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	me	Scan Options	Regular Expres	sions	Logging and Report	ing
						·	
	Γ	Disk	Web Hi	dden			
			C:\Users\sh	oopw\Documer	its		Start Directory
			📝 Proce	ess subdirectorie	s		
			🔳 Rese	t file access time	s		
			📃 Scan	EFS encrypted	files, if	possible	
			📝 Scan	all local drives			
			Drive T	ypes			
			🔲 N	o Root		Network	
			🔲 B	emovable		CD	
			🔽 Le	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	Path							
C:\Users	C:\Users\shoopw\Documents\Windows 7 Installation\install.wim							
C:\Users	C:\Users\shoopw\Documents_work\COESAC\Evaluations\Final Version Staff Evaluation Form 2007.pdf							
C:\Users	C:\Users\shoopw\Documents_work\Tech Talk\Mail Merge\Fund Raising Template Wrong Source.docx							
C:\Users	C:\Users\shoopw\Documents_work\Tech Talk\Mail Merge\Fund Raising Template.docx							
C:\Users	\Users\shoopw\Documents_work\Tech Talk\Dutlook 2010.pptx 💦 📉 📉							
C:\Users	ers\shoopw\Documents_work\Tech Talk\Staying safe online.pptx							
C:\Users	\shoopw\Documents_work\2000 machines.xls	CMU_SSN						
C:\Users	\shoopw\Documents_work\Ghost_Image.gi	CMU_SSN						
C:\Users	\shoopw\Documents_work\New Computer Installation.docx	CMU_SSN						
C:\Users	C:\Users\shoopw\Documents\Dell catalog instructions for retrieving equotes jdoe.docx							
•	111							
Path	C:\Users\shoopw\Documents_work\Tech Talk\Mail Merge\Fund Raising Template.docx							
Attributes	Archive							
Size	13743							
MD5	5 A0D5ABAD8ACC63845E5AE8976E7C2A6							
Modified	2009-01-28 11:31:58 C) Click Run if							
Accessed	2009-10-13 09:07:46 you would like to							
	2009-10-13 09:07:46 open the file.							
Created	Social Security Number							
Created Hit Type	Social Security Number							
	> <wne:recipientdata><wne:active wne:val="1"></wne:active><wne:hash wne:val="415866444"></wne:hash></wne:recipientdata>							

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.