

Safe Internet Surfing Guidelines

Here are some guidelines to help prevent your PC becoming infected with Viruses, Spyware and Adware:

- If possible, create a non-administrator user account for Internet Browsing. Your system is harder to infect when you are logged in with 'Limited' User Rights.
- When surfing, always use the X to close popup windows, not the "Close" or "No" dialogue buttons. Even the buttons that say 'No' can be programmed to be a 'Yes'.
- When prompted with a dialogue box asking if you want to install software or an ActiveX, make sure you know what it is that is being installed. If in doubt, write down the name of the software, click no, then do a search on <http://www.google.co.uk> to see if there are references to it being Spyware or other malicious software.
- If you use Peer-to-Peer transfer programs, make sure you Virus check the any files you receive before double clicking it.
- Never double click attachments on emails before running your virus scanner on them. Ideally, configure your virus scanner to check attachments when they are downloaded.
- Make sure you keep your virus software up to date. Don't delay virus updates by clicking 'No' every time that window appears. It's there for a good reason!
- Use Windows Update (<http://windowsupdate.microsoft.com>) on a regular basis. The site delivers essential patches and fixes for your Windows software.

Hot Tip:

Defragment your PC's hard disk once a month to help keep it optimised. To access the program, go to 'My Computer', right-click on the disk you want to optimise i.e. 'Local Disk (C:)', click on the 'Tools' tab, then click on the 'Defragment Now' button.



You will need to have around 15% free space available to run the Defragment program. If you have sufficient space, click on the 'Analyze' button to check if you need to defragment. A message will appear onscreen instructing you whether defragmentation is required. To start the process, click the 'Defragment' button.

It may take a few hours to complete the process, so I would recommend leaving it running over night.

