

# Computer Maintenance "To-Do" List

Routine maintenance keeps your PC healthy and helps you avoid costly expenses that might otherwise occur. Just a few minutes per week can save you from days of frustrating downtime.

Here is a condensed, user-friendly "to-do" list for easy, everyday reference. Follow these easy guidelines and you'll be on your way to saving yourself from future headaches and expensive repairs. Print this sheet out and keep in a handy place near your computer.

TO-DO	PREVENTS	HOW
<b>WEEKLY</b>		
SPYWARE SCAN	<ul style="list-style-type: none"> <li>Identity theft</li> <li>SPAM</li> <li>Invasion of privacy</li> <li>Annoying pop-ups</li> <li>Poor computer performance</li> </ul>	<ul style="list-style-type: none"> <li>Make sure you have an anti-Spyware program installed on your computer and update the Spyware definitions, then scan. This can be set to run automatically.</li> <li>Three free anti-Spyware products are Ad-aware (<a href="http://www.lavasoft.com/">www.lavasoft.com/</a>), Windows Defender (<a href="http://www.microsoft.com/antispyware">http://www.microsoft.com/antispyware</a>) and Spybot - Search and Destroy (<a href="http://www.safer-networking.org/">www.safer-networking.org/</a>).</li> <li>To date there is no known Spyware that affects Macintosh computers.</li> </ul>
VIRUS SCAN	<ul style="list-style-type: none"> <li>System failure leading to an unusable computer</li> <li>Lost or corrupt files</li> <li>Poor computer performance</li> <li>Identity theft</li> <li>Invasion of privacy</li> </ul>	<ul style="list-style-type: none"> <li>First, update your virus definitions. While you are connected to the internet, open your anti-virus program and select "Update".</li> <li>Then Scan your system, or make sure it is scheduled to scan automatically when you are not using it.</li> <li>For a free, quick virus scan, try <a href="http://security.symantec.com/">http://security.symantec.com/</a>.</li> <li>For free virus protection for your home PC, try Avast (<a href="http://www.avast.com">http://www.avast.com</a>)</li> </ul>
SOFTWARE UPDATES	<ul style="list-style-type: none"> <li>Virus &amp; Spyware attacks</li> <li>System errors</li> <li>Poor computer performance</li> </ul>	<ul style="list-style-type: none"> <li><b>For Windows:</b> While you are connected to the internet, select "Windows Update" from your start menu and make sure all Critical Updates are installed.</li> <li><b>For Mac OS X:</b> Select "Software Update" from the Apple Menu.</li> </ul>
BACKUP YOUR FILES! (If possible, this should be done daily)	<ul style="list-style-type: none"> <li>Lost files in the event of a disaster, accident, or system crash</li> <li>Hours of work rebuilding or searching for lost files</li> </ul>	<ul style="list-style-type: none"> <li>Copy your important files to removable media like CDs, DVDs, or an external hard drive. You can access Windows backup software by going to <b>Start Menu&gt; Accessories&gt; System Tools</b> and click "Backup", or you can use software like Veritas or Retrospect. Check online for other popular backup programs.</li> <li>Be sure to keep copies of your backups offsite.</li> <li>For a free internet backup tool for Windows XP, try Mozy. (<a href="http://www.mozy.com">http://www.mozy.com</a>)</li> </ul>
<b>MONTHLY</b>		
CLEAN UP TEMPORARY FILES	<ul style="list-style-type: none"> <li>Wasted hard disk space</li> <li>Poor computer performance</li> </ul>	<ul style="list-style-type: none"> <li><b>For Windows:</b> Go to <b>Start Menu&gt; Accessories&gt; System Tools</b> and click "Disk Cleanup". Select which files you want cleaned, and click OK.</li> <li><b>For Mac OS X:</b> Open "Terminal" from the Utilities folder, and type "<code>sudo periodic daily weekly monthly</code>" and press Enter. Type in your password if requested.</li> </ul>
PHYSICAL CLEANING	<ul style="list-style-type: none"> <li>Sticking keyboard keys</li> <li>Poor mouse tracking</li> <li>Overheated computer</li> </ul>	<ul style="list-style-type: none"> <li>Use compressed air to blow the dust out of the keyboard and fans.</li> <li>If you are using a rolling ball mouse, clean out the track ball compartment.</li> </ul>
DEFRAGMENT YOUR HARD DISK	<ul style="list-style-type: none"> <li>Corrupt or unusable files</li> <li>Wasted hard disk space</li> <li>Poor computer performance</li> </ul>	<ul style="list-style-type: none"> <li><b>For Windows:</b> Go to <b>Start Menu&gt; Accessories&gt; System Tools</b> and click "Disk Defragmenter". Change options as desired, select the drive you want to defrag, and click OK.</li> <li><b>For Mac Computers OS 9 and earlier:</b> Use Norton Disk Doctor to scan and defragment your hard drive. Defragmenting is not necessary for Macs running OS X.</li> </ul>
<b>EVERY 3 MONTHS (QUARTERLY)</b>		
CHANGE YOUR PASSWORDS	<ul style="list-style-type: none"> <li>Unauthorized access to personal information</li> <li>Compromised network security</li> <li>Theft &amp; fraud</li> </ul>	<ul style="list-style-type: none"> <li>Choose passwords that use upper and lowercase letters and numbers. Use 6 or more characters. Use non-standard characters like all the symbols above the numbers on your keyboard. Avoid using number sequences that can easily be tied to you, such as birth dates, house addresses, etc.</li> <li>Do not write your passwords down in easily accessible places. If you must write them down, there are several trustworthy products that can be used to store passwords in secure electronic format. Try Password Tracker Deluxe for Windows, CiphSafe for Macintosh, or ALP for Palm.</li> </ul>

If you would like assistance setting up a computer maintenance program, we have services that can automate many of these functions for you. Contact us today to find out more at [contactus@geminitcg.com](mailto:contactus@geminitcg.com) or (714) 646-3693. Visit us at [www.geminitcg.com](http://www.geminitcg.com) for security updates and more.