



ContentCleanup User Guide



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Welcome to ContentCleanup

ContentCleanup™ is a simple-to-use tool that helps you identify, verify, and erase unwanted content from your computer. Unwanted files are often in the form of hidden files or “cookies” which are difficult to identify and locate, and almost impossible to delete. You may also have other difficult-to-find files—not all of which are necessarily objectionable—that you want to delete. ContentCleanup can solve these problems plus help free up valuable disk space on your hard drive, improving the performance of your PC. With ContentCleanup, you gain peace of mind that your Internet experience won't be compromised by uninvited content.

The following resources are available to help you use ContentCleanup:

- The *ContentCleanup User Guide* is available in PDF format.
- A help system is available from the ContentProtect Help menu. It provides step-by-step instruction.
- Customer Support is provided at 1-800-485-4008 for questions and technical assistance. Customer Support is available Monday through Friday, 8 a.m. to 5 p.m., Mountain Standard Time.
- Web-based Customer Support is available any time at info@contentwatch.com.

Documentation Conventions

A trademark symbol (® , TM, etc.) denotes a ContentWatch™ trademark. An asterisk (*) denotes a third-party trademark.



System Requirements and Key Features

System Requirements

- PC or compatible 133 MHz or faster processor
- Microsoft* Windows* 2000/XP
- 128 MB RAM minimum, 256 MB RAM recommended
- 25 MB hard drive space
- Color monitor with a minimum 1024x768 resolution
- Internet connection

Key Features

- Thumbnail view – View thumbnails of each file to determine suitability, or open the original file for further inspection.
- Blur technology – Blur thumbnails to avoid exposure to objectionable or disturbing content.
- New File Types – ContentCleanup scans and categorizes all Internet-related files, images, video, audio, text, and programs.
- Categorization – Each discovered item is sorted into categories, such as pornography, adult/mature, drugs/alcohol, intimate apparel, hate/violence, etc.
- Quarantine – Move objectionable items to your encrypted quarantine folder for later review or deletion.
- Reporting – View a summary of each scan, including number of items found, items quarantined, items deleted, etc.
- Advanced Options – Customize scans to only include specific types of files, hard drive locations, file sizes, etc.
- Automatic Updates – With state-of-the-art technology, ContentWatch updates ContentCleanup with the latest lists, definitions, and technology as they become available. This process can happen automatically or manually, depending on user preference.



Installing ContentCleanup

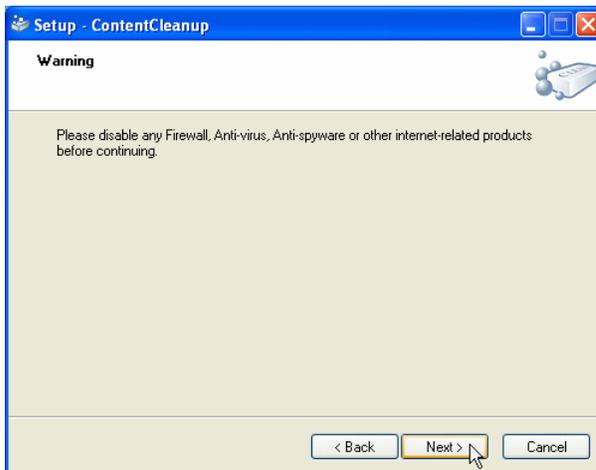
Important: You must have an Internet connection to register ContentCleanup™. If you have a dial-up connection, you should connect to the Internet before installing ContentCleanup.

To install ContentCleanup:

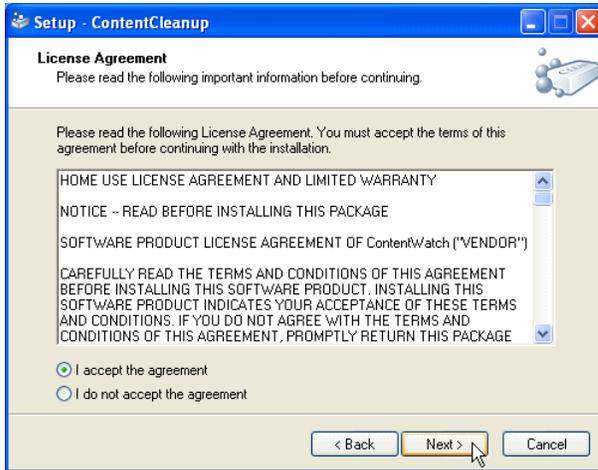
1. Double-click the ContentCleanup icon  to launch the installation.
2. When the ContentCleanup Setup Wizard launches, it is recommended that you close all other applications before continuing with the installation. Click **Next** to continue.



3. When the Warning screen appears, make sure you disable any firewall, anti-virus, anti-spyware, or other Internet-related products that may be running on your computer. Click **Next** to continue.

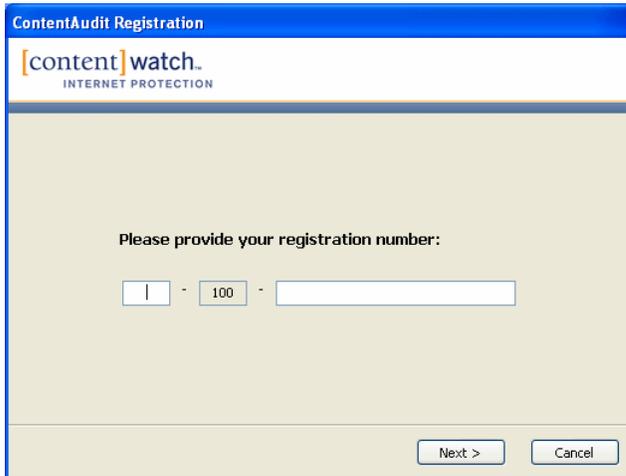


4. At the License Agreement window, carefully review the License Agreement. Select **I accept the agreement** and click **Next** to continue.



5. Enter your ContentCleanup registration number. Click **Next**.

If you purchased ContentProtect online or requested a trialware number, the registration number was sent to you via email. If you purchased ContentProtect in a store, the registration number came with your CD.

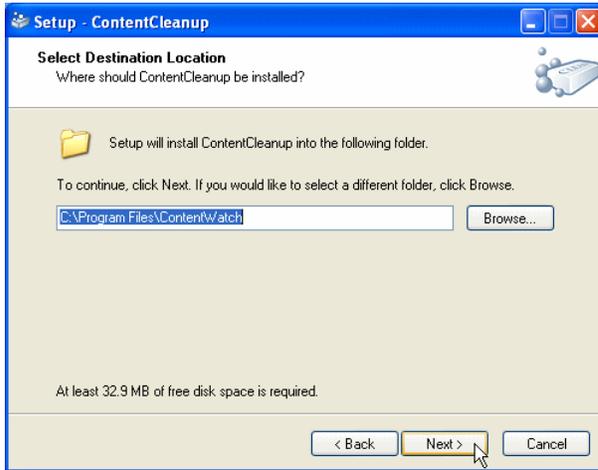


6. Wait while ContentCleanup verifies and activates your registration number.

Note: You must have an Internet connection to complete this step.

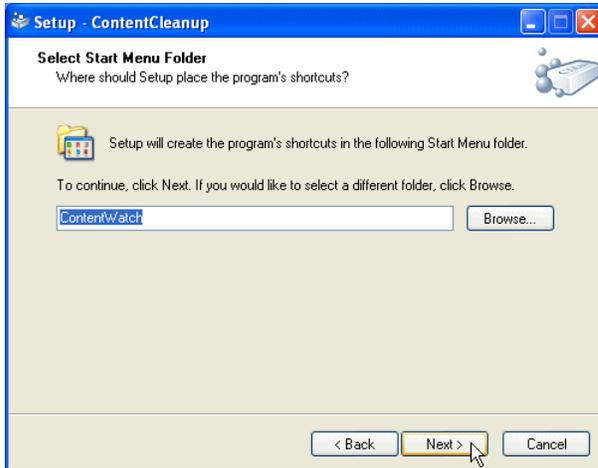
7. Select the location where you would like to install ContentCleanup. Click **Next**.

The default location is C:\Program Files\ContentWatch. To choose a different location, click **Browse** and browse to the new location.

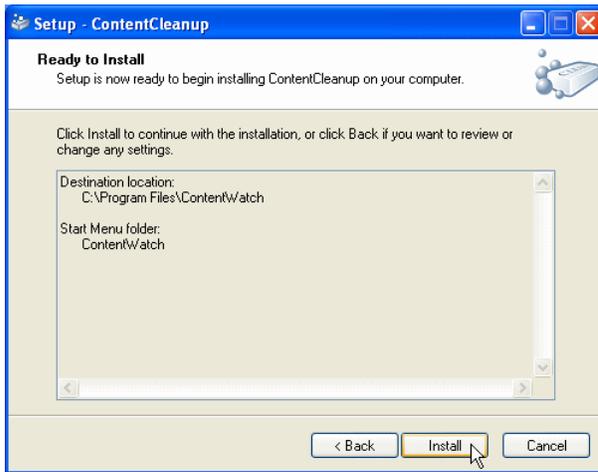


8. Specify the name of the Start Menu folder where you would like the ContentCleanup shortcuts to be placed. Click **Next**.

The default Start Menu folder is ContentWatch. To choose a different folder, type a name in the text field to create a new Start Menu folder, or click **Browse** and browse to a different Start Menu folder.



9. At the Ready to Install screen, click **Install**.



ContentCleanup is installed to the selected destination location.

10. Click **Restart** to complete the ContentCleanup installation and setup. Your computer automatically shuts down and restarts.



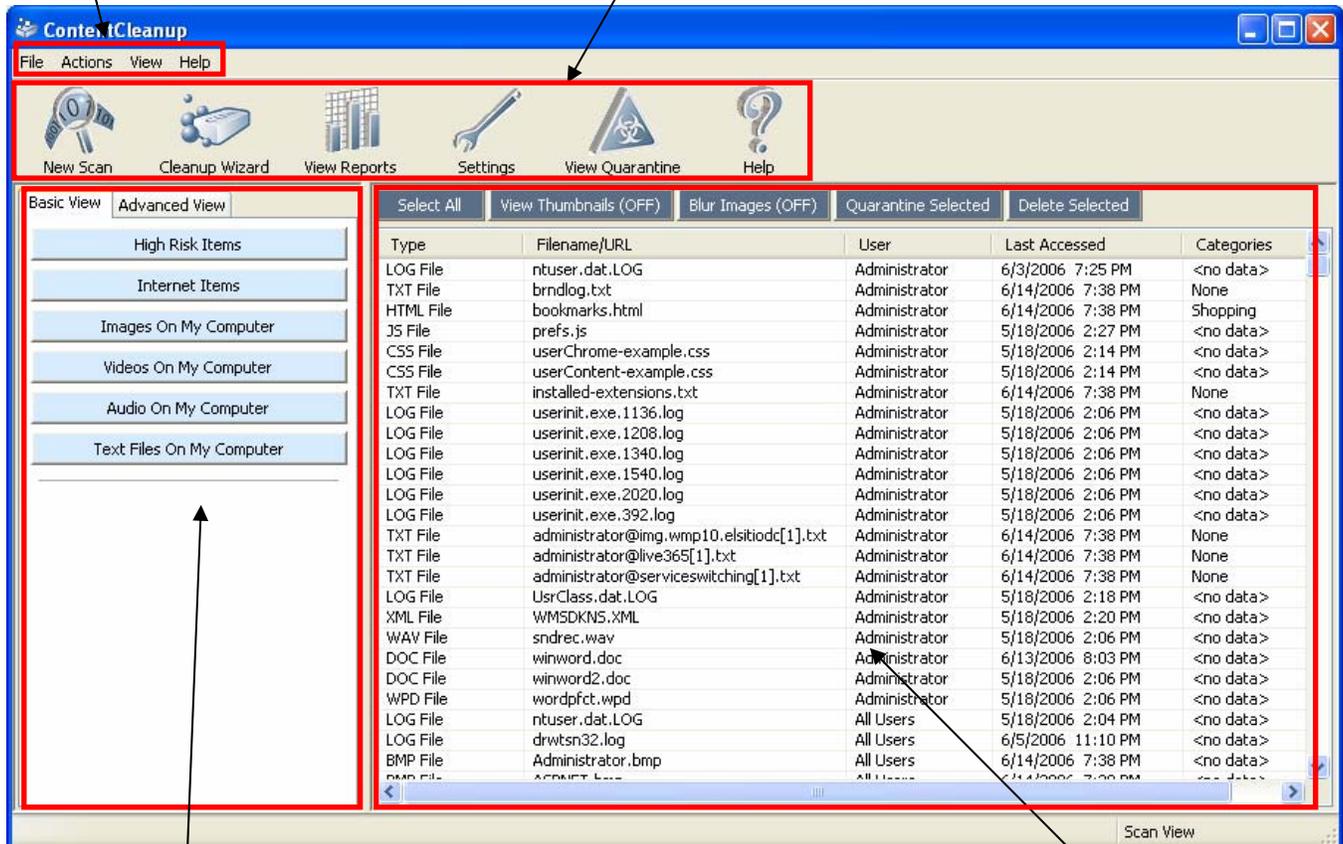


The ContentCleanup Interface

Before scanning your computer for the first time, take a moment to acquaint yourself with the different areas of the ContentCleanup interface:

Menu Bar: Provides access to program features.

Tool Bar: Provides quick access to commonly-used features.



Navigation Pane: Allows you to filter scan results so only the content types you want to examine are displayed in the Scan Results pane.

Scan Results/Quarantine Pane: By default, lists content detected during a scan. You can perform a variety of operations on items, including viewing detailed information, displaying items in their native viewers, and placing items in quarantine for later review. Can be switched to Quarantine view to see quarantined items.



Updating ContentCleanup

You should check for ContentCleanup™ updates often to ensure that you have the latest ContentCleanup lists, definitions, and technologies as they become available.

Important: You must have an Internet connection to update ContentCleanup™. If you have a dial-up connection, connect to the Internet before checking for updates.

To check for ContentCleanup updates:

1. From your Windows Start Menu, select **Programs > ContentWatch > ContentCleanup > ContentCleanup**.

The ContentCleanup program launches.

2. If the ContentCleanup Startup Wizard appears, click **Close**.



3. From ContentCleanup's menu bar, select **Help > Check for Update**.



If updates are available, an update wizard appears. Step through the wizard to download and install program updates.



Scanning Your Computer

Once you have finished installing ContentCleanup™, you can run the program and scan your computer for questionable or unwanted content.

Note: ContentCleanup does not allow you to save scan sessions; therefore, you must perform a new scan each time you run ContentCleanup.

To scan your computer with ContentCleanup:

1. From your Windows Start Menu, select **Programs > ContentWatch > ContentCleanup > ContentCleanup**.

The ContentCleanup program launches and the Startup Wizard appears.

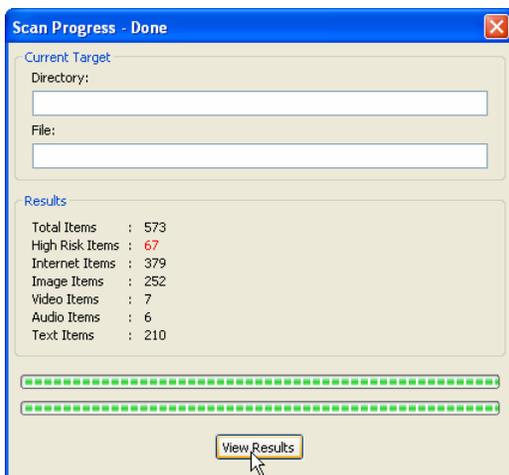
2. Click **Start a New Scan Now**.



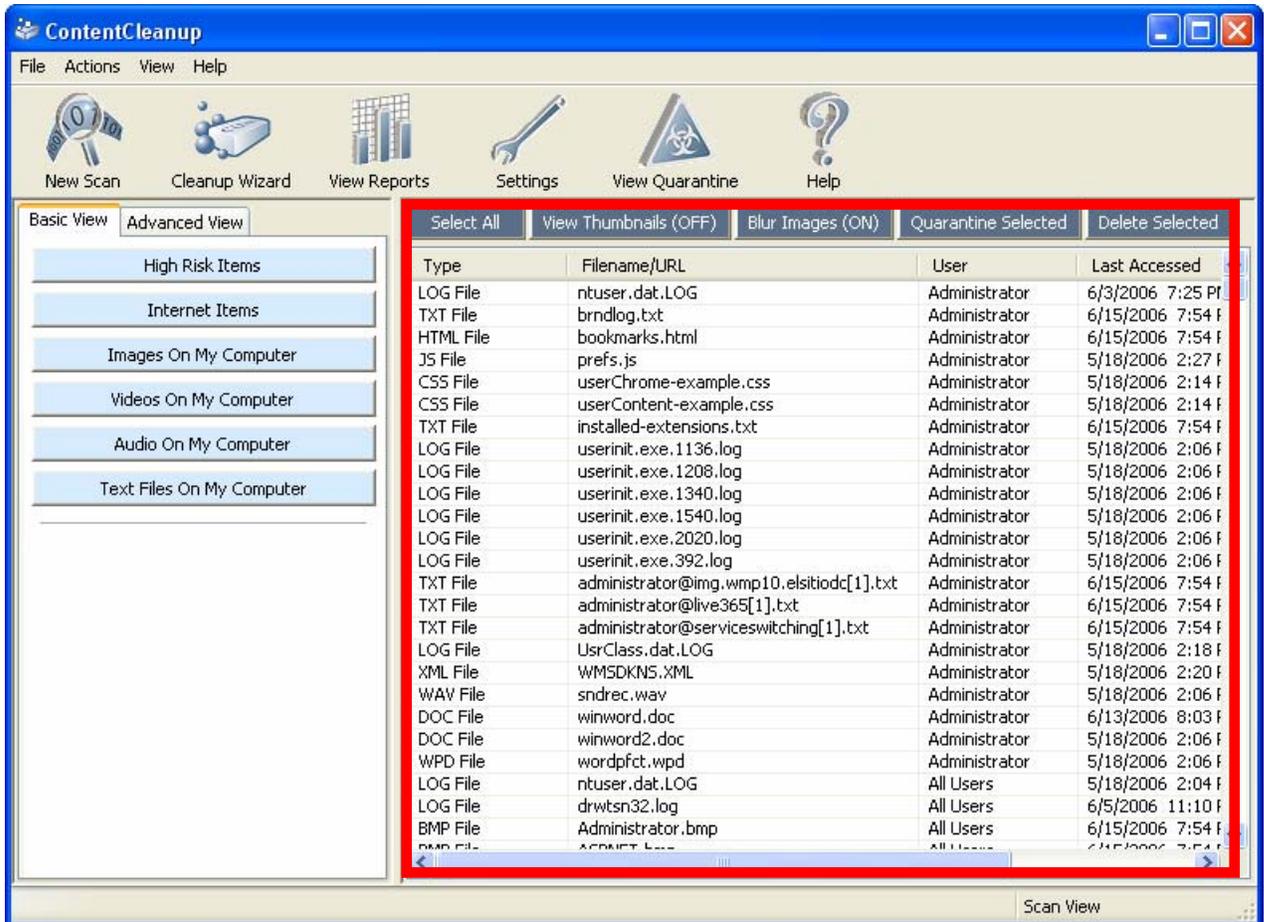
ContentCleanup scans the “C:\Documents and Settings” folder and all its subfolders on your hard drive. The “C:\Documents and Settings” folder is the default location where users’ Internet-related content (such as web browser cache, history, cookies, etc.) and a variety of other user-specific information is stored on your computer.

If you have customized your computer so that users’ Internet content is stored in a different location, or if you want to scan other folders where you think users might store content they have downloaded from the Internet or obtained from some other source, you can add those folders to ContentCleanup’s scans. For information on how to do this, please see [Setting Scan Locations](#) on page 21.

3. When the scan is complete, click **View Results**.



4. ContentCleanup displays the results of the scan.



For information about how to interpret scan results, please see [Viewing Scan Results](#) on page 13.

For information about how to clean up content items discovered by a scan, please see [Cleaning Up Content](#) on page 17.



Viewing Scan Results

Once ContentCleanup™ has completed its scan and the results are displayed in the Scan Results pane, you can begin to review detected items to determine if questionable or objectionable content exists on your computer.

There are several things you can do with scan result items to determine their nature, where they came from, and who has been viewing them. Specifically, you can do the following:

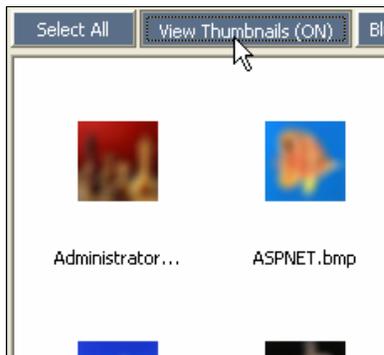
- Control how thumbnails are displayed
- Filter items so that ContentCleanup only displays the types of items you want to review
- View detailed information about items (such as item type, file name and location, web address (URL), the user who was logged on when the item was downloaded, when the item was last viewed, what content category the item belongs to, etc.)
- Open items in their default viewers (for example, open a picture in a graphics program, a video in a media player, a document in a text editor, a web page in a web browser, etc.)
- Open the folder where the item is stored on your hard disk

Controlling How Thumbnails Are Displayed

Before reviewing items in the Scan Results pane, you can blur or turn off thumbnails (that is, the miniature representations of picture files) if you do not want to clearly view pictures that you may find offensive or disturbing.

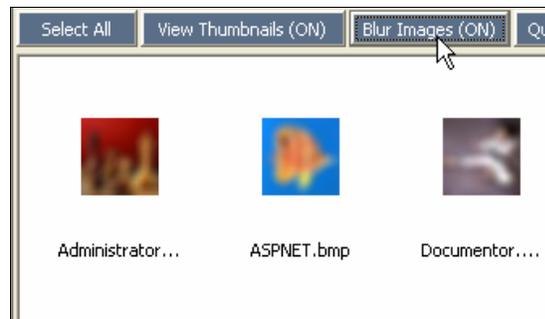
To change the display mode for thumbnails:

1. Above the Scan Results pane, click **View Thumbnails** to toggle thumbnail view on or off.



Type	Filename
BMP File	Administrator.bmp
BMP File	ASPNET.bmp
BMP File	Documentor.bmp
BMP File	guest.bmp
BMP File	airplane.bmp
BMP File	astronaut.bmp
BMP File	ball.bmp
BMP File	beach.bmp
BMP File	butterfly.bmp
BMP File	car.bmp

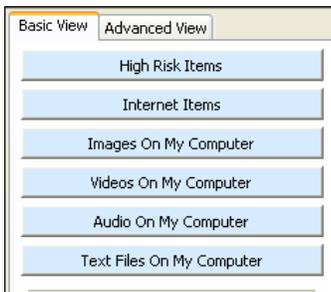
2. If thumbnail view is on, click **Blur Images** to toggle image blurring on or off.



Filtering Items

ContentCleanup offers several filtering options to help you narrow down your search for unwanted content on your computer. The Navigation pane contains two types of views: Basic and Advanced.

Basic View



The Basic View lets you filter scan results by the following types:

High Risk Items – Items that belong to a category ContentCleanup recognizes as questionable or offensive, such as gambling, hate and violence, pornography, etc. You can customize ContentCleanup to classify any of the available content categories as “high risk.” Please see [Reclassifying Categories](#) on page 23 for more information.

Internet Items – Items that are specifically tied to Internet activity, such as browsing history, cookies, and files stored in the browser cache.

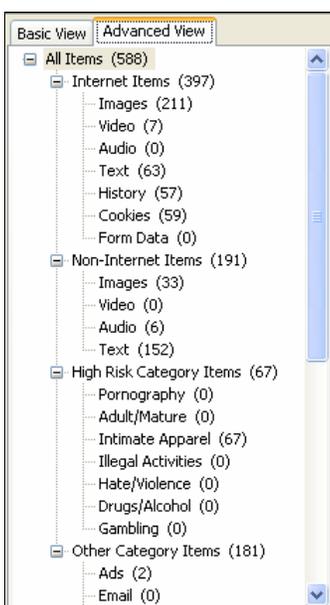
Images On My Computer – Pictures stored on your computer, whether or not they were downloaded from the Internet. By default, ContentCleanup only displays image items located in the “C:\Documents and Settings” folder and its subfolders. You can configure ContentCleanup to look for images (as well as any other content type) in other folders on your hard drive besides just the “C:\Documents and Settings” folders. For information on how to do this, please see [Setting Scan Locations](#) on page 21.

Videos On My Computer – Video files stored on your computer. By default, ContentCleanup only displays video items located in the “C:\Documents and Settings” folder and all its subfolders.

Audio On My Computer – Audio files stored on your computer. By default, ContentCleanup only displays audio items located in the “C:\Documents and Settings” folder and all its subfolders.

Text Files On My Computer – Text files stored on your computer. By default, ContentCleanup only displays text documents located in the “C:\Documents and Settings” folder and all its subfolders.

Advanced View



The Advanced View helps you perform a very granular, focused review of the content on your computer. Items are grouped into four main types:

Internet Items – Items that are specifically tied to Internet activity, such as browsing history, cookies, and files stored in the browser cache.

Non-Internet Items – Items that may have come from a wide variety of sources, including the Internet, but that cannot be directly traced to web browser activity. Files downloaded from the Internet can fall under this group if a user manually saved the files to a location outside the browser cache (for instance, by right-clicking an image displayed in a web browser and selecting **Save Picture As**).

High Risk Category Items – Items that belong to a category ContentCleanup recognizes as questionable or offensive, regardless of where the items came from. You can customize ContentCleanup to classify any of the available content categories as “high risk.” Please see [Reclassifying Categories](#) on page 23 for more information.

Other Category Items – Items that belong to ContentCleanup categories that have not been classified as “high risk.”

These four main groups are further broken down into data types (images, video, audio, etc.) and content categories (pornography, drugs/alcohol, ads, news, etc.), allowing you to perform highly focused content reviews.

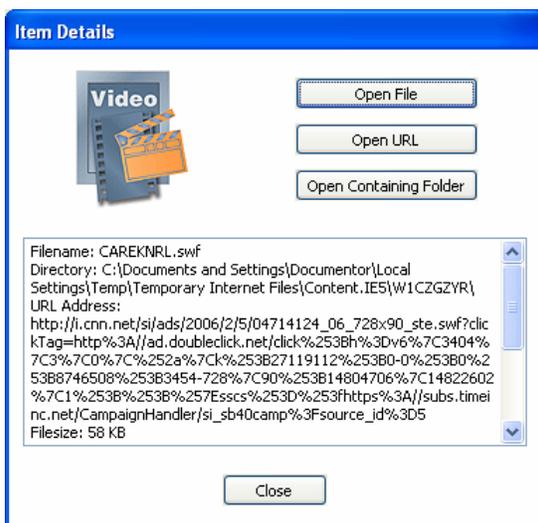
Viewing Detailed Item Information

To quickly view detailed information for an item:

1. In the Scan Results pane, double-click the item whose details you want to view.

Type	Filename	URL Address
SWF File	FC_2_3_Pie3D[1].swf	http://erelay.co
SWF File	FC_2_3_Bar2D[1].swf	http://erelay.co
SWF File	specialdeliveriesomicron[1].swf	http://images.ar
SWF File	a920_st_320x40_15k_1[1].swf	http://img-cdn.n
SWF File	scoreboard[1].swf	http://sportsillus
SWF File	CAREKNRL.swf	http://i.cnn.net/
SWF File	crd_lre_PassMen...plash30k15sec_Think...	http://bannerfar

The Item Details dialog appears, displaying all available information about the item, including its filename, where it is located on your hard drive, what web address it came from (for Internet items), which user it belongs to, when it was last accessed, and other details.



2. To review the item further:
 - Click **Open File** to view the item in its default viewer.
 - Click **Open URL** to visit the item’s originating website (for Internet items only).
 - Click **Open Containing Folder** to open the folder on your hard drive where the item is stored.

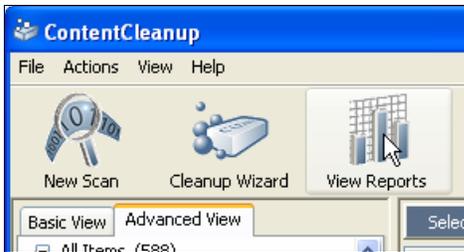


Viewing Reports

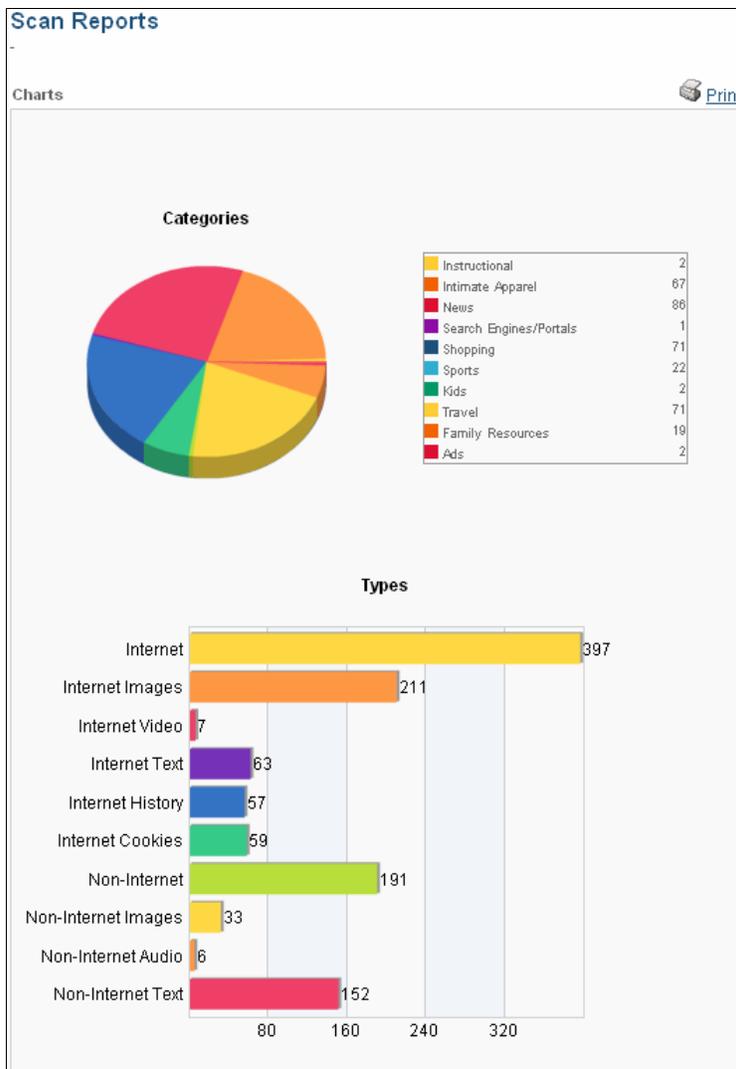
ContentCleanup can generate reports to give you a quick overview of the categories and types of content on your computer, and how items are distributed among these categories and types.

To generate a content report for your computer after you have run a scan:

1. On the tool bar, click **View Reports**.



The report window appears, showing how items from the scan results are distributed among the various content categories and types.



2. If desired, you can click **Print** in the report window to print out the report.



Cleaning Up Content

After you have run a scan and decided what content you do not want to have on your computer, you can take steps to remove the content from the computer or move it to a protected location for more detailed review later.

Deleting Individual Items

To remove individual items from your computer:

1. In the Scan Results pane, select the items you want to delete.

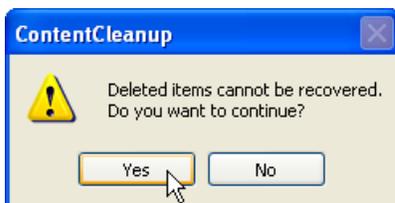
Note: You can select more than one item at a time by pressing down and holding the Ctrl key (to select non-adjacent items) or the Shift key (to select blocks of items), and then clicking the items.

Type	Filename	URL Address
GIF File	models_left[1].gif	http://i.a.cnn.net/si/features/2006_sv
GIF File	models_right[1].gif	http://i.a.cnn.net/si/features/2006_sv
JPG File	msharapova[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	nav_models_reg[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	nav_sidotcom_reg[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	nav_sweepstakes_reg[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	nav_swimsuitstogo_reg[1].jpg	http://i.a.cnn.net/si/features/2006_sv
GIF File	networkworld[1].gif	http://www.contentwatch.com/image:
GIF File	officedepot_logo_v58636063_1[1].gif	http://ec3.images-amazon.com/image:
JPG File	officepirates[1].jpg	http://i.a.cnn.net/si/2006/images/03/
GIF File	optn=1[1].gif	http://servedby.advertising.com/site=
GIF File	optn=1f1[1].gif	http://servedby.advertising.com/site=

2. Click **Delete Selected**.

Type	Filename	URL Address
GIF File	models_left[1].gif	http://i.a.cnn.net/si/features/2006_sv
GIF File	models_right[1].gif	http://i.a.cnn.net/si/features/2006_sv
JPG File	msharapova[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	nav_models_reg[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	nav_sidotcom_reg[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	nav_sweepstakes_reg[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	nav_swimsuitstogo_reg[1].jpg	http://i.a.cnn.net/si/features/2006_sv
GIF File	networkworld[1].gif	http://www.contentwatch.com/image:
GIF File	officedepot_logo_v58636063_1[1].gif	http://ec3.images-amazon.com/image:
JPG File	officepirates[1].jpg	http://i.a.cnn.net/si/2006/images/03/
GIF File	optn=1f1[1].gif	http://servedby.advertising.com/site=

3. When asked to verify that you want to permanently remove the items from your computer, click **Yes**.



4. When you are notified that the items were successfully deleted, click **OK**.

Placing Items in Quarantine

If you want to remove objectionable content from your computer, but you have identified items you would like to investigate further before you delete them, you can place these items in quarantine. ContentCleanup stores the items in a protected location, accessible only through ContentCleanup.

Placing items in quarantine is useful in the following situations:

- You are not completely sure about the nature of an item and you want to put it out of users' reach until you have an opportunity to review the item in more detail later.
- You want to save an item as evidence or proof so you can discuss it later with its owner, and you do not want users to be able to access the item in the meantime.

To place items in quarantine:

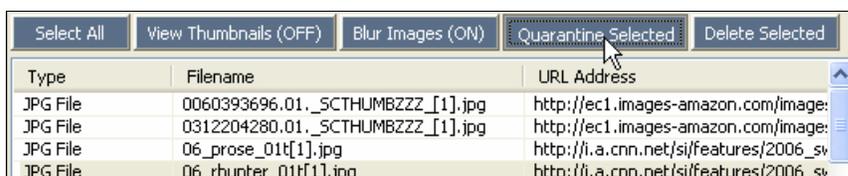
1. In the Scan Results pane, select the items you want to quarantine.

Note: You can select more than one item at a time by pressing down and holding the Ctrl key (to select non-adjacent items) or the Shift key (to select blocks of items), and then clicking the items.



Type	Filename	URL Address
JPG File	0060393696.01._SCTHUMBZZZ_[1].jpg	http://ec1.images-amazon.com/image:
JPG File	0312204280.01._SCTHUMBZZZ_[1].jpg	http://ec1.images-amazon.com/image:
JPG File	06_prose_01t[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	06_rhunter_01t[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	06_rhunter_02t[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	06_rhunter_03t[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	06_rhunter_04t[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	06_rhunter_05t[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	06_rhunter_06[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	06_rhunter_06t[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	06_rhunter_08t[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	06_rhunter_09t[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	06_rhunter_10t[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	06_rhunter_12t[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	06_rhunter_13t[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	06_rromijn_01t[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	06_vvarekova_02t[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	06_ydiaz_01t[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	06_ytoscanini_13t[1].jpg	http://i.a.cnn.net/si/features/2006_sv

2. Click **Quarantine Selected**.



Type	Filename	URL Address
JPG File	0060393696.01._SCTHUMBZZZ_[1].jpg	http://ec1.images-amazon.com/image:
JPG File	0312204280.01._SCTHUMBZZZ_[1].jpg	http://ec1.images-amazon.com/image:
JPG File	06_prose_01t[1].jpg	http://i.a.cnn.net/si/features/2006_sv
JPG File	06_rhunter_01t[1].jpg	http://i.a.cnn.net/si/features/2006_sv

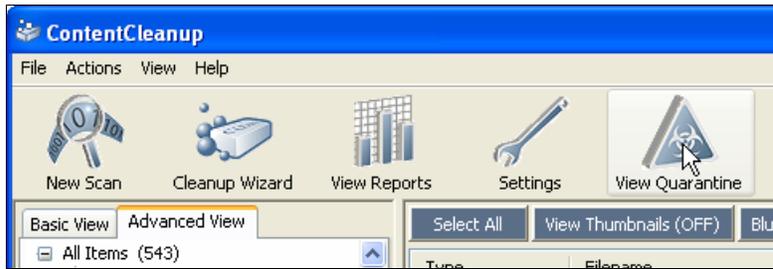
ContentCleanup places the selected items in quarantine.

3. When you are notified that the items were successfully quarantined, click **OK**.

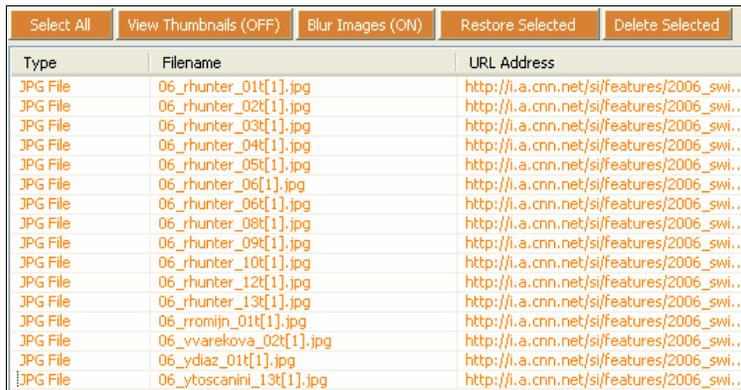
Processing Quarantined Items

To view and process quarantined items:

1. On the tool bar, click **View Quarantine**.

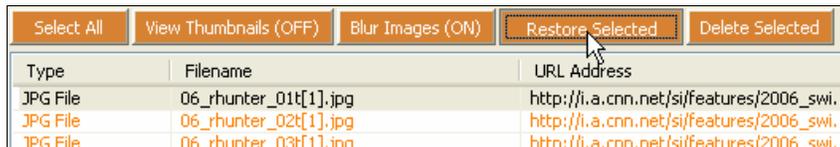


The Scan Results view changes to Quarantine view. You can perform all the same operations on quarantined items as you can on scan result items, including controlling the thumbnail view, viewing item details, opening items in their default viewer, and deleting items.

The screenshot shows the ContentCleanup application window in the Quarantine view. The title bar reads 'ContentCleanup'. Below the title bar is a menu bar with 'File', 'Actions', 'View', and 'Help'. The main toolbar contains several icons: 'New Scan', 'Cleanup Wizard', 'View Reports', 'Settings', and 'View Quarantine'. The 'View Quarantine' button is highlighted with a mouse cursor. Below the toolbar, there are tabs for 'Basic View' and 'Advanced View', and a list of items with columns for 'Type', 'Filename', and 'URL Address'. The 'All Items (543)' list is visible.

Type	Filename	URL Address
JPG File	06_rhunter_01t[1].jpg	http://i.a.cnn.net/si/features/2006_swi...
JPG File	06_rhunter_02t[1].jpg	http://i.a.cnn.net/si/features/2006_swi...
JPG File	06_rhunter_03t[1].jpg	http://i.a.cnn.net/si/features/2006_swi...
JPG File	06_rhunter_04t[1].jpg	http://i.a.cnn.net/si/features/2006_swi...
JPG File	06_rhunter_05t[1].jpg	http://i.a.cnn.net/si/features/2006_swi...
JPG File	06_rhunter_06[1].jpg	http://i.a.cnn.net/si/features/2006_swi...
JPG File	06_rhunter_06t[1].jpg	http://i.a.cnn.net/si/features/2006_swi...
JPG File	06_rhunter_08t[1].jpg	http://i.a.cnn.net/si/features/2006_swi...
JPG File	06_rhunter_09t[1].jpg	http://i.a.cnn.net/si/features/2006_swi...
JPG File	06_rhunter_10t[1].jpg	http://i.a.cnn.net/si/features/2006_swi...
JPG File	06_rhunter_12t[1].jpg	http://i.a.cnn.net/si/features/2006_swi...
JPG File	06_rhunter_13t[1].jpg	http://i.a.cnn.net/si/features/2006_swi...
JPG File	06_rromijn_01t[1].jpg	http://i.a.cnn.net/si/features/2006_swi...
JPG File	06_vvarekova_02t[1].jpg	http://i.a.cnn.net/si/features/2006_swi...
JPG File	06_ydlaz_01t[1].jpg	http://i.a.cnn.net/si/features/2006_swi...
JPG File	06_ytoscanini_13t[1].jpg	http://i.a.cnn.net/si/features/2006_swi...

2. If you would like to move items out of quarantine and make them accessible to users again
 - a. Select the items you want to remove from quarantine.
 - b. Click **Restore Selected**.



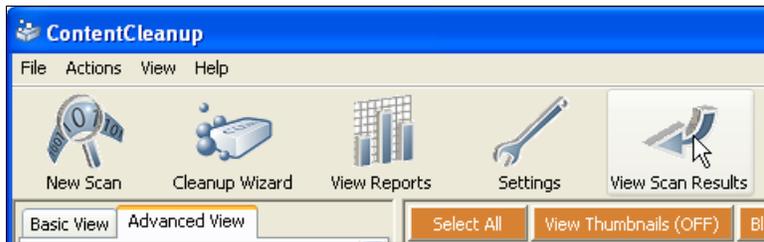
- c. Browse to the location on your hard drive where you want to restore the items. Click **OK**.



d. When you are notified that the items were restored successfully, click **OK**.

The restored items disappear from the Quarantine view.

3. To switch back to the Scan Results view, click **View Scan Results**.



Running the Cleanup Wizard

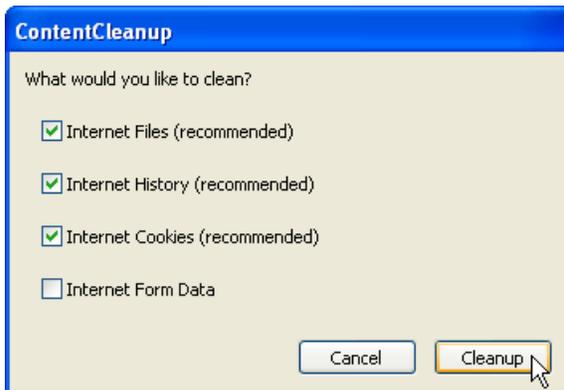
The Cleanup Wizard lets you perform a quick, thorough purge of Internet-related content on your hard drive. It finds and cleans all Internet content, including items that your browser's own purge features may ignore and leave on your hard drive.

To run the Cleanup Wizard:

1. On the tool bar, click **Cleanup Wizard**.



2. Select the types of Internet content you want to purge and click **Cleanup**.



3. When you are notified that the cleanup is finished, click **OK**.



Customizing ContentCleanup

You can customize a variety of ContentCleanup settings, including what folders ContentCleanup scans, which types of items it scans for, how content categories are classified (“high risk” or “other”), and a few default display options.

To access ContentCleanup’s settings, click **Settings** on the tool bar.

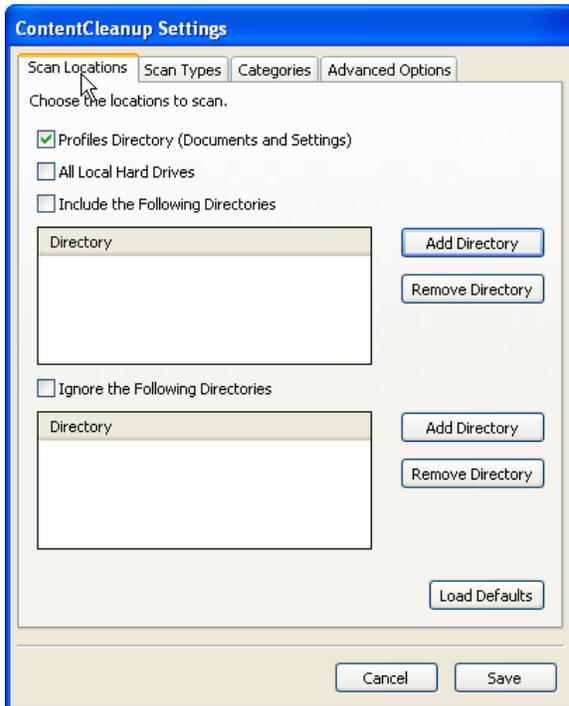


Setting Scan Locations

By default, when ContentCleanup performs content scans, it only examines the “C:\Documents and Settings” folder and its subfolders. If users’ Internet content is stored in a different location, or if you want to scan other folders where you think users might store questionable content, you can add those folders to ContentCleanup’s scans. You can also tell ContentCleanup to ignore certain folders when it performs scans.

To specify which locations you want ContentCleanup to scan:

1. In the ContentCleanup Settings screen, select the Scan Locations tab.

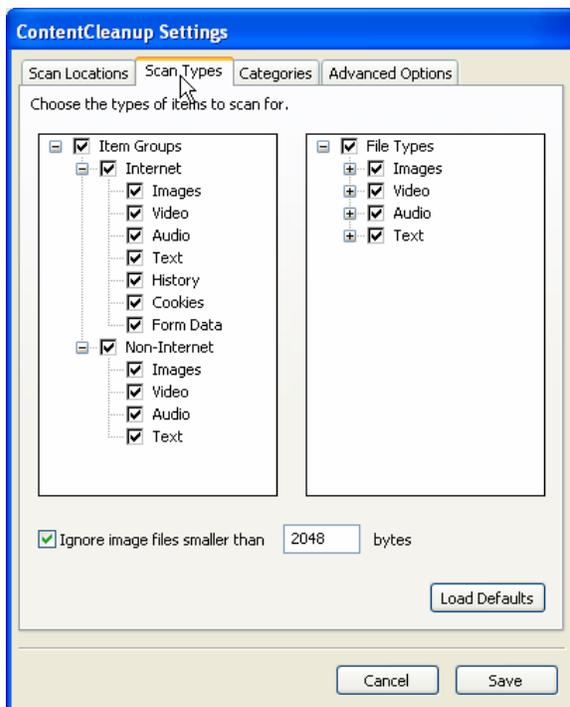


2. Specify the locations you want ContentCleanup to scan.
 - To make ContentCleanup scan all folders on all hard drives in your system, select **All Local Hard Drives**.
 - To make ContentCleanup scan a specific folder, select **Include the Following Directories** and click **Add Directory**; then browse to and select the desired folder.
 - To make ContentCleanup ignore certain directories when you have selected the “All Local Hard Drives” scan option, select **Ignore the Following Directories** and click **Add Directory**; then browse to and select the folder you want ContentCleanup to ignore.
3. Click **Save**.

Setting Scan Types

To choose the types of items ContentCleanup should scan for:

1. In the ContentCleanup Settings screen, select the Scan Types tab.

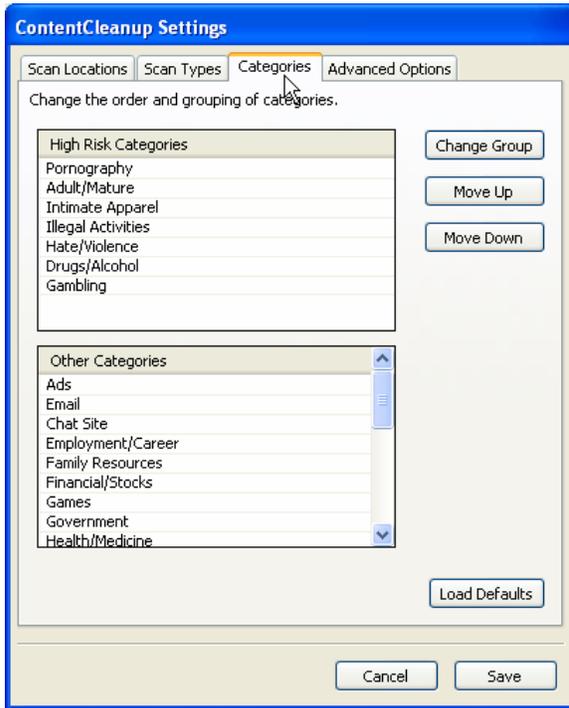


2. Expand the “+” sign next to item groupings to display all item types.
3. Mark items you want ContentCleanup to scan for, and unmark items you want ContentCleanup to ignore.
4. If you want ContentCleanup to ignore image files (i.e., pictures) that are smaller than a specific size, select **Ignore Image Files Smaller Than** and type the desired size in the Bytes field.
5. Click **Save**.

Reclassifying Categories

To change a category classified as “Other” to “High Risk” (or to change a category classified as “High Risk” to “Other”):

1. In the ContentCleanup Settings screen, select the Categories tab.

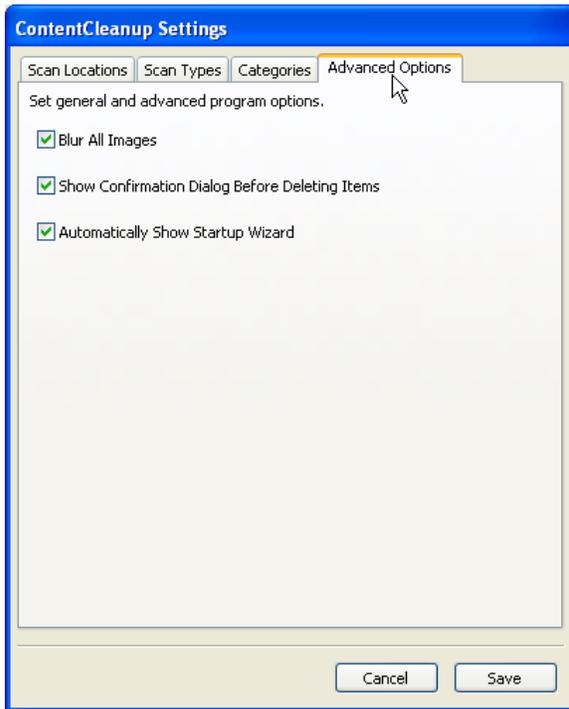


2. Select the category you want to reclassify and click **Change Group**.
The category is moved to its new group.
3. To change how a category is sorted within its group, select the category and click **Move Up** or **Move Down**.
4. Click **Save**.

Setting Advanced Options

To change the defaults for basic display settings in ContentCleanup:

1. In the ContentCleanup Settings screen, select the Advanced Options tab.



2. Choose the default display options for the following:
 - Thumbnail blurring
 - Confirmation dialog when deleting items
 - Displaying the Startup Wizard when ContentCleanup starts
3. Click **Save**.