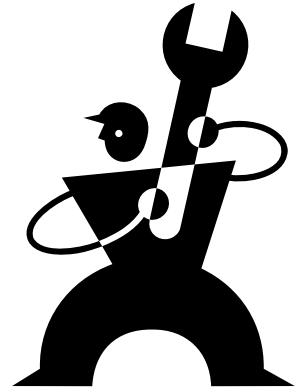


A Maintenance Log for Your Computer

Installing anti-virus software, or anti-spyware software, or a new operating system is NOT enough to keep your PC safe and secure for the entire semester! In fact, there are things you should do on a regular basis to keep your computer in tip-top shape (not to mention secure from hackers and other on-line thugs). Below is a suggested routine for PC maintenance.



WEEKLY TASKS

- [] Virus Update - Run the automatic update feature of your anti-virus software

- [] Windows Update - Run the Windows Update tool on your PC or by visiting it on-line at <http://windowsupdate.microsoft.com>

- [] Back Up Your PC - Back up the contents of your computer to a CD-ROM, DVD, or external hard drive ... especially those term papers and notes!

- [] Clean Up the Hard Drive - Clean off all of those temporary files and other unwanted junk.
 1. Go to **START** and select **RUN**
 2. Type **cleanmgr** and run the utility to clean up your hard drive(s).
 3. Check off the items you want to delete and then click **OK** to clean up the drive.

- [] Spyware Check - Run your spyware software's update utility and then run the tool to check for unwanted visitors!

MONTHLY TASKS

- [] Cleaning - Computers *hate* dust! Get a can of compressed air and clean out dust and cookie crumbs from your keyboard. Take a moment to clean off your mouse and the track-ball or optical sensor. And make sure dust hasn't built up on the PC itself.

- [] Defragment the Hard Drive - This will improve the speed performance of your hard drive.
 1. Go to **START** and then to **ALL PROGRAMS** and then **ACCESSORIES** and then **SYSTEM TOOLS** and then **DISK DEFRAGMENTER**.
 2. Select the drive you want to defragment (if you have more than one)
 3. Select **ANALYZE** to see if defragmentation is required.
If the system recommends defragmentation, then choose **DEFRAGMENT**.

SEMESTERLY TASKS

- [] Passwords - Change the passwords on your computer's operating system, email accounts and other software and Internet sites once a semester. Combine letters and numbers for the most secure passwords!