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| **Name of software** | **Where to turn off messages etc** | **Ease of checking manually for updates** |
| Adobe Reader | **Open** Adobe Reader via Start Menu>**Go to** Edit menu>Preferences>Updater>**choose** ‘Do not download or install updates automatically’ | Open using Start Menu>Check for updates in Help Menu |
| Adobe Flash Player (Active X and Plugin) | **Go to** Control Panel>**View** as icons>**Click** on ‘Flash Player’ to open ‘Flash Player settings manager’ box>**Click** Advanced tab **click** ‘Change update settings’ and **select** ‘Never check for updates’  *This is the only way to find Flash Player, you cannot get Adobe Air this way – but that is not updated automatically at present* | Go to Control Panel> **Click** on ‘Flash Player’ to open ‘Flash Player settings manager’ box>**Click** Advanced tab **click** on ‘Check now’ button. *This will take you to their website and you can check the installed version against the installed version. Alternatively you can go straight to the website* [*http://get.adobe.com/flashplayer*](http://get.adobe.com/flashplayer) *etc.* |
| Adobe Air  Adobe Shockwave | These may ask to be updated when in a browser, it is best to check for updates. | <http://get.adobe.com/air>  Follow instructions to download (you will get the update)  <http://get.adobe.com/shockwave> |
| Java | Control Panel>**View** as icons (or type into Start Menu)>**Click** on Java>Advanced tab>JRE Auto Download>**expand** to show ‘Never Auto Download’ | Go to Control Panel>View as icons>Click on Java>General tab>About button>click on visit www.java.com>Do I have java?>click on Verify java version |
| Microsoft Updates | Control Panel>System and Security>Windows Update>(if change settings window does not appear **click** ‘Change settings on navigation pane on left hand side’) **change** to ‘Never check for updates (not recommended)’ | Go to Control Panel>Windows Updates (or type Updates into Start Menu) and **Check** for updates |
| Microsoft Updates continued | Control Panel>System and Security>Action Center click on Change Action Center Settings and uncheck all messanges click OK  ‘Action Centre Settings’ to not give messages! |  |

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| Norton Internet Security | NIS settings>**Computer>**Idle time scans OFF  NIS settings>**Computer>**Updates>Automatic LiveUpdate OFF  NIS settings>**Web settings**>Identity Safe OFF  NIS settings>**Miscellaneous Settings>**Automatic download of new version>OFF  NIS settings>**Miscellaneous Settings>**Monthly Report>OFF | Start Menu>type Norton Internet Security>Run Live Update and Quick Scan |
| Norton Internet Security icon | Right click on Task bar>Select ‘Properties’>Task bar tab>Notification area>Customise>Uncheck always show icons and notifications>Click on Symantec Service Framework and change to>Hide icon and notifications>do the same with Intel Rapid storage technology and Action Centre – do not put the show all icons back on! | This should leave DFE, Internet and Sound symbols only |
| Microsoft keyboard, Dell software etc. | All Microsoft and Dell software should be stopped from automatically updating, this could be done by preventing it loading on Start up. |  |
| Norton Utilities  software | It is worth running Norton Utilities after updating major software as this would lean up any files that could cause problems. | Run Norton Utilities Scan |

* Adobe Flash and Java can be accessed as icons in Control Panel
* Norton Internet Security should not be shown in the notification area. It can be accessed via the start menu during the update session.
* Microsoft Action Centre should not be shown in the notification area The Windows Update message can be turned off, as can windows backup and ‘check for updates’ – but if it is set to Never we should be ok.

The Microsoft update process required two restarts, first to turn DFE off then install the updates, the second

1. Change DFE to Thawed restart (we cannot do restart the options are boot frozen, boot thawed on next and boot thawed)
2. Check for updates and install, make all changes in this state (eg NIS) then restart
3. Wait for updates to be successfully installed and check the Microsoft list. Manually change DFE to frozen on restart and restart!
4. The computer should now be ready to be used for the next month.