10 Windows Best Practices for Windows 10

1. **Leave your computer on all the time, except when you move it or leave home for more than a week.**
   a. When you are finished using your computer, just get up and walk away. On a laptop, you may close the lid, but you don't have to. Your computer will go to Sleep according to the Power Option selected by the manufacturer. If you have changed the Power Option from the factory default, you should select the "Recommended" option.
   b. Your computer will use about 60-100w of power when full on & about a 2w (the same as a night light) nightlight when sleeping. (~ $.22 per month).
   c. When you return to use the computer again, Press the Space Bar (preferred) or move the mouse (doesn't always work).

2. **Use one – and only one – anti-virus program.**
   a. Windows 10 comes with Windows Defender already installed. You don't need another.
   b. If you replace Windows Defender with another anti-virus program, you should know the logo for your anti-virus program and IGNORE ALL OTHER comments about your computers' performance, security, or safety.
   c. If you use another anti-virus program, it must be installed, even if you use Cox, Century Link, AOL, and others.

3. **Do not use an Administrator account. You should only use a "Standard User".**
   a. See me for details if you have questions.

4. **Always accept all updates from: 1) Microsoft, 2) Java, 3) your anti-virus program, and 4) your computer and printer manufacturer.**
   a. Microsoft
      i. Updates all of its programs with the Windows Update program. It runs automatically. You don't need to do anything – ever!
   b. Java & Adobe Flash
      i. Uses its own update program. It will NEVER warn you it is out of date. Rather, it will simply tell you an update is available.
      ii. Beware of Adobe Flash telling you it MUST be updated when you open a video. It is most likely fake. When in doubt, go to http://get.adobe.com/flashplayer to reinstall your Adobe Flash player. Windows will update it automatically.
   c. Consider uninstalling Java. Most people don't need it and it can bring in viruses.

5. **Use better passwords, especially if you use Yahoo or AOL.**
   a. For example, "I live at 1234 Broadwing Avenue" becomes Ila#1234BA, or, "I prefer McCallum 18-year old scotch" becomes IpMC18-yos, or, "The 1969 Mets were the best team ever" becomes T1969Mwtbte.
   b. Write them down, near your computer, & never use a word that is found in <u>any</u> dictionary.

6. Scan for malware monthly. Keep scanning until you have 0 infected files.
   a. There are many fine malware programs including: SpyBot Search and Destroy, WebRoot SpySweeper, and Malwarebytes Anti-malware. (I prefer the FREE version of Malwarebytes Anti-malware at http://malwarebytes.com).
   b. Follow all instructions and repeat the scan until no infections are found.

7. Never use a registry cleaner, memory optimizer, or computer tune-up program, especially those offered on-line.
   a. They simply don't work.
   b. Remember what PT Barnum said about a sucker being born every minute …
   c. CCleaner, RegClean, PCOptimizer, … many more. At best they are worthless and at worst, they will damage your computer. Don't believe the great results they show you, it is mainly hype.
   d. Windows 10 will run all necessary tune-up and clean-up programs automatically.

8. If your computer freezes or hangs up – wait, wait. Patience is a virtue!
   a. Never push and hold the Power button unless you have waited OVER four hours.
   b. The most likely cause is a misbehaving browser add-on or toolbar. Reset Internet Explorer to its default settings to remove the add-on with my "I Can't Connect to the Internet" checklist, available on my web site.
   c. Repair the damage by following my "Honey, I pushed the Power Button" checklist which is available on my web site http://suncitycomputerguy.com.

9. Beware of hitchhikers when updating programs. For example:
   a. Slow down, read each page, and always remove all optional checkmarks.

10. **Lastly, YOU NEED NOTHING**

A Windows 10 computer comes with EVERY program you need to do all the typical things we do in Sun City.

   a. The following are fake warnings that are really viruses and malware. If you do what they suggest or download the program they suggest, you will infect your computer with viruses and malware. If you do, you will eventually lose your files. Some examples of fake warnings are:

      a. Your internet browser is out of date.
      b. You need to download a codec to view the video.
      c. Your Adobe Flash is "out of date".
      d. Your computer is infected with malware or viruses! Don't turn your computer off. Call this number for Microsoft Tech Support!