Computer Maintenance Basics

**Power & Battery Life**

* Use a Surge/UPS protector
* Regularly unplug your laptop so the battery can run
* Charge the battery when it indicates 10% life or less



**Laptop Protection**

* Cooling pads can extend the life of your laptop
* Use laptops on a hard level surface with good airflow
* Purchase a laptop bag or cover if traveling

**Hardware Maintenance**

* Turn off and unplug your computer/laptop before cleaning
* Use canned air sprays to keep computer components dust free
* Keep monitors clean using a microfiber dust cloth and screen cleaner
* Homemade screen cleaner = 1 part 70% isopropyl alcohol and 1 part water
* Keep your computer in a cool, and dry location with good airflow

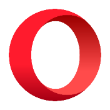




**Software**

* The current version of Windows is 10
* Windows XP is no long supported with security updates
  + Consider upgrading if your operating system is outdated
* Be sure to set your programs to auto update or manually update them regularly
* The best Internet browsers for security and speed include Firefox, Chrome and Opera





Firefox

Chrome

Opera

Edge



**Viruses, Malware, & Spyware**

* Keep yourself safe by installing and using anti-virus, anti-malware, and anti-spyware tools:
  + Windows Defender (in your computer’s Control Panel)
  + Malware Bytes ([www.malwarebytes.com](http://www.malwarebytes.com/))
  + Spybot ([www.safer-networking.org](http://www.safer-networking.org/))
* Avoid clicking on ads or downloading email attachments unless you know who sent them or have scanned them with an anti-virus tool
* Back up your files to a flash drive, portable hard drive or cloud storage system regularly

Malware Bytes

Windows Defender

Spybot



**Performance & Reliability**

* CCleaner keeps your pc secure and running at optimum levels ([www.piriform.com/ccleaner](http://www.piriform.com/ccleaner))
* Defrag your computer on a regular basis to keep it running smoothly
  + Start > System Tools > Disk Defragmenter
  + Defragging is unnecessary for solid state hard drives
* Keep an eye out on for programs running in the background by using Task Manager



**Recommendations**

* Scout [www.newegg.com](http://www.newegg.com/) for equipment and hardware purchases
* Purchase authorized software directly from the vendor website or retail store