

Weekly recommended maintenance tips

1.
 - a. Open Windows Explorer \ (C:)
 - b. Remove files with .chk extension from drive C:\
 - c. Remove files from C:\Windows\Temp folder.
 - d. If you use Paint Shop Pro, you can remove files with the .jbf extension, these are created when you use the browse function. However removing them will slow down your next browse as they are recreated.
2. Empty Recycle Bin
3. Restart Computer. (This will clear the windows swap file)
4. Disable your screen saver.
5. Close all programs running in the background except Explorer and Systray. Use Ctrl- Alt- Del, highlight and click End Task for Fast Find, Virus Scan, Backup etc.
6. Run scandisk and defrag.
 - a. Double click on My Computer
 - b. Right click on (C:) or (drive you want to do)
 - c. Click on properties.
 - d. Click on tools tab.
 - e. Error checking status click on check now.
Normally set on Standard and Automatically Fix Errors.
 - f. Defragmentation Status click on defragment now.
(Win95) When block comes up with "Drive is % fragmented" click on start. (Even if windows says you don't need to defrag now.)
For Win98 recommend starting at night and just turn off monitor.
7. Update Virus program Dat files and run virus scan.

Other Tips

- Use quality Electrical and Phone Line Surge Suppressors. If you are in an area that experiences frequent power shortages and outages a Uninterruptable Power Supply can save you much aggravation.
- Always shut down windows before turning off computer. Start, Shut Down, Shut down the Computer.
- Use the uninstall that loaded with program to uninstall. If no uninstall was loaded use the Control Panel, Add/Remove Programs.
- Realign print head whenever you change an ink cartridge in the printer. (If Required)
- Keep printer turned off unless you are going to use it.
- Keep magnets away from computer area.
- Keep cellular phones away from the monitor.
- If cleaning computer or monitor, do not allow any liquid to get inside. Do not use alcohol-based products on monitor.
- During thunderstorms shut down computer, turn off surge suppressor and unplug phone line and power cords.
- Always shut down computer before moving it.
- If installing multiple programs, restart computer between installations.
- Always shut down computer before adding or removing peripherals except USB devices.
- Periodically remove and clean the tracking ball and the inside of your mouse.
- Use a personal firewall with Cable or DSL connection to the Internet.