

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.