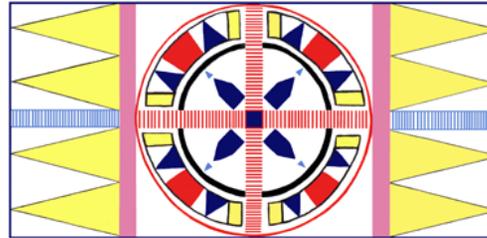

CUSTOMIZED TRAINING
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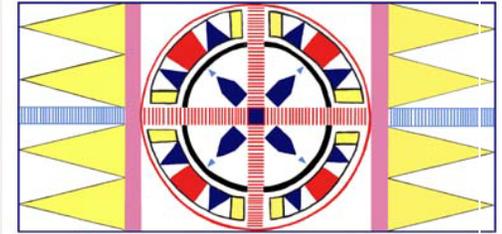
Nez Perce Information Systems

Nez Perce Tribe

120 BEAVER GRADE
P.O. BOX 365
LAPWAI, ID 83540
Phone: (208) 843-7307
Fax: (208) 843-7309

*Please call Information Systems
Helpdesk at x3594 or email
helpdesk@nezperce.org with questions or
if in need of assistance*

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Information Systems

Preventive Maintenance & System Optimization

- 1) Using the left mouse button 'double left click' ('**DLC**') on the My Computer icon
- 2) Using the right mouse button 'right click' ('**RC**') on the icon of the drive you wish to remove unneeded files from. This will open a drop down menu
- 3) Using the left mouse button 'single left click' ('**SLC**') Properties
- 4) Select '**SLC**' Disk Cleanup...
- 5) Using '**SLC**' check all check boxes, then select '**SLC**' OK to continue
- 6) Select Yes
- 7) '**SLC**' on the X in the upper right corner of each window to close the window
- 8) In Internet Explorer, select '**SLC**' Tools then Internet Options... . Under Browsing history, click Delete ... and Delete all... .
- 9) '**RC**' on the Recycle Bin
- 10) '**SLC**' Empty Recycle Bin, [Then Empty Norton Protected Files]
- 11) **Note: The following only applies if you have Norton Utilities or Norton System Works installed on your computer. If not please skip to # 32)**
- 12) When asked "are you sure you want to delete items" select '**SLC**' Yes
- 13) '**DLC**' on Norton System Works to open
- 14) '**SLC**' on Live Update to ensure latest Virus and program definitions
- 15) Select '**SLC**' Find and Fix problems
- 16) Select '**SLC**' *Norton Win Doctor* Perform all Norton Win Doctor tests (recommended)
- 17) '**SLC**' Next>
- 18) After Win Doctor has finished '**SLC**' Next> '**SLC**' Finish
- 19) Select '**SLC**' Repair All
- 20) Select '**SLC**' Yes
- 21) On the X in the upper right corner of the window to close the window.
- 22) Select '**SLC**' *Norton Disk Doctor* to check box next to drive to be Diagnose. [You can go to Options and select Skip surface test]
- 23) If any problems found, please, call Information Systems for service A.S.A.P.
- 24) '**SLC**' on the X in the upper right corner of each window to close the Windows
- 25) Move cursor over green Norton icon (Blue N over green diamond) at bottom right to view popup icon with yellow display (Yellow shield for Corporate edition AV)
- 26) Using right mouse button '**RC**' on the popup icon to enable menu
- 27) Using left mouse button '**SLC**' Disable Auto-Protect. (Uncheck Enable File System Realtime Protection) This will turn Norton's Anti-Virus's background protection off
- 28) '**RC**' My Computer, select '**SLC**' Properties, select '**SLC**' System Restore, Check box Turn off System Restore on all drives.
- 29) Using *Norton System Works/Norton Utilities/Optimize Performance/Speed Disk*. Select '**SLC**' Analysis, select '**SLC**' Start Analyzing. If drive is fragmented two percent or more (98% or Less not fragmented), select '**SLC**' Optimize Performance, choose Full Optimization, Start Optimizing
- 30) The program can be closed once the Optimization is completed.
- 31) Turn System Restore and Norton Anti Virus back on.
- 32) '**SLC**' Start, All Programs, Accessories, System Tools, Disk Defragmenter. '**SLC**' Analyze, '**SLC**' View Report. In Volume information window scroll down to Volume fragmentation; Total fragmentation: for optimal operating performance the percentage represented here should be kept below 5%. '**SLC**' Defragment; if Total fragmentation is over 5%. Multiple passes may be required to achieve desired optimal fragmentation levels.
- 33) Windows Update (May be under Programs). Download and install all Critical or High-Priority updates. Continue until you are notified that there are no more critical/ high-priority updates available.
- 34) The Antivirus installed on your computer is a licensed product. The user license is renewable on an annual basis. Depending on the version you currently have; you may or may not be notified of your current licensing status. If your anti-virus is over one year old; please contact Information Systems for renewal and updates. (If applicable.)
- 35) Failure to follow these procedures will cause degraded performance, loss of data, and a visit from your favorite, friendly, Computer support personnel.
- 36) **An ounce of maintenance is worth a ton of productivity. Don't be sorry; keep a current copy of all your data files. (Files you have created using your computer.)**
- 37) **NOTE: If you have Diskeeper installed on your computer you can skip steps 11-32**