



Computer Tamers <http://www.computertamers.ca>

& **Woman to Woman Computing** <http://www.woman2woman.ca>

Computer training & consultation, Web design & hosting

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INVOICE & REPORT

Client:

Date:

Registry: Backed up, cleaned, ensured name of owner registered properly
 Created second (zAdmin) login if needed, never have just one! (Ignore, but leave in computer)

Removed: Norton / McAfee / Kaspersky (or other antivirus than what we recommend/trust)
 various antispyware or firewall programs, including fake programs

Deactivated: from Startup & Services many programs unnecessary to be running at all times in the background
 Windows updates (**do NOT do automatic updates**, wait several days for Microsoft to fix any errors)

Installed/Updated &/or Configured:

- ERUNT registry backup to make copies of the registry before and after any changes to programs
- CryptoPrevent - install, Apply & Test, restart
- Ccleaner, can be used to clean hard drive, DO NOT use registry section, cleans hard drive safely
- Classic Shell menu, to install the Windows 7 type menu in Windows 8/8.1, 10
- Mouse, to Inverted Extra Large, Show while typing, Use Ctrl key to find on desktop
- Folder Options, to show / not hide file extensions
- Avast or Avira or AVG antivirus
- Malwarebytes & SuperAntiSpyware (may also use Iobit Malware Fighter)
- Firefox &/or Chrome / Comodo Dragon - use as they are safer than Internet Explorer/Edge, block spyware
- Flash / Shockwave / Java for displaying/using websites properly
- Adobe Reader to read PDF (Portable Document Format) files, works on any computer/smartphone/tablet
- WPS/ Kingsoft Office or Open/Libre Office -replace Microsoft Word / Excel / Powerpoint, set to MS Office formats
- Irfanview & plugins for photo management, resizing, editing, cropping, printing
- Lessons copied to Documents file (may be under "Sheila-Lessons")
- DriverMax, WinAudit, see below re backup
- FreeFileSync for backing up data files, can include email <https://freefilesync.org/download.php>
- Email programs and/or data and setup
- Defraggler (by same company as Ccleaner) to keep hard drive defragged and running well
- Bullzip PDF Printer (to use to print web pages, or any item on computer, to a file in the computer) www.bullzip.com
- TeamViewer for remote support, to allow fast and convenient help to you without a visit in person
- Comodo Internet Security or ZoneAlarm firewall and more, allow to update if asked

Only maintenance needed is:

-**Allow updates from Avast** if it pops up on lower right and says there is an update available, may speak aloud in female voice when automatic daily updates are completed

-**Allow updates for Malwarebytes, SuperAntiSpyware, (Comodo/Zonealarm)**, may require reboot after update

-**Once a week, Wednesday or later, run MalwareBytes**, accept updates, or click on Update Now on right, then on "Scan Now", allow it to restart the computer if it finds problems to fix

-**Next run SuperAntiSpyware**, allow updates (it should remind you), and then run a "Quick Scan", "Continue" as needed to remove items

Recommendations:

-Copy to a USB stick or CD the folder "My drivers" in "My Documents" has all needed to restore if necessary

-Also copy the file "WinAudit*.txt" with information including license numbers, for insurance in case of theft/damage

-Rebook for update & maintenance every three months, like a vehicle oil change keeps car running well

When installing software/updates - choose "Custom" install, **UNCHECK/Decline** other programs and Trials

Toolbars - add Desktop Toolbar, allows one click to show all icons / files / folders on desktop, click to open any quickly

Personalize - each login with different desktop background, can "see" which logged into

Helpful - Alt + Tab to switch programs, Ctrl C copy, Ctrl X cut, Ctrl V paste, Shift Ctrl V paste without formatting

Fees: ____ Hrs at \$_____/Hr = \$_____

Data Policy: *Computer Tamers & Woman to Woman Computing* can in no way guarantee that data will not be lost from the computer when re/installing Windows, repairing malware infections, nor from any other action taken at the Client's request. We recommend and provide such programs and/or files as we believe are necessary to improve the performance/operation of the Client's computer, once the Client's permission to install such items is obtained. This in no way makes us responsible for the data on computers. The Client is responsible for data backups. We will assist to make backups, but cannot warrant the viability of such files.