

Be Knowledgeable

Things You Should Know

- **Only one antivirus program**
 - If you installed a free one, you should have removed the trial version that was on the new computer
 - If you have an antivirus program you should not install Microsoft Security Essentials
 - Cannot use Microsoft Security Essentials on a Windows 8 computer
 - Replaced by Windows Defender and is part of the operating system
 - If you install an antivirus program on a Windows 8 computer it will turn off Windows Defender

Things You Should Know

- **You should have multiple malware/spyware detection and removal programs installed**
 - **Windows Defender - part of the operating system in Windows Vista, 7, and 8**
 - **Spybot Search and Destroy**
 - **Malwarebytes**
 - **SuperAntiSpyware**
- **Update before you scan**
- **Malware/spyware detection programs will not detect viruses and antivirus programs will not detect all of the malicious programs**

Things You Should Know

- **New computer - uninstall programs you are not going to use**
- **Older computer - uninstall programs you no longer want to use**
- **Keep all of your programs up to date**
- **Know what you have**
 - **Operating system**
 - **Amount of RAM**
 - **Programs for antivirus and malware detection**
 - **Internet service provider**
 - **Email program**

Things You Should Know

- **Get the optional updates from Microsoft that you need**
 - **Don't need the Bing Desktop**
 - **If you're running Windows XP or Vista you don't need Windows Live Essentials**
- **Know how to download and install programs**
 - **download.cnet.com**
 - **Don't install programs to do what you can already do**
- **Know how to tell the difference between a free program and a free download**

Things You Should Know

- **Don't let unnecessary things start when you start your computer**
 - **When installing programs, don't add an icon to the taskbar**
 - **Check program settings**
 - **Use the free program - WinPatrol**
- **Control programs that want to update when you start the computer, like Adobe**
 - **Turn off the automatic update feature**
 - **Set the update to require approval**
 - **Turn off automatic updates from Microsoft**
 - **Not necessary to check every day**

Things You Should Know

- **When downloading and installing programs or installing updates to existing programs**
 - **Carefully read all of the information during the process**
 - **Don't add programs or features you don't want or need like tool bars, browsers, upgrades, etc.**
- **Don't use a USB flash drive or an external hard drive for storing the only copy of important information**
 - **You should always have two copies of your important information**
 - **Computer and USB flash drive or external hard drive**
 - **USB flash drive or external hard drive and CD/DVD**

Things You Should Know

- **If you're on the Internet and a box pops up in the middle of the window**
 - **You should be able to recognize scareware**
 - **Never click on anything in that box**
 - **Use Alt + F4**
 - **If that doesn't work, close the browser**
 - **If that doesn't work, turn off the computer and wait 30 seconds before restarting**
- **You should know how to shut down the computer using the keyboard**
 - **Tap the Caps Lock key to see if you have control of the keyboard**
 - **Use the keyboard to shut down the computer**

Things You Should Know

- **Don't use hibernate or sleep mode**
 - **If you have a laptop operating on the battery, you can set it to hibernate when the battery reaches the critical level**
- **Don't use the classic view of the operating system**
 - **You will find it difficult to follow instructions because authors assume you are using the default Windows settings**
- **When you purchase a new computer you should be prompted to create Recovery discs, a Boot/Repair disc, and Programs and Drivers disc**

Things You Should Know

- **When setting up a Windows 8 computer you will be asked for a primary and alternate email address**
 - **Use an Outlook .com email address as your primary**
 - **The email address you will use to**
 - **Log on to the computer**
 - **Access your Microsoft account**
 - **Install applications from the Microsoft store**
 - **Use a gmail email address as your alternate**
 - **Used to recover a forgotten password**
- **Both of these email accounts can be set up in the Windows 8 email application**

Things You Should Know

- **Download programs from download.cnet.com**
 - **Google the program name**
 - **Download.cnet.com is almost always on the first page of results**
- **Consider uninstalling Java**
- **Write down log-in information, passwords, PIN numbers, and security question answers**
 - **Establish an organized method of recording and updating this information**
 - **Use a password generator program**
- **Knowledge and common sense will keep you and your computer safe and in good running order**