Presentation 10/1/2004
Computer Club
Charlie Shark

Computer Maintenance

Step	To do	Reason
1	Start windows in safe mode	Nothing running in background
2	This is done by pressing **F8** when you see the windows logo starting.	
3	Go to the safe mode line and press "**Enter**"	
4	Go to the start button at the bottom left and click	
5	Go to programs-Accessories-system tools –**Scan disk** (for windows 98)	Gets the files in a proper order. This should take a few minutes.
6	Go to programs-Accessories-system tools-**defrag** (all operating systems) click on defag	This is a long process and can take hours. It is important to free up space and consolidate your hard drive.
7	The defrag can also be accomplished if you have **Norton System Works** The **Speed Disk** in the utilities does the same thing only better and quicker	
8	Once the defrag is done you should restart the computer to run in normal mode.	This will allow you to get onto the internet.
9	Log onto your browser.	To find helpful files
10	Go to www.microsoft.com	To update your operating system
11	In the left window under **Product Resources** You will find **Windows Update** Click on update and let the computer search for critical and other updates.	This will add to the safety and reliability of your operating system.
12	Download and install all the critical updates	This will add to the safety and reliability of your operating system.
13	Restart your computer after the critical updates are installed.	This insures the all updates are active
14	Go to **Start** –programs-accessories-system tools-disk cleanup	This will take off most temporary files.
15	Click on disk cleanup. There will be several lines with square boxes to the left. Check each box with a number On the right side of the line. Then click OK.	This will take off most temporary files.
16	Goto start then to search(find) and open a search or find window.	To locate files
17	In the window type ***.tmp**	To find all temporary files not found in disk cleanup
18	Go to Edit on the tool bar and click on **select All.**	This selects all the temporary files.
19	Hit the delete key and remove all the **.tmp** files	Helps to clean up the hard drive

Step	To Do	Reason
20	If you have System Works you should go to the program and click on **Begin Checkup**	The program will cleanup and fix additional computer problems.
21	A virus detection program	Many problems are caused by viruses
22	A spy detection program should be on your computer.	Excessive spy programs can slow down your computer.
Step	**To Do**	**Reason**
23	www.lavasoft.de has a free spy program called ad-aware	Good program
24	There are many virus detection programs	
25	With the installed Virus scan program a download of the latest viruses should be done at least once a week.	It will install the latest virus detection
26	A virus scan should be done right after the download	It will remove any new viruses you might pick up on the internet.
27	With the installed spy detection program a download of the latest should be done at least once a week.	It will install the latest spy detection
28	A spy scan should be done right after the download	It will remove any new spy ware you might pick up on the internet.
29	Many maintenance programs can be set to work automatically	While you sleep
30	Go to Start-acessories-system tools-schedule tasks, click	This will activate the scheduler
31	Goto **Add Scheduled Task,** Click.	
32	The schedule task wizard will show all the programs which can be scheduled.	
33	Each scheduled task must be done sepapately	
34	Scroll down to **defrag**	Keeps the hard drive efficient
35	Follow the instructions on the screen picking a schedule, a start time and a day. **Remember you computer must be on for the scheduler to work**	
36	Repeat for the tasks you wish to schedule	
37	Physical maintenance	Keeping the computer clean
38	Using a vacuum cleaner you should clean the fan motor at the back or side of the computer. Clean the area around the computer or inside the cabinet.	Keeps the computer from overheating.
39	The killer of computers is heat. If needed add an additional fan to either the computer or the cabinet.	
40	Windows 98 should be restarted once a day	Works better
41	XP can be left on.	
Sites 1	Stinger., a McAfee product http://vil.nai.com/vil/stinger/ Latest 9/28/04	Detects and removes 46 viruses/worms
2	Spy program www.lavasoft.de	
3	http://housecall.trendmicro.com/housecall/start_corp.asp	Free virus scan
4	http://www.pandasoftware.com/activescan/com/activescan_principal.htm	Free virus scan
5	There will be a removal too for the found viruses at McAfee, Norton or a site found by Google	