

# CHILlicoTHE R-2 SCHOOL DISTRICT

## Maintenance

In order to keep your computer as trouble-free as possible, perform these simple steps periodically to keep your computer's hard drive free of errors and your system hardware free of potential conflicts. Performing these steps will definitely save you money in the long run.

### DAILY TASKS:



You caught a virus from your computer. I'm afraid that we had to erase your brain. I hope that you kept a backup copy.

**Perform an Incremental Back Up** - perform an incremental back up of your most important information (such as My Documents, Email/Address Books or your Quicken/Financial data) and its subdirectories. We recommend that you either manually perform this **daily** (or each day you use the computer). Installing a secondary hard drive is an easy solution for this and can be a real life saver.

### WEEKLY TASKS:

The basic software tools for keeping your system humming are **Disk Cleanup**, **Scan Disk**, and **Defrag** (explained below). Before running **Defrag**, the other 2 steps should be performed first. Be sure all programs are closed when performing these steps.

**Disk Clean Up-** The disk Clean up should be performed weekly and will delete all of your unused and unwanted files. It will also delete your garbage and old internet files.



Delete .tmp files that have been created prior to the current day. It will surprise most people to learn how much hard drive space has been used by .tmp files. Delete files that begin with a tilde(-). Again, make sure that all your application programs, such as word-processing, spreadsheet, and graphics programs, are closed first since sometimes the temporary file you are currently viewing do use a tilde(-). If the application programs are closed, the tilde files can be deleted. Some users find they have a lot of these on their systems!

Delete old .zip files. Users tend to unzip the files but then leave the zipped file on their computer.

**Scan Disk** - Use the scandisk program located in your system tools under Accessories to check for any possible problems with the logical configuration of your hard disk(s). This can not only speed up your machine but spot potential errors as well.

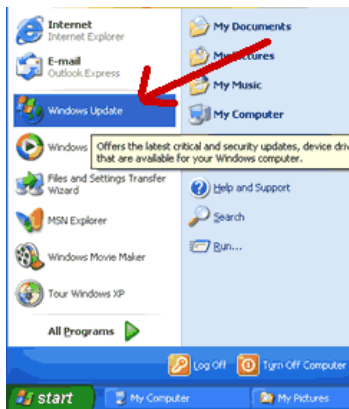
**Disk Defragmenter-** this utility helps you increase performance and reclaim lost speed of your system. Over time, files get scattered all over the hard drive and then get moved, deleted, copied and so on and fragments of unused space get left over. It then takes longer for your system to look up information because it is looking over Defragmenter will put all of the pieces back into their original package. This should be performed every couple of weeks.



## MONTHLY TASKS:

### Speed Up Your Web Browsing

Check your browser history and cache files. Periodically delete the cache files and history files then reset the history files to no more than three days unless you specifically need to store that information longer. By freeing up the cache, downloads from the Web actually speed up since there is more space available to store the temporary files.



### Windows and Driver Updates

If it is not set automatically for some reason, you should perform Windows Updates (<http://www.windowsupdates.microsoft.com>) and install any vital security patches and updates. You can also update any drivers for your hardware. These are important steps. If you have never done this, and/or are on a dialup Internet connection, it can take quite some time.

## QUARTERLY TASKS:

### Reinstall Your Operating System!

Most people are surprised to learn (usually under emergency circumstances) that their computer's Operating system will break down over time. There are 1000's of system files that act essentially just like moving parts of a machine. These necessary files get deleted or altered through wear and tear, accidental deletion, or undetected virus activity. They may not even be noticed until, say you uninstall a program or make a minor change and then, suddenly, you cannot get on the Internet or you cannot boot the machine to Windows. Under those emergency circumstances people usually scramble for a professional to "save the day".

Every 3-6 months it is a good idea to reinstall the Operating System from scratch. It gives the machine that "just out of the box" level of performance and repairs any unknown errors. This is especially important for earlier operating systems like Windows 98 and Windows ME. Of course, before you do this you want an up to date backup of personal data and copies of your installed programs.



### Clean the Computer!

In dusty climates especially, dust is a big enemy of computer circuitry. A can of compressed air will blow out dust buildup. It's amazing how much dust can collect in a computer over time.

Also remember to clean the keyboard. With the power off, tip or turn the keyboards upside down and carefully use the palm of your hand to strike the keyboard several times. You'll be surprised how much junk will fall out.