



5 Steps to Clean Your PC

On-going process and continuous effort are required to protect computers from cyber attacks. There are 5 simple tasks described below, you are strongly encouraged to regularly (e.g. once every week) perform them on computers.

1. Change the password
2. Check the firewall status
3. Update program patches
4. Update anti-virus/anti-spyware definition files
5. Scan your computer

In the steps described below, we can only list out examples for a few softwares. For details of the softwares that you are using, please consult your software provider. If you encounter any technical problems, please call "Hong Kong Computer Emergency Response Team Coordination Centre (HKCERT)" at 2788-5884 for assistance.



Step 1: Change the Password

Most users have different passwords to manage their businesses, such as Windows login, webmail account login, etc. We should change our passwords periodically. Please be reminded that passwords should not be easily guessed, and should be avoided using the combinations of names, date of birth, telephone numbers, etc. The appropriate combination can be mixed-case alphabetic characters, numerals and special characters.

E.g. On Windows XP, please follow the procedures below to change the password of your Windows account. You are also reminded to regularly change the passwords of your webmail account, Internet banking account, etc.

1. Press CTRL + ALT + DELETE buttons at the same time, and click “Change Password”.



2. Type your old password and key in your new password twice. Click “OK” to confirm and change the password.

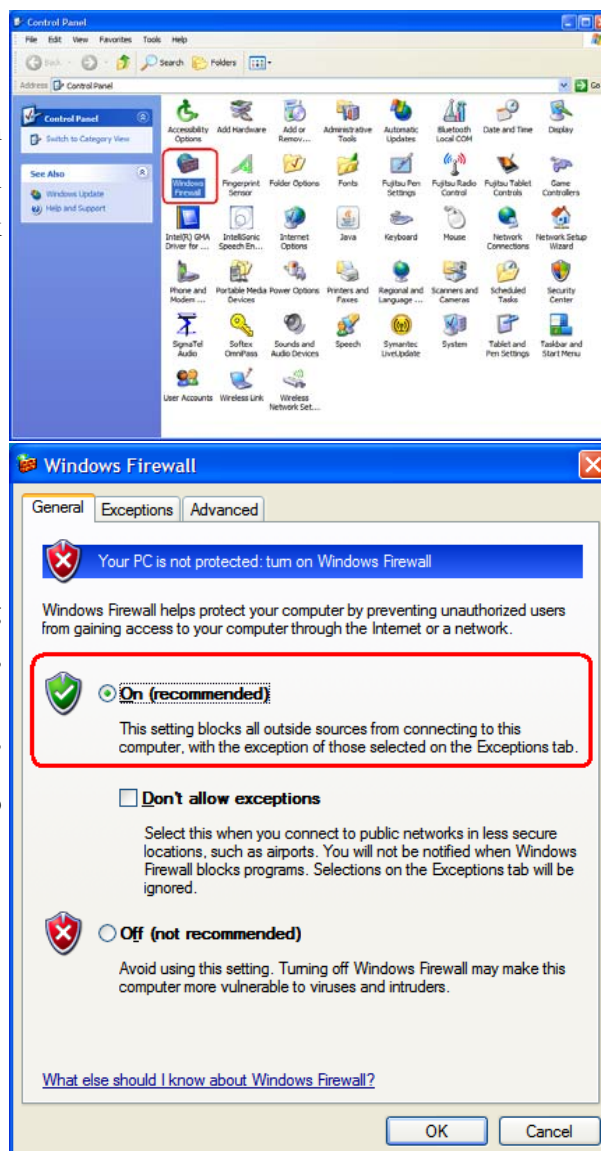


Step 2: Check the Firewall Status

Personal firewall can help to keep external parties away from your PC. Some operating systems such as Windows XP, Vista and RedHat Linux Desktop have already been bundled with basic firewall functions. You may also choose and install your own firewall to protect your PC against attacks.

For example, on Windows XP, please follow the procedures below to check whether the firewall is enabled.

1. Click “Start” at the left bottom corner in Windows to open “Control Panel” and double click icon “Windows Firewall”.



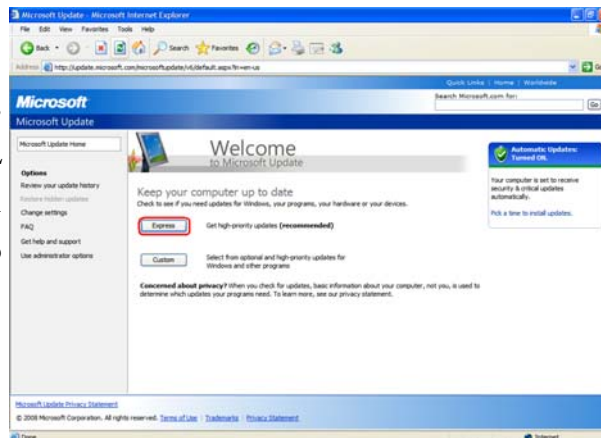
2. In the “Windows Firewall” dialog box, check whether the firewall is enabled.
If not, click “On (recommended)” option and press “OK” button to enable the firewall.

Step 3: Update Program Patches

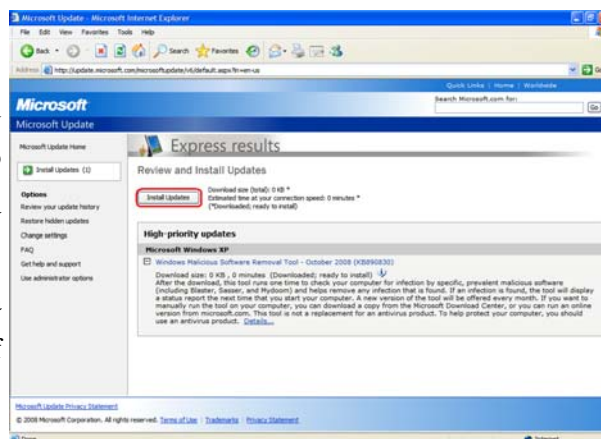
It is quite common that application software, including Operating Systems, has bugs or vulnerable codes in it. Application software vendors will provide patches/updates for users to download and apply to fix those bugs or vulnerabilities.

For example, on Windows XP, you may follow the procedures below to check whether your Windows products need patching. For other application software, there may have similar patching methods and procedures that can be found in the application menu.

1. Make sure the computer is connected to Internet, type in URL “<http://update.microsoft.com/>” in the browser. Click “Express” to check for required patches.



2. After your system is analyzed, you can click “Install Updates” to download and install the required patches. Sometimes it may require a system reboot after application of updates.





Step 4: Update Anti-virus/Anti-spyware Definition Files

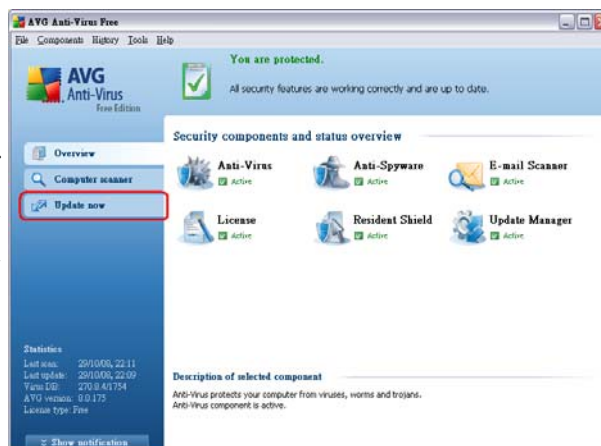
In order to give your computer the most protection, you need to use the latest definition files for the installed anti-virus/anti-spyware software. Most anti-virus and anti-spyware software are equipped with automatic definition updating feature. When you switch on your PC, the software will automatically check for updates and download them. Alternatively, you may also manually download and update the definition files from the Internet.

For AVG Anti-Virus Free Edition, you may follow the procedures below to update definition files. Other anti-virus or anti-spyware software also provide similar method for definition updates.

1. Make sure the computer is connected to Internet, double-click the icon of AVG anti-virus program at the system tray at bottom right corner of your screen.

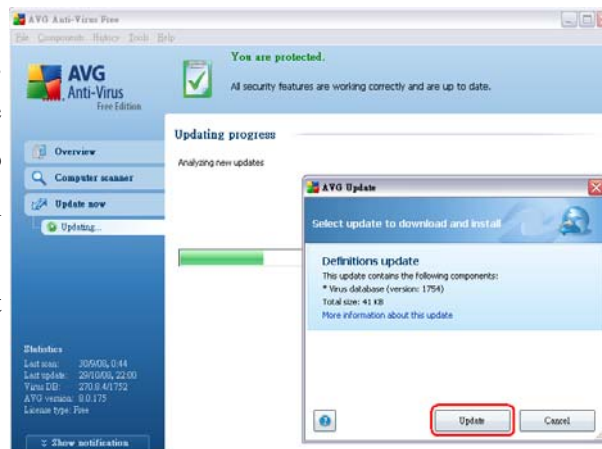


2. Click “Update now” to check for the latest definition file. It will connect to the vendor’s signature server.

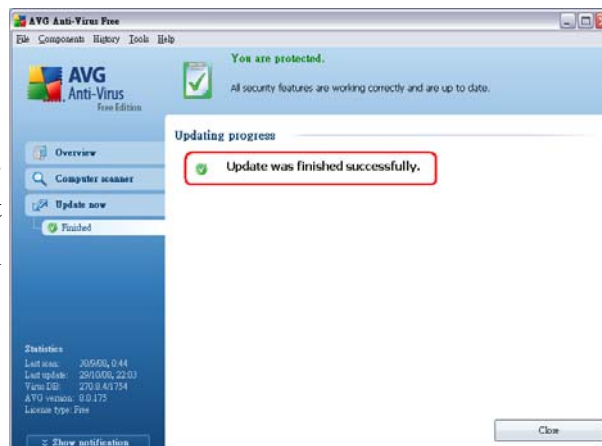


3. If there are newer definition files, it will show the version and the size. Click “Update” to download and update definition files.

You will be notified if the latest definition files are already applied.



4. Upon completion of the update, your computer will have the latest definition files to detect and clean virus or malicious codes.



Step 5: Scan your Computer

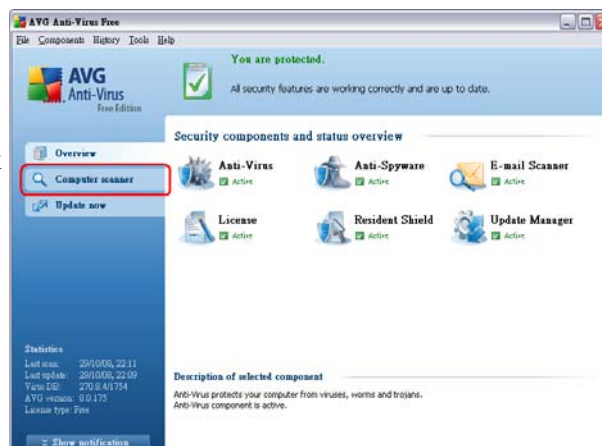
To protect your PC effectively, you need to scan it regularly at least once a week (apart from real-time scanning) so as to prevent it from virus and malicious codes infection. You can configure scheduled full scan on your PC, e.g. every Monday at lunch hour. On the other hand, you can also manually scan your PC to check if there is any virus or malicious code. Certainly, you should make sure the latest definition files have been applied for an effective scanning and protection.

For example, in AVG Anti-virus Free, you may follow the procedures below to scan your PC, other anti-virus or anti-spyware software also provide similar capabilities for selections.

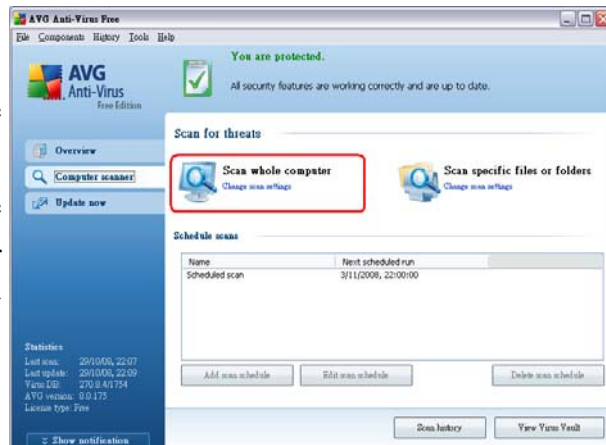
1. At the system tray at bottom right corner of the screen, double-click the icon of AVG anti-virus program.



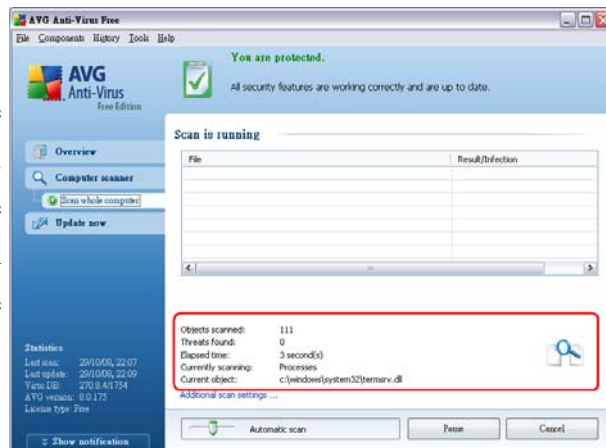
2. At the AVG user interface, click “Computer scanner”.



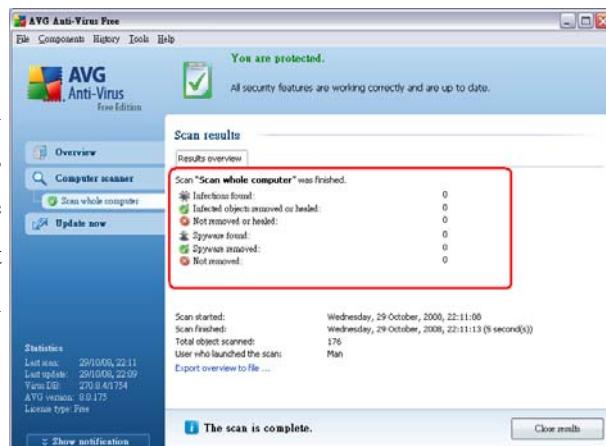
3. You may choose to scan the whole computer, specific files or folders. It is advised to perform a whole computer scan regularly in order to check thoroughly if there is any virus or malicious code.



4. The scanning process may take several minutes or even hours, depending on the number and size of files. You may run the scan during lunchtime or when the computer is idle.



5. After the scan is finished, scan results will be shown. If there is any virus or malicious code detected, you should clean them at once and re-run a computer scan to ensure the PC is clean.



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