

# Computer Maintenance Checklist

By Alex Strickland

- Data Back Up
  - Back up any documents on an external drive.
  - Keep back-ups of all computer programs.
  - Back up your entire system periodically.
- Keeping Your Computer Healthy
  - Use firewalls to keep other from accessing your computer.
  - Install an anti-virus software and scan your hard drive.
  - Scan email regularly as well as external disks when plugged into your machine.
  - Update your software on regular basis.
  - Install a good spyware program to track programs that monitor your computer activities.
  - Run spyware program weekly to clean out unwanted programs.
  - Do not download files from unconfirmed sources.
  - Do not open attachments from unknown sources.
  - Delete emails that look suspicious without opening.
  - Empty the recycle bin periodically.
  - Delete tmp files.
  - Clean out Windows temporary Internet files.
  - Delete old zip files.
  - Change passwords.
  - Clean the screens.
- Power Issues
  - Purchase a good surge protector with on/off switch and multiple plugs.
  - Unplug the computer when not using.
  - Unplug the equipment during storms.