**Steps to Take Before You Scan**

<table>
<thead>
<tr>
<th>Do this</th>
<th>Why</th>
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<tbody>
<tr>
<td><strong>Empty the Trash or Recycle Bin.</strong></td>
<td>Removes files you may have forgotten. Also, trash folders and the recycle bin aren’t always scanned by data discovery tools.</td>
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<tr>
<td><strong>In your e-mail program, empty the Trash folder. (In Eudora, compact mailboxes.)</strong></td>
<td>Removes old mail that may have been deleted and forgotten.</td>
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<tr>
<td><strong>Clear the cache and history from the web browser you use most.</strong></td>
<td>Quite a bit of old personally identifiable information is found in browser caches, so this cleanup step should become part of a routine. (In Firefox, you can automate this process when you exit the application.)</td>
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<tr>
<td><strong>Back up your system.</strong></td>
<td>If you accidentally shred a document you realize you need, you can retrieve it from the backup copy.</td>
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<tr>
<td><strong>Close all the files that you want to scan.</strong></td>
<td>Spider does not scan open files.</td>
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</table>
1. The first time you open Spider you will get the "Welcome to Spider" pop-up. Select "Scan Assistant". **Skip to step 3.**  
*If you have previously used Spider, skip to step 2.*

2. From Spider app > Tools > Scan Wizard.

3. Follow the wizard to scan your computer
   a. Click Next -> Check only Social Security numbers -> Click Next  
   -> Select "Scan Entire Profile"  
   -> Click Next and leave all options checked.
   b. Click Next > Finish.

4. The spider software starts scanning your computer and creates a log of its finding. Click on the link below for instructions on analyzing the scanned result.  
   [Scanned Result Instructions](#)
Scanning Network Drives

To scan your network drives –

In Spider2008

- Click Settings menu
  - Select Scan Options Tab
  - Check the “Scan all local drives” box
    - Check the “Network” box
    - Uncheck No Root, Removable, Local Disk, CD and RAMDisk
  - Click Save
  - Click Yes to close the window
  - Click OK to create a new scan DB
  - Click Tools -> Scan Wizard to start the scan assistant

To go back to scanning your local machine, uncheck the “Scan all local drives” box