

bpmug, Inc.

September 21, 2009 Presentation Notes

Fall Cleaning and Maintenance For Your PC

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(1.) CLEANING YOUR COMPUTER – FROM OUTSIDE TO INSIDE

THE "BIG BOX" OR COMPUTER CASE

- Unplug and then open the computer.
- Hold the outside metal frame or get wristband to minimize static electricity.
- Clean dust from the motherboard (big green board).
- Blow out dust from the bottom and sides.
- Blow dust from inside the power supply to the outside.
- Check all cables to make sure they are firmly seated.
- For laptops, use a paper clip to keep fan from spinning.

MONITOR

- Best to use approved monitor cleaning towelettes.
- If using glass cleaner, do NOT allow it to dribble down inside the monitor.

KEYBOARD

- Turn it upside down and tap to dislodge crumbs and dust.
- Turn rightside up. Repeat until no more debris comes out.
- Turn upside down and spray with compressed canned air.
- Wipe keys with monitor cleaning towelettes

MOUSE

- If mouse has large ball on bottom, unscrew bottom cover, remove ball and clean. Tap mouse to dislodge debris, then clean rollers with Q-tips.
- If mouse is sealed, wipe with monitor-cleaning towelettes. Use canned air to remove debris from buttons.
- If you have a touchpad, clean with towelettes.

(2.) CLEAN YOUR HARD DRIVE

INTERNET FILES - Your web browser accumulates files needing purged periodically.

- In Internet Explorer, go to Tools, Internet Options, and Delete Cookies, Delete files, and Clear history.
- *Note: If you delete cookies and you have things like password to Wall Street Journal or Amazon, you will need to reenter them next time you go back in.*

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TEMPORARY FILES - Your PC stores temp files and then forgets to remove them

- To clean your temporary files, click Start, Programs, Accessories, System Tools, and then Disk Cleanup. Select the drive you want cleaned and select everything except "Compress Old Files".

ADD/REMOVE PROGRAMS - May have extraneous installations that you don't want.

- Go to Start, Control Panel, and Add or Remove Programs. Look through the program list for anything you no longer use or didn't want.

CLEANING YOUR DESKTOP Remove unwanted icons from your desktop.

- If an icon has a small arrow in a box in the lower left corner, it is a shortcut to a file or program. If you don't want the shortcut, right-click on it and select "Delete" to remove it.
- If there is no arrow, it is an actual file. If you delete that, it will remove that file.

STOPPING STARTUPS - When your PC starts, numerous side programs start.

- Go to "Start" then "All Programs". Look in the Startup folder to see what is starting up. If you see something you don't want started automatically, delete it from the folder.
- Then, go to "Start", "run", then type (without quotes) "msconfig" and select the startup tab. All that stuff starts up. Uncheck anything to stop it from running. To find out what they are, go to www.windowsstartup.com/wso/search.php

(3.) KEEPING IT CLEAN

SAFE MODE – Getting Your PC's Attention

- Safe Mode allows you to run some maintenance programs without interference. It might also help you remove some things such as spyware that you can't otherwise delete.
- Start the computer. Start tapping the F8 key. On the resulting Menu, choice Safe Mode. To Return to Regular Mode, shut off the PC and restart it.

SCANDISK – Checking Your Hard Drive

- Win 95, 98, ME, 2k: Click Start then All Programs. Look in the Accessories/System Tools and select "ScanDisk".
- Win XP & Vista: Right click "My Computer" on the desktop and select "Manage". Under Storage, click "Disk Management".
- If all drives are reported healthy, you are fine. If not, right click the problem drive and click "Properties" "Tools" tab, and then click the Error-checking button. Check both boxes and click "Start" to repair any errors.

DEFRAG – Optimize Your Hard Drive

- Win 95, 98, ME: Click "Start" then "Run". Type "defrag" and click OK. Choose the drive and Ok to start.

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- For Win 2000, XP, and Vista: Open "My Computer. Right click on the drive you want to defrag and click "Properties" then the "Tools" tab. Start defragging.

ANTIVIRUS

- An antivirus program will protect your PC from viruses, worms, and other problems.
- It must meet these three criteria: It must be continuously running, Your subscription must be current, and it must be updated (preferably automatically) every day.

FIREWALL

- A firewall will protect your PC from intruders breaking in or rouge programs sending out confidential information from your PC
- Look for your firewall icon in the bottom right system tray. It is likely ZoneAlarm, Norton, Windows Firewall, or others. If you don't see one, you likely don't have a firewall running.
- If you have one, double-click it to open. Look for up-to-date definitions. If not updated within 2-3 days, set up automatic updates to keep it current. If subscription ran out, renew it ASAP.

SPYWARE & ADWARE CLEANERS – Pop-up Ads slow down your PC

- In addition to invading privacy, these programs interfere with the normal use of a PC and slow it down.
- Go to www.lavasoft.com and on the right, select "Download Ad-Aware Free". Download it, install it, update it, and run it.
- Go to www.safer-networking.org/en/ and select "download" and download "Spybot - Search & Destroy" (below the request for donations). Install it, update it, and run it.
- Run both of these programs (from desktop icons) every 2 weeks or more frequently if slowdowns or frequent pop-ups are noticed or if you browse to questionable web sites.

WINDOWS UPDATE – Patches to maintain your Windows system

- Updates are usually set for automatic loading unless someone changed it. To find out, go to Start, Control Panel, and Automatic Updates. The recommendation is to automatically get and install them daily.

Notes: