

## WINDOWS XP UPDATING SEMINAR

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### HOW TO SET UP WINDOWS FOR UPDATING

Click Start, All Programs, scroll to Windows Update, Automatic Updates, or  
Click Start, Control Panel, Automatic Updates, or  
Click Internet Explorer, Tools, Windows Update, Automatic Updates

#### Welcome to Windows Update

Keep your computer up-to-date

Check to see if you need updates for Windows, your programs, your hardware or your devices.

Express (scan): Get “High-Priority Updates” (Security, Critical and SP levels),  
(recommended)

Or

Custom (scan): Select only “High Priority”,

Recommend: Install only High Priority updates. (All hardware updates should ONLY be installed from the web site of that device.)

“Software Optional” or “Hardware Optional” updates are also offered for Windows

Automatic Updates; (see box, upper right on web site)

Automatic Updates: Turned ON (see Security Center)

Click: Pick a Time to Install Updates, Install New Updates:

Mark, Every Day at 10 PM (your choice)

Your computer must be turned on. (Notice: Dial Up subscribers.)

Return to Express or Custom (above)

Select either to Scan (green progress bar, may take a few minutes)

#### A. Express (or Custom) Results

Click Install Updates button (Download Size-total): \_\_\_\_ MB

High-Priority updates

Microsoft Windows XP (list)

Microsoft Office (year)

(Click + to see description)

(Left Panel shows Software, Optional and Hardware, Optional updates)

Installation Complete

You must restart your computer for the updates to take effect.

Click Restart Now

Or,

**B. Custom**

**Review and Install Updates**

**High-Priority updates**

**Microsoft Windows XP (list of updates)**

**Microsoft Office**

**(Click + to see description)**

**(Left Panel shows Software, Optional and Hardware, Optional updates)**

**Click Install Updates button (Download Size-total): \_\_\_\_ MB**

**(“The updates are being downloaded and installed.”)**

**Installation Complete**

**You must restart your computer for the updates to take effect.**

**Click Restart Now**

**The Difference between WINDOWS UPDATE and MICROSOFT UPDATE**

**Windows Update ONLY updates the Windows (XP or Vista) operating system.**

**Microsoft Update updates ALL installed Microsoft programs.**

**(Exception: Internet Explorer [browser] is updated automatically by Microsoft.)**

**MICROSOFT UPDATE MUST BE INSTALLED (and how to)**

**TO RECEIVE UPDATES FOR ALL INSTALLED MICROSOFT PRODUCTS PLUS WINDOWS, FOLLOW THIS PROCEDURE.**

**Go to WINDOWS UPDATE**

**“You receive updates: For Windows Only.”**

**“Get Updates for more products” (box)**

**(Click to install Microsoft Updates, Check “I accept Terms of Use”, Click Install),**

**Try Microsoft Today**

**Start Now, Continue**

**Reset Automatic Updates (On)**

**Or ...**

## **MICROSOFT UPDATE**

Must **install** (as above) for all versions of XP.

**“You Receive Updates: For Windows and other products from Microsoft.”**

**(This provides updates for all installed Microsoft programs.)**

**(If Error Code 0x8ddd0002 appears, refer to  
<http://support.microsoft.com/KB/316524>)**

## **SECURITY CENTER: Start, Control Panel, Security Center**

**Firewall: ON**

**Manage Security Settings For:**

**Windows Firewall, General Tab, Select On**

**Automatic Updates: Check Settings,**

**Check box: “Download updates for me, but let me choose when to install them.” Click OK**

**Virus Protection: ON**

**Notes: 1. Allow ActiveX to be installed (if requested at start up)**

**The following is about to be discontinued.**

**2. If you wish not to be bothered by continual notice from Microsoft to install XP Service Pack 3\*\*, download and install SPBlocker. Enter the following into Google search bar: Windows Service Pack Blocker Tool Kit. Click: Download, Save, Run.**

**\*AKA Scan disk**

**\*\*SP3 should be installed**

## **WINDOWS XP – MAINTENANCE**

(H E Doyle)

**Disk Clean Up** (weekly): Start, All Programs, Accessories, System Tools, Disk Cleanup (calculating) Disk Cleanup tab, Files To Delete: Check each box with GB, MB or KB to delete. OK. Or,  
Start, My Computer, Right Click. Windows XP (C:), Properties, General tab, Disk Cleanup (Calculating), Files To Delete: Check each box with GB, MB or KB to delete. OK.

**Error Check** (weekly)\* Start, Computer, Right Click Windows XP (C:), Properties, Tools tab

Error Checking, Check Now, Check Disk Windows XP (C:)

Mark box: Automatically fix file system errors

Mark box: Scan for and attempt recovery of bad sectors

Start (progress bar), Disk Check Complete

Restart: will automatically run Check Disk (black screen, white type),  
5 stages (allow one hour)

**Run Defrag in Safe Mode (Tap F8 key on boot up)**

**Microsoft Disk Defrag** (bimonthly): Start, Computer, Right Click Windows XP (C:), Properties, Tools tab, Click: “Disk Defragmenter”

Click: Analyze (takes a few minutes)

Analysis Report

(If fragmentation is 5% or more, proceed to next step)

Click: Defragment (Allow 45-60 minutes)

**(Recommend downloading Smart Defrag from [www.iobit.com](http://www.iobit.com))**