How to Run Spider 3.0

Spider 3.0 is a tool that runs locally on your computer to scan for certain types of restricted data. By default, Spider looks for Social Security and Credit Card numbers. Spider scans the contents of all of the files on your computer to see if there are any numbers which might resemble restricted data. It then creates a log (list) of those files to be manually checked by the user. One of the challenges of using a program such as Spider is that it uses "pattern matching" and typically finds patterns in some files that are not actually restricted data. So you'll need to carefully go through the list of files that Spider returns to see if actual restricted data exists in them. Instructions for running Spider 3.0 are below.

- 1. Go to the Windows Start Menu, locate the Spider3 folder and click: spider_3.0.exe
- 2. Once Spider appears, click on the <u>Configure</u> menu and click the <u>Settings</u> option.
- Go to the <u>Scan Options</u> tab and click the option for <u>Scan all local drives</u>. Leave the box for Local Disk checked and do not check any other boxes. Then click <u>Save</u> twice. This is a one-time step. Once it is done, you will not need to do it again each time you run Spider.

	🖷 S	Spider	Conf	iguration				
		Runti	ime	Scan Options	Regular Expres	sions	Logging and Report	ting
							·	
		Γ	Disk	Web Hi	dden			
				C:\Users\sł	noopw\Documer	its		Start Directory
				🔽 Proc	ess subdirectorie	s		
1				🔳 Rese	et file access time	s		
				📄 Scar	EFS encrypted	files, if	possible	
				🔽 Scar	n all local drives			
				Drive T	ypes			
				N	o Root		Network	
				🔲 R	emovable		CD	
				V L	ocal Disk		RAMDisk	

4. Spider can run in the background while you work. Please note that Spider could take a <u>long time</u> to run, however, it will not interfere with your computer or slow it down during the process.

🖳 Spider 3.0.0	
File Configure Help	
Stop Spider	
Exit	
C:\Boot\it-IT\bootmgr.exe.mui	

5. When spider is finished running, it will open the list of all possible trouble files found.

tions		
Path		Regex
C:\Users	\shoopw\Documents\Windows 7 Installation\install.wim	VMCD
C:\Users	\shoopw\Documents_work\COESAC\Evaluations\Final Version Staff Evaluation Form 2007.pdf	VMCD
C:\Users	\shoopw\Documents_work\Tech Talk\Mail Merge\Fund Raising Template Wrong Source.docx	CMU_SSN
C:\Users	\shoopw\Documents_work\Tech Talk\Mail Merge\Fund Raising Template.docx	CMU_SSN
C:\Users	\shoopw\Documents_work\Tech Talk\Outlook 2010.pptx 💦 📉 📉	CMU_SSN
C:\Users	\shoopw\Documents_work\Tech Talk\Staying safe online.pptx	CMU_SSN
C:\Users	\shoopw\Documents_work\2000 machines.xls A) Double Click	CMU_SSN
C:\Users	\shoopw\Documents_work\Ghost_Image.gi	CMU_SSN
C:\Users	\shoopw\Documents_work\New Computer Installation.docx	CMU_SSN
U:\Users	\shoopw\Documents\Dell catalog instructions for retrieving equotes idoe.docx	CMU_SSN
C:\Users	\shoopw\Documents\Dell catalog instructions for retrieving equotes (doe, docx	CMU_SSN
<	\shoopw\Documents\Dell catalog instructions for retrieving equotes (doe. docx III C:\Users\shoopw\Documents_work\Tech Talk\Mail Merge\Fund Raising Template.docx	CMU_SSN
C:\Users Path Attributes		
C:\Users Attributes Size		CMU_SSN
C:\Users Path Attributes Size MD5		CMU_SSN
C:\Users Path Attributes Size MD5 Modified	(shoopw\Documents\Dell catalog instructions for retrieving equotes [doe. docx III C:\Users\shoopw\Documents_work\Tech Talk\Mail Merge\Fund Raising Template.docx Archive 13743 A0D5ABAD8ACC63845E5AE8976E7C2A6 2009-01-28 11:31:58 C) Click Run if	CMU_SSN
C:\Users Path Attributes Size MD5 Modified Accessed	(shoopw\Documents\Dell catalog instructions for retrieving equotes ¡doe. docx Image: C:\Users\shoopw\Documents_work\Tech Talk\Mail Merge\Fund Raising Template.docx Archive 13743 A0D5ABAD8ACC63845E5AE8976E7C2A6 2009-01-28 11:31:58 C) Click Run if 2009-10-13 09:07:46	CMU_SSN
C:\Users Path Attributes Size MD5 Modified Accessed Created	Image: State of the state	CMU_SSN
C:\Users Path Attributes Size MD5 Modified Accessed Created Hit Type	\shoopw\Documents\Dell catalog instructions for retrieving equotes (doe. docx III C:\Users\shoopw\Documents_work\Tech Talk\Mail Merge\Fund Raising Template.docx Archive 13743 A0D5ABAD8ACC63845E5AE8976E7C2A6 2009-01-28 11:31:58 C) Click Run if 2009-10-13 09:07:46 you would like to 2009-10-13 09:07:46 open the file. Social Security Number Social Security Number	CMU_SSN
C:\Users Path Attributes Size MD5 Modified Accessed Created Hit Type Hits	Image: State of the state	

Please note that Spider will likely find false positives. This means that some of the files found will not actually contain restricted data. However, it is best to check all files to make sure they are clean.

- 6. To do a preliminary check of the file to see the numbers that were found, double click the file and click on the <u>Hits</u> button. This will show you what type of numbers were found and show you the numbers themselves. Using this can help you determine if you need to inspect the file further. Please note that if a file is very large (such as a large PowerPoint file or PST file), using the <u>Hits</u> feature may take a very long time to complete. So we recommend using <u>Hits</u> primarily with Word, Excel & Text documents.
- 7. To open a file to determine if it contains restricted data, double click the file in the list and click the <u>Run</u> button (see image in step 5). The file will open and you can check it for anything that should be removed. If the file needs to have restricted data, then steps need to be taken to encrypt it and move it to a secure location.

Some files will not open when you click <u>Run</u>. For instance, some of the files found might be system files that users do not have permission to open. Instead, you will be prompted for what program you would like to use to open the file. If you find a file that will not open automatically and it does not look like a document that you created, then skip this file and move to the next one. If you have doubts about the file, please contact us and we will check it out for you.

Another example of a file that won't open when you click <u>Run</u> is a .PST file. PST files are created when you create a local email folder in Outlook. PST files can only be opened in Outlook. If Spider finds restricted data in a PST file, please let us know and we can come down and encrypt your local folder. Other file types that might not open include TTF, JAR, TGZ, GZ, TTC, TIF, JPG.

8. If you have any questions or need any assistance, please contact EdIT (<u>edit@purdue.edu</u>) and we will be happy to come help you.