Names** and **Passwords**. Protection software of this nature is the focus of the **Security Section**.

Note: **Virus** was the original name for code that ***infects*** the computer, the new term is **Malware**, which avoids confusion with the biological meaning and emphasizes the new breed of computer criminal. This terminology change is more apparent in the ***Windows Vista*** **OS**.

3. Additional Software: These are **Software Programs** to consider adding to the computer to enhance its capabilities. Many are **Freeware** having no purchase price if used for personal use. Information and links to this type of software are found on the website at

.

House Cleaning:

First step: get a medium size clear box with a lid to hold the Computer **CD's** and Manuals. In this box, put all discs that came with the ***Windows*** **Operating System**, those that came from the **Computer Manufacturer**; **Internet**

Connection Software for a **Cable**, **DSL** or **Fiber Optic Modem**; **Anti**-**Malware** (**Virus**); **Word Processing Program**, and any other **Programs** used regularly.

Second step: locate the **Serial Numbers** and **Software Keys** received either on the Packaging, via the website or by email. Write the **Serial Number** with a Permanent Marker on the side of the **CD** that already has writing and on the case. **DO NOT** write on the disc's shiny side or it will ruin the disc. This information allows re-installing the software. For software that is purchased and downloaded from the **Internet** make a copy of the file to a **Disc** or **Memory Stick**. This can be done while completing the steps in the **Backup Section** of the **Manual**.

✓ USER ACCOUNTS

User Accounts is the key to protecting the computer's sensitive **Operating System** (**OS**) files. This includes those using ***Windows Vista***.

If the computer only has one **User Account** it will be the **Administrator**. In using a ***Windows XP*** **Limited** or ***Windows Vista*** **Standard User Account** security is increased.

[**Checking the User Account Level**]: **Left**-**Click** start,

Left-**Click** Control Panel, and

Double-**Left**-**Click** User Accounts.

In the **Pop**-**up** Window look at the **User Account** and underneath it will be the **User Account** level. For ***Vista*** **Left**-**Click** on

User Accounts and Family Safety
Set up parental controls for any user
Add or remove user accounts].

In this **Example** (shown on the next page);

The **User Levels** are located directly under each **User Account Name** where **CALMM TOO** is a **Limited User Account** and the **GPS User** has an **Administrator User Account** level.

An immediate problem to note is none of the accounts shown indicate ***Password Protected***. All **User Accounts**, especially any **Administrator** accounts, need to be password protected.

[**Password Protection**]: To create a **Password** for the **Administrator** or <u>any</u> **User Account** **Left**-**Click** on the **User Account** Icon,

Left-**Click** on Create a password,

Type in the ***Password*** and re-type it to confirm.

Left-**Click** on Create Password to finish.

Write down the password and keep it safe, without this password the ability to install **Programs** and maintain the computer is lost. However, if critical files are **Backed**-**Up** as per the **Backup Section** this will keep it from being a catastrophe.

[**Password Strength**]: Stronger passwords should have at least 7 alphanumeric characters; i.e., contain numbers, typing symbols and letters. Avoid using words in a dictionary to further increase the strength. To create strong passwords that can be remembered use a phrase like this example: "**T**he **E**lephant **B**lasted **8 P**eanuts **@ T**he **R**ude **G**orilla" giving the password, **TEB8P@TRG**.

[**Creating a new User Account Level**]: To create a **Limited User** or, for ***Vista***, a **Standard User**, open the **User Accounts** screen:

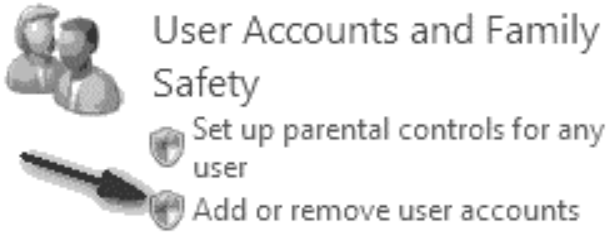
Left-Click ,

Left-Click , and

Double-Left-Click User Accounts.

In the **Pop-up** Window look at the **User Account** and underneath it will be the **User Account** level.

[For ***Vista*** **Left**-**Click** on



].

Left-**Click** on Create a new account,

Type a name for the new account:

[For ***Vista***, choose the **Standard User Account** type in the same screen**]**,

Left-**Click** on Next > and

for the **User** Type select

Pick an account type

Computer administrator Limited , and

Left-**Click** on Create Account.

A **Limited User Account** is now created! Remember to also create a ***Password*** for the account as explained above.

Security Tip: Increase the security of the computer by renaming the **Administrator Account** to another name and deleting the **Guest User** Account.

To switch between **User Accounts**, here are some helpful instructions:

[**Switching User Accounts**]: The **User Account** can be chosen at Computer Startup. After logging in to switch **User Accounts**, **Log-Off** by a

Left-Click on and

Left-Click on or for ***Vista***

which will return the computer to the **Welcome Screen**. At this point select the other **User Account** and log back on.

[**At the Welcome Screen**]: At the **Welcome Screen**, if the **Administrator Account** is not showing press and hold each of the following keys in sequence: **Ctrl**, **Alt**, **Delete** and release all at once. In the **Pop**-**Up** Window enter the name of the **Administrator Account** and the **Password**. **Press OK**, and this will **Log**-**On** the **Administrator**.

Run as … Command

The successful use of the **Limited User Account** in ***Windows XP*** requires understanding how to use the Run as... **Command**. In ***Windows Vista*** this command is rarely, if ever, used since an automatic prompt (**U**ser **A**ccount **C**ontrol) will appear whenever **Administrator** privileges are required.

The Run as... command allows for installing **Programs** at the **Administrator** level while still logged in under the **Limited User Account**.

[Run as... **Command**]: **Programs** use one of the following types of files to initiate their installation: **install.exe**, **setup.exe**, or the ***nameofprogram.*****exe**. To install a **Program** downloaded from the **Internet** or copied to the computers **Hard**-**Drive**, first locate the installation file.

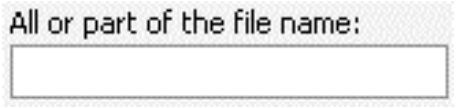
Use the **Search** utility if unsure where the file is located:

○○○○○○○○○○○○○ **Search Utility** ○○○○○○○○○○○
[**Search Utility**]**:** this utility will search for a file:

Right-**Click** on ,

Left-**Click** on .

In the **Pop**-**Up** box **type** in the **file *name***

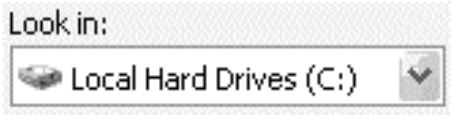


. **[**For ***Vista*** **Left**-**Click** on , **type** the **file *name*** in the search box and any matching items will begin to appear in the box above **OR** if a more defined search is needed **Left**-**Click** on

.]

If the exact name of the file or item is not known use the **wild card character**, an ***** asterisk to represent any alphanumeric characters.

For **Example**; If a file is called **yellowdots.exe**, typing in **yellow*.*** will locate any file beginning with **yellow**.

For ***Windows XP*** or if using a more defined Search in ***Vista***, before starting the search choose the location to search such as 

or [

].

Use the pull down to change the search location and **Left**-**Click** on

.

For additional help using this utility refer to the **Backup Section**.

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Once the installation file is located **Press** & **Hold** the **Shift** key and **Right**-**Click** on the installation file and the **Context Menu** will appear.

Left-**Click** Run as... in the **Pop**-**Up** window.

Choose the **Administrator Account** and **type** in the ***Password*** and **Left**-**Click OKAY**.

[For ***Vista***, this step is not required.**]**

The installation will now run using the **Administrator** privileges. Any file or **Program** can be started this way.

For **Programs** purchased at a store or on a **CD** use this command.

[**Installing from a CD**]: to install from a **CD**, insert the **CD** and immediately **Press** & **Hold** the **Shift** key on the keyboard until the **CD** *whirling* stops. If the **CD** still manages to run cancel the **Pop**-**Up** window. Use the Explore utility explained earlier **or** the **Search Utility** explained above to locate the installation file.

The main folder of the **CD** will have a file called **setup.exe** or **install.exe** or **autorun**.

Hold the **Shift Key**, followed by a **Right**-**Click** on the installation file for the **Context Menu** to appear and

Left-**Click** Run as... ,

choose the **Administrator Account**,

type in the **Administrator *Password***, and

Left-Click OKAY.

[**Starting Programs** with Run as...]: to start a **Program** that has a **short-cut** on the **Desktop**,
Press & **Hold** the **Shift key**,

followed by a **Right-Click** on the **icon**,

Left-Click Run as... and in the **Pop-Up** screen select the **Administrator Account**,

type in the ***Password***, and

Press OKAY.

To run a **Program** under All Programs ;

Press & **Hold** the **Shift key**,

followed by a **Right-Click** on the **Programs Icon**

,and

Left-Click Run as... .

✓ DOWNLOADING SOFTWARE

The first **Programs** to download are an **Anti**-**Malware** and **Firewall** Software for the security of the computer. The **Security Section** will refer to the Open: www.c-a-l-m-m.com website at the appropriate time. This part allows avoiding in advance any download problems and to overview the download process. Please refer here any time for information about Software downloads.

Most **Software Manufacturers** sell their **Software** through the **Internet**. And most companies use their name in the website, for example, if the company is named **BeesWax** the website address is likely to be www.beeswax.com.

Download Overview – For **Software** that will be purchased double check the company's name is spelled correctly to avoid ending up at a scam website. Go to the **Manufacturers** website, look for the **Software Product** and **Left**-**Click** the **link**.

The **Check**-**Out** process is typically:

select the product,

add it to the **on**-**line shopping cart**,

The Manual and the www.c-a-l-m-m.com website provide multi-layered security against Malware (Viruses), Spyware, Identity Theft, Phishing Scams and more. It is a power house of knowledge, teaching practical steps to recover a computer and maintain it at peak performance.

Computer Appliance Learning Maintenance Manual (C-A-L-M-M)

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