# 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 Configure menu and click the Settings option.
3. Go to the Scan Options tab and click the option for Scan all local drives. Leave the box for Local Disk checked and do not check any other boxes. Then click Save twice. This is a one-time step. Once it is done, you will not need to do it again each time you run Spider.
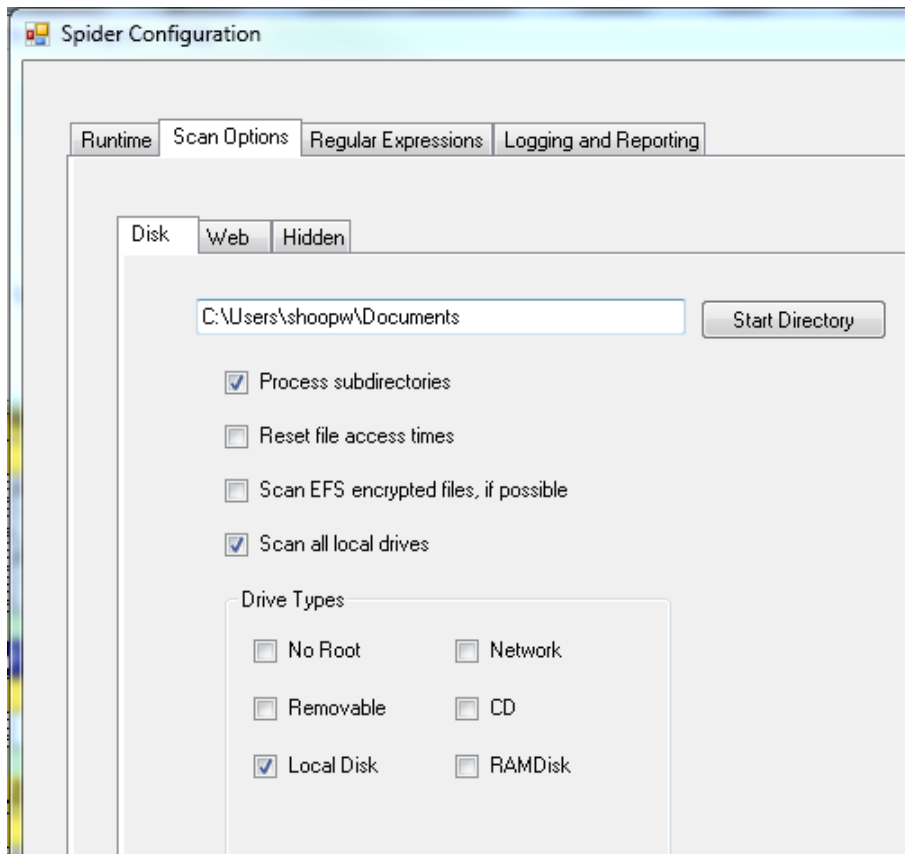
4. Spider can run in the background while you work. Please note that Spider could take a <u>long time to run</u>, however, it will not interfere with your computer or slow it down during the process.
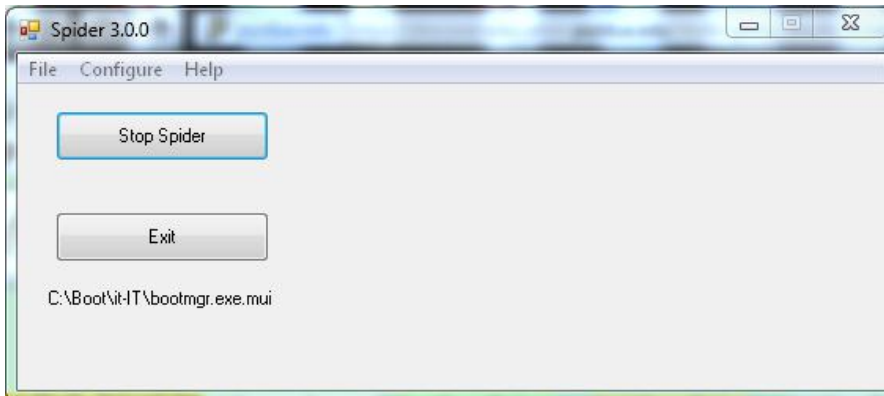
5. When spider is finished running, it will open the list of all possible trouble files found.
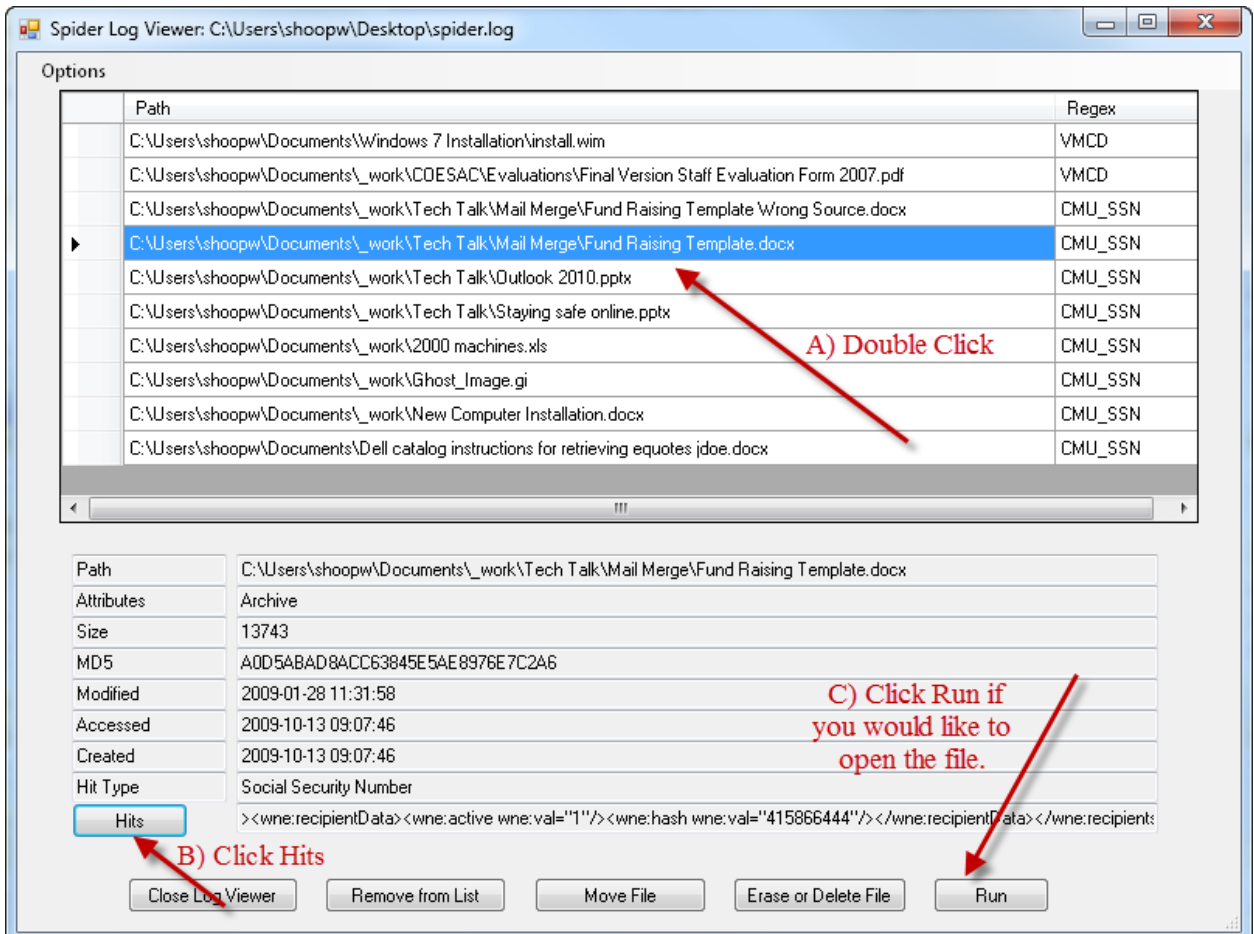
Please note that Spider will likely find false positives. This means that some of the files found will not actually contain restricted data. However, it is best to check all files to make sure they are clean.

6. To do a preliminary check of the file to see the numbers that were found, double click the file and click on the Hits 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 Hits feature may take a very long time to complete. So we recommend using Hits 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 Run 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 Run. 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 Run 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 (edit@purdue.edu) and we will be happy to come help you.