PCSS PC Maintenance Recomendations

Weekly
1. Run SpyBot / Adaware to check for Spy Ware on your System
2. Update your Antivirus File Definitions
3. Run Microsoft Windows Update from Internet Explorer

Monthly
1. Run a complete Antivirus scan
2. Run Disk Cleanup to clear Temporary Files – Programs/Accessories/System Tools/Disk Cleanup
3. Use Internet Tools to clear out your cookies – Control Panel / Internet Options/ Delete Cookies
4. Update your SpyBot/ Adaware definition files
5. Backup your data files (DVD-R, CD-R, External Hard Drive or Flash Drive)

Quarterly
1. If you Own Office run the Microsoft Office Update
2. Defragment your Hard Drive – Programs/Accessories/System Tools/Disk Defragmenter
3. Create a Restore Point if your Windows XP is working good – Help / Undo Changes to your Computer with System Restore / Create a Restore Point
4. Run a Disk Scan of your Hard Drive – Programs/Accessories/System Tools/Scan Disk
5. Check for updates on programs you use at their web site

Yearly
1. Clean out old programs – Go to Control Panel / Add Remove Programs (only get rid of programs you have installed and know what they are!)
2. Move old data files (ones you don't typically use) to a DVD-R, CD-R or Flash drive and store them in a safe place.
3. Pay your Antivirus yearly subscription fee
4. Organize your files – Make new folders, move files to the new folders