

## **ROUTINE MAINTENANCE THAT YOU SHOULD BE DOING YOURSELF**

Confirm that Windows Update is turned on and is set to automatically install critical updates. (Windows + I, then Update and Security, then **Windows Update**.)

Make sure you have an anti-virus program working and that it stays updated. (Windows + I, then Update and Security, then **Windows Defender**.) Windows Defender is an excellent program when combined with MalwareBytes.

For additional security and peace of mind, conduct occasional scans with the free **MalwareBytes** program. <https://www.malwarebytes.com/antimalware/>

One oft-neglected aspect of computer security is your software. **Secunia PSI** ([http://www.majorgeeks.com/files/details/secunia\\_personal\\_software\\_inspector\\_\(psi\).html](http://www.majorgeeks.com/files/details/secunia_personal_software_inspector_(psi).html)) will scan your installed programs, and apply any needed security patches.

Remove unneeded or unwanted software. If the Windows Control Panel doesn't get the job done, **RevoUninstaller** ([http://www.majorgeeks.com/files/details/revo\\_uninstaller.html](http://www.majorgeeks.com/files/details/revo_uninstaller.html)) will remove stubborn programs and clean up any cruft that's left behind.

Finally, use Privazer (<http://privazer.com/>) and/or CCleaner (<http://www.piriform.com/ccleaner/download>) to clean and optimize your system. Perform at least one of these two tasks at least once a month to keep your Windows computer running optimally.