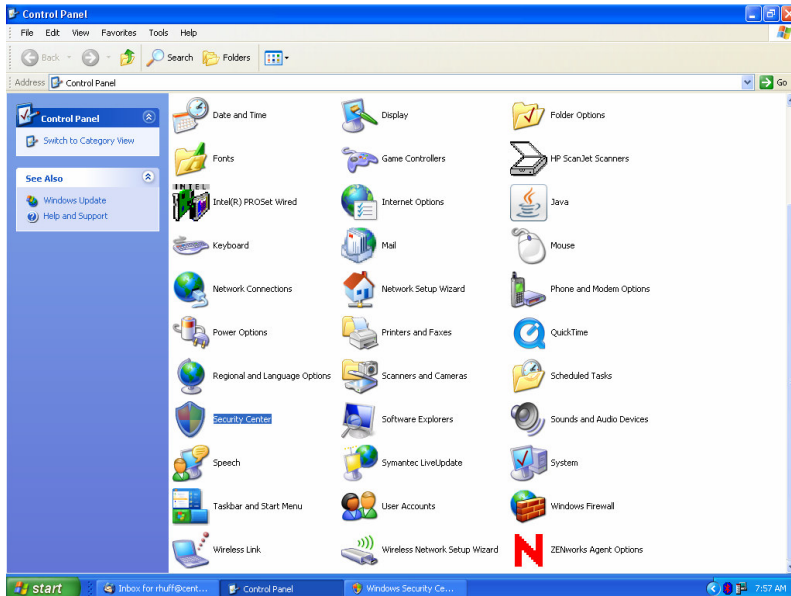


Brown Bag Special #1

Checking Windows updates and Security Center

Go to Control Panel



Settings for Security Center



Firewall should be turned OFF (Not Monitored) and you may click Recommendations tab and put check mark in bottom box that says you have a firewall solution you monitor yourself.

Automatic Updates turned on.

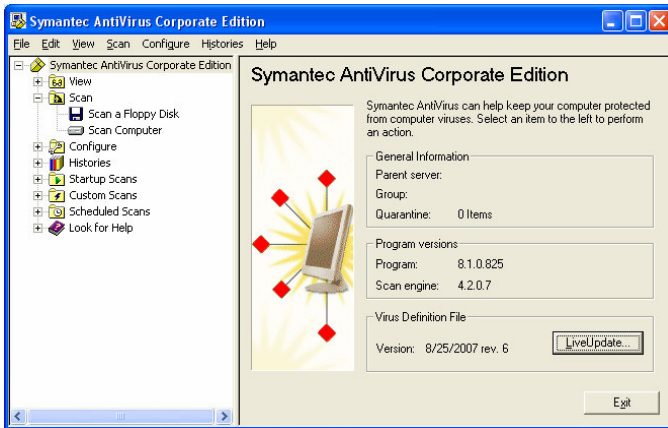
Virus Protection OFF (Not Monitored) and click Recommendations and checkmark box that says I have an antivirus program.

Usually in lower right corner you will see symbol for windows updates.

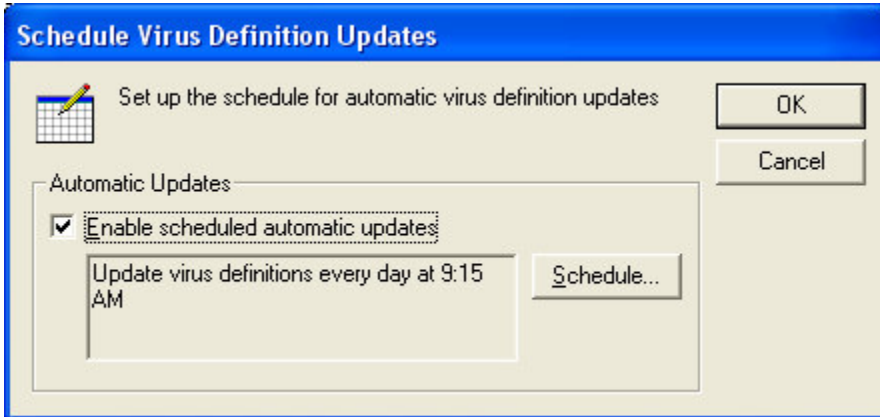


May look like this or may be a yellow shield when you click on them it normally will start install of Windows updates. Many times after a windows update your machine will reboot., so do them when you don't need the computer for a few minutes.

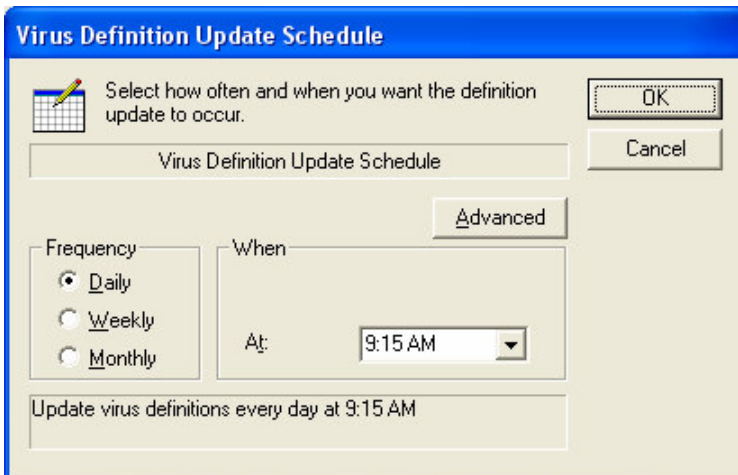
Norton Antivirus should be set to automatically update NOT SCAN.



Go to File and choose Schedule Updates



Click on Schedule



Choose Daily and pick a time in window on right during the day when computers is almost always on.

Click OK and close.

Java Updates

These updates are necessary for accessing Work Order and Inventory site and many websites that use this type of technology.

Only when you access a site using Java will you see the symbol for Java in the lower right hand corner on the task bar. Easiest way if you think you need an update is go to www.java.com and look for Free Download and click it and download. Watch for box across top of browser window that is manila colored that asks you to install Active X always choose install active x and then most likely choose Install. Many times it will ask you to close browser and re-open to check and see if it is installed.