

Just Do It!



Everyone needs to be rejuvenated now and then. Treat your computer to a spa-like makeover.



Regular Maintenance

If you want your computer to **run faster** and **more reliably**, there are a few simple steps you can do to keep everything running smoothly.

1. **Update virus protection.** Your computer is set to update protection when you logon to the network. Please shut down when you leave and restart when you arrive *daily*.
2. **Do a Backup.** Backup your files *weekly* to another storage device.
3. **Get rid of Spyware.** Run Spybot Search & Destroy and Immunize your computer from future downloads. Do this *weekly*.
4. **Scan Your Disks.** Select *Start, Programs, Accessories, System Tools, ScanDisk*, select a drive, click the *Thorough* option, and check *Automatically fix errors*. Do this *monthly*.
5. **Defragment your drives.** Select *Start, Programs, Accessories, System Tools, Disk Defragmenter*, select a drive, and click *Start*. Do this *monthly*.
6. **Cleanup Unneeded Files.** Choose *Start, Programs, Accessories, System Tools, Disk Cleanup*, choose a drive, select *OK*, and you'll see a list of various files that you can delete. Check the file types you want to remove (Temporary Internet Files, Temporary Files, Download Program Files) and click *OK*. Do this *monthly*.

Complete each task at the suggested intervals unless your computer is behaving badly. *If your computer is running slowly or freezing, run through the whole list of tasks.*