

# Home Computer Maintenance Guide

## Important Stuff:

*\*\*\*Always plug your computer into a surge suppresser, or better yet, an uninterruptible power supply (UPS)\*\*\**

*\*\*\*Always have virus protection software installed, and make sure it stays up-to-date\*\*\**

*\*\*\*Always have a firewall in place between your computer and the Internet, especially if you have a high-speed connection\*\*\**

## Regularly Scheduled Maintenance:

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|----------------|--|
| <b>Daily</b>   | <ul style="list-style-type: none"><li>-Run a virus scan on the memory and hard drive</li><li>-Back up the important files on your hard drive</li></ul>   |
| <b>Weekly</b>  | <ul style="list-style-type: none"><li>- Update your virus protection software's virus definitions</li><li>- Check the Microsoft web site for updates and service releases for your operating system</li></ul>  |
| <b>Monthly</b> | <ul style="list-style-type: none"><li>-Run Scandisk/Check Disk on your hard drive</li><li>-Clean out unnecessary &amp; temp files on your hard drive</li><li>-Run Disk Defragmenter on your hard drive</li><li>-Dust &amp; clean: case, keyboard, mouse, monitor &amp; printer</li></ul>   |
| <b>Yearly</b>  | <ul style="list-style-type: none"><li>-Upgrade your system BIOS (see owner's manual)</li><li>-Spray out the inside of your computer's case with compressed air to remove dust, lint and debris</li><li>-Consider possible upgrades: more RAM, a larger hard drive, a newer version of the Windows operating system, etc.</li></ul> |

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