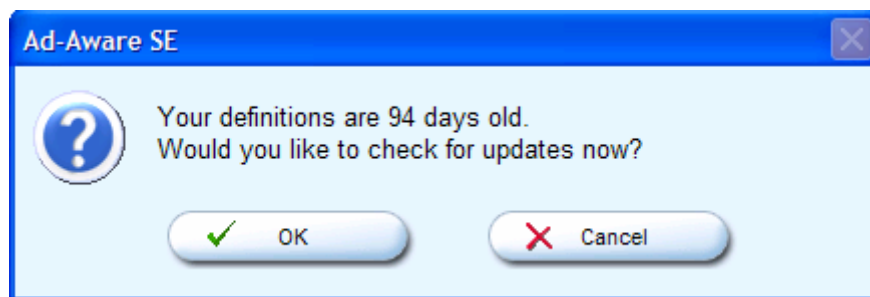




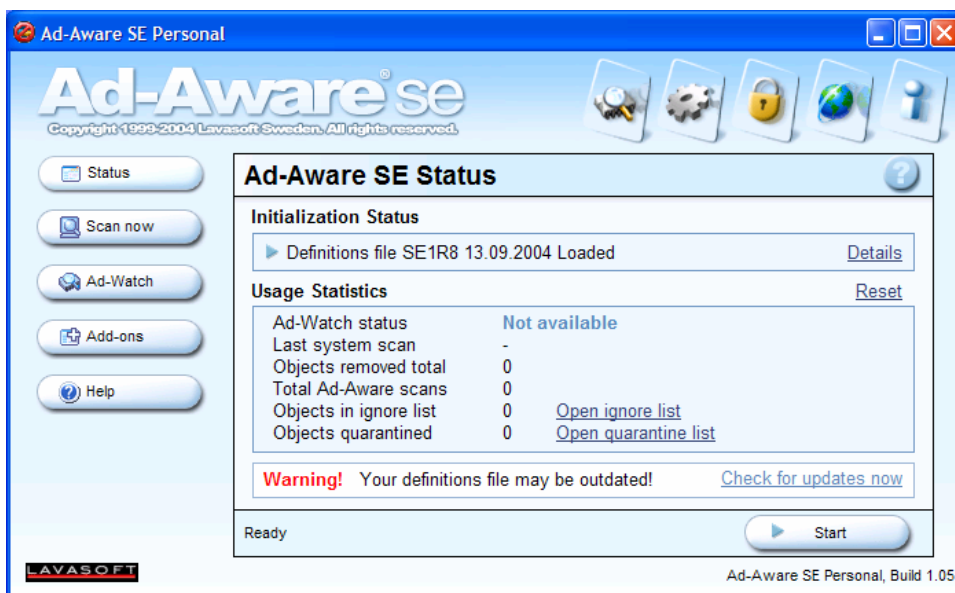
Step 1 First Starting Ad-Aware

When you start Ad-Aware you may be presented with the following screen that indicates your Spyware definitions are old. It is recommended that you update your Spyware definitions each time that you run Ad-Aware – if you receive this message indicating that you have not updated the definitions in quite a while then click Ok. The program will update Ad-aware and you will be ready to scan.

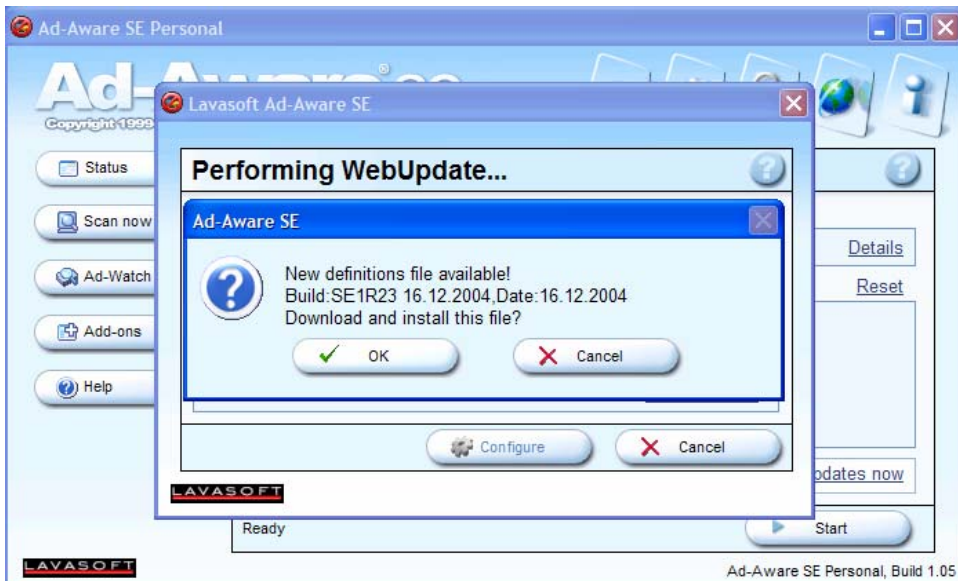


If Ad-Aware does not prompt you for an update, follow the procedure below to update your Spyware definitions.

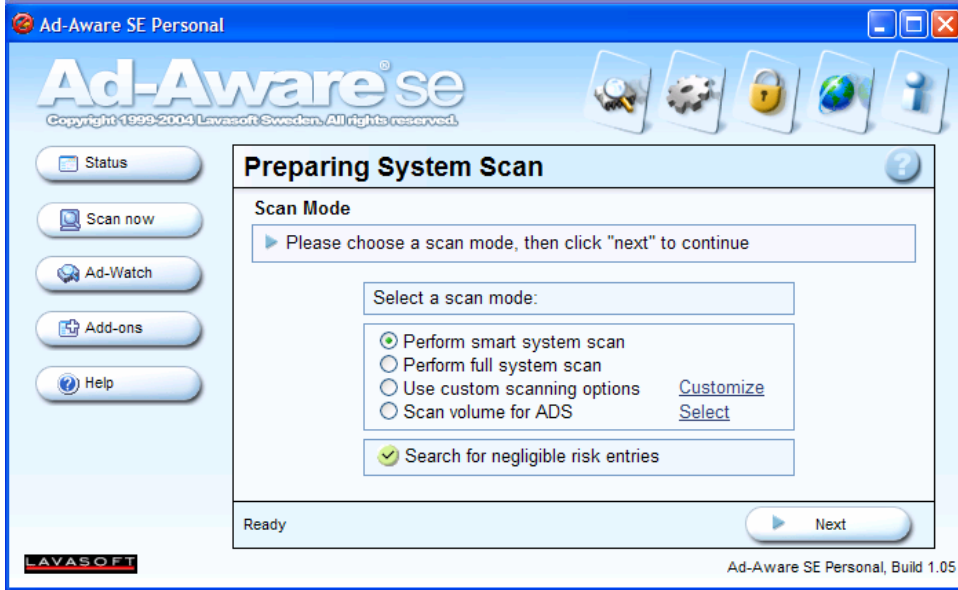
Step 3 – Manually Updating



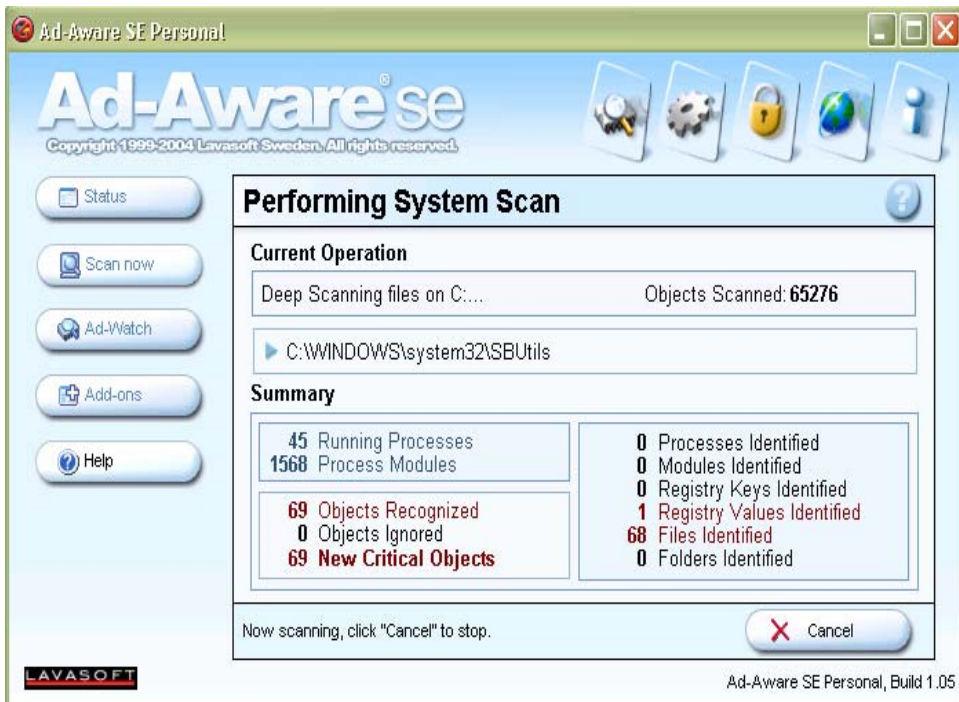
This is the startup screen for Ad-Aware SE. Near the bottom left of the screen above the “Start” button is a link that says “Check for updates now.” Click on this link to update Ad-Aware.



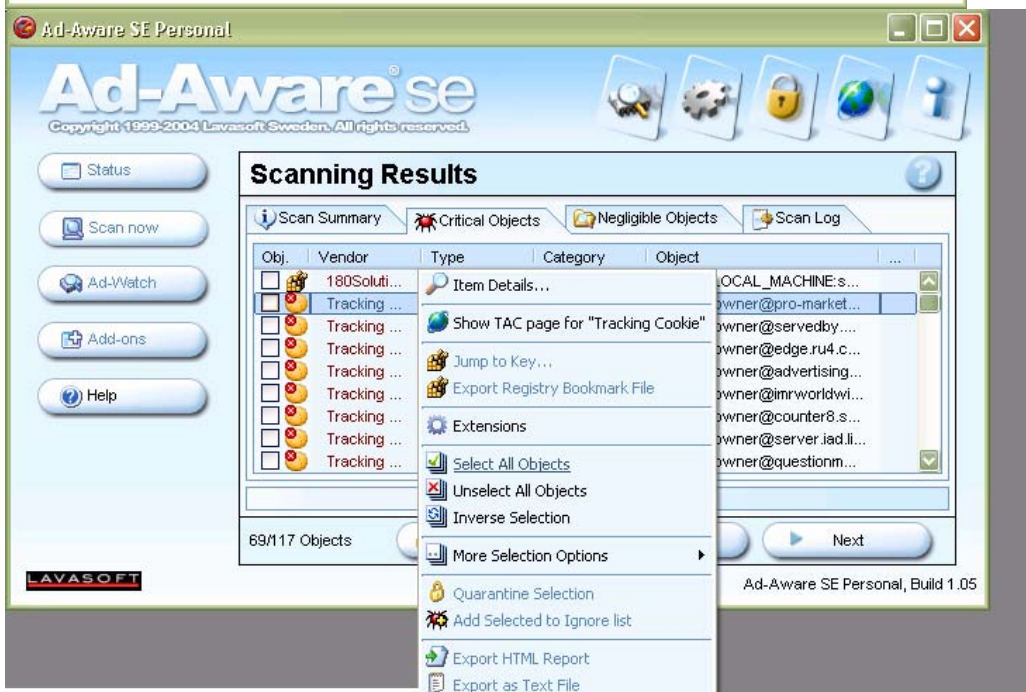
If updates are available you can click Ok to download and install them.



Once you have completed the update and are back at the main Ad-Aware screen, click Start to begin scanning. The first option you are presented with is the “Smart System Scan.” This is generally the best scan to run, though if after your first scanning of Ad-Aware you still find that you are having spyware problems, a “Full System Scan” should be run. Be aware that this scan will take from 10 to 30 minutes.



Once the scan begins, detected spyware will show up in Red. Once the scan completes click the Next button on the bottom left of the screen.



You will then be presented with the following screen showing all of the items detected, what the items are, etc. If you would like more information on a particular item, double click it to get additional information.

Right click on an item and click on "Select All Objects." Click *next* and the system **will quarantine and then delete all of the items.** Once the job has been completed the program will return to the main screen and it can be closed.

Ad-Aware may prompt you to run on the next restart of the system if it is unable to remove certain pieces of spyware. Upon the rerun just follow the steps outlined above (beginning after the update process, which you don't need to perform after the restart) by

performing either a “**Full System Scan**” or “**Smart System Scan**” and deleting the spyware.

Ad-Aware should be run on a quarterly schedule or whenever the user judges it is necessary.

If you are interested in setting up Ad-Aware to automatically scan or update, please contact Jeff or Michael at SFO Technology Professionals.