

<http://www.pc-s4u.com/>

Welcome to your Custom Built Personal Computer. Provider PC'S 4 U.
There are some things you should know about your computer.

1. Drivers

All the hardware drivers and set-up programs for your system are on the RECOVERY CD or Resource Disk and or provided on separate disks. Special software is not included. It can be obtained upon request.

2. Anti-virus Protection

For your protection Norton Anti-virus is installed on your computer. This is a Symantec virus program and the version is 2002 or higher. It will automatically go out on the Internet while you are connected and retrieve new virus protection updates. This version is designed for Windows XP although it will work just fine with Windows 98.

You should be aware that it will scan the boot drives and sectors at start up and shut down. If the sound of your A: drive bothers you at shut down uninstall the Anti-virus program. Yes you will be unprotected until you install another virus protection program. I would suggest staying with Norton version 2000 or higher to eliminate the sound of the A: drive being scanned. However if you decide to upgrade your operating system to Windows XP Norton 2000 will not work; you will need 2002.

*To disable the Anti-virus program, right mouse button click on the icon right bottom of screen near the clock, and click on disable. There might be a time when you will have to turn it off altogether. If that comes up follow these steps:

- a) Press ctrl+alt+del a window will appear look for navapw32
- b) Click once on it to highlight
- c) Click button end task
- d) Wait for next window and click end task (this might take awhile)
- e) Move pointer over icon right bottom of screen near clock it will disappear if not already gone.

*Steps a-e will prevent your pc from shutting down properly, you will find that the "Windows is shutting down screen" will hang and the pc will not turn off automatically. You will have to physically pull the plug or flick the rocker switch located at the back of your pc where the power (AC) cord connects to your computer. Restart your computer and allow scan disk to do quick scan of your hard drive. No harm was done to your computer, Norton anti virus was not able to check boot sectors at shut down, because it was turned off Windows 98 and Windows 98 SE.

3. Your Computer

To see some information regarding your system and for help, right button click on My Computer, click on properties. In the general tab there will be some information. To check hard drive space / size double left button click on My Computer. When it opens click once on the PC'S 4 U "C:" or Local disk C to highlight it. Click on file in the upper left corner, click on properties. It will display hard drive information.

4. Screen Saver / Power Management

The default settings for power management energy conservation is on. This will disable screen savers after a period of time and can also cause computers to lock up. If you run a screen saver disable the power management defaults. They are contained in the control panel listed as Power Management.

5. Speakers / magnetic force

Magnets near Monitors, Floppy diskettes and Computers do not mix! Avoid placing speakers on the monitor and the PC, as well as not placing floppy diskettes or CD's on the speakers.

6. System maintenance

Run Disk Clean up first, Scan disk second, and Disk Defragmenter last at least once a month. They are contained in Start, programs, accessories, system tools. Be sure to turn off power management tools, screensavers, Anti-virus programs, and any other programs running in background. *To turn off programs running in the background, right mouse button click on any icon that is at the bottom right of your screen next to the clock. A menu will appear click on the word or words to close, exit, pause or words to disable.* In some cases a message might appear after scan disk has been running awhile asking do you want to see this message again click on no. This will help speed up the process so that you can go back to enjoying your computer. In the meantime read a book, reacquaint yourself with your family, and get out from in front of the computer it will be there when you come back. The only difference is Scandisk. On XP open up my computer, right mouse button click on the hard drive (drive C) in most cases. Click properties, and then click on the tools tab. Choose error checking and check off both boxes. It will tell you it cannot do it until the next time you turn on the computer. Accept it and restart the computer.

7. Operating System upgrades

You can get free operating system upgrades from Microsoft while you are connected to the World Wide Web. Click on start you should find an icon labeled Windows Update. Click on it and it will take you to their download site. It will perform a small routine check of your operating system then provide a list of upgrades. The best part is that after the download it will automatically install the upgrade. That is correct no searching for where did I download it and how do I install it after I find it. Windows XP Start all programs and or near the clock bottom right hand-side icon for updates might appear.

8. Spy Sweeper

This program helps to keep Spy Ware Adware out of your computer. It also has definitions that need updating. It will automatically inform you when they are available. You can manually receive them first make certain you have a connection made to the Internet. Then open Spy Sweeper click on options and click on update definitions. You should run this program at least twice a month. It comes with an automatic scheduler. As most preventative programs it only works if you allow it. Take the time to help keep your system operating at peak performance.