User Guide

Quick Heal PCTuner 3.0

Quick Heal Technologies (P) Ltd.

http://www.quickheal.com

Copyright © 1993-2011 Quick Heal®

End User License Agreement

IMPORTANT

Read this License Agreement carefully before using this software.

BY USING THIS SOFTWARE IN ANY WAY YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTOOD AND AGREED TO THE TERMS OF THIS USER LICENSE AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS BELOW, DO NOT USE THIS SOFTWARE IN ANY WAY AND PROMPTLY RETURN IT OR DELETE ALL THE COPIES OF THIS SOFTWARE IN YOUR POSSESSION.

Quick Heal PCTuner License Agreement

This License is a legal agreement between you, the licensee, and Quick Heal Technologies (P) Ltd. In consideration of payment of the License Fee, which is a part of the price evidenced by the Receipt, Quick Heal Technologies (P) Ltd. grants to the Licensee a nonexclusive right. Quick Heal Technologies (P) Ltd. reserves all rights not expressly granted, and retains title and ownership of the Software, including all subsequent copies in any media. This Software and the accompanying written materials are copyrighted. Copying of the Software or the written materials is expressly forbidden.

You can:

- use one copy of the software on a single computer.
- make one copy of the software solely for backup purpose.
- install the software on a network, provided you have a licensed copy of the software for each computer that can access the software over that network.

You cannot:

- sublicense, rent or lease any portion of the software.
- debug, decompile, disassemble, modify, translate, reverse engineer the software

MANDATORY ACTIVATION

The license rights granted under this Agreement are limited to the first fourteen (14) days after you first install the Product unless you supply registration information required to activate your licensed copy as described in Activation Wizard of the Product. You can activate the Product through the use of the Internet. You may also need to re-activate the Product if you happen to re-install the product due to reasons. There are technological measures in this Product that are designed to prevent unlicensed or illegal use of the Product. You agree that we may use those measures.

As the only warranty under this Agreement, and in the absence of accident, abuse or misapplication, Quick Heal Technologies (P) Ltd. warrants, to the original Licensee only, that the disk(s) on which the software is recorded is free from defects in the materials and workmanship under normal use and service for a period of thirty (30) days from the date of payment as evidenced by a copy of the Receipt. Quick Heal Technologies (P) Ltd.' only obligation under this Agreement is, at Quick Heal Technologies (P) Ltd.' option, to either (a) return payment as evidenced by a copy of the Receipt or (b) replace the disk that does not meet Quick Heal Technologies (P) Ltd.' limited warranty and which is returned to Quick Heal Technologies (P) Ltd. with the copy of the Receipt.

THIRD PARTY WEBSITE LINKS

At some points the software product includes links to third party sites, you may link to such third party websites through the use of this software. The third party sites are not under the control of Quick Heal Technologies and Quick Heal Technologies is not responsible for the contents of any third party website, any links contained in the third party websites. Quick Heal Technologies is providing these links to third party websites to you only as a convenience.

EMAIL/ELECTRONIC COMMUNICATION

Once you register the software by activating the software product, Quick Heal Technologies (P) Ltd. may communicate with you on the contact information submitted during the registration process through email or other electronic communication device like telephone or a cell phone. The communication can be for the purpose of product renewal or product verification for your convenience.

Disclaimers:

This software package is provided as such without warranty of any kind, either expressed or implied, including but not limited to the implied warranties of merchantability and fitness of the package. In no event will Quick Heal Technologies (P) Ltd. or its suppliers be liable to you or anyone else for any damages including loss of data, lost profits or any other damages arising out of the use or inability to use this software package ever.

The disclaimers and limitations set forth above will apply regardless of whether you accept the software.

ALL MATTERS SUBJECTED TO PUNE (INDIA) JURISDICTION

ABOUT THIS DOCUMENT

This user guide contains all the information you need to install and use Quick Heal PCTuner. Once familiar you can also use it for reference. Full care has been taken to incorporate the details with the latest developments in the shipping.

Conventions used in this Guide

Convention	Meaning
Bold Font	Menu Title, Menu Item Title, Window Title, etc.
	Additional or Important information.
1. <Step 1> 2. <Step 2>	Actions that must be performed.

About Quick Heal PCTuner 3.0

Quick Heal PCTuner improves the performance of your PC or Notebooks by cleaning out system clutter. It also protects your privacy by washing away online activities that are traced through your Internet browser history, cache and cookies. It removes traces from many popular applications like Adobe Acrobat Reader, Microsoft Office, and also cleans invalid registry entries of your operating system. It de-fragments registry hives and page files to improve system performance. Scheduler allows you to schedule Tuneup activities while, Secure Delete allows you to delete your sensitive data safely. Startup Booster removes unwanted applications that load on the system when it starts, while Service Optimizer analyzes your system and suggests services that can be safely turned off thus enhancing the performance of your system.

The features of Quick Heal PCTuner and their brief description follow:

Disk Cleanup

Disk Cleanup deletes invalid and unwanted junk files from the system.

Registry Cleanup

Registry Cleanup cleans up the invalid registry entries in the system.

Traces Cleanup

Traces Cleanup removes all traces of your Internet history and MRU (Most Recently Used) list of various applications.

Defragmenter

Defragmenter defragments vital files, such as page-file(s) & registry hives for improving the performance of the system.

Scheduler

Scheduler allows you to schedule the Tuneup activities like: Disc Cleanup, Registry Cleanup, Traces Cleanup and Defragmenter periodically as per your need.

Duplicate File Finder

Duplicate File Finder finds and deletes duplicate files of various predefined file categories.

Secure Delete

Secure Delete allows secure removal of sensitive data from the hard disk by overwriting it several times with carefully selected methods.

Startup Booster

Startup Booster removes unwanted applications that load on the system when it starts. The Startup Booster removes such unwanted or least used applications from the Registry Run and Startup, and enhances the startup speed of the system.

Service Optimizer

Service Optimizer analyzes your system and suggests services that can be safely turned off thus enhancing the performance of your system.

Restore

Restore helps to recover previously cleaned items like invalid registry entries or disk entries.

Table of Contents

Chapter

1

Installing Quick Heal PCTuner

Quick Heal PCTuner has a simple installation procedure. During installation, read each installation screen, follow the instructions, and then click Next to continue. Before you begin installation just verify if your system meets the recommended hardware requirements.

System Requirements

Quick Heal PCTuner is only compatible with the flavours of Windows Operating Systems and its editions that are mentioned in the following table. Before installing Quick Heal PCTuner, ensure that the system on which it is being installed meets the recommended hardware requirements that are mentioned in the following table.

Operating System	Recommended Hardware Requirements
Microsoft Windows XP	• 300 MHz or faster processor • 256 MB or higher RAM • 100 MB of free hard disk space • DVD-ROM / CD-ROM drive • Service Pack 1 or higher • Internet Explorer 6 with SP1 or higher
Microsoft Windows Vista	• 1 GHz or faster processor • 512 MB or higher RAM • 100 MB of free hard disk space • DVD-ROM / CD-ROM drive
Microsoft Windows 7	• 1 GHz or faster processor • For 32-bit: 512 MB RAM or higher • For 64-bit: 1 GB RAM or higher • 100 MB of free hard disk space • DVD-ROM / CD-ROM drive

INSTALLATION

If the system meets the recommended hardware requirements, insert the optical disc into the CD-ROM or DVD-ROM drive, and perform the following steps:

1. Click **Install PCTuner**.

2. The **Welcome to the Quick Heal PCTuner Setup** screen appears. Click **Next** to continue installation.

3. The License Agreement screen appears. Read the license agreement carefully. If you disagree with the terms of the license agreement then click **Cancel** to exit the installation process; else select **I Agree** in the **Do you agree to all the terms of the license agreement?** drop-down box and click **Next** to continue the installation process.

4. The **Select Installation Folder** screen appears. The default installation path for PCTuner will be displayed. You can click **Browse** and select a different path for installation; else click **Next** to continue installation.

5. The **Confirm Installation** screen appears. Click **Next** to continue installation.

6. The installation will begin. On completion, the **Quick Heal PCTuner Information** screen appears. Read the contents of the screen and click **Next** to continue.

7. The **Installation Complete** screen appears. Click **Close** to complete the installation process.

Chapter

2

Activation and Re-activation

Activation

After installation of Quick Heal PCTuner, you will need to activate your copy of Quick Heal PCTuner. It is strongly recommended that you activate your copy immediately after installation. Registered users get the benefit of technical support. If your copy of Quick Heal PCTuner is not activated within 15 days from the date of installation, it will expire and its further use will be considered as void.

Activation can be done by either of the following options:

- Activating Online using Internet access on the same PC
- Activating Offline using Internet access on some other PC

Activating Online using Internet Access on the same PC

If your PC has Internet connection then you can activate your copy of Quick Heal PCTuner online. To activate Quick Heal PCTuner online, please perform the following steps:

1. Click **Start** -> **Programs** -> **Quick Heal PCTuner** -> **Quick Heal PCTuner**.
2. A message box appears saying **Quick Heal PCTuner is not activated. Please activate now**. Click **Activate** button to continue.
3. The **Welcome to Quick Heal PCTuner Registration Wizard** screen opens. Click **Next** to continue activation.
4. By default the option **Yes** is selected for **I have Internet access on this computer**. Click **Next** to continue activation.
5. By default the **Register the copy for the first time** option is selected. Click **Next** to continue.
6. Enter the 20-digit Product Key provided in the four boxes of **Product Key** field. Fill in the necessary information for **Purchased from**, **Register for** and **Name** fields. You can enter a value in the **Name** field only if you select **Company use** or **Educational use** in the **Register for** drop-down box. Click **Next** to continue
7. Fill all the information requested in the **Personal Information** screen. The fields marked with a ***** are mandatory fields. The rest are optional. Click **Next** to continue.
8. The information provided in the Personal Information screen will be displayed. Click **Next** to continue.
9. A screen appears that says **Your copy has been successfully activated**. Click **Finish** to complete the activation process.

Activating Offline using Internet Access on some other PC

If your PC does not have Internet connection then you can activate Quick Heal PCTuner offline by using a system that has Internet connection. To activate Quick Heal PCTuner offline, please perform the following steps:

1. Click **Start** -> **Programs** -> **Quick Heal PCTuner** -> **Quick Heal PCTuner**.
2. A message box appears saying **Quick Heal PCTuner is not activated. Please activate now**. Click **Activate** button to continue.
3. The **Welcome to Quick Heal PCTuner Registration Wizard** screen opens. Click **Next** to continue activation.
4. By default the option **Yes** is selected for **I have Internet access on this computer**. Select **No** and click **Next** to continue activation.
5. The **Offline Registration** screen appears. Note down the URL for offline registration and Installation Number. The URL for offline registration is **http://license.quickheal.com/html/off2pctune/**.
6. Use a PC that has Internet connection. Open a browser and type the URL in the address bar of the browser. Press the **Enter** key. Please perform the following steps:
    a. Enter the **Product Key** provided in the PCTuner box.
    b. Enter the **Installation Number** provided during offline activation.
    c. Click **Submit** button to proceed.
    d. You need to enter the following fields: **User Name***, **Company Name***, **Address***, **City***, **State***, **Country***, **PIN***, **Email Address***, **Phone Number** and **Purchased from**. The fields with the ***** symbol are mandatory fields.
    e. Click **Submit** to proceed.
    f. The **Acknowledgement** screen appears confirming your registration. The key will be sent to you via email and a link for downloading the key will be available as well. Click the **License.key** link to download the file to the desired location.
7. Click **Next**. You will be prompted for the **License.Key** file. Click Browse button and locate the **License.Key** file and click **Next** to continue activation.
8. A screen appears that says **Quick Heal PCTuner is successfully activated**. Click **Finish** to complete the activation process.

Re-activation

If due to any reason you need to reinstall your operating system or Quick Heal PCTuner, it is necessary to re-activate your copy after reinstallation. You can re-activate your copy of Quick Heal PCTuner by the following option:

- Online using Internet access on the same PC
- Offline using Internet access on some other PC

Re-activating Online using Internet Access on the same PC

If your PC has Internet connection then you can re-activate Quick Heal PCTuner online. To re-activate Quick Heal PCTuner online, please perform the following steps:

1. Click **Start** -> **Programs** -> **Quick Heal PCTuner** -> **Quick Heal PCTuner**.
2. A message box appears saying **Quick Heal PCTuner is not activated. Please activate now**. Click **Activate** button to continue.
3. The **Welcome to Quick Heal PCTuner Registration Wizard** screen opens. Click **Next** to continue re-activation.
4. By default the option **Yes** is selected for **I have Internet access on this computer**. Click **Next** to continue re-activation.
5. By default the **Register the copy for the first time** option is selected. Select **Re-activate the copy** and click **Next** to continue.
6. Enter the 20-digit **Product Key** in the four boxes provided and the 10-digit **Activation Number**. Click Next to continue.
7. The information such as **Product Key**, **Activation Number** and **Activation Type** will be displayed. Click **Next** to continue.
8. A screen appears that says **Your copy has been successfully activated**. Click **Finish** to complete the re-activation process.

Re-activating Offline using Internet Access on some other PC

If your PC does not have Internet connection then you can re-activate Quick Heal PCTuner offline by using a system that has Internet connection. To re-activate Quick Heal PCTuner offline, please perform the following steps:

1. Click **Start** -> **Programs** -> **Quick Heal PCTuner** -> **Quick Heal PCTuner**.
2. A message box appears saying **Quick Heal PCTuner is not activated. Please activate now**. Click **Activate** button to continue.
3. The **Welcome to Quick Heal PCTuner Registration Wizard** screen opens. Click **Next** to continue registration.
4. By default the option **Yes** is selected for **I have Internet access on this computer**. Select **No** and click **Next** to continue installation.
5. The **Offline Registration** screen appears. Note down the URL for offline registration and Installation Number. The URL for offline registration is **http://license.quickheal.com/html/off2pctune/**.
6. Use a PC that has Internet connection. Open a browser and type the URL in the address bar of the browser. Press the **Enter** key. Please perform the following steps:
   a. Enter the **Product Key** provided in the PCTuner box.
   b. Enter the **Installation Number** provided during offline activation.
   c. Click **Submit** button to proceed.
   d. The **Acknowledgement** screen appears confirming your registration. The key will be sent to you via email and a link for downloading the key will be available as well. Click the **License.key** link to download the file to the desired location.
7. Click **Next**. You will be prompted for the **License.Key** file. Click Browse button and locate the **License.Key** file and click **Next** to continue installation.
8. A screen appears that says **Quick Heal PCTuner is successfully activated**. Click **Finish** to complete the activation process.

Can I Install Quick Heal PCTuner on another computer?

If you install Quick Heal PCTuner on another computer, after installation it is necessary to activate your software. You must perform the activation procedure by providing new Product Key. Any previously obtained Product Key and License Keys are invalid and will not work on another computer.

⚠   One Product Key can only be used for one computer.

What to do if Product Key is Lost?

Product Key will serve as the users Identity. In case you lose Product Key, you can obtain the same by contacting Quick Heal Technical Support by paying nominal charges.

Chapter

3

Un-installing Quick Heal PCTuner

To un-install Quick Heal PCTuner from the system, please perform the following steps:

1. Click **Start** -> **Control Panel**.
2. If the Operating System is Windows XP, then click **Add or Remove Programs**. If the Operating System is Windows Vista or Windows 7, then click **Programs and Features**.
3. If the Operating System is Windows XP, then select **Quick Heal PCTuner** from the list and click the button **Remove** to begin un-installation. If the Operating System is Windows Vista or Windows 7, then select **Quick Heal PCTuner** from the list. Right-click **PCTuner**, and click **Uninstall** to begin un-installation.
4. A message box pops-up with the prompt **Are you sure you want to remove Quick Heal PCTuner from your computer?** Click **Yes** to continue un-installation, else click **No** to exit un-installation.
5. If you clicked **Yes** in the previous step, then the un-installation will begin and PCTuner will be completely un-installed from your system.

Chapter

4

Using Quick Heal PCTuner

To open Quick Heal PCTuner application click **Start** -> **Programs** -> **Quick Heal PCTuner** -> **Quick Heal PCTuner**. This opens the Quick Heal PCTuner Main Window. All the features of Quick Heal PCTuner are accessible from this main window.

About Quick Heal PCTuner Main Window

The main window of Quick Heal PCTuner lets you access and execute all the features of Quick Heal PCTuner. The features are divided under six menus. These menus are available on the left side of the window. The menus available in Quick Heal PCTuner are as follows:

Menu	Feature
Dashboard	Provides an indication of the current status of the system.
Tuneup	Cleans up system clutter such as junk files, invalid registry entries, browsing history, etc.
Tools	Contains tools, to securely delete files from the hard drive.
Reports	Provides reports for the various tune-up activities performed.
Restore	Restores the items deleted during Tuneup.
About	Provides information about the software and support information.

Clicking the menu expands the list to reveal menu items. Each menu item will perform a specific feature of PCTuner. The menus and their corresponding menu items are as follows:

Menu	Menu Items
Dashboard	Status
Tunenup	Auto Tuneup
	Disk Cleanup
	Registry Cleanup
	Traces Cleanup
	Defragmenter
	Scheduler
	Settings
Tools	Duplicate File Finder
	Secure Delete
	Startup Booster
	Service Optimizer
Reports	Auto Tuneup
	Disk Cleanup
	Registry Cleanup
	Traces Cleanup
	Scheduler
	Secure Delete
	Duplicate File Finder
	Startup Booster
	Service Optimizer
	Restore
Restore	Disc/Registry
	Startup Booster
About	Information

Using Quick Heal PCTuner Help

At any point of time, if you need help in using Quick Heal PCTuner, the Quick Heal PCTuner Help provides stepwise instruction of getting the most out of Quick Heal PCTuner to help boost system performance. You can access Help in any of the following ways:

- Clicking the **Help** feature at the top right corner of Quick Heal PCTuner main window.
- Pressing the **F1** button on your keyboard when you need help.
- Accessing the website **www.quickheal.co.in/documentation-manual.asp** to download the latest user guide.

Chapter

5

Quick Heal PCTuner Dashboard

The **Dashboard** menu is the default feature that is visible on opening the PCTuner application. The Dashboard menu organizes information making it easy for you to read and interpret. The information is presented in a manner to provide an indication about the actions that have been taken and the actions that are pending.

Status

The Status feature provides up-to-date status information about the key performance indicators of Quick Heal PCTuner. It also presents a visual representation of the status information with the help of a Status Meter.

The Status Meter displays the status of the PC based on the execution of certain tuneup activities of PCTuner. The tune-up activities, on which the Status Meter is dependent for displaying the system status, are as follows:

- Disk Cleanup
- Registry Cleanup
- Traces Cleanup
- Defragmenter

The pointer of Status Meter will point to the dark green region only if you perform all the mentioned tune-up activities periodically.

The Status feature also provides the status of tune-up activities in the following format:

Tuneup Activity	The name of the Tuneup activity (Disk Cleanup, Registry Cleanup, Traces Cleanup and Defragmenter).
Last Performed	The last execution date of each of the Tuneup activities. If the concerned Tuneup activity has never been executed, then the result will be **NEVER**.
	This third column will contain a symbol against each Tuneup activity. If the symbol is then it means that the corresponding tuneup activity has never been performed, or it means that the corresponding tuneup activity has not been performed in the past 15 days. If the symbol in the third column is then it means that the corresponding activity has been performed in the past 15 days.
Tuneup Now button	This button allows you to perform the Tuneup activity.

When you schedule Defragmenter, then the message, **Defragmenter has been set to run on next boot** is displayed.

Chapter

6

Tuneup

Tuneup menu cleans up system clutter such as invalid and unwanted junk files, invalid registry entries, traces of your Internet history, etc. The Tuneup menu consists of following menu items. They are:

- Auto Tuneup
- Disk Cleanup
- Registry Cleanup
- Traces Cleanup
- Defragmenter
- Scheduler
- Settings

Auto Tuneup

Auto Tuneup is a tuneup activity that performs **Disk Cleanup**, **Registry Cleanup**, **Traces Cleanup** and **Defragmenter,** at the click of a single button. It is ideal for novice users, and for users who do not want to waste time by performing individual Cleanup activity. Only the items deleted by Disk Cleanup and Registry Cleanup can be recovered.

Customizing Auto Tuneup

Before you execute Auto Tuneup, it can be customized to perform as per your needs. To customize Auto Tuneup, please perform the following steps:

1. Click **Tuneup** -> **Settings**.
2. The **Tuneup Settings** screen opens. This screen has three tabs: **Disk Settings**, **Registry Settings and Traces Settings**. Each tab has a list of items preceded by a checkbox. By default, all items are checked in each of the tabs.
3. Uncheck the items in each of the tabs that need to be skipped by Auto Tuneup feature. For a novice user we recommend to keep all the items in all the tabs checked.
4. By default **Take backup before deleting the items** is checked. If this option is unchecked, Auto Tuneup will delete all the items without backup. We recommend that you keep it checked.
5. Click **Apply** to save the new settings; click **Close** to exit without saving the settings.

How to Perform Auto Tuneup

To execute Auto Tuneup, please perform the following steps:

1. Click **Tuneup** -> **Auto Tuneup**.
2. Click **Settings** if you wish to customize Auto Tuneup as mentioned earlier.
3. Click **Start** to begin Auto Tuneup.
4. Click **Stop** if you want to halt the Auto Tuneup; else click **Close** after completion of Auto Tuneup.

DISK CLEANUP

The Disk Cleanup feature is a tune-up activity that finds and removes invalid and unwanted junk files from the hard disk drive. These files consume hard disk space and also slow down the system considerably. Disk Cleanup deletes these files freeing up space that can be used for other applications and helps in improving system performance. The Disk Cleanup feature also deletes temporary files, Internet cache files, improper shortcut files, garbage name files & empty folders.

HOW TO PERFORM DISK CLEANUP

To execute Disk Cleanup, please perform the following steps:

1. Click **Tuneup** -> **Disk Cleanup**.
2. Click **Settings** if you wish to Customize Disk Cleanup.
3. Click **Start** to populate the list with file locations and its junk category.
4. You can click **Stop** to halt the entries being added to the list.
5. Each file location will be preceded by a checkbox. By default all file locations are checked. Uncheck the locations that need to be skipped by Disk Cleanup.
6. There are four other fields which display the following information:
   - **Files Found**: The total number of files found by Disk Cleanup.
   - **Total Size**: The size of the total number of files found by Disk Cleanup.
   - **Files Selected**: The number of files selected for deletion.
   - **Selected File Size**: The size of the number of files selected for deletion.
7. Click **Remove Files** to remove the files. Click **Close** to exit Disk Cleanup.

REGISTRY CLEANUP

The Registry Cleanup feature is a tune-up activity that removes invalid and obsolete registry entries from the system that have appeared due to improper un-install, non-existent fonts, etc. Sometimes during uninstallation, the registry entries are not deleted. This leads to slower performance of the system. The Registry Cleanup removes such invalid registry entries to boost the performance of system.

HOW TO PERFORM REGISTRY CLEANUP

To execute Registry Cleanup, please perform the following steps:

1. Click **Tuneup** -> **Registry Cleanup**.
2. Click **Settings** if you wish to Customize Registry Cleanup as mentioned earlier.
3. Click **Start** to populate the list with registry entries and their path.
4. You can click **Stop** to halt the entries being added to the list.
5. Each registry entry will be preceded by a checkbox. By default all registry entries are checked. Uncheck the registry entries that need to be skipped by Registry Cleanup.
6. There are two other fields which display the following information:
   - **Items Found**: The total number of registry entries found by Registry Cleanup.
   - **Items Selected**: The total number of registry entries selected for removal.
7. Click **Remove Entries** to remove the files. Click **Close** to exit Registry Cleanup.

TRACES CLEANUP

The Traces Cleanup feature is a tune-up activity that removes traces from Internet history and MRU List (Most Recently Used) of various applications. It safely deletes history, cleans the cookies, cache, auto-complete forms and passwords. Traces like auto complete entries and saved passwords have to be deleted to ensure that user privacy is not breached. It also erases the traces from popular application programs such as MS Office Applications, Adobe Acrobat Reader, Media Player, WinZip, WinRAR and traces such as Browser Cookies, Saved Passwords and so on.

HOW TO PERFORM TRACES CLEANUP

To execute Traces Cleanup, please perform the following steps:

1. Click **Tuneup** -> **Traces Cleanup**.
2. Click **Settings** if you wish to <u>Customize Traces Cleanup</u> as mentioned earlier.
3. Click **Start** to populate the list with applications containing traces.
4. You can click **Stop** to halt the entries being added to the list.
5. Each application containing traces will be preceded by a checkbox. By default all application containing traces are checked. Uncheck the applications that need to be skipped by Traces Cleanup.
6. There are two other fields which display the following information:
   - **Total Items Found**: The total number of applications containing traces found by Traces Cleanup.
   - **Items Selected**: The total number of application containing traces selected for removal.
7. Click **Clean Items** button to remove traces from the applications listed. Click **Close** to exit Traces Cleanup.

DEFRAGMENTER

The Defragmenter feature defragments vital files, such as page-files and registry hives for improving the performance of the system. Files are often stored in different locations slowing down system performance. Defragmenter reduces the number of fragments and clubs all the fragments into one contiguous chunk to improve system performance.

HOW TO USE DEFRAGMENTER

To defragment page files and registry hives, please perform the following steps:

1. Click **Tuneup** -> **Defragmenter**.
2. There are two options: **Enable defragmentation** and **Cancel defragmentation**. By default, **Cancel defragmentation** is selected.
3. Select **Defragment at next boot** to perform defragmentation the next time you start the system; else select **Defragment at every boot** to perform defragmentation every time you start the system.
4. By default **Defragment system paging file (Virtual Memory)** and **Defragment Windows Registry** are unchecked. You can check any of these two or both for the Defragmenter to perform. We recommend that you keep these options checked.
5. Click **Apply** button to save these settings; else click **Close** to exit without saving.

Scheduler

Scheduler feature allows you to schedule the Tuneup activity periodically as per your need. You can configure the Tuneup schedule to perform Disc Cleanup, Registry Cleanup, Traces Cleanup and Defragmenter. You can create a task and schedule it. The task is performed in the background at the time you specify when you created the task. You can see the details of the tasks performed in the Scheduler Reports.

Customizing Scheduler

The Scheduler can be customized to perform as per your specifications of frequency and time. However, Defragmenter can be scheduled only at next boot. To customize Scheduler, please perform the following steps:

1. Click **Tuneup** ->**Scheduler**.
2. A list of tasks is displayed along with details like **Task Name, Frequency, Activity, Backup** and **Delete oldest backup**.
3. There are three options which you can select while you schedule tuneup activity:
   a. **New -** to configure any new task
   b. **Edit -** to edit any existing task
   c. **Remove** - to remove the already scheduled task
4. When you click **New**, the **Configure Tuneup Schedule** screen opens. Enter **Task Name, Frequency** and **Start At** details. Each Tuneup activity in the screen is preceded by a checkbox. By default all items are checked in the list. Uncheck the items that need to be skipped by Scheduler feature.
5. By default **Take backup before cleaning** is checked. If this option is unchecked, cleaning will be done without backup. We recommend that you keep it checked. **Delete oldest backup if maximum backup limit exceeds** when checked will delete the oldest backup when the limit of backup is surpassed.
6. Enter **User Name** and **Password**.
7. Click **Apply** to save the new settings; click **Close** to exit without saving the settings.

In case you keep **Delete oldest backup if maximum backup limit exceeds** unchecked, Scheduler will not perform when the backup limit is surpassed.

Settings

Settings feature allows you to customize Disk Settings, Registry Settings and Traces Settings as per your needs. Let us see how you can customize settings of Tuneup activities:

Customizing Disk Cleanup

You can customize Disk Cleanup to perform as per your needs before you execute it. To customize Disk Cleanup, please perform the following steps:

1. Click **Tuneup** -> **Settings**.
2. The **Tuneup Settings** screen opens. Click **Disk Settings**. Each item in the list is preceded by a checkbox. By default all items are checked in the list.
3. Uncheck the items that need to be skipped by Disk Cleanup feature.
4. By default **Take backup before deleting the items** is checked. If this option is unchecked, Disk Cleanup will delete all the items without backup. We recommend that you keep it checked.
5. Click **Apply** to save the new settings; click **Close** to exit without saving the settings.

CUSTOMIZING REGISTRY CLEANUP

You can customize Registry Cleanup to perform as per your needs before you execute it. To customize Registry Cleanup, please perform the following steps:

1. Click **Tuneup** ->**Settings**.
2. The **Tuneup Settings** screen opens. Click **Registry Settings**. Each item in the list is preceded by a checkbox. By default all items are checked in the list.
3. Uncheck the items that need to be skipped by Registry Cleanup feature.
4. By default **Take backup before deleting the items** is checked. If this option is unchecked, Registry Cleanup will delete all the items without backup. We recommend that you keep it checked.
5. Click **Apply** to save the new settings; click **Close** to exit without saving the settings.

CUSTOMIZING TRACES CLEANUP

You can customize Traces Cleanup to perform as per your needs before you execute it. To customize Traces Cleanup, please perform the following steps:

1. Click **Tuneup** -> **Settings**.
2. The **Tuneup Settings** screen opens. Click **Traces Settings**. Each item in the list is preceded by a checkbox. By default all items are checked in the list.
3. Uncheck the items that need to be skipped by Traces Cleanup feature.
4. By default **Take backup before deleting the items** is checked. If this option is unchecked, Registry Cleanup will delete all the items without backup. We recommend that you keep it checked.
5. Click **Apply** to save the new settings; click **Close** to exit without saving the settings.

Chapter

7

Tools

The Tools menu provides features which deletes duplicate files from the system. It offers secure deletion where files will be deleted permanently and will not be recovered even if recovery software is used. The Tools menu consists of the following four menu items:

- Duplicate File Finder
- Secure Delete
- Startup Booster
- Service Optimizer

Duplicate File Finder

The Duplicate File Finder feature will delete duplicate files of various pre-defined file categories. It will search for duplicate files on user-specific locations. The user can also provide a folder exclusion list, to be omitted from the scan of duplicate files. Duplicate files will be deleted using One Pass, Two Pass or DoD deletion method as per the user's choice. The default deletion method is One Pass. The pre-defined file categories that will be scanned during the execution of Duplicate File Finder feature are as follows:

File Category	Extensions
Image / Photo Files	.pcx, .tiff, .wpg, .bmp, .gif, .jpg, .jpeg, .wmp, .png, .tif
Creative Artwork Files	.ai, .eps, .pcx, .psd, .tiff, .wpg, .bmp, .gif, .jpg, .jpeg, .wmp, .png, .cdr, .pdf, .tif
Movie Files	.avi, .rm, .vob, .mov, .qt, .mpeg, .mpg, .mpe, .mpa, .dat
Sound Files	.wmv, .wma, .mp4, .mp3
Text Files	.txt, .asci, .xml
Document Files	.pdf, .doc, .rtf, .wri, .sam, .dox, .xls, .ppt, .docx, .xlsx, .pptx, .wk3, .wk4, .vsd, .vsdx, .wg, .123, .wpd
Email Files	.eml

How to Delete Duplicate Files

To delete Duplicate Files using Duplicate File Finder, please perform the following steps:

1. Click **Tools** -> **Duplicate File Finder**.
2. Click **Options** if you want to modify Duplicate File Finder settings.
3. The **Quick Heal Duplicate File Finder Options** window opens. In the **Please select a duplicate category type** frame; uncheck the categories that need to be skipped by the Duplicate File Finder.
4. In the Exclude folder(s) frame, you can add exclusion lists for Duplicate File Finder to skip. Click **Add Folder** button to add the locations for exclusions. Highlight a location and click **Clear**, if the added location is incorrect. Click **Clear All** to remove all exclusion locations added.
5. The **Use Secure Delete** option will be activated by default, and **One Pass Random** – **Quick Data Destruction** deletion method is selected by default. You can select any deletion method or deactivate **Use Secure Delete** option by un-checking it. See Deletion Methods to know about different deletion methods.
6. Click **Apply** button to save the modification of settings; else click **Close** button to exit without saving any modified settings.
7. Click **Add Path** to add the path for Duplicate File Finder to search for duplicate files. This opens the **Browse for folder** window. Browse for the required folder. Check **Exclude sub-folder** if you want to exclude the sub-folders within the folder in the scan. By default **Exclude sub-folder** option will be unchecked. Click **OK** after selecting the required path. If the added path is incorrect, highlight that path and click **Clear** to delete the path. Click **Clear All** to delete all the added paths from the list.
8. Click **Start Search**.
9. A list of file locations collapsed with duplicate file locations will be displayed. The information of the scan will be provided in the following fields:
   - **Search Progress**: Displays the progress of the search.
   - **Folders Scanned**: Displays the number of folders scanned.
   - **Files Scanned**: Displays the number of files scanned.
   - **Duplicates Found**: Displays the number of files with duplicates found.
   - **Space Wasted**: Displays the space that was consumed by the duplicate files.
10. Check the option **Check All** to select all the duplicate files within the collapsed originals.
11. Click **Delete** button to delete all the duplicate files
12. Click **Close** to exit from the Tools menu.

SECURE DELETE

The Secure Delete feature is used for deleting unwanted files or folders completely from the system. In case you want to delete any confidential data, Secure Delete allows you to delete the data making it absolutely impossible to recover by any means. Data deleted using the Delete function of Windows can be recovered using a Recovery Software as the link to such data remains in the cluster of hard drives. The Secure Delete feature of Quick Heal PCTuner deletes the file or folders directly from the hard drive making it unrecoverable even if a Recovery Software is used.

DELETION METHODS

There are three file deletion methods available in Quick Heal PCTuner. They are:

One Pass Random – Quick Data Destruction	One Pass Random deletion uses random letters to overwrite the data. This method of deletion is quick and quite secure. Data once deleted cannot be recovered. This is the best choice for most users. This is also the default file deletion method.
Two Pass – More Secure Destruction	Two Pass deletion uses twice the number of random letters to overwrite the data. This method of deletion provides additional layer of security. Data once deleted cannot be recovered by any recovery software.
DoD – Standard Data Destruction	DoD deletion uses the encryption method of using random letters to overwrite data as per the Department of Defense Memo. Data once deleted cannot be recovered by any recovery software.

HOW TO USE SECURE DELETE

To delete files or folders using Secure Delete, please perform the following steps:

1. Click **Tools** -> **Secure Delete**.
2. Click **Options** button. The **Select Secure Delete Method** window opens. Select the deletion method and click **Accept** button. Check **Enable Right Click Secure Delete (Context Menu)**, to facilitate deleting any data by just right clicking secure delete.
3. Click **Add File** button to locate the file you want to delete.
4. Click **Add Folder** button to locate the folder and its sub folders you want to delete.
5. If the selection for file deletion is incorrect, highlight the file and click **Clear**. Click **Clear All** to delete all the selections.
6. Click **Continue**.
7. A window appears saying that the deletion is unrecoverable. It also allows you to change the deletion method. If you want to change the deletion method at this stage, click **Options**. Click **Yes** to proceed with the deletion process.
8. The selected files will be deleted and a **Deletion Summary** screen appears. Click **View Report** button to view the report of the deletion process or else click **Close** to exit from Tools Menu.

Startup Booster

The Startup Booster feature is a tool that removes unwanted startup programs from the system. The Startup Booster removes all the un-needed applications from the Registry Run and Startup, and enhances the startup speed of the system.

How to use Startup Booster

To use Startup Booster, please perform the following steps:

1. Click **Tools** -> **Startup Booster**.
2. Click **Start Search**. The applications that automatically load themselves during startup are displayed in a list. Each application will be preceded by a checkbox. By default all applications are unchecked. Check the applications that need to be removed from loading every time your PC starts.
3. Click **Remove** to remove the application from the list; else click **Close** to exit.

Service Optimizer

Your PC may have many have unwanted services that run at startup, consuming CPU and memory that can potentially slow down your system performance. Service Optimizer analyzes your system and suggests services that can be safely disabled to run at startup based on your answers to related services.

There are four types of services available for Service Optimizer in Quick Heal PCTuner. They are:
- Network related Services
- System related Services
- Performance related Services
- Security related Services

How to use Service Optimizer

To use Service Optimizer, please perform the following steps:

1. Click **Tools** -> **Service Optimizer**.
2. The services are split into four sections represented by four Tabs: **Network, System, Performance and Security**.
3. Select the service and select the relevant answer to the questions in each section. Every time you open Service Optimizer, Apply button is disabled. However, on change of any of the answers, that is you select either **YES** or **NO**, it will be enabled.
4. Click **Apply** button to optimize the service; else click **Close** to exit without saving.
5. You get a **Service Optimization Summary** if you have optimized any service. Click **View Report** to view the detailed report. Else click **Close** to exit.

- If the answers related to the services do not require any change, then the error message, **The settings would remain unchanged as the system did not detected any changes** is displayed.
- When the **Default** button is clicked; all the optimized services will be reverted to their original state.

Chapter
8

REPORTS

The **Reports** menu will contain reports for various activities performed by Quick Heal PCTuner. The Reports menu consists of several menu items. Each menu item corresponds to the report of a particular activity. The menu items of **Reports** menu are as follows:

- Auto Tuneup Reports
- Disk Cleanup Reports
- Registry Cleanup Reports
- Traces Cleanup Reports
- Scheduler Reports
- Secure Delete Reports
- Duplicate File Finder Reports
- Startup Booster Reports
- Service Optimizer Reports
- Restore Reports

There are four buttons in each menu item. Their actions are the same for all menu items. The four buttons and their actions are as follows:

Button	Action
Details	Click this button to display a detailed report of the highlighted record in the list.
Clear	Click this button to delete the highlighted record in the list.
Clear All	Click this button to delete all the reports in the list.
Close	Click this button to exit from the **Reports** menu.

Click the **Details** button in any menu item to open a window called **Report**, which contains five more buttons whose actions are common to all the menu items. The five buttons are as follows:

Button	Action
Prev	Click this button to display the detailed report of the previous record in the list. This button will be disabled if the record being accessed is the first record in the list.
Next	Click this button to display the detailed report of the next record in the list. This button will be disabled if the record being accessed is the last record in the list.
Print	Click this button to take a print-out of the detailed report.
Save As	Click this button to save the detailed report in **.txt** format on your system.
Close	Click this button to exit from the **Report** window.

AUTO TUNEUP REPORTS

Auto Tuneup Reports contains a list of records distinguished by **Date** and **Time**. Each record contains a detailed report of **Auto Tuneup** feature performed on the system. To view Auto Tuneup Reports please perform the following steps:

1. Click **Reports** -> **Auto Tuneup**.
2. Highlight the required record in the list.
3. Click the **Details** button.
4. The **Report** window appears that contains the detailed report for the highlighted record.

DISK CLEANUP REPORTS

Disk Cleanup Reports contains a list of records distinguished by **Date** and **Time**. Each record contains a detailed report of **Disk Cleanup** feature performed on the system. To view Disk Cleanup Reports please perform the following steps:

1. Click **Reports** -> **Disk Cleanup**.
2. Highlight the required record in the list.
3. Click the **Details** button.
4. The **Report** window appears that contains the detailed report for the highlighted record.

REGISTRY CLEANUP REPORTS

Registry Cleanup Reports contains a list of records distinguished by **Date** and **Time**. Each record contains a detailed report of **Registry Cleanup** feature performed on the system. To view Registry Cleanup Reports please perform the following steps:

1. Click **Reports** -> **Registry Cleanup**.
2. Highlight the required record in the list.
3. Click the **Details** button.
4. The **Report** window appears that contains the detailed report for the highlighted record.

Traces Cleanup Reports

Traces Cleanup Reports contains a list of records distinguished by **Date** and **Time**. Each record contains a detailed report of **Traces Cleanup** feature performed on the system. To view Traces Cleanup Reports please perform the following steps:

1. Click **Reports** -> **Traces Cleanup**.
2. Highlight the required record in the list.
3. Click the **Details** button.
4. The **Report** window appears that contains the detailed report for the highlighted record.

Scheduler Reports

Scheduler Reports contains a list of records distinguished by **Date** and **Time**. Each record contains a detailed report of all the **Scheduled tasks** performed on the system. To view Scheduler Reports please perform the following steps:

1. Click **Reports** -> **Scheduler**.
2. Highlight the required record in the list.
3. Click the **Details** button.
4. The **Report** window appears that contains the detailed report for the highlighted record.

Secure Delete Reports

Secure Delete Reports contains a list of records distinguished by **Date** and **Time**. Each record contains a detailed report of **Secure Delete** feature performed on the system. To view Secure Delete Reports please perform the following steps:

1. Click **Reports** -> **Secure Delete**.
2. Highlight the required record in the list.
3. Click the **Details** button.
4. The **Report** window appears that contains the detailed report for the highlighted record.

Duplicate File Finder Reports

Duplicate File Finder Reports contains a list of records distinguished by **Date** and **Time**. Each record contains a detailed report of **Duplicate File Finder** feature performed on the system. To view Duplicate File Finder Reports please perform the following steps:

1. Click **Reports** -> **Duplicate File Finder**.
2. Highlight the required record in the list.
3. Click the **Details** button.
4. The **Report** window appears that contains the detailed report for the highlighted record.

Startup Booster Reports

Startup Booster Reports contains a list of records distinguished by **Date** and **Time**. Each record contains a detailed report of **Startup Booster** feature performed on the system. To view Startup Booster Reports please perform the following steps:

1. Click **Reports** -> **Startup Booster**.
2. Highlight the required record in the list.
3. Click the **Details** button.
4. The **Report** window appears that contains the detailed report for the highlighted record.

Service Optimizer Reports

Service Optimizer Reports contains a list of records distinguished by **Date** and **Time**. Each record contains a detailed report of **Service Optimizer** feature performed on the system. To view Service Optimizer Reports please perform the following steps:

1. Click **Reports** -> **Service Optimizer**.
2. Highlight the required record in the list.
3. Click the **Details** button.
4. The **Report** window appears that contains the detailed report for the highlighted record.

Restore Reports

Restore Reports contains a list of records distinguished by **Date** and **Time**. Each record contains a detailed report of **Restore** feature performed on the system. To view Restore Reports please perform the following steps:

1. Click **Reports** -> **Restore**.
2. Highlight the required record in the list.
3. Click the **Details** button.
4. The **Report** window appears that contains the detailed report for the highlighted record.

Chapter

9

RESTORE

The Restore feature restores the items to its original locations that were deleted by the Disk Cleanup, Registry Cleanup and Startup Booster feature. However, it does not restore the items deleted by Traces Cleanup. If the Auto Tuneup feature is executed, then the Restore feature will restore only the items deleted by the Disk Cleanup and Registry Cleanup feature and skip the items deleted by Traces Cleanup feature.

⚠️ If the **Delete items without taking backup** checkbox is kept unchecked during Disk Cleanup or Registry Cleanup, backup will not be taken. In case of Auto Tuneup, the option **Take backup before deleting the Files** should be checked in the Quick Heal PCTuner **Tuneup settings** screen. The backup will be taken and can be restored when needed.

The **Restore Points** area lists out tune-up activities that can be restored. The actions that can be performed on the Restore Points are as follows:

- Restore
- Delete
- Close

RESTORE

To restore, please perform the following steps:

1. Highlight the required restore point.
2. Click **Restore** button.
3. A message box pops up with the following prompt: **Are you sure you want to restore the backup?** Click **Yes** if you want to restore the backup, else click **No** if you don't want to restore the backup.
4. If you clicked **Yes** in the previous step, the backup will be restored and a message box will pop-up saying **The selected backup was restored successfully**. Click **OK** to complete the restore process.

DELETE

To delete any of the restore points in the list, please perform the following steps:

1. Highlight the required restore point.
2. Click **Delete** button.
3. A message box will pop-up with the following prompt: **Are you sure you want to delete it?** Click **OK** if you want to delete the restore point, else click **Cancel** to exit without deleting.

CLOSE

Click **Close** button to exit from the **Restore** menu.

Chapter

10

ABOUT

The **About** menu contains a menu item called **Information**. The Information screen contains the following information:

- Name of the software and version.
- Copyright information
- Whether the software is registered or not
- Legal warning

The Information screen also contains the following buttons:

- Activate/License Details
- Support
- Close

ACTIVATE/LICENSE DETAILS

The **Activate** button will only be available if the registration process has not been completed. If the registration has not been completed, then click **Activate** button to begin the Registration process.

If the registration is complete, then **License Details** button will replace the **Activate button**. Click the **License Details** button to view the following details:

- Your Name
- Product key
- Activation number
- Installation Number
- Quick Heal PCTuner License Agreement

Click **Print License Details** to take a print-out of the license details; else click **Close** button to exit from the window.

SUPPORT

Click **Support** to open a window **PCTuner Support Information**. The **PCTuner Support Information** window contains details about Quick Heal Technical Support. It also contains the following buttons:

Button	Action
Save As	Click **Save As** to save Quick Heal Technical Support information in **.txt** format.
Print	Click **Print** to take a print-out of Quick Heal Technical Support information.
Close	Click **Close** to exit from the **PCTuner Support Information** window.

CLOSE

Click **Close** button to exit from the **About** menu.

Technical Support

Quick Heal provides extensive technical support for registered users. It is recommended that you have all the necessary details with you during the call to receive efficient support from Quick Heal support executives.

When is the best time to call?

Quick Heal Technologies (P) Ltd. provides technical support between 9:30 AM and 9:30 PM IST (Indian Standard time).

Which number to call?

Quick Heal users can call +91 - 927 22 33 000.
Quick Heal users in India can also call the Toll Free support number 1800 233 3733.

Details that will be necessary during the call

- Product Key, that is included in the boxed version of the products. If the product is purchased online, then the Product Key can be obtained from the email confirming the order.
- Information about the computer: brand, processor type, RAM capacity, the size of the hard drive and free space on it, as well as information about other peripherals.
- The operating system: name, version number, language.
- Version of the installed anti-virus and the virus database.
- Software installed on the computer.
- Is the computer connected to a network? If yes - contact the system administrators first. If the administrators can't solve the problem they should contact Quick Heal technical support.
- Details: When did the problem first appear? What were you doing when the problem appeared?

    Very often this information helps us to resolve your problem quickly.

What should I say to the technical support personnel?

You need to be as specific as possible and provide maximum details as the support executive will provide solution based on your input.

Global Support Centre
Telephone Support
Help Line for Support: +91-927 22 33 000
Toll Free Number: 1800 233 3733 (Only for users in India)
Fax: +91-20-41402805
Email: support@quickheal.com

Contact Quick Heal Technologies

Head Office
Quick Heal Technologies (P) Ltd.
603, Mayfair Towers II,
Wakdewadi, Shivajinagar,
Pune 411005, Maharashtra
Email: info@quickheal.com
For more details, please visit: www.quickheal.com