Computer Maintenance

Computer Maintenance

- **Computers get**
  - **Physically dirty**
    - **Cookie crumbs collect in the keyboard**
    - **A ball mouse stops working smoothly**
    - **Monitors get dusty and collect fingerprints**
    - **Dust bunnies, spider webs, bugs, and pet hair collect inside the computer**
  - **Digitally dirty**
    - **Unused programs don't get uninstalled**
    - **Potentially harmful programs get installed without your knowledge**
    - **Useless data builds up over time**
    - **Unnecessary programs get installed**

Computer Maintenance

- Tools for physical cleaning
  - **Vacuum cleaner**
  - **Soft cotton cloth**
  - **Windex or Glass Plus (no ammonia)**
  - **Canned air**
  - **Monitor wipe**
- **Critical instructions**
  - **Never touch any of the components inside the computer with the vacuum cleaner tool**
  - **Never spray liquid on any component, spray the cloth**
  - **Never place your hand inside the computer without grounding yourself first by touching the metal part of the case**

Computer Maintenance

- **What are we cleaning**
  - Use the dust brush to vacuum the keyboard and outside of the computer
  - Use the cloth and glass cleaner to wipe the outside of the computer, keyboard, and mouse
  - Open the computer and use the wand to vacuum the inside of the case (don't touch any components)
  - Use the canned air to blow the dust off of the fans, heat sink, circuit boards, and power supply
    - Suggest you use the vacuum to catch the dust rather than blowing it all over the house
  - If the fan blades didn't come clean, you can use a soft artists brush
  - Put it back together, you're done

Computer Maintenance

- **Tools for digital cleaning**
  - **Programs and tools that are part of the operating system**
  - **Programs that you download from the Web**
- **What are we cleaning**
  - **Programs that were preinstalled on your computer**
  - **Programs you no longer use**
  - **These need to be uninstalled**
  - **Browser data**
    - **Temporary Internet files**
    - **History**
    - **Cookies**

Computer Maintenance

- Email messages
- Disk Cleanup
  - Get rid of everything except
    - Downloaded Program Files
    - Thumbnails
- Disk Defragmenter
  - Supposed to be doing this on a schedule
  - Check to make sure it is being done
- Antivirus
  - Check the program settings
  - Make sure the data base is being updated when you start your computer
  - Don't exclude anything when you scan the computer for viruses

Computer Maintenance

- Malware detection and removal
  - Use multiple programs
    - Malwarebytes Anti-Malware
    - SuperAntiSpyware
    - Update the program and scan your computer every 10 to 14 days
- Other programs you might want to use
  - WinPatrol - allows you to control what starts when you start your computer
  - CCleaner
    - Allows you to remove unwanted data
    - Uninstall programs
    - Manage startup programs
    - Clean the registry

Computer Maintenance

➢ **Don't use programs**

  ➢ **That are designed to update the programs you have installed on the computer**

  ➢ **That are designed to update files or Dll's (Dynamic Link Library)**