



Computer Maintenance

*Most of us have heard it from our Mothers – “An Ounce of Prevention is worth a Pound of Cure”
We all know the importance of computer maintenance, but often let it slide.*

Here is a reminder list of what should be done to maintain your PC:

Software is our life. *The information we create and store on our computers is our life-blood.*

Save Old Files to Disk - Backup Files - Once a week

Free up Hard Disk space; Keep old files safe; Make old file retrieval easy

Delete TEMP Files - Once every two weeks

Free up Hard Disk Space; Free up Scratch Space; Increase speed of many operations

Empty Recycle Bin - Once a month

Permanently erase unwanted files; Free up disk space

Scan Disk - Once a month

Find and tag damaged areas of Hard Disk; Attempt to restore damaged information

Defrag Hard Drive - Once every two months

Return fragmented files to one unified unit (fragmented files are easily corrupted); Free up sections of available space

Hardware is often taken for granted. *Maintenance of the computer hardware can prevent damage to our data.*

Temperature

Computers are comfortable in the range where most of us are.

If a computer is cold, let the room (and the machine) warm up before turning any of your equipment on.

Humidity

Too High Humidity (condensing) can essentially "rust" out the tiny electronic components inside.

Too Low Humidity will create static electricity. The little shocks you get can kill your hardware.

Dirt and Tobacco

Dirt accumulates inside and out blocking air circulation and blanketing circuit boards which causes overheating.

Tobacco actually "sticks" to components...no lecture about the health hazards.

Air Circulation

Regularly check that your computer hasn't gotten "pushed back," or "packed in" where it can't get any air circulation.

Make sure nothing has fallen against or is covering your machine's ventilation holes.

Electro Magnetic Interference

Electromagnetic interference can cause your devices to wreak havoc on each other.

Check that cables aren't wound around each other, especially power cords.

Try to use an isolated circuit if at all possible

Unseen items could also be a problem, like systems or circuit breakers on the other side of the wall!

Power

Surge Protectors are required to protect your system from power spikes. Too many bursts of energy in a short period of time could kill your computer. (\$10 Power Strips from Wal-Mart are NOT Surge Protectors!)

Battery Back Up Systems protect your system from Brown-outs (when power dims) and Black-outs (when the power cuts off). These will give you time to save your work and safely shut down your computer.

Unplug ALL of your devices during a lightning storm! Even if your computer is protected, your computer can get zapped through your printer, cutter, etc, scanner, which are plugged in but unprotected.

All of these are **simple things to check**. I would suggest **every month** or so. These points apply not only to your computer, but all of your electronic devices: Your Cutter, Printer, Scanner...**even your Stereo and Television at home!**