

## Task 3

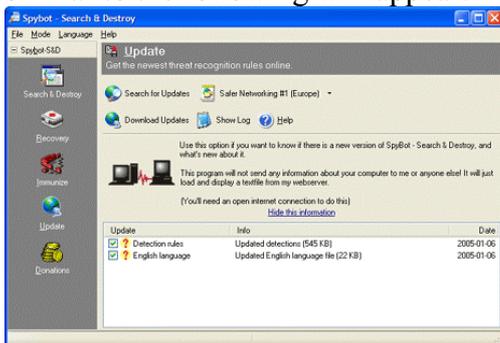
### Running a Routine Spybot scan

- 1) Launch **Spybot - Search & Destroy** from the **Start** menu if it is not already running. A window similar to the following will appear:



Spybot - Main screen

- 2 Make sure that you are connected to the Internet. *Click Search for updates* to ensure you are using the latest spyware definitions.
- 3 If Spybot informs you that no updates are available, proceed to step 5. Otherwise, a window similar to the following will appear:



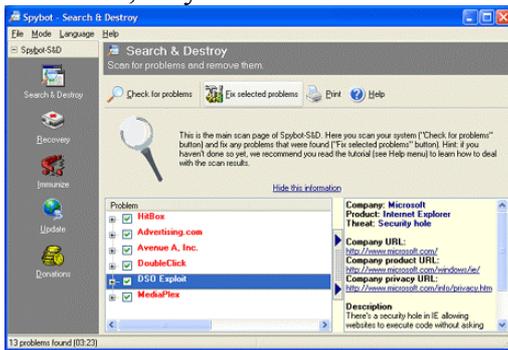
Spybot - Download updates

- 4 *Check* all the available updates as indicated and then *click Download Updates*.
- 5 After installing all updates, *click Search & Destroy* in the left column. A window similar to the following will appear:



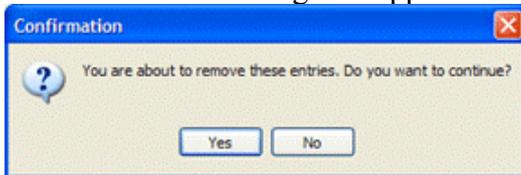
Spybot - Check for problems

6 Click **Check for problems**. A scan will run. This may take several minutes. If any problems are found, they will be shown in a window similar to the following:



Spybot - Fix selected problems

7 Check the problems you wish to eliminate and click **Fix selected problems**. A window similar to the following will appear:



Spybot - Confirmation

8 Click **Yes**.

9 Spybot - Search & Destroy offers real-time protection against many instances of *new* spyware with its **Immunize** feature. See Use Spybot's Immunize Function for instructions.

10 For more information about some of Spybot's other features, please see the Spybot - Search & Destroy support documentation.

## **Running Defrag**

**Defragmentation** is the term given to the process of scanning the file system and rejoining the split files back into consecutive pieces.

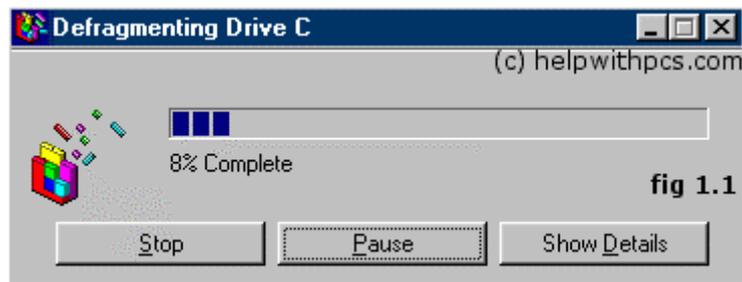
The process of defragmenting can be time consuming, but it is one of the easiest ways to increase the performance of your PC, the frequency of which a PC should be defragmented will directly depend on the amount of usage.

Before you start ensure you have enough time to complete the defragmentation process, it can be anything from 30 mins up to several hours depending on how much use the PC has had since the last defrag was completed.

To start the defrag utility, click on the **Start** button, then hover your mouse over **Programs**, then hover over **Accessories**, then hover over **System Tools**, then click on **Disk Defragmenter**.

Windows 98/ME will now ask you which drive you wish to defrag, select the drive you want to defrag (usually **C:**) from the pull down menu and then click the **OK** button.

The Defrag utility will then start defragmenting the selected drive as seen in **fig 1.1** below. Once it is complete simply close the defrag utility.

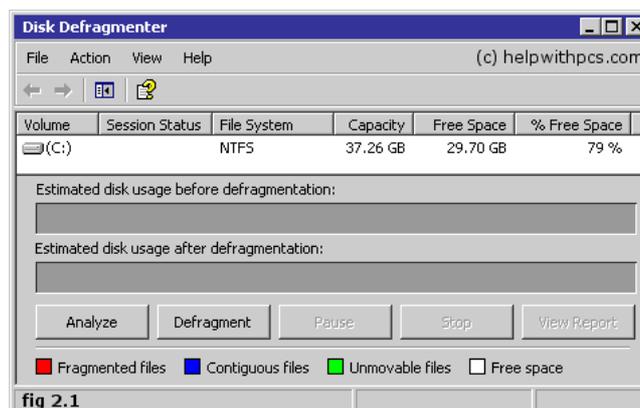


First of all make sure you have enough time to complete the defragmentation, the amount of time will depend on how much use your PC has had since the last defragmentation.

To start the defrag utility, click on the **Start** button, then hover your mouse over **all programs**, then hover over **Accessories**, then hover over **System Tools**, then click on **Disk Defragmenter**.

This will start the defrag utility, you will see the defrag dialogue box as shown in **fig 2.1**.

**note:** Sometimes the defrag utility will report that it can't defrag the selected drive because the drive has errors, if this is the case then run the Scandisk utility first, to start the Scandisk utility, click on the **Start** button, then hover your mouse over **Programs**, then hover over **Accessories**, then hover over **System Tools**, then click on **Scandisk**



In our example in **fig 2.1** we have just one hard drive, if you have more than one hard drive then it will be visible in the window.

The next step is to highlight the drive you wish to defragment (one left click on the drive), then click on the **Analyze** button, this will check the selected drive for fragmentation, the utility will then tell you whether the drive needs defragmenting or not.

If the drive needs defragmenting simply click the **Defragment** button, once clicked the utility will begin defragmentation of the drive, it may take a few hours depending on the size of the drive.

Once it is complete simply close the defrag utility.

## Run a Virus Check

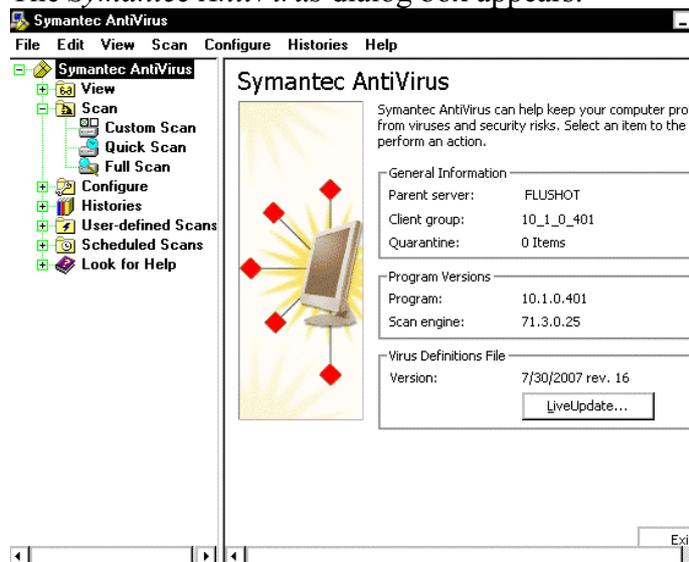
### Starting Symantec: Menu Option

These are general instructions for accessing Symantec. The placement of Symantec may vary according to the setup of your computer.

Click the **START** button

From the *Start* menu, select **All Programs » Utilities » Symantec Client Security » Symantec AntiVirus**

The *Symantec AntiVirus* dialog box appears.



### Performing a Virus Scan

When performing a scan, it is possible to choose a specific drive, file, path, or folder to scan.

NOTE: Manually scanning computers for viruses on the UW-Eau Claire campus network drive (e.g., H: drive) is slow, takes up unnecessary time, may not catch many viruses and provides false positives (telling you there is no virus when there in fact may be one). LTS has provided good virus protection for the computers and a scan may not be necessary; however, scanning local drives (e.g., A: and D: drives) is successful.

### Selecting Files, Folders, and Paths

You can use *Symantec* to scan a particular file, folder, or path.

Open the Symantec AntiVirus dialog box

From the *Scan* menu, select **Custom Scan**

**OR**

From the navigation bar to the left, under *Scan* click **Custom Scan**

Select the file(s), folder(s), or path(s) you would like to scan

A check mark will appear in the boxes you select.

HINT: Clicking the plus signs next to a folder expands your options.

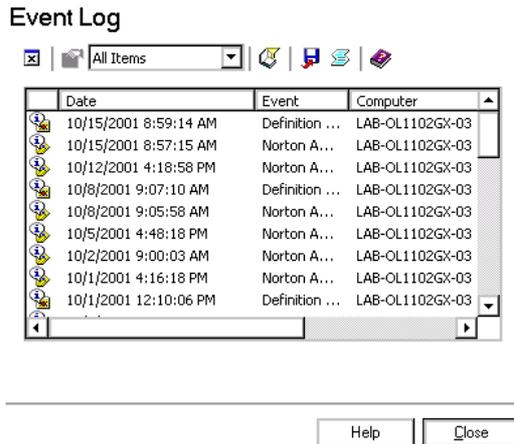
Click **SCAN**

## Displaying the Event Log

Symantec provides an *Event Log* which presents you with a history of the program's activities. You can also refine your search by using the *Filter* option to specify which virus activities will be searched.

### Displaying the Event Log

- 1 Open the Symantec AntiVirus dialog box
- 2 From the *Histories* menu, select **Event Log**



## Verifying Symantec Updates

Symantec is set up to update automatically but you may want to verify that Symantec has been updated recently.

1. Open the Symantec AntiVirus dialog box
2. In the bottom right corner of the task bar next to the time, double click the **SYMANTEC ANTIVIRUS** icon   
**OR**  
From the *Start* menu, select **All Programs » Utilities » Symantec Client Security » Symantec AntiVirus**  
The *Symantec AntiVirus* dialog box appears.
3. To check the date when Symantec was last updated, under *Virus Definitions File*, next to *Version*, check the date  
If it has not been updated recently, to manually update, continue with Updating Symantec.

