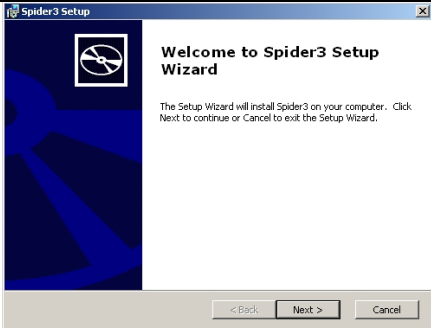
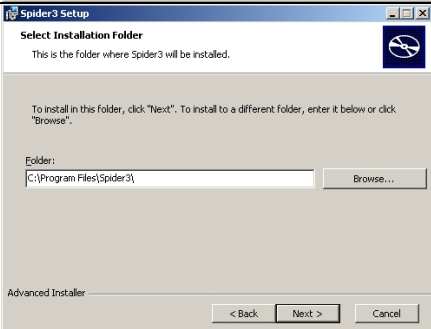
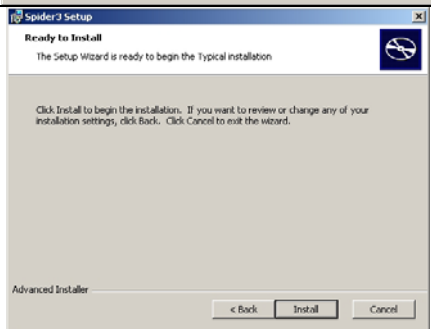
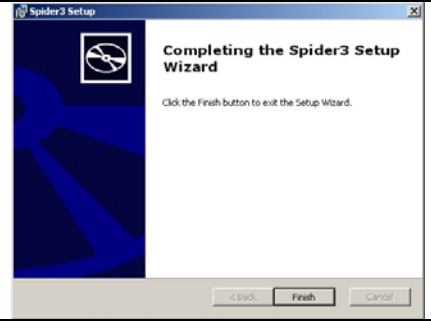
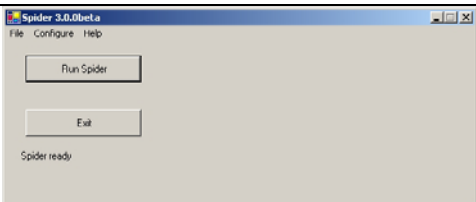


Installing and Using Spider at UMSL

(These instructions are for Windows XP other windows OS will be similar)

After downloading (to your desktop) the spider.zip file from our web side, extract it to your desktop.

1. Right Click spider.zip – Winzip – Extract to Here—	
2. Open the Spider3_UMSL folder	
3. Double click spider3.msi	
4. Accept the default -- Next	 The screenshot shows the 'Spider3 Setup' window with the title 'Welcome to Spider3 Setup Wizard'. It contains a logo on the left and text on the right stating 'The Setup Wizard will install Spider3 on your computer. Click Next to continue or Cancel to exit the Setup Wizard.' At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.
5. Accept the default -- Next	 The screenshot shows the 'Spider3 Setup' window with the title 'Select Installation Folder'. It asks 'This is the folder where Spider3 will be installed.' and provides instructions: 'To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".' A text box contains 'C:\Program Files\Spider3' and a 'Browse...' button is to its right. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.
6. Accept the default -- Install	 The screenshot shows the 'Spider3 Setup' window with the title 'Ready to Install'. It states 'The Setup Wizard is ready to begin the Typical installation' and provides instructions: 'Click Install to begin the installation. If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.' At the bottom, there are buttons for '< Back', 'Install', and 'Cancel'.
7. Accept the default -- Finish	 The screenshot shows the 'Spider3 Setup' window with the title 'Completing the Spider3 Setup Wizard'. It contains a logo on the left and text on the right stating 'Click the Finish button to exit the Setup Wizard.' At the bottom, there are buttons for '< Back', 'Finish', and 'Cancel'.
8. Start Menu – Program files – Spider3 – spider_3.0.exe	
9. Click the “Run Spider” Button	 The screenshot shows the 'Spider 3.0.0beta' application window. It has a menu bar with 'File', 'Configure', and 'Help'. There are two buttons: 'Run Spider' and 'Exit'. Below the buttons, it says 'Spider ready'.

Spider may hang on certain “large” files like pdf files or mdb files. If you notice that Spider is taking more than a few minutes on a single file and you know that there are NO SSNs in that file, you can press the ESC key on your keyboard to skip it. (You may have to do this more than once).

It might take 15 minutes or 16 hours to scan your system and network drives. It depends on the number of files. The average user will take about 1 hour. There is a number at the top of the scanning box that indicates the number files being scanned. It will be accurate for your C:\ drive but not the rest of your drives. It never resets when it moves drives.

Your system will be usable when scanning but probably will be slow and might frustrate you. It would be good to scan when you are not planning on using your system. If you plan to scan overnight, the scan will be disrupted by your computer going into sleep mode or hibernating. You may have to disable these features on your system if you will not be around to watch your system. Instructions on how to change these settings can be found at <http://help.umsl.edu> and search for “power save”.

After the scan has finished, it will display a results page. This page will list all of the files where spider found numbers that look like SSNs. Sometimes they will be real SSNs. Sometimes they will not be SSNs. Please review the files and remove the SSNs or remove the entire file. If the file contains SSNs and it is required by your job function to have SSNs, please contact the office of Information Technology so that we may find you a way of protecting those files. (Most campus users have no need anymore to have other people’s SSNs and don’t want to have them for legal reasons)

After you are finished removing all of those files, please remember to delete the “spider.log” file from your desktop and empty your trash.